



SALTERNS ACADEMY TRUST

Minutes of the Salterns Academy Trust meeting held as follows:-

Date: Wednesday 15 May 2019

Time: 6pm

Venue: Admiral Lord Nelson School, Dundas Lane, Portsmouth PO3 5XT

Present: Steven Labeledz, CEO
Andy Cree, Chair and Independent
Amanda Barrett, Independent
Flick Drummond, Independent
Maria Phillips, Independent

1. Chair's welcome and introduction

- 1.1 The Chair welcomed Directors to the meeting of the Trust and confirmed that the meeting was quorate.

2. Apologies for absence

- 2.1 The Trust noted that apologies had been received from Claire Copeland, Nys Hardingham and Paul Hayes.
- 2.2 Tania Osborne and Sue Wilson did not attend the meeting

3. Administration

(a) Declaration of Members' interests;

- 3.1 Directors declared there were no further changes to the register.

(b) Correspondence

- 3.2 A letter from Lord Agnew to academy trust auditors was circulated, discussed and referred to the audit committee.
- 3.3 A letter from the Parliamentary Under Secretary of State for Children and Families following his visit to Admiral Lord Nelson School was noted.

4. Minutes of the Salterns Academy Trust meeting held on 13 March 2019

- 4.1 The Trust considered the minutes of their meeting held on 13 March 2019.
- 4.2 The Trust agreed the minutes as a correct record, and requested that they be signed by the Chair and placed on the website.

5. Matters arising from the Salterns Academy Trust meeting held on 13 March 2019

- 5.1 The Trust considered the matters arising from the Trust meeting held on 13 March 2019.
- 5.2 The Trustees noted the updates as detailed within the table:-

Agenda Item	Action	Responsible
5.Matters arising from the Salterns Academy Trust meeting held on 13 March 2019	<p>ACTION: CEO to draft a template for LGB Chairs to complete for their written submission to each Trust meeting.</p> <p>This is still outstanding, despite several discussions over what it should contain. The Chair requested that the draft template be produced before the next round of meetings.</p>	SL
5.Matters arising from the Salterns Academy Trust meeting held on 13 March 2019	<p>ACTION: SL to make contact with Maria Dawes to find out contact details of her successor and make contact with both to ensure commitment followed-up.</p> <p>It was agreed that this should be amended to emphasise that establishing the new contact was with the purpose of ensuring continued RSC support for the Trust in terms of applying pressure to the ESFA SL is meeting with Simon Hampson on 21/05</p>	SL
6. Headline Predictions	<p>ACTION: SL to circulate the new headline predictions data to the Trust members once it was available and he would flag any trends and areas of concern together with details of interventions to address these.</p> <p>The latest Headline Predictions are on the agenda</p>	SL
6. Headline Predictions	<p>ACTION: Data dashboard to be considered at the next meeting of the Trust.</p> <p>On the agenda</p>	Clerk to put on agenda
7. Complaints Policy	<p>ACTION: The Trust to receive an annual update on the number of Complaints received during the course of the academic year.</p>	Clerk/BY

	To be reported at the July meeting	
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6. Trust Improvement Plan

6.1 The Chair questioned the late circulation of this and other papers and strongly requested that the Board receives all papers one week in advance of the meetings, as written in our operating procedures.

6.2 The five pillars of the plan were discussed in some detail with a particular focus on those areas which had been rag-rated amber or red.

6.3 The following points were made:-

Pillar 1 Governance

- NGA survey results were received today (14/05). Angie Morrish would be invited to a July meeting to build on this as part of the development package

Pillar 2 People

- Directors asked for an update on the levels and commitments to joint working by teachers across the 2 schools

Pillar 3 Buildings and Resources

- Following an update on the ALNS expansion project and the delays caused by the planning process, directors requested that they were regularly briefed on progress and that they monitored expenditure incurred by the school
- Directors were pleased to note the successful CIF bid at ALNS to finally sort out the leaking roofs
- There was a brief discussion about the outline feasibility conversations about further expansion which were ongoing with the Local Authority

Pillar 4 Finance and Business

- The Chair outlined his plan to write to the ESFA concerning the bringing forward of Trafalgar School's budget settlement for 2019/20 so as to avoid cashflow problems in the autumn term. This received strong support from other directors

- It was reported that the SRMA visit had taken place on 18-19/03 but that the report had still not been received. Directors asked that this be notified to the ESFA in the Chair's letter
- Increases in the LA growth fund were noted
- Directors asked when the new finance system would be operational and strongly requested they see the new reportys at June meetings

Pillar 5 Education

- Directors asked to receive the latest two CEO Improvement Visit reports by the end of next week

ACTION: The CEO to ensure papers were circulated in a timely fashion.

ACTION: Angie Morrish to be invited to the July Board meeting to discuss Next steps in the Board's development.

ACTION: The Chair to write to the ESFA regarding Trafalgar School's funding for 2019/20.

ACTION: The CEO to circulate the latest visit reports once complete.

7. Update on University MAT (UPAT)

- 7.1 The CEO updated directors on the progress to date of the proposal, including which other organisations had dropped out and why and which new schools were now around the table and how the University's thinking had developed and grown in ambition
- 7.2 Some directors re-expressed their disquiet at the previous lack of communication to the whole board regarding the UPAT project and expressed their desire for a dedicated meeting to discuss the proposal
- 7.3 Directors were informed of the date and time of the next open discussion Meeting at the University (**Monday 3rd June, 1-4pm**) and that there would be a follow up meeting just for Salterns Trust schools during the following week.
- 7.4 Directors requested an extraordinary meeting to discuss the proposal in depth with Mark Cooper (project lead from the University) in attendance
- 7.5 Directors asked for brief reports from the CEO on topics covered at previous and future meetings and that some planning work be carried out on areas to probe in the extraordinary meeting

- 7.6 Directors asked that members were fully informed of developments during the process and wanted to be clear about commitments and time frames for decisions

ACTION: The CEO to circulate the dates and times of the next meetings with the University regarding UPAT to ensure a Board representative be present.

ACTION: The Chair to work with the Clerk to determine a date for an extraordinary Board meeting to discuss UPAT in depth inviting Mark Cooper to be Present.

ACTION: The CEO to produce reports of previous and future meetings for circulation to all directors.

8. Headline Predictions

- 8.1 The Trust received a report setting out the updated Headline Predictions data for both Year 11 and Year 10. The Trust also received the detailed predictions based on prior attainment bands.
- 8.2 Detailed questioning of the CEO centred on the Trust's identified priorities which are the progress of boys and the progress of disadvantaged students.
- 8.3 Positive movements in data were noted but concern was particularly expressed about the progress of boys and disadvantaged students in Year 10 at Trafalgar School, noting that this is the first "Salterns Trust" cohort
- 8.4 It was agreed that the CEO should circulate the next set of data for Year 10 as soon as it is available, that the Trust should ascertain what Trafalgar LGB's actions had been and whether further intervention was necessary

ACTION: CEO to circulate the new headline predictions data for Year 10 to the Trust members as soon as it was available, with details of plans and interventions to address ongoing concerns

9. Feedback from Trust Committees

(a) Finance and Resources

- 9.1 The Chair of the committee reported that there was still a challenge over the communication of accountability between the LGB's, the Trust and the finance team. The new system should make this more streamlined, but there was a strong request that financial reporting was part of the LGB feedback template to the Board

- 9.2 The Trust received a copy of the DfE financial self assessment document which, they were informed, had been populated by the finance director and the CEO. Discussion centered on those parts flagged as not complete
- 9.3 It was strongly requested that, moving forward, the monthly management accounts should always contain a written commentary from the finance team and that the updated financial dashboard was available at every Board meeting.
- 9.3 The Budget Forecast Return Outturn document was studied (this had not been available at the Finance and Resources Committee) with concern being expressed at the forecast deficit.

(b) Audit Committee

- 9.4 No report was received from the Audit Committee.

(c) Local Governing Bodies

- 9.5 No reports were received from the LGB's.

ACTION: The CEO to ensure that the LGB reporting template was ready for the next round of meetings and that it included a financial reporting element.

ACTION: The CEO to ensure that the up-to-date financial dashboard was available at every Trust Board meeting.

ACTION: The Trust to ensure it had a written report from every committee especially if the Chair of the Committee could not attend the appropriate meeting.

10. Any other business including agenda items for the next meeting

- 10.1 The Chair of the Finance Committee raised the issue of membership of that committee which led to a wider discussion on the composition of the board moving forwards.
- 10.2 The Chair outlined his position as agreed with the RSC for 2019/19 and would have further discussion about the ways forward to ensure that all directors fulfilled their responsibilities as directors and trustees.

11. Date and time of next Trust meeting

- 11.1 The Trust noted the date of the next meeting as follows:- Wednesday 3rd July at 6pm to be held at Trafalgar School.

11.2 Two directors gave their apologies for this meeting and so the Chair proposed working with the Clerk to find an alternative date (as well as a date for the extraordinary meeting).

There being no further business the meeting closed at 20.15.

Signed:

Chair:.....**dated:**

Summary of Actions:

Agenda Item	Action	Responsible