



<b>SALTERNS ACADEMY TRUST</b>
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**Minutes of the Salterns Academy Trust meeting held as follows:-**

**Date:** Wednesday 13 March 2019

**Time:** 6pm

**Venue:** Trafalgar School, London Rd, Portsmouth PO2 9RJ

**Present:** Steven Labeledz, CEO (Item 5 onwards)  
Amanda Barrett, Independent  
Flick Drummond, Independent  
Paul Hayes, Vice-Chair and Independent  
Maria Phillips, Independent  
Sue Wilson, Chair of Trafalgar LGB

**Also in attendance:** Louise Lake, Clerk to the Governors

## **1. Chair's welcome and introduction**

- 1.1 Paul Hayes took the Chair for the duration of the meeting in the absence of Commodore Andy Cree.
- 1.2 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, Andy Cree, Nys Hardingham and Tania Osborne.

## **3. Administration**

### **(a) Declaration of Members' interests;**

- 3.1 Paul Hayes declared an interest in item 9, University Multi Academy Trust, as he was leading on the project at the University. Directors declared there were no further changes to the register.

### **(b) Correspondence**

- 3.2 It was noted that no correspondence had been received.

## **4. Minutes of the Salterns Academy Trust meeting held on 30 January 2019**

- 4.1 The Trust considered the minutes of the their meeting held on 30 January 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.

[Steve Labeledz joined the meeting]

## **5. Matters arising from the Salterns Academy Trust meeting held on 30 January 2019**

- 5.1 The Trust considered the matters arising from the Trust meeting held on 30 January 2019.
- 5.2 The Trustees noted the updates as detailed within the table:-

Agenda Item	Action	Update
5. Matters arising from the Salterns Academy Trust meeting held on 17 October 2018	<b>ACTION: CEO and Headteacher of ALNS to seek quote for replacement of astro-turf pitch.</b>	<p>The Trust noted that a number of quotes had been sought and they were all in the region of £150k. This figure was confirmed by the contact at HMS Temeraire. Originally, it was hoped that the the £50k received from the 'little extras' funding could be used towards the astro-turf replacement. Given the funding gap, it was agreed that this £50k should now be used for refurbishment of the staff toilets and the astro-turf replacement postponed whilst other avenues are explored.</p> <p><b>Concern was expressed at the loss of revenue should the replacement not be undertaken.</b></p>
5. Matters arising from the Salterns Academy Trust meeting held on 17 October 2018	<b>ACTION: Chair to make contact with individual with links to HMS Temeraire.</b>	
5. Matters arising from the Salterns Academy Trust meeting held on 17 October 2018	<p><b>7. Update from ALNS LGB</b></p> <p><b>ACTION: Maria Phillips requested that she be forwarded details of the post for circulation within her CIMA networks.</b></p>	The Trust noted that this had not progressed as there was no funding for additional staff within the Trust without increasing the contributions from the schools. Consideration was being given to how the costs of the Trust could be reduced. It was noted that an experienced individual that could provide strategic financial input was required rather than another individual to undertaken transactional work.
8. Update from Local Governing Bodies	<b>ACTION: CEO to draft a template for LGB Chairs to complete for their written submission to each Trust meeting.</b>	<p>Ongoing; to be completed in sufficient time for use at next Trust meeting.</p> <p><b>ACTION: CEO to draft a template for LGB Chairs to complete for their written submission to each Trust meeting.</b></p>
10. Feedback from Annual Trust Review	<p><b>ACTION: Chair to write to:-</b></p> <p><b>(i) ESFA; and to</b></p> <p><b>(ii) Maria Dawes to follow up on commitments given at that meeting in relation to writing to the ESFA and the NLE support.</b></p>	The Trust noted the concern with the ESFA funding approach, which would cause cash-flow problems in 2019/2020. It was noted that the Chair would write to the ESFA before Easter. It was further noted that Maria Dawes was leaving and it was important to make contact with her successor to ensure the verbal commitment given by Maria was not lost.

		<b>ACTION: CEO to make contact with Maria Dawes to find out contact details of her successor and make contact with both to ensure commitment followed-up.</b>
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## 6. Headline Predictions

- 6.1 The Trust received a report setting out the Headline Predictions data. It was noted that new data would be compiled in the next fortnight and so it may be worth deferring consideration of the item until the next meeting of the Trust when up-to-date information, including data derived from the recent mock examinations, could be considered.
- 6.2 It was agreed that the CEO would circulate the new data once it was available and he would flag any trends and areas of concern, together with details of interventions to address these.
- 6.3 In response to a query, it was noted that both schools within the Trust work together to share best practice and any lessons learnt.
- 6.4 The suggestion was made, and agreed, that a data dashboard (as previously provided to the Trust) be considered at the next meeting on 15<sup>th</sup> May.

**ACTION: CEO to circulate the new headline predictions data to the Trust members once it was available, and flag any trends and areas of concern together with details of interventions to address these.**

**ACTION: Data dashboard to be considered at the next meeting of the Trust.**

## 7. Complaints Policy

- 7.1 The Trust received a copy of the updated Complaints Policy which, they were informed, had been updated to reflect ESFA input.
- 7.2 The following amendments were agreed:-
- A cross reference within the policy with the GDPR was required;
  - It was important to ensure that it was clear who the policy was intended for.
- 7.3 There was some discussion about the number of complaints received by the Trust and it was agreed that a report detailing complaints be submitted to the Trust on an annual basis (June or July each year).

7.4 The Policy was agreed subject to the incorporation of the amendments described under paragraph 7.2 together with other minor amendments.

**ACTION: The Trust to receive an annual update on the number of Complaints received during the course of the academic year.**

**AGREED: The Complaints Policy was agreed subject to the incorporation of the amendments described under paragraph 7.2 together with other minor amendments.**

## **8. Update from Local Governing bodies**

8.1 There was no update from the Chair of the ALNS LGB.

8.2 The Trust noted that, at their last meeting, they had received a resolution from the Trafalgar LGB requesting that their membership be reduced to nine. It was further noted that they now wished this to be 'a minimum of nine members' since an individual with a wealth of experience had expressed interest in becoming a governor and they wished to be able to accommodate this.

8.3 The CEO then provided an update on the CIF bid works undertaken at Trafalgar School.

**AGREED: That the composition of the Trafalgar LGB be set at "a minimum of nine members."**

## **9. University Multi-Academy Trust**

9.1 The Trust received a verbal update from Steve Labedz, CEO, in relation to some exploratory work currently being undertaken by the University of Portsmouth to establish a Multi-Academy Trust (MAT) in the City.

9.2 The Trust noted that this would be considered by the University's governing body and their decision would be known by the end of April as to whether they would support the establishment of a MAT.

9.3 The Trust noted that those interested had been asked to complete a *pro forma* and submit to the University and this had been done by both ALNS and TS.

9.4 The Trust noted the update.

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

10.1 There were no further items for consideration.

**11. Date and time of next Trust meeting**

11.1 The Trust noted the date of the next meeting as follows:- Wednesday 15<sup>th</sup> May at 6pm to be held at Admiral Lord Nelson School, Dundas Lane, Portsmouth PO3 5XT.

There being no further business the meeting closed at 7.15pm

**Signed:**

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

**Summary of Actions:**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>
5. Matters arising from the Salterns Academy Trust meeting held on 30 January 2019	<b>ACTION: CEO to draft a template for LGB Chairs to complete for their written submission to each Trust meeting.</b>	SL
5. Matters arising from the Salterns Academy Trust meeting held on 30 January 2019	<b>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.</b>	SL
6. Headline Predictions	<b>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.</b>	SL
6. Headline Predictions	<b>ACTION: Data dashboard to be considered at the next meeting of the Trust.</b>	Clerk to put on agenda
7. Complaints Policy	<b>ACTION: The Trust to receive an annual update on the number of Complaints received during the course of the academic year.</b>	Clerk/BY

**Summary of decisions:**

<b>Agenda Item</b>	<b>Decision</b>
<b>7. Complaints Policy</b>	<b>AGREED: The Complaints Policy was agreed subject to the incorporation of the amendments described under paragraph 7.2 together with any other minor amendments.</b>