



An Daras Multi Academy Trust

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Chief Executive Officer – W Hermon

21/02/18

Minutes

Resources, Staffing and Safeguarding Committee Spring 2018
Wednesday 21st February 2018 at 9.30am at ADMAT Central Office

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. **Welcome and Apologies**

Present: Graeme Barriball, Sally Cooksey, Brian Jennings, Will Hermon

In Attendance: Clerk

2. **Declarations of Interest/Pecuniary Interests Relevant to this Agenda**

None other than WH and JC are employees of ADMAT.

3. **Confirm Minutes of previous RSS meeting Autumn (1st November 2017) and Matters Arising**

- Cost and recommendations for CFO to BoD on 22 Nov 17 (WH). *Full Board agreed that WH should approach another MAT to get an idea of shared responsibilities and to look at the time required by an individual to fulfil the job. WH updated the RSS on his research thus far and discussions that he has had with other MATs. There are some difficulties regarding the internal workings of different MATs and so sharing a CFO may not be an option. WH suggested that a part time role is advertised. **GB challenged the cost of this post.** WH explained some outline costs and some of the benefits, including having some resilience among the current staff. **SC challenged whether the individual would be employed by the MAT or would be contracted by the MAT, as having someone employed may not be so objective?** WH explained the pros and cons for both but the key is having someone with the correct technical knowledge. Directors agreed to an advert being placed and then recruit a suitable candidate depending on what is available.*
- Issue The Key Summary of Specific Safeguarding Issues to all Governors and Directors (Clerk). *Complete.*
- Trade Union Recognition and Facilities Agreement to full BoD (Clerk/WH). *WH suggested approaching a new firm to see if they provide more constructive advice and Full Board unanimously agreed. WH discussed the facilities fund and GB suggested that instead of paying into a facilities fund, the MAT sets up its own fund and if it is not drawn upon, the money can be used elsewhere. The Full Board agreed. WH updated the RSS; the draft Trade Union Recognition agreement has gone out to the unions for*

consultation. SC and GB challenged some of the wording for example where 'operations' are referenced, it should refer to 'children's education'. GB also challenged what is 'reasonable' time off and that the National Union Conference should not be a right to attend with paid time off, as it is union business and the staff would not be attending to represent the MAT. GB challenged the right of a staff member to conduct a health and safety check. WH explained some of the issues and said he would investigate further. GB also challenged that when there is a dispute, should Cornwall Council really adjudicate given that the teachers are employed by the MAT and not by Cornwall Council (in the consultation protocol appendix). WH agreed that this should not be the case and will get this revised.

Committee agreed the minutes and the Chair signed a copy.

4. Confidential Agenda Items

Item 5b.

5. Review Staffing Structure and Budgets

a. Central MAT Team

General

Structure as it is currently and the only difference is move of DS as part time improvement officer (previously approved by Directors).

Data Protection

Hayley Wrigley is employed part time and part of her role is to act as data protection officer. Data protection is important and there are financial implications if it is not done properly; WH explained some of the processes that are being looked at. **GB challenged that the agreement with parents signed on entering the school should probably need to be signed regularly and not cover the whole of the child's time at school.** WH agreed that this will be looked at. **SC challenged whether BACS payments will be available at all schools.** WH will investigate, as it is already available in some schools.

School Improvement

Can be seen at confidential minutes.

b. Individual Schools for Following Academic Year

Covered at confidential minutes.

The Directors wished to extend their thanks to SP for an excellent job as HoS and for the preparation for the successful SIAMS inspection. The contribution of JC and the governors was also noted.

The Directors also challenged that the HoS and EHT at NP&W should de-conflict so that one of them is always available. As small schools with few teachers, there needs to be leadership present in case issues arise.

c. Ensure Staff PPA and NQT Requirements are being met across the MAT

NQTs this year are being successfully mentored and on track to qualify at the end of the year. Remaining points at confidential minutes.

d. Funding Agreements for Schools – RSS Compliance

Good SIAMS for LT means the school has met funding agreements. All other schools are compliant.

6. Review Risks

a. MAT Staffing and Safeguarding Risk Indicators

MAT CPD plan in place and the training is being done collaboratively. The TUPE documentation for Coads Green staff is in hand; the measures letter has gone to the LGAB, the staff and the unions. No safeguarding issues beyond the normal and the MAT has been compliant with all safeguarding policies.

b. Individual School Risk Indicators

No changes to previous iteration.

7. Review MAT Improvement Plan

WH has provided regular updates and the Directors had no questions at this time.

8. Review S175/157 Safeguarding Annual Return and Action Plan

WH updated Directors on the safeguarding return and suggested that Directors conduct safeguarding training. This will be organised and will be extended to governors responsible for safeguarding.

9. Update on Senior Leaders Performance Management Outcomes/Recommendations

All HoS have had PM completed by Governors and pay committees have been completed. JC's PM was conducted by Chair of Board and PO'B (Member). CEO's PM will be covered at full Board.

10. MAT Office Staff Performance Management

Separate PM and pay committee held at Director level. Directors were content that the PM system is robust.

11. Review MAT non-negotiable Expectations for LSAs

Directors discussed the non-negotiables. **GB challenged that the TAs are jointly responsible with the teacher for the performance of the class, and the Directors agreed that while the TA needs to be held to account for their contribution, the responsibility should lay mainly with the teacher.** WH agreed to soften the wording.

12. Review Premises Tenders, Contracts or Projects

Compass Group continuing to be used for school meals and WH not aware of any issues.

“Arena” covers provision to schools under an SLA including schemes of learning for PE, facilitate inter-school sport, provide PE subject leadership support and external support for particular sports. It is funded from PE funding. Arena now provides a MAT wide SLA and would like to trial it with a couple of MATs, including An Daras. It will involve a set price and provision across the MAT, geared to what each school needs.

13. Review Utilities Usage and Utilities Providers

Each school is using a broker for buying in to utilities and WH explained who is used for each school. **GB challenged why the research isn't done internally and why a broker is used?** This was discussed and WH agreed that this can be looked at in future. WH highlighted the issue of the heating system at Wer and the associated oil costs, and that infrastructure costs with heating is becoming an ever increasing cost across the MAT. GB and WH have walked

around all schools and work across the MAT is being prioritised. Priorities include the library at NP, heating at St C in the longer term, pre-school hut at SSCA (new roof completed), heating and redecoration at WHA, and outside walls, damp, grounds work and other issues at Wer.

WH highlighted the benchmarking data. Financial management and costs are in line with or comparable with most other MATs. **GB challenged the average teaching staff salary** and WH suggested this figure might be a mistake because it does not appear accurate.

14. Accessibility Planning for MAT Schools

Available on all school websites – reviewed annually. Schools are compliant with disability act regulations, including any reasonable adjustments that are required.

15. Policy Review

- a. Security
- b. Fire (including annual fire risk assessment completion)
- c. Asbestos Management Procedures and Policy
- d. Safer Recruitment
- e. Tackling Extremism and Radicalisation
- f. Health and Safety
- g. Staff Code of Conduct
- h. Staff Grievance
- i. Staff CPD

All approved.

16. DONM

Date of next meeting for Summer Term 2018 is Thurs 7th June 18 at 9.30am at ADMAT Central Office. Apologies in advance from BJ.

Meeting closed at 11.15am.

TJH Martin

Clerk to Board of Directors

Distribution List:

W.Hermon – CEO/Director	J. Callow – Ex Officio Observer
B. Jennings – Chair of Board of Directors	M. Basford – Trust Business Manager
G. Barriball – Director	
S. Cooksey - Director	C. Paul – By Invitation (in Safeguarding Role)