



An Daras Multi Academy Trust

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Chief Executive Officer – W Hermon

15/05/19

Minutes

Resources, Staffing and Safeguarding Committee Summer 2019
Wednesday 15th May 2019 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: Will Hermon, Peter Hague, Graeme Barriball, Bex Couch, Sally Cooksey

Apologies: Brian Jennings, Jo Callow (ex officio)

In Attendance: Governance Officer

2. Confirm Minutes of previous RSS meeting Spring (30th January 2019) and Matters Arising

- Safe recruitment training (WH). *TM provided an update and it is likely we will train someone on a 'train the trainer' course.*
- Share VL reports with Directors and relevant governors (WH). *Complete.*

Committee agreed minutes and the Chair signed a copy.

3. Confidential Agenda Items

A point was covered under any other business.

4. Review Risks and Improvement

a. MAT Staffing and Safeguarding Risks

WH noted the "Good" OFSTED report for St Catherine's and the Directors noted that it was a very positive report.

WH noted the list of "Musts" from AFH 18 and the importance of ensuring that everything is covered. The RSS committee noted their responsibilities. TM is articulating these "musts" in the new versions of the cyclical plans.

WH talked through each element of the risk register:

Staff Risks

- Insurances and policies are in place for dealing with a number of staffing risks.
- The development and potential loss of key leadership was discussed in detail. **The Directors challenged whether there was a plan in place to cover the CEO if he was absent.** This will be discussed with an appropriate senior member of staff to ensure there is deputising capability to cover the CEO responsibilities in the short term.
- There is now greater depth in the finance staff.

- No recruitment and retention issues at the moment.

Property Risks

- C12 needs to be looked at given issues such as sewage treatment at NP.
- C13 and 14 need updating.
- No real H&S issues at the moment.
- Capital projects managed internally with the right professional support sought externally as required, which comes with cost but is better in the long run.
- Main risk is large future expenditure due to wear and tear of old buildings.

Safeguarding/Other

- Safeguarding processes are strong as proved by St Catherines OFSTED report.
- Quality and timeliness of management information has improved with CFO and new admin staff structure.
- Potential for cyber attacks is an issue. A recent email account breach was noted. It was agreed that all correspondence for Directors and Governors should go through the governance officer.

b. Improvement priorities relevant to RSS – Part 1; 2i, 4 & 5 and Part 2; 1 & 2

Directors discussed IT access and IT in the curriculum; it was queried whether NP broadband has yet been improved? TM will investigate. *After note: The broadband has been better but it is not known why? It is now feasible for the school to purchase superfast broadband (as of recently) and the school secretary is currently obtaining quotes.*

WH updated on TIS and then discussed the pressing need to develop middle leaders but time and budget makes a full development programme difficult. In order to provide expertise in the full range of curriculum subjects, there will be a MAT leader for a particular subject who will be fully trained within that subject area and they will then work with the lead on that subject in each school. Start date for this needs to be September 2019.

5. Staffing

a. Agree Final Staffing Structure

WH noted the finalised central staff structure. One point was noted in confidential minutes.

WH noted that staff will not be reduced next year but did note that the budget is still tight and will not increase next year. **SC challenged the need to take account that small schools are different to the large schools, and that the same staffing formula cannot be applied.** WH explained that pupil numbers affects the budget, and while the small school structures will be taken into account, they do still have to operate within a budget. The leadership roles and the experience of teachers will be looked at and the staff levels are being discussed with Chairs of Governors in detail to ensure we can best meet the staffing needs of the school with the budget available.

b. Review National Pay Awards for Staff

WH noted the national pay award figures for teaching and support staff for 2019/20.

c. **Review Staff Absence**

WH shared the absence data across the schools and the **Directors challenged that the number of staff involved needs to be included, as this will suggest an impact in the classrooms if the figures relate to one staff member rather than a number of staff.** WH confirmed that the data will need to be refined.

WH noted the staff absence insurance costs for 2019/20. **BC challenged whether the return to work procedures are in place and being used properly** and WH confirmed that they are. Directors agreed acceptance of the annual staff absence insurance quote for 2019/20 from Best.

d. **Staff Annual Survey Outcomes and Actions**

Considering changes last year, staff survey results have been reasonably positive. **BC noted comments about CPD and challenged whether there is a consistent approach to CPD across the MAT?** WH confirmed that with statutory training costs and restricted budgets, it is more difficult to budget for CPD than it was, particularly for TAs. **SC also challenged the comments re leadership in small schools** and WH confirmed this is being looked at. **BC challenged that although the comments regarding less staff are not as many as expected, the Directors still need to monitor the impact of the cuts such as behaviour in the classroom. She also noted the low number of replies for one school and challenged that this is a greater concern because it questions whether there are reasons the staff didn't fill in the survey.** WH will look into this and ensure most staff complete the survey.

6. **Review Christian Foundation Delivery**

Management of church schools are in line with Christian foundation delivery. No issues.

7. **Update on Staff Performance Management**

a. **Governance Officer**

TM left the meeting while the committee discussed her performance management. WH briefed committee on the positive impact the governance officer role has had on the MATs effectiveness over the last year. Confidential minutes provide further details.

b. **MAT Office Staff**

Central staff objectives for the year will be reset now the restructuring has been completed and the new structure is in place. **GB challenged that during the change to the job roles, their previous role would have been discussed and so the previous objectives weren't completely missed.**

8. **Safeguarding**

a. **Guidance and Policy Changes**

WH noted the safeguarding comments from St Catherine's OFSTED report. Attendance was noted as a concern this year but all other aspects of safeguarding was noted as positive. Previous changes to policies have been implemented, no recent changes.

b. **Efficiency of My Concern**

Positively thought of by OFSTED inspectors again. It has had a recent update and is proving very useful.

9. Review MAT Complaints

No complaints since the last meeting. **BC challenged whether lessons have been learned** and WH noted that procedures were put in place where necessary. Directors discussed compliments, albeit indirect compliments.

10. Premises and Contracts

WH noted MAT HR and Legal provider contract and compared Wolfestans with LA provision. Wolfestans have a suite of policies that are checked and robust, and WH has confirmed positive feedback from other MATs. Wolfestans are also better value in terms of annual SLA costs compared with current LA service. RSS committee approved use of Wolfestans from September 19 on an annual SLA basis for both HR and legal matters.

WH noted the need for PS Financials to store and back-up the financial data. There are no other providers for this service at present. Directors agreed that the service is required and needs to be in place, but **BC challenged whether the price can be re-negotiated further and whether the cost in year 2 and onwards will be less?** WH will investigate.

a. Estates Strategy and 3-5 year Premises Plan

SSCA conservatory rebuild is complete. Windmill new classroom now complete. WH discussed CIF bids and the potential need to change the project manager. He updated Directors on the NP sewage system management and tackling the woodworm. **BC challenged whether the fencing requirements are a safeguarding issue?** WH noted that they do need improvements but the issue can be managed. He noted the outdoor classroom completion at CG. WH noted the CIF bid for boiler replacement at SSCA was denied but now one of the 4 boilers is actually broken so the CIF bid will be re-submitted.

b. Procedures, Cost and Use of Mini-bus

One mini bus is used regularly and is leased on a monthly basis.

c. Food Standards in line with Statutory Duties

Checked through providers (Chartwells), the contract is gold standard. Contract is up next academic year and bids will be sought from 3 providers.

11. Policy Review

- a. Complaints – no changes – approved.
- b. Equal Opportunities – minor changes – approved.
- c. Staff Leave & Absence – no changes – approved.
- d. Support Staff Performance Development Appraisal – no changes – approved. WH noted that this is a local authority policy and is not clear enough.
- e. Safe Touch Policy – new policy – approved.

Policies at 11a, c and d will be looked at in September as part of the HR suite of policies from Wolfestans.

12. AOB

WH noted an update on Princetown at confidential minutes.

13. DONM

To be confirmed on completion of Director Committee Review.

Meeting closed at 11.45am.

TJH Martin
Governance Officer

Distribution List:

W.Hermon – CEO/Director	P. Hague - Director
B. Jennings – Chair of Board of Directors	J. Callow – Ex Officio Observer
G. Barriball – Director	E. Gilbert – Chief Financial Officer
S. Cooksey – Director (Chair)	
B. Couch – Director (Vice)	C. Paul – By Invitation (in Safeguarding Role)