



An Daras Multi Academy Trust

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30/01/18

Minutes

Resources, Staffing and Safeguarding Committee Spring 2019
Wednesday 30th January 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, Bex Couch, Brian Jennings, Sally Cooksey

Apologies: Graeme Barriball

In Attendance: Clerk, Jo Callow

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

None other than declared.

3. **Confirm Minutes of previous RSS meeting Autumn (26th September 2018) and Matters Arising**

- VL Impact Report to be added to the full Board agenda (WH). *Wendy Delf briefed the full Board on the impact of Visible Learning on 3 Dec 18.*
- Brief outcomes of staff annual survey at full Board (WH). *Discussed as full Board on 3 Dec 18.*
- Find external advisor for WH performance management (TM). *Complete.*
- Set a date and provide safer recruitment training (WH). *TM is looking into cost effective options for this; on line training, sending individuals on courses or getting a training provider to do a MAT course. This will depend on numbers. TM will ascertain how many Directors and Governors need to do safer recruitment training. **Action: Carry forward to next agenda.***
- Brief BJ on all areas of safeguarding and where we are with it all in the MAT (CP). Yet to be done, TM will remind CP.

Committee agreed minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

Confidential matter under 6a and 8.

5. **Review Staffing Structure and Budgets**

a. **Central MAT Team**

WH updated on work that has been centralised across the MAT and is now more efficient.

b. Individual Schools for Following Academic Year

Staffing is currently sitting within budget but there are some issues with SEND staff funding that need to be resolved. Staffing changes are embedded and any issues raised by parents have been addressed. The closure of a local business could lead to a drop in children numbers if the families involved move away and this involves a funding risk.

c. Staff PPA and NQT Requirements

Staff have allocated PPA time and no issues have been raised regarding this. NQT needs are being met.

6. Review Risks and Improvement

a. MAT Staffing and Safeguarding Risks

Risk register is still the same as June 2018 and the top 3 risks remain. A matter was discussed under confidential minutes.

b. Improvement Plan

Part 1 Improvement Plan has been finalised and is related to teaching and learning. WH highlighted the areas that the RSS should focus on.

7. Review S174/157 Safeguarding Annual Return and Action Plan

S157 now has to be done by April each year. WH discussed KCSiE in detail with the SLT, and then the senior leaders did the same with the school staff. All staff have signed to say they have read and understand the requirements of KCSiE, including the new changes. SLT and the Child Protection Officer monitor the implementation in the schools. Each LGAB has a governor safeguarding lead who does regular visits to ensure safeguarding arrangements are robust. BC questioned when we get feedback from the S157 and this is important to ensure we are doing things correctly, and make necessary changes if we could be doing things better. JC that it usually takes a few months but feedback is received.

8. Update on Senior Performance Management Outcomes/Recommendations

Covered under confidential minutes.

9. MAT Office Staff Performance Management

Office staff changes to roles have involved a change in PM targets, so a new PM cycle is required. PM for MAT central office staff will be done by EG. EG will consult with WH as necessary, and any issues will be raised to Directors only when necessary.

TM's last performance management as Clerk included 3 objectives; 2 complete and one partially complete (correspondence company secretarial duties). Has until Mar 19 to complete but as role changed to governance officer in June 2018, the PM objectives will need to be reviewed. WH will arrange this in February. TM also noted that she has successfully been accepted onto a Post Graduate Certificate in Governance with Marjon University Cornwall and the Diocese of Truro (2 modules covering leadership and governance in schools, and values based education).

10. Review MAT non-negotiable Expectations for LSAs

Reviewed annually and only a few minor changes. Directors were content. SC questioned whether there was a written report on VL available in addition to the brief given to the full

Board last term? JC confirmed that there are reports at school level and she will provide these to TM who will share with Directors and governors.

Action: Share VL reports with Directors and relevant governors (TM)

11. Review Premises Tenders, Contracts or Projects

WH briefed that the catering contract will have to be re-tendered. He briefed on some premises condition priorities that will also have to go to the FSD:

- **SSCA ARB Conservatory**
Space needed for SEND children and it is a priority as the children cannot currently access the room. Replacement cost £21K. BJ questioned whether the quotes include a time estimate. WH confirmed that they do and it will likely be done over Easter. WH briefed that the previous roof repair has to be re-done by the manufacturer of the roofing product, and some funds allocated to this could be used for the conservatory in the mean time. RSS content.
- **NP Sewage System**
The soak aways for the sewage system at NP are both old and blocked. Sewage is rising to the surface and smells are affecting neighbours and the school. Two options: Build new soak away and divert current septic tank to it but will only work if the septic tank is in good condition or put in a new sewage treatment system. Costs are being sought for both, and the pooled reserves pot may need to fund this as it is work that must be done.
- **MAT Office Space**
Costs will be reported to FSD. It would appear that costs for re-purposing the current office space is no cheaper than renting additional space downstairs. Income generation ideas will also be presented to FSD.
- **Options for IT Upgrades Across the MAT**
WH briefed on some figures for purchasing versus buying – directors discussed benefits of leasing. **TM summarised GB's challenge (by email) regarding this matter; the way the leasing is priced makes direct comparisons difficult and this should be addressed before any decision is made, and then the MAT should negotiate this price down. The pricing information must be presented to allow direct comparisons. GB offered to assist in obtaining quotes if need be.** It is hoped that further quotes will be available for the FSD, and if not, the full Board.

WH updated the committee on H&S measures and processes. Only issue is finding a boiler service provider; after consultation, British Gas will now be servicing school boilers. WH highlighted the building spread sheet which is a useful premises update for Directors. WHA classroom should be finished and useable by March 19.

12. Review Utilities Usage and Utilities Providers

Nothing significant to report.

13. Accessibility Planning for MAT Schools

Equality action plan is reviewed every 3 years. All schools legally compliant.

14. Policy Review

- a. Health and Safety – approved.

- b. Fire Prevention and Precaution – approved.
- c. Safer Recruitment – approved.
- d. Tackling Extremism and Radicalisation – approved.
- e. Volunteering – approved.
- f. On-Line Safety – approved.
- g. Managing allegations against other pupils (peer on peer abuse) – approved.

15. AOB

None.

16. DONM

Date of next meeting for Summer term 2019 confirmed Weds 15 May 19, 9.30am at Central Office.

Meeting closed at 12noon.

TJH Martin

Governance Officer

Distribution List:

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