



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

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CEO: W. T. Hermon

16/02/2022

### Minutes

#### Resources, Staffing and Safeguarding Committee Spring 2022 Wednesday 16<sup>th</sup> February 2022 at 9.30am at central office

1. **Welcome and Apologies** (Chair)  
**Present:** Graeme Barriball (Chair), Steve Tavener, Will Hermon  
**Apologies:** Tim Woodward  
**In Attendance:** Toni Martin (Governance Officer), Jo Callow (Ex-Officio)
2. **Declarations of Interest/Pecuniary Interests Relevant to this Agenda**  
None declared.
3. **Confirm Minutes of previous RSS meeting Autumn (29<sup>th</sup> September 2021) and Matters Arising**
  - Insurances due to run out in December, so Risk Protection Arrangement to be assessed this term and discussed at Audit committee meeting. *Recommendation is to use RPA because it is slightly cheaper and easier to manage. Decision made to go with the RPA.*
  - Add cyber security review to the cyclical plan to be discussed once a term at RSS committee. *Done.*
  - School Resource Self Assessment Tool; carried forward to full Board. *Discussed at full Board. Will be completed this term by CFO. See item 5a.*
  - Unpick the items of the improvement plan to ensure it is more targeted at each school and less of a blanket funding position (WH). *Complete and discussed at the full Board.*

No actions from confidential minutes. Committee agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**  
One item discussed at item 7 and recorded in confidential minutes.
5. **Review**
  - a. **Staffing & Resources benchmarking data**  
The usefulness of the benchmarking data was discussed and reviewed against similar size trusts. **It was noted that the premises costs seem to be higher?** It was agreed that there was a lot of work that needed doing in 2019. **Why is the in-year balance noted as a minus figure?** Likely to do with CIF bids but **action: investigate this figure (WH)**. The SRMS Self Assessment Tool Checklist has been completed and there are no issues.
  - b. **School Risks**  
The individual school risks were discussed and noted that they are in line with the trust risk register and are being addressed where possible.

c. **Cyber Security**

The action plan was discussed and progress noted. The training requirements were also noted and the costs associated with these will not be insignificant.

6. **Review Improvement Plan**

The woodland skills centre was discussed. Arena have been approached to staff with a woodland ranger for 3 days a week. **Decision taken to agree the employment of an Arena staff member** so that the woodland skills centre can be used from March and onwards, and the responsibility to staff it is outsourced. Funding has been made available to transport the children to site and a contracted transport option will be considered as this will potentially save money.

WH gave an update on payroll and the progress being made with bringing it in-house. There are still charity commission issues with Launceston pre-school; these were discussed and pressure is applied to the pre-schools solicitors to bring this to a close.

Refund of funds from Baring Gould promised for the purchase of the land at LT. This is in hand, the pre-emption agreement should be signed by end of February.

7. **Staff Structure & Roles**

WH discussed staffing issues and succession planning; recorded at confidential minutes.

8. **Performance Management**

WH's and JC's performance management outcomes and recommendations. Note this was discussed and agreed at full Board on 15 Dec 2021.

9. **Staff Pay**

No change from previous review on decisions about executive pay and benefits.

10. **Staff CPD/Training**

WH noted the staff CPD that occurs, using safeguarding as an example. **Who monitors the impact of this training?** The head teachers and MAT Improvement Officers monitor the impact of this training; WH used phonics training as an example. **From a management point of view, monitoring the impact of this training is time consuming for the leadership team among their other duties, how do they manage it?** Different people focus on different aspects to try to ease this but it does have an impact on workload. Many of the drivers behind these are external such as Ofsted so easing the workload is difficult to implement internally. The trust tries to filter out some of the requirements to ease the workload for staff but the requirements seem to increase year on year.

**Are we meeting the early career teacher requirements?** A short summary was given. **Do the staff get emotional support?** It was noted that the staff have mentors and access to services, however, the younger staff on the whole are very resilient.

11. **Other Staff Matters**

No complaints this term.

Appropriate procedures in place for whistleblowing are in place, nothing to report.

12. **Safeguarding**

a. **Review: S157 Safeguarding annual submission**

Once a year completed at end of spring; committee only needs to be aware of any issues or actions as they arise.

b. **Equality & Diversity**

Equality and diversity training will be required through a SSS module for all directors and governors from Jan 23. All other E&D matters are compliant.

c. **Review accessibility planning for MAT schools**

WH noted the requirements for accessibility plans and all is compliant.

d. **Low Level Concerns Procedure**

WH noted the low level concerns procedure and how it is linked to safeguarding by recording any low level concerns. A database system called 'Confide' has been purchased to use for recording any low level concerns but there is no requirement for head teachers to investigate. The concern is being recorded but there is no judgement or criteria for what is recorded which could lead to the system being used in the wrong way if it isn't managed properly. **How does all this sit with GDPR?** It is a separate system, access to read the inputs is restricted but staff can obtain any information about them during a subject access request. It was considered that this should not be an issue in our schools but was noted as a risk.

The new evacuation draft policy was discussed; WH will now work on this and produce a policy for next term.

13. **Health and Safety**

Security and Fire policies are in place. *See item 16 for actual policy.* Fire risk assessments in schools are up to date [HSE Managing for H&S]. No H&S concerns to report. A lone working policy is being implemented. The property project manager is adding value with regards to health and safety around the MAT premises.

14. **Insurances**

Insurances were reviewed such as sufficient insurance arrangements for property, employer liability, trustee indemnity, premises and contents, and public liability. All insurances in place and provide appropriate cover. WH noted the issues with staff cover and the difficulty in getting affordable staff cover. WH noted a new mutual insurance scheme being set up by the DfE which makes staff cover much more affordable; less than half what we are paying now for a similar service. The committee agreed this should be pursued when more detail is known.

15. **Premises and Resources**

MAT Asset Management Plan (including fixed asset register) was discussed. Maintenance, repair and disposal of assets is done in line with the disposal policy. The new property dashboard was noted and some of the detail discussed. It was agreed that there is never enough funding but this document can be used to see all the requirements and the trust board can then prioritise.

16. **Policy Review**

- a. Staff Code of Conduct (SC) – approved.
- b. On-line Safety (CP) – will be part of the new suite of cyber security related policies.
- c. Asbestos Management (SC) – New version produced by our asbestos trained property consultant that is much more detailed than the previous one. Approved
- d. Anti-bullying (WH) – no changes, approved.
- e. Fire Prevention and Precaution (SC) – minor changes, approved.
- f. Safer recruitment (SC) – A few minor changes and editions. Approved.
- g. Exclusion (WH) – carry forward due to recent guidance that will need incorporating and also Wolfestans advice is required.
- h. Low Level Concerns (about adults working with or around children) Policy and Guidance - approved.

**17. AOB**

TM noted the need to find new Directors as one resigned last year and one is due to finish their term in July.

**18. DONM**

Next meeting is planned for Wednesday 11<sup>th</sup> May 2022 at 9.30am in central office.

Meeting closed at 11.30

TJH Martin

Governance Officer

**Distribution List:**

G. Barriball – Director (Chair)

S. Tavener – Director (Vice)

T. Woodward - Director

W. Hermon – CEO/Director

J. Callow – Ex Officio

E. Gilbert – Chief Financial Officer