



An Daras Trust
Igniting Curiosity Growing Capabilities

Central Office
Unit 4 Tamar Business Park
Pennygillam Way
Pennygillam Industrial Estate
Launceston
PL15 7ED
01566 777503
Email: governance@andaras.org

CEO: W. T. Hermon

14/10/2020

Minutes

Resources, Staffing and Safeguarding Committee Autumn 2020 Wednesday 14th October 2020 at 9.30am virtually via zoom

1. Check Audio and Video Link

All participants had audio and video connection.

2. Welcome and Apologies

Present: Carol Green (Chair), Jon Sharpe (Vice), Steve Tavener, Will Hermon

Apologies: Graeme Barriball

In Attendance: Jo Callow (Ex Officio), Toni Martin (Governance Officer)

3. Declarations of Interest/Pecuniary Interests Relevant to this Agenda

None declared.

4. Confirm Minutes of previous RSS meeting Spring (10th Feb 2020) and Matters Arising

Summary of fire and H&S action points trust wide to show high, medium and low priority should be included in the exceptions report (WH). *Carried forward to Spring term; the actions are there but the format needs to be amended still.*

Committee agreed minutes, including confidential minutes (covered some staffing structure, roles and contained no actions). The Chair will sign a copy when normality resumes.

5. Confidential Agenda Items

Two items covered under confidential minutes.

6. Review Risks and Improvement

a. Risk Register

A few minor amendments to staff, safeguarding & premises risks and the format has been adjusted as per previous instructions from the Board. It has been reviewed by the Audit committee. WH noted a few debts due to cancelled activities where parents have been given a refund but the MAT still needs to receive the funding back through an insurance claim.

b. MAT Improvement/Recovery Plan

School improvement officers have been visiting schools to see how the recovery provision is going. There are already small pockets of impact being demonstrated but a review of progress needs more time for the provision to make a difference.

Microsoft teams is now available to teachers and children, and if remote learning is required there is now an option to provide safe live lessons along with recorded lessons and learning packs. The live lessons can be recorded on Teams and accessed later. WH noted that access to

Accelerated Reader programme has also been given to St Catherine's school under a best value 5-year access subscription which provides longevity of use which is needed for this type of programme; this is a proven product that has demonstrated impact previously at other Trust schools. Resources for recovery in place so now need to wait for it to take effect. Data collection will occur from half term to enable a clearer picture of progress. It was confirmed that all SATs will take place as normal under the current government guidance. WH noted the Ofsted document sharing their views on initial inspections that focus on use of recovery funding and safeguarding.

c. **School Resource Self Assessment Tool**

The latest version will be available to the full Board on completion of the audit. **Is there anything specific that Directors need to be mindful of with this document?** WH confirmed that the CFO will update it with end of year accounts and it will be presented to full Board.

d. **Launceston Pre School Update**

Covered under confidential minutes.

7. **Staff Structure & Roles**

No staffing structure changes less additional staff for SEND needs. The MAT non-negotiable expectations for teachers and LSAs have not changed. The final staffing structure for this academic year was agreed.

8. **Staff Performance Management**

Annual Performance Management cycle is in progress as per the policy irrespective of Covid situation. Support staff have been brought in line with the remaining staff with regards to PM. Teachers PM complete by 31 Oct and school leadership by 31 Dec. Advice from unions and government is to look at PM objectives in a very flexible way given the situation with Covid 19. WH explained the layers of PM across the Trust. WH and JC's PM is completed by Trust Chair and external adviser, Liz Brandt. This is booked in for 3rd December 2020.

9. **Staff Pay**

WH confirmed that staff salaries are in line with pay policy and impact of national awards have been budgeted for. WH noted that it is important to stay in line with national pay scales in order to stay competitive to other schools. The pay policy is compliant and no union issues. A note was made to check out clause 7.7 and the date referred to of 2014? WH will investigate.

10. **Staff CPD/Training**

Online training is being used for staff which is cheaper, more convenient and less travel costs involved. However, some specific training has not been on offer online such as health & safety, first aid and GDPR but it seems to be starting up again. WH noted the senior leaders that are completing NPQH training – PT HoS has started this in September, HoS of WHA due to start next year. The Head of SC & LT is completing Executive Head Teacher training. WH noted the time given to preparing staff to step up and cover for their line manager is part of succession planning. So overall, staff are doing more training than usual despite Covid 19 because it is now more accessible and convenient. CFO (qualified accountant) has just completed the school accountancy training module so is now qualified to manage school budgets as far as ESFA is concerned. CEO requires no CPD at present. The committee were content with all this but also keen to ensure the CEO is also supported in his role? WH confirmed that the leadership team support each other. WH also noted mental health provision for all staff in the school – including a free phone counselling service.

11. **Other Staff Matters**

Staff recruitment continued through Covid situation. Central staff situation has improved slightly. SEND TAs recruitment is an issue and appointments are being offered at a higher pay rate to try to

resolve this. Staff retention is good. Staff are coping with workload but it is very hard work, and there is no capacity for more work. **Are we ensuring that staff are getting breaks?** It is certainly attempted and insisted on but with current Covid protocols it is very difficult to fit in breaks particularly if other staff are absent in the school. Staff cannot keep going at this pace indefinitely but it is hoped by Christmas that there will be some light at the end of the tunnel. Staff absence is relatively light at the moment, even considering Covid. Flu jabs are being funded for all staff as it is considered a worthwhile investment if it decreases time of work flu to illness. Staff annual satisfaction surveys delayed and will be done after half term.

12. Safeguarding

Latest KCSiE has been issued and seen by all staff, and new measures have been implemented including mental health support for staff and children. Safeguarding guidance & policy changes have been incorporated into the recent safeguarding policy – see item 16. WH has requested reassurance from Diocese of Exeter that their safeguarding protocols and culture are in order following the recent bad press regarding safeguarding culture in Church of England. Annual S157 action plan received and nothing major involved with this. MAT Single central record compliance check is regularly completed by the Child Protection Officer (Claire Paul) for each school and for the Trust. Committee content that all relevant safeguarding measures are in place.

13. Health and Safety

Review and reassurance of H&S arrangements (all legal requirements):

- *Presence and implementation of H&S policy?* In place based on Cornwall local authority model and there have been some significant updates due to Covid. New **policy will be on Full Board agenda in December** for approval.
- *Risk Assessments across the MAT?* Full risk assessment suite across the MAT using a new risk assessment online programme. Now also Covid risk assessments that are updated regularly.
- *Access to competent advice?* Cornwall H&S team are used for advice and support.
- *Appropriate training and supervision?* Training programme now underway again now that some of the courses are running again. It needs to be a rolling programme to cover new staff and training occurs in subjects like asbestos, legionella and so on. **Are all cleaning staff in house and if so, are we responsible for their training and is it covered?** WH confirmed that it is.
- *Monitoring & review of accidents, incidents and ill health, and lessons learned?* This is completed and reported under RIDDOR. WH updated on any injuries reported but low level of incidents.
- *Sufficient resources to comply with H&S?* WH confirmed sufficient resources to comply with H&S.

Regular first aid training is required to keep staff up to date but courses have been limited due to Covid. Similar with asbestos management training but this only occurs when required. **It was noted that assurance is required at the next meeting that this training is underway again. Action: Update on first aid and asbestos training (WH)**

On the premises reports, there was no reference to health and safety issues such as fire doors and the like? WH confirmed this is covered on a separate report (Fire Safety Compliance checks) but the on-going action is to produce an exceptions report that draws both reports together. So from the compliance checks that have been done, is there anything outstanding that needs action? The odd minor thing perhaps but nothing major is outstanding.

14. Premises & Resources

Summary of the project manager's reports on WHA, SSCA and PT were provided to the committee. The work is broken down by year, priority and cost. WH was expecting it to be worse but there are actions that need doing. **Regarding condition surveys, how are you going to manage the requirements on them and the information provided?** Further condition reports need to be done

across the remaining schools and then they can be put into a Trust wide plan over 5 years in priority order. It was noted that some work will need project management fees attached. CIF bids received for SSCA heating and LT fencing. Wer CIF bid is being bid for again.

Action: Remaining school condition surveys to be made available to RSS Spring committee.

15. Food Standards

Food standards from Chartwell's is compliant. LT, CG and PT do not use Chartwell's but do use accredited suppliers. School meals were discussed and the committee enquired on the uptake of free school meals? The uptake tends to vary.

16. Policy Review

- a. Visitor Agreement – minor changes. It was confirmed that visitors have sight of this. **Are they asked to sign to say they have seen it?** Not at the moment but visitors should be signing to say they have seen it. The item on fire alarm needs rewording. Policy approved including these changes and TM will publish.
- b. Performance Management and Capability (WH/SC) – no changes – approved.
- c. Child Protection & Safeguarding (CP) – amended as per KCSiE and LA guidance – approved.
- d. Exclusion (WH) – no changes - approved.
- e. Health & Safety (SC) – **carry forward to Full Board.**
- f. Allegations of Abuse Made Against Staff (WH) – no changes – approved.
- g. Pay Policies – updated as per national pay awards - approved.

17. AOB

A matter regarding land included in confidential minutes.

WH noted the press coverage about school closures over half term for an extended period. Unless this is direction from the government, there is no plan to shut the schools for more than the usual half term.

18. DONM

A meeting schedule for spring term will be issued at or before the autumn full Board meeting. The plan is to use Zoom meetings unless safe or sensible to do otherwise.

The Chair thanked WH and TM.

Meeting closed at 11am.

TJH Martin
Governance Officer

Distribution List:

W.Hermon – CEO/Director C. Green – Director (Chair) J. Sharpe – Director (Vice Chair) G. Barriball – Director S. Tavener - Director	J. Callow – Ex Officio Observer E. Gilbert – Chief Financial Officer C. Paul – By Invitation (in Child Protection Role)
---	---