



An Daras Trust
Igniting Curiosity Growing Capabilities

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9/10/19

Minutes

Resources, Staffing and Safeguarding Committee Autumn 2019
Wednesday 9th October 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, Graeme Barriball, Bex Couch, Sally Cooksey, Carol Green

In Attendance: Governance Officer, Jo Callow (ex-officio)

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

None declared. BC is no longer a Director at St Barnabas MAT. GB declared an interest with item 13 specifically the quotes for the North Petherwin sewage work as he is friends with one of the contractors that has submitted a bid.

3. **Confirm Minutes of previous RSS meeting Spring (15th May 2019) and Matters Arising**

No actions.

Committee agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

A staffing matter under item 8 is discussed at confidential minutes.

5. **Review Risks and Improvement**

a. **MAT Staffing, Safeguarding and Premises Risks**

WH updated on a few risks and the current premises risks are covered later in the meeting. **SC challenged regarding the risk to pupil numbers** and WH updated on current figures, and that the free school seems to not be going ahead which will help with pupil numbers in future.

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

Part 1

Pri 2i – IT has been resolved with a new leasing IT contract. Committee discussed connectivity issues and that the situation in some schools still needs improving but it is better than it was.

Pri 4 – JC updated on the roll out of a mental health initiative.

Pri 5 – WH updated on the curriculum work that is helping to develop middle leaders. **GB challenged what is being done about CPD** and WH explained that much of it is being done internally, however, **GB challenged that it is important to ensure that we learn best practice from external sources and not just internally.**

Part 2

Pri 1 – centralisation of finances has been done and control of finances is much more effective.

Pri 2 – costs of central services are consistently monitored. The committee discussed the need to balance the budget against paying people for the work that they do.

c. **MAT Improvement Capacity Framework**

No updates and no changes.

d. **Academies Financial Handbook Update**

Update document sent by Governance Officer by email on 30 June 19 and cyclical plans updated.

6. **Staff Structure & Roles**

a. **Review Staff Job Descriptions**

None to do at this time. JC's job description has already been reviewed.

b. **MAT Non-negotiable Expectations for Teachers**

Reflects new curriculum material and updates on assessment criteria. Approved.

c. **MAT Non-negotiable Expectations for Learning Support Assistants**

Minor amendments. Approved.

7. **Staff Performance Management**

WH briefed on PM cycle for teachers, support staff and central staff. Committee content that performance management is being conducted as per agreed policy but noted that it does need to be done robustly and consistently across the MAT.

8. **Staff Pay**

a. **Staff Severance Payments**

None since the previous member of staff left last year. WH discussed the CG staffing structure under confidential minutes at which decisions were made.

b. **Compensation Payments**

None.

c. **Ex-gratia Payments**

None.

9. **Staff CPD/Training**

a. **Ensure Senior Leaders Receiving Appropriate CPD**

Covered under item 5b. WH noted that the CFO has signed up and paid for CIPFA accredited level 7 certificate in School Financial and Operational Leadership and the **committee agreed that this CPD course should be paid for by the MAT** as the CFO is entitled to CPD just like any other employee.

b. **Well-being and Mental Health**

Mental health leads exist in each school. CP co-ordinates it across all schools and disseminates appropriate information.

10. **Other Staff Matters**

a. **Staff Recruitment and Retention**

No issues to discuss.

b. **Staff Workload**

WH noted that the MAT has put into place a number of processes to reduce staff workload such as reducing down assessment, additional curriculum support, additional administrative SEN support, working flexibly where possible. **BC challenged that staff; support staff and admin staff are covered but what has been done about managing the workload of the CEO and MAT staff?** WH explained that it was agreed years ago that he can work reasonably flexibly with longer days and shorter days, and some home working and he is managing his workload sensibly this way. **SC challenged that there should be a separate section to show what is being done about reducing workload of MAT CEO and central staff also.** WH will include this.

11. **Safeguarding**

a. **KCSiE**

Latest KCSiE changes have been applied across the MAT, electronic safeguarding training is now in place (that requires a pass mark or the module has to be repeated), SCR's are checked by CP and governors, audits are monitored and followed up on, and feedback from all Ofsted inspections to date has note that safeguarding across the MAT is strong. The committee agreed that governors and directors should also complete the governor safeguarding online module.

Action: Liaise with CP to get access for Governors and Directors to complete the online safeguarding module (TM & CP)

The committee noted the work that CP does as Child Protection Officer and **BC challenged whether there is a succession plan for this role in case CP chooses to leave in future?** WH will look at this.

b. **Safeguarding Guidance & Policy Changes**

New amended CAPH led policy has been issued in September.

c. **MAT Single Central Record Compliance**

See above.

12. **Health and Safety**

The committee was presented with an exceptions report that covers policy implementation, risk assessments, compliance testing, H&S walks, monitoring of incidents (of which there are very little) and reviews of training, contractors and resources. SC is the lead and obtains the necessary competent advice when it is required. There is a H&S scheme of delegation and the H&S policy is up to date.

It was noted that the Cornwall County EEC live system is used for risk assessments, but it is a very 'clunky' system. **GB challenged how parents are made aware of the risks involved with activities** and JC explained. No issues have been reported during any school trips.

WH noted the issue with the potential use of inappropriate cleaning materials at CG that caused an allergic reaction; a full investigation took place by SC and appropriate action taken.

13. **Premises & Resources**

a. **NP Sewage System**

WH discussed the quotes for the NP sewage system; 5 quotes in total. The project manager has applied best value criteria and recommended one company; the committee agreed to go ahead with this company. **Note that GB took no part in this decision.**

A DfE Emergency Property Issue bid is being submitted (again) for this work, but in the meantime, the MAT may have to spend this money and hope that we will be reimbursed. **FSD agreed to this expenditure previously and RSS are in agreement that this work should go ahead prior to funding received as it is important for many reasons (especially H&S) to get the work completed at the earliest opportunity.**

b. **Boiler SSCA**

WH is still awaiting quotes for boiler replacement at SSCA. This will be taken forward to the Audit committee.

Action: Consider SSCA boiler replacement expenditure add to Audit committee agenda (TM).

14. **Policy Review**

WH noted the nationally recommended increase of 2.75% pay increase for teachers (2% to be funded from schools current budget allocation the 0.75% is funded by an additional Central Government award) and **committee agreed this (back dated 1 Sep 19)** – this will be inputted into the pay policy revisions.

WH explained the previous support staff pay (CRP) policy provided by LA was confusing and difficult to implement. WH noted that the aim is to move to a new negotiated reward scheme for staff; if doing job well will incur 2% rise, exceptionally well will incur 3% rise and if not doing well, no rise will be awarded. WH noted that Devon schools in the MAT are on a different LA pay policy but if we implement this new policy across the MAT, staff can be rewarded, it is a simple system and can be applied to all schools in the MAT which is fairer. The committee noted the need for an appraisal process for all staff that this applies to including lunch time assistants and this would take much additional work. **GB challenged that the performance process must be robust and done properly across the MAT otherwise higher awards may be awarded when they are not earned and there may not be consistency which could lead to poor staff morale.** The committee discussed the options and noted that having the additional higher step of 3% will be difficult to implement and keep consistent and will take a disproportionate amount of work to implement. **It was agreed that the policy should be just a single 2% rate and other ways of rewarding exceptional performance should be used like a 'promotional' pay rise up the scales.**

Some new policies were added to the agenda last minute as drafts needed to be approved and returned to Wolfestans so Unions and staff can then be consulted before final Trust adoption.

- a. **Performance Management & Capability** – combines 2 policies into one – produced by Wolfestans and needs to now go for consultation with Unions. Draft can be sent to Unions and will be put in front full Board in December. **Add to full Board agenda (TM)**
- b. **Redundancy** – as above. **Add to full Board agenda (TM)**
- c. **Teachers Pay** – to carry forward for full Board. **Add to full Board agenda (TM)**
- d. **Support Staff Pay** – to carry forward to full Board. **Add to full Board agenda (TM)**
- e. **Child Protection & Safeguarding (CP)** – approved 20 Sep.
- f. **Exclusion** – new policy, approved.
- g. **Equality Objectives** – approved 27 Sep 19.
- h. **Equality Policy (WH)** – approved 27 Sep 19.
- i. **Discipline & Grievance** – produced by Wolfestans and needs to now go for consultation with Unions. Draft can be sent to Unions and will be put in front full Board in December. **Add to full Board agenda (TM)**
- j. **Managing Sickness Absence** – as above. **Add to full Board agenda (TM)**
- k. **Allegations of Abuse Made Against Staff** – new policy, approved but with the amendment of 'made' in the title to make it clearer what the policy is on.

I. **Health & Safety** – minor amendments, approved.

15. **AOB**

SC challenged the printing of papers for meetings and the committee agreed it should be kept to a minimum.

16. **DONM**

Monday 10th February 2020 at 9.30am at central office.

Meeting closed at 11.30am.

TJH Martin

Governance Officer

Distribution List:

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