



An Daras Trust
Igniting Curiosity Growing Capabilities

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29/09/2021

Minutes

Resources, Staffing and Safeguarding Committee Autumn 2021
Wednesday 29th September 2021 at 9.30am virtually via zoom

1. Check Audio and Video Link

All participants had audio and video

2. Welcome and Apologies

Present: Carol Green, Jon Sharpe, Graeme Barriball, Steve Tavener, Will Hermon

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

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

None.

4. Elect/Confirm Chair

This will be confirmed for all committees at the December full Board.

5. Confirm Minutes of previous RSS meeting Summer (19th May 2021) and Matters Arising

- When insurances are due, ascertain if paying more than £500 excess would decrease the annual premiums (WH). *WH gave an update on new cover using Risk Protection Arrangement that is being looked at for the future. He noted that insurances due to run out in December, so this will be assessed this term and discussed at Audit. **Add to Audit Agenda for December.***
- An SLA is in hand for project managing the premises across the Trust. Property condition surveys are being completed across the schools so that a 3-5 year plan can be put together with a priority list. GB & ST will discuss and agree this with WH at a separate meeting in early July. Action was to meet and discuss surveys/priorities into a 3-5 year plan. *Discussed at item 15.*
- Action to find whistleblowing training. *None found as of yet, will keep looking.*

No actions from confidential minutes. Committee agreed the minutes. Chair to sign a copy at full Board meeting.

6. Confidential Agenda Items

WH gave an update on the land purchase at LT and preschool progress. Detail at confidential minutes. WH was thanked for all the hard work involved with preschool and LT purchase.

7. Review Risks

a. Risks

Risk Register fully reviewed in July 2021 and this still stands for now. WH noted new potential risks coming to the fore and the **Chair of Audit committee noted that the register needs revising again to update the previous risks assigned against covid.**

Ofsted inspections are now likely to be more at the fore due to covid restrictions being lifted. This will likely focus on curriculum development which has not been a priority due to lockdowns and needs work to continue on the development of the curriculums. Also, the changes have reinforced that if any schools come up short on an inspection (when there are a batch of inspections), it will now trigger a trust inspection. We are due a number of inspections over the next academic year, possibly SSFA, WHA, LT and CG. However, it is deemed that the outcome of these inspections should be positive.

Cyber security audit is underway and it is quite an intense inspection. The risks in cyber security are increasing. The initial assessment appears positive but there will be an action plan as a result of the audit which will need to be put in place, and some may have financial implications.

Will a breach trigger an Ofsted inspection? No, it's more likely the ESFA would show interest in this unless there is a safeguarding implication. WH noted a cyber security insurance package that is available and this will be looked at. **Add cyber security review to the cyclical plan to be discussed once a term at RSS committee (TM).**

ESFA are demanding a full Asset management plan, which is not just about physical assets but about information/data held and other valuable things that may not actually be a physical item.

Surely that information already exists within the Trust? Yes it does, but it will need to be brought together and collated.

Do we need to include risks related to fuel availability and potential rise in energy costs, and also the impact on other works such as building works and repairs? It was agreed that this should be incorporated.

b. School Resource Self Assessment Tool

Nothing significant to discuss, carry forward to full Board. **Add to full Board agenda.**

8. Review Confirmed Improvement Plan

WH noted the revised improvement plan and that the requirements have costs allocated to them. The teaching and learning costs are the priority and must be funded. Some of the items have been costed out and can be completed as funds are available; these are general trust improvement areas such as developing land at LT, bringing payroll in house and so on, but only as funds available.

Do we need a detailed plan for the progression of the woodland school at LT and how will we show impact from this expenditure? It was agreed that a separate detailed plan is required and costed as and when it can be afforded. We need to have a 5-year plan but also a way of measuring the impact of this expenditure. It was noted that some of the impact will be softer impacts such as health and well being of pupils, and these are more difficult to measure. **It was agreed that it needs to be a phased plan and that impact of its use will need to be demonstrated.**

On Yr 3 catch up funding and targeted intervention, are the biggest schools being short changed given the numbers? WH explained the funding allocation in the larger schools and how this is working, including the use of PPG funding. **It will be a critical year group to catch up and they will be expected to be back at ARE by year 6, so we need to ensure they are properly funded.**

How much of the covid funding is left, if any? The schools spent this ring-fenced government funding on recovery provision last year. Schools allocated spending against additional money allocated by the Trust but because they received additional income, this was not drawn down as first thought. So some of that funding is still available for schools. It seemed as though we were drawing down the funding, but now appears we haven't spent it all. **Why did we not use this funding anyway and how much better would it have been if we had used all of the additional funding in addition to the extra income?** We can allocate funding again but it again be affected by additional

income coming in and there must be controls in expenditure, it can't be open-ended. **If the school level improvement plan doesn't deliver the improvement required, where does that additional improvement come from?** That is highlighted in the trust improvement plan. It was agreed that the funding changes throughout the year and therefore improvement plan (and subsequent funding) would have to be working document, and therefore reviewed and amended regularly. WH noted that it is additional tutoring that the schools would benefit from the most. **A director questioned JC, a Head teacher on the ground, whether they are able to achieve what they need to with current funding.** JC confirmed they can do the basics, but the additional needs to plug gaps need additional income. It was suggested that schools highlight where the gaps are, with particular pupils that need support and apply for additional income, then this will be funded where possible from the MAT.

Action: WH to unpick the items of the improvement plan to ensure it is more targeted at each school and less of a blanket funding position. Discuss improvement plan and funding at full Board.

WH noted that payroll provision is expensive and not always a good standard. There are benefits and risks to taking this in-house but longer term will be financially better off. The committee agreed this should be investigated further.

Noting that there are some new LGB chairs and still a need to recruit governors, what is the risk here? TM explained the situation. **What are the changes to Governor Officer role?** Explained under item 9.

GB needed to depart the meeting and was thanked for attending.

9. Staff Structure & Roles

TM explained reduction in hours and employment of Deputy Governance Officer, and the split between support for the Board and the LGBs.

MAT non-negotiables for teachers and LSAs were briefly mentioned.

10. Performance Management

Performance management policy is at item 16 and is up to date, the cycle is in place and working correctly. Governance Officer and CFO performance management covered at confidential minutes.

11. Staff CPD/Training

JC attending training as Deputy CEO and this gives more resilience to the CEO role.

WH not attending anything other than free training for the time being.

CFO conducting CPD as required and also learning lessons from the audit.

Staff training dealt with at school level.

Each school now able to train and appoint a mental health champion in each school; this is for staff. This is more structured training being rolled out by Cornwall LA. **Have we got staff in each setting willing to take this on?** Yes, although in the smaller schools such as PT where staff numbers are very small, it is trickier to facilitate but they can have support from a larger school if need be. **How are the staff this term?** WH noted that mostly positive and have managed to have a rest over the holidays. The fuel issue is not helping with staff stress levels for those that have to travel from further afield to work.

12. Other Staff Matters

Staff and leader retention has been good. Some of the other support staff such as caretakers and cleaners needs to be carefully monitored due to illness. **Do you have succession plans in place in the schools?** Generally yes, there is the ability to cover a Head role for example until a new one can

be recruited, whether that be internally or externally. It is the support staff such as cleaners and caretakers that is more tricky to manage succession for as less people want to do this work.

How is staff workload being managed? WH noted that initiatives are implemented to reduce workload wherever possible. Ofsted do check staff workload now and everything must be done possible to manage workload. **We did say we would fund some activities/provision to assist with morale and well-being, have we done that?** School dogs, their training and handlers have been funded and these have been hugely beneficial to morale and children's attendance.

13. **Safeguarding**

Latest KCSiE sent to Directors, governors and staff. ST has completed the KCSiE update training on 29 Sep 21. Safeguarding guidance and policy changes have been implemented. The safeguarding policy at item 16 has been updated with the requirements of KCSiE and under the guidance of CAPH. The MAT SCR is all up to date. **Have any parents taken up the option of elective home education?** Not really a big uptake, and if parent choose to do that, the LA are responsible for monitoring.

14. **Review Health and Safety Arrangements**

H&S exceptions report provided to directors; this covers any issues and updates with HSE employers legal requirements. Launceston preschool needs some work, and property compliance is being worked through on a schedule. H&S policy at item 16. No reportable accidents. Risk assessments in place across the trust. A H&S dashboard is being populated so director can see anything that needs action across the trust at a glance.

15. **Premises and Resources**

Property maintenance and compliance work ongoing and actioned as necessary. A property compliance schedule should be available to the full Board. A director noted that it is about having planned preventative maintenance and this is starting to xcome together now which is positive. The project manager will be checking and highlighting priorities.

16. **Policy Review**

- a. Performance Management
- b. Redundancy
- c. Managing Sickness
- d. Allegations of Abuse Against Staff
- e. H&S
- f. Legionella
- g. Exclusion
- h. Relationship
- i. Child Protection & Safeguarding
- j. Peer on Peer Abuse

It was confirmed that the H&S lead is currently ST. All policies above were approved. These will now be published on the website and issued to schools.

17. **AOB**

None.

18. **DONM**

Next Meeting Wednesday 16th February 2022 at 9.30am in central office or via zoom.

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)
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