



**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](mailto:governance@andaras.org)

CEO: W. T. Hermon

19/05/2021

**Minutes**  
**Resources, Staffing and Safeguarding Committee Summer 2021**  
**Wednesday 19<sup>th</sup> May 2021 at 9.30am virtually via zoom**

**1. Check Audio and Video Link**

All had audio & video connection.

**2. Welcome and Apologies**

Present: Carol Green (Chair), Graeme Barriball, Steve Tavener, Will Hermon

Apologies: Jon Sharpe

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

CG welcomed everyone to the meeting and thanked them for attending. Apologies accepted from JS.

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

None declared for this agenda less GB previously noted interest in land matter covered under item 5 as he knows the parties involved, albeit has no personal gain from the matter.

**4. Confirm Minutes of previous RSS meeting Autumn (27<sup>th</sup> January 2021) and Matters Arising**

- Send out a thank you letter to staff from the Trust Board (TM). *Complete.*
- When insurances are due, ascertain if paying more than £500 excess would decrease the annual premiums (WH). This is ongoing as insurances are due. *WH gave an update on new cover using Risk Protection Arrangement that is being looked at for the future. Add to Autumn RSS agenda.*

No actions from confidential minutes. Committee agreed minutes as accurate record. Chair to sign a copy when normality resumes.

**5. Confidential Agenda Items**

A land and catering matter is covered under confidential minutes.

**6. Review**

**a. Risks**

Risk Register was reviewed last term. There are some new risks emerging that will need to be included in the risk register. Cyber threats where hackers are holding organisations to ransom with a threat of exposing their personal data into the public domain is increasingly becoming a serious threat. The DfE are now mandating that all schools need to have Cyber Essentials accreditation and are likely to need Cyber insurance; costs will be incurred for 3<sup>rd</sup> party audit and for any measures that need to be put in place; across the trust this will likely cost in the region of £10K. **Add to full Board agenda.**

**b. Improvement**

Initial thoughts on where the improvement focus should be for the next academic year has been shared with Directors. Head of Ofsted has assessed that it will take 2-3 years for schools to catch up the pupils on what they have missed and return to a full curriculum. **So should the improvement plan be a 2-3 year plan rather than just an annual plan?** It was agreed that it should be broken down over a 1,2 and 3 year period.

**c. School Resource Self Assessment Tool**

Complete and sent to ESFA. No feedback received.

**7. Staff Structure & Budgets**

Review of staff structures completed a few years ago and those staffing levels are still broadly in place and within budget. There has been the odd change but schools are mostly working to an affordable structure. Next academic year is being budgeted against these structures. A pay matter is covered at confidential.

**Do the staffing budgets take account of the need to fund catch up work?** This is separately budgeted for and not against the normal staffing levels. There is flexibility as long as the staffing contracts for the catch up work remain flexible and temporary. Some staffing has been funded from Covid catch up funding, where are we with that and are we still able to support the schools with catch up/recovery? Funding for this staffing is very flexible (not contracted). About 7/12<sup>th</sup> of the funding from the first lockdown has been received, it is hoped the remainder will be with us by September. Nothing so far has been received from the second batch of catch up funding initially promised by the government.

**8. Staff Pay**

Staff pay discussion recorded at confidential minutes.

**9. Performance Management**

Governance Officer – out of synch with this meeting and will be completed by WH later this term. Date set for CEO/EHT performance management on 2 Dec 2021. This will be conducted by GB & ST, with external advisor present.

**10. Staff CPD/Training**

SIAMS review completed at St Catherine's by the Diocese of Truro Director for Schools. A positive outcome albeit some work required on the school vision. There is funding available for staff SIAMS training.

**11. Other Staff Matters**

Staff absence figures (no names or personal details) were provided to the committee. Much of the absence is covered by insurance but the continuity and loss of effectiveness is not covered by insurance. The absence is genuine and little can be done to improve it at this time. **Given the events over the last year, is any absence stress related?** No, it is physical related illnesses.

Next staff survey will be completed in Sep 2021. Previous autumn survey was positive overall.

**12. Safeguarding**

S157 safeguarding returns are complete and awaiting feedback. No issues. Any companies that complete work in the schools are required to provide evidence that employees are suitable to work in schools around children (including DBS).

Volunteers appropriately checked and trained. Volunteer policy, updated recently with Wolfestans guidance and is strictly followed by schools.

Efficiency of 'My Concern' – it was confirmed that it is a good system but it is important to ensure it remains secure. It allows concerns to be logged and monitored very successfully.

Safer recruitment – staff are trained and present during interview processes. HR are also trained and follow appropriate procedures. A number of governors have received safer recruitment training through on-line SSS package. Trust Safeguarding manager monitors safer recruitment training across the trust.

**13. Health and Safety**

Exceptions report provided to the committee. No issues. H&S audit of each school is due for completion later this time by a third party H&S specialist. Schools have correct number of first aid trained staff and supplies are replaced regularly. Lessons learned and procedures tightened up as necessary.

**14. Food Standards**

Provision from Chartwells has continued to be good and in line with statutory duties. This is less CG and PT who are using an NHS provider for meals to be heated up. There have been no complaints regarding hot meals.

**15. Premises and Resources**

School caretaking needs to be assessed and changed to be more efficient and effective at the short and long term management of the schools. The committee agreed that a review is required.

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: Meeting to discuss the surveys and prioritise work into a 3-5 year plan (WH, GB, ST)**

**16. Policy Review**

- a. Bereavement (WH) – some minor changes required in reference to Covid restrictions then approved.
- b. Whistleblowing (LH) – Approved. **It was noted that Whistleblowing training is available; when was this last completed?** WH will ascertain the training and TM will notify whistleblowing governors and the lead Director (TR). **Action: Whistleblowing training (WH/TM)**
- c. Volunteer (JC/CP) – minor changes regarding legal advice. Approved.

**17. AOB**

*None.*

**18. DONM**

Next Meeting Wednesday 29<sup>th</sup> September 2021 at 9.30am in central office or via zoom (TBC). The conduct of future meetings via zoom, in person or hybrid will be discussed and decided at the full Board in July.

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)
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