

**MINUTES OF THE TRUST BOARD
ON TUESDAY 13 OCTOBER 2020 AT 3.30PM
VIA ZOOM**

Present:

Peter Winter (Chair)
Norman Jackson
Nicola Kearney
John Maclaren
Natalie Morley
Gordon Pennington
Julie Powell
Paul Willerton

In Attendance:

Lynsey Grace, Vice Principal
Kevin Harker, Vice Principal
Jayne Tallant, Chief Financial Officer
Marion Wood, Clerk to the Trust Board

MINUTES

Item	The meeting being quorate, the Chair opened the meeting at 3.30pm
1.	<p>ANNUAL ELECTION OF CHAIR AND VICE CHAIR</p> <p>A nomination for the appointment of Mr Peter Winter for the position of Chair of the Trust Board had been received in advance of the meeting.</p> <p>The nomination was seconded, and it was resolved: that Mr Peter Winter be duly appointed as Chair of the Trust Board for a further 12 months.</p> <p>No nominations for the position of Vice Chair of the Trust Board had been submitted in advance of the meeting. The appointment of a Vice Chair was deferred to the next Trust Board meeting.</p>
2.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest had been reported.</p>
3.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence had been received and accepted from Jo Davies, Mark Doyle and Nick Gribben.</p>
4.	<p>NOTIFICATION OF ITEMS TO BE INCLUDED UNDER URGENT BUSINESS</p> <p>No items of any other business had been reported.</p>
5.	<p>MINUTES OF THE PREVIOUS MEETINGS</p> <p>The minutes of the following meetings had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Trust Board meeting held on 30 June 2020 • Standards & Curriculum Committee held on 24 September 2020 • Finance & HR Committee held on 8 October 2020 <p>Peter Winter provided an overview of the items discussed at the Standards & Curriculum Committee meeting and Gordon Pennington provided an overview of the items discussed at the Finance & HR Committee meeting.</p>

	<p>It was RESOLVED by the Trustees that the minutes of the previous Trust Board meeting held on 30 June 2020 be agreed and signed as a correct record. Trustees noted the minutes of the Standards & Curriculum Committee held on 24 September 2020 and the Finance & HR Committee held on 8 October 2020.</p>
6.	<p>MATTERS ARISING FROM MINUTES</p> <p>No matters arising from the minutes had been reported.</p> <p><i>Chris Purcell and the Student Leadership Team joined the meeting at 3.45pm</i></p>
7.	<p>PRESENTATION BY CHRIS PURCELL ON LEADERSHIP AT THE ACADEMY AND STUDENT LEADERSHIP TEAM (KS4)</p> <p>The Head Boy Jack Jones, the Head Girl Daisy Street and the Deputy Head Girls Alix Dixon and Caitlyn James introduced themselves. They presented an overview of the vision of the Student Leadership Team which included:</p> <ul style="list-style-type: none"> • Listening to the student voices • A charity initiative to raise £1000 for the Lilac Centre • Supporting mental health and wellbeing • Next steps <p>Q. What was the Lilac Centre and why had the charity been chosen? A. The Lilac Centre was a haematology and oncology day unit based at St Helens Hospital. It offers holistic therapies to support cancer patients and carers; this includes wig support, counselling support and complimentary therapies.</p> <p>Q. How would money be raised for the charity initiative? A. Money would be raised by holding quizzes, bingo, raffles online and a non-uniform day had been requested.</p> <p>Nicola Kearney suggested making Christmas decorations with the Lilac Centre colours or wearing lilac should a non-uniform day be approved by the Principal.</p> <p>Q. Would resources from Mind, the mental health charity be used? A. Resources from Mind and Mental Health Matters would be used</p> <p>The Chair thanked the Student Leadership Team for the overview and they left the meeting at 4.00pm.</p> <p>Chris Purcell reported:</p> <ul style="list-style-type: none"> • Covid-19 had affected the work that the Student Leadership Team had been able to plan and undertake • Student voices sessions had been held via Zoom • The Student Leadership Team wanted to leave something memorable behind • Supporting peers with mental health and wellbeing was a priority <p><i>Nicola Kearney left the meeting at 4.05pm</i></p> <ul style="list-style-type: none"> • The first meeting of the Parent Council had taken place on 12 October 2020 • There had been eight parents involved in the Zoom meeting • Natalie Morley (Parent Trustee) had been involved in setting up the Parent Council • The meeting had provided an opportunity to communicate with parents. For example, parents had shared concerns about the cleaning of the canteen as it was used by many of the pupils during the day. The meeting provided the opportunity to reassure parents about the processes in place to ensure a safe, clean canteen.

	<p>Feedback from parents confirmed that free masks for pupils had been appreciated.</p> <ul style="list-style-type: none"> • 'You said, we did' feedback format would be used • The next steps were shared <p>Q. How many parents had expressed an interest in being involved with the Parent Council?</p> <p>A. Twelve names had been put forward but two parents were for a child who had now moved school and there had been a couple of apologies.</p> <p>Chris Purcell continued:</p> <ul style="list-style-type: none"> • It was hoped to have an open and inclusive membership and that the Parent Council could be opened further to include parents of SEND pupils <p>The Principal reported that the half term letter to parents would include an update on the Parent Council and an invitation for additional participants. Natalie Morley added that there had been parents of pupils from Year 7, Year 8 and Year 9 at the meeting and it was an aim to get parents involved from all year groups.</p> <p>Q. Had the environmental initiative been completed?</p> <p>A. The initiative had been put on hold and the pupils involved had now left the school. Year 12 and Year 13 pupils had been appointed to pick up and continue with the initiative.</p> <p><i>Chris Purcell left the meeting at 4.25pm</i></p>
8.	<p>MANAGEMENT ACCOUNTS FOR LAST PERIOD</p> <p>The following documents had been circulated to Trustees prior to the meeting:</p> <ul style="list-style-type: none"> - Appendix 1 – Income Analysis - Appendix 2 – Executive Summary - Appendix 3 – Keystats - Appendix 4 – Balance Sheet and Cash Flow Summary - Appendix 5 – Capital Report <p>The CFO reported that the documents had been reviewed in detail at the Finance & HR Committee meeting held on 8 October 2020. She updated Trustees on the content of the documents and highlighted that the unrestricted reserves were £202k, i.e. above the target of £200k.</p> <p>It was agreed: to ratify the Management Accounts for the period ending 31 August 2020.</p>
9.	<p>ANNUAL PAY AWARD FOR TEACHERS</p> <p>The STRB Pay Award – Teachers Report had been circulated prior to the meeting and the CFO reported:</p> <ul style="list-style-type: none"> • The document had been reviewed at the Finance & HR Committee meeting held on 8 October 2020 • A 5.5% increase for new starters, tapering up to 2.75% for teachers at M6 and above, including allowances had been recommended with effect from 1 September 2020. • The cost of STRB pay award 2019/20 was £101,704 plus on costs <p>It was agreed: to ratify the pay award outlined within the report.</p>
10.	<p>CONTRACT RECOMMENDATIONS</p> <p>The following documents had been circulated prior to the meeting:</p>

	<ul style="list-style-type: none"> - Report of the outcome of the evaluation of tenders relating to the catering contract - Report of the analysis of the evaluation of tenders received in respect of the cleaning contract - Report of the outcome of the evaluation of tenders relating to the managed print solutions contract (multi-functional devices). <p>The CFO reported:</p> <ul style="list-style-type: none"> • The scheme of delegation stated that contracts for goods/services greater than £50,000 should be approved by the Trust Board <p>Trustees reviewed the documents which had been reviewed in detail at the Finance & HR Committee meeting held on 8 October 2020.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> • to ratify the recommendation to select Mellors as the preferred bidder/contract partner for the catering contract. • to ratify the recommendation to award the cleaning contract to Churchill Contract Services Ltd based on overall evaluation of price and quality. • to ratify the decision to award the managed print solutions contract to Annodata on a 4-year term.
11.	<p>APPROVAL OF SEF AND ACADEMY DEVELOPMENT PLAN 2020/21 RECOMMENDATION</p> <p>The following documents had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> - Education Recovery Plan – Covid-19 - SEF – September 2020 <p>The Principal presented the areas of priority in the Education Recovery Plan.</p> <p>Q. How many 6th form pupils were repeating the year? A. there was initially two pupils but one has decided not to continue</p> <p>The Principal reported:</p> <ul style="list-style-type: none"> • It was not possible to provide solid grade predictions as the Academy had not been inspected on the new Ofsted model. <p>Actions:</p> <ul style="list-style-type: none"> • target/expected grades to be added • main strength bullet points for the quality of education to be re-arranged <p>It was agreed: to approve the SEF and Academy Development Plan 2020/21.</p>
12.	<p>KEY PI REPORT AND TARGET SETTING</p> <p>The KPI Report 2020/21 had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> • the targets 2020/21 column needed to be achieved to move forward • they were realistic, challenging, and achievable targets <p>It was agreed: to approve the 2020/21 targets.</p>
13.	<p>EXAMINATION RESULTS 2020</p> <p>The Y11 2020 Results Report had been circulated prior to the meeting and Kevin Hacker reported:</p> <ul style="list-style-type: none"> • he was confident with the data which had produced the Centre Assessment Grades (CAGs) • MAPs in English and Ebacc whilst improving, continue to be a focus this year

	<ul style="list-style-type: none"> Girls made a big improvement in progress, which was the national picture Boys improvement in progress was marginal <p>Q. The previous Y11 pupils had been described as a good cohort, was the current Y11 pupils a good cohort?</p> <p>A. The current Year 11 pupils would have been described as struggling with poor motivation 12 months ago. However, they have started Y11 with a stronger ethos for learning.</p> <p>Trustees noted the examination results 2020.</p>
14.	<p>REPORT ON ACTIONS IDENTIFIED FROM THE LAST OFSTED VISIT</p> <p>The Actions from Ofsted report had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> The actions were a regular item on the agenda There were four priorities which would be the first line of enquiry for Ofsted <p>Trustees noted the priorities to address the actions from the Ofsted report.</p>
15.	<p>PRINCIPAL'S REPORT</p> <p>The Principal's Report to Governors – October 2020 had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> Pupil attendance was 93.6% The planned maintenance was ahead of schedule Year 7 was not quite full, the number on roll at 268 of a possible 270 <p>Q. Were the 33 minor accidents reported between January and September 2020 high?</p> <p>A. No, the Academy had been closed for part of the time so the number of accidents was not high.</p> <p>Trustees noted the information in the Principal's Report.</p>
16.	<p>ACADEMY CALENDAR 2020/21</p> <p>The St Helens Council Proposed School Holiday Pattern 2021/22 and The Sutton Academy Holiday Pattern 2021/22 had been circulated prior to the meeting.</p> <p>It was agreed: to approve The Sutton Academy Holiday Pattern 2021/22.</p>
17.	<p>STANDING ORDERS AND TERMS OF REFERENCE</p> <p>The Standing Orders and Code of Conduct for the Meetings of the Members and Trust Board – February 2020 had been circulated prior to the meeting.</p> <p>It was agreed: to approve the Standing Orders and Code of Conduct for the Meeting of the Members and Trust Board subject to a review of the Terms of Reference.</p> <p>Action: Trustees agreed to convene a small working Group to review academy policies.</p> <p>The Clerk provided an overview of Governor Hub and agreed to send Trustees instructions of how to log on and invited them to review the secure digital platform.</p>
18.	<p>DATE AND TIME OF NEXT MEETING:</p> <p>AGM and Business Meeting - Tuesday 15 December 2020 at 3.00pm</p> <p>There being no other business, meeting closed at 5.30pm</p>

Pete Wink
31/12/20

