

**MINUTES OF THE TRUST BOARD BUSINESS MEETING  
FOLLOWING THE AGM MEETING ON TUESDAY 15 DECEMBER 2020  
VIA ZOOM**

**Present:**

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

**In Attendance:**

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

**Minutes**

<b>Item</b>	The meeting being quorate, the Chair opened the meeting at 3.25pm.
<b>1.</b>	<p><b>ANNUAL ELECTION OF VICE CHAIR</b></p> <p>The election of the Vice Chair had been deferred from the previous Trust Board meeting. Gordon Pennington indicated that he was willing to stand as Vice Chair. He was proposed, seconded and Trustees voted in favour of Mr Gordon Pennington for the position of Trust Board Vice Chair for the 2020/21 year.</p>
<b>2.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The Clerk advised that Lynsey Grace would be required to leave the meeting prior to agenda item 19. Julie Powell reported that her husband had applied to be an invigilator at The Sutton Academy.</p>
<b>3.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence had been received and accepted from Mark Doyle, Norman Jackson, and Jo Davies.</p>
<b>4.</b>	<p><b>NOTIFICATION OF URGENT BUSINESS</b></p> <p>Trustees agreed to consider the following items of any other business:</p> <ul style="list-style-type: none"> <li>• Delay in the cleaning contract.</li> <li>• Lease</li> </ul>
<b>5.</b>	<p><b>MINUTES OF THE PREVIOUS MEETINGS</b></p> <p>The minutes of the following meetings had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Trust Board meeting held on 13 October 2020.</li> <li>• Finance &amp; HR Committee held on 19 November 2020.</li> <li>• Standards &amp; Curriculum Committee held on 2 December 2020.</li> </ul>

	<p>It was <b>RESOLVED</b> by the Trustees that the minutes of the previous Trust Board meeting held on 13 October 2020 be agreed and signed as a correct record. Trustees noted the minutes of the Finance &amp; HR Committee held on 19 November 2020 and the Standards &amp; Curriculum Committee held on 2 December 2020. In the Finance and HR Committee minutes, the name of the Chartered Surveyor in agenda item 12 should read 'Lancaster Maloney'.</p>
6.	<p><b>MATTERS ARISING FROM MINUTES</b></p> <p>No matters arising had been reported.</p>
7.	<p><b>MANAGEMENT ACCOUNTS FOR SEPTEMBER 2020</b></p> <p>The following documents had been circulated to Trustees prior to the meeting:</p> <ul style="list-style-type: none"> <li>- Appendix 1 – Income Analysis</li> <li>- Appendix 2 – Executive Summary</li> <li>- Appendix 3 – Keystats</li> <li>- Appendix 4 – Balance Sheet and Cash Flow Summary</li> <li>- Appendix 5 – Capital Report</li> </ul> <p>The CFO reported that the documents had been reviewed in detail at the Finance &amp; HR Committee meeting held on 19 November 2020. She updated Trustees on the content of the documents and highlighted that:</p> <ul style="list-style-type: none"> <li>• The cumulative actual staff cost to recurrent income ratio amount to 76.6% against a revised forecast for the year of 76%.</li> <li>• The budgeted year end reserves balance was £180,000.</li> <li>• Cash and bank deposits on 30 September 2020 amounted to £602,000 which was in line with the revised forecast for the period.</li> </ul> <p>It was agreed: to <b>ratify</b> the Management Accounts for the period ending 30 September 2020.</p>
8.	<p><b>APPROVAL OF THE COST OF PAY PROGRESSION (TEACHING STAFF)</b></p> <p>The Principal reported:</p> <ul style="list-style-type: none"> <li>• That he had presented the pay progression awards at the Finance &amp; HR Committee meeting on 19 November 2020.</li> <li>• The pandemic had prevented teaching staff from meeting all the targets set during the 2019-20 year.</li> <li>• The appraisal process had been updated and data targets had been taken out</li> <li>• Every member of staff eligible to pay progression had applied.</li> <li>• Forty-one members of staff had received pay progression which had been budgeted for.</li> </ul> <p>It was agreed: to <b>ratify</b> the pay progression recommendations.</p>
9.	<p><b>RENEWAL OF GAS CONTRACT</b></p> <p>The gas contract renewal report had been circulated prior to the meeting and the CFO reported:</p> <ul style="list-style-type: none"> <li>• The report had been presented at the Finance &amp; HR Committee meeting on 19 November 2020.</li> <li>• The current gas supplier was Corona Energy and the contract was due for renewal in April 2021.</li> <li>• The contract had been re-tendered by St Helens Council using the YPO framework.</li> <li>• A summary of costs was included in the report.</li> <li>• A benchmarking exercise had concluded that the rate paid per kwh by the Academy (as of August 2020) was over 20% less than that of the education establishment it was compared against.</li> </ul>

It was agreed: to **ratify** the renewal of the gas contract with Corona Energy for a further four years to March 2025.

**10. WASTE MANAGEMENT CONTRACT**

The waste disposal contract report had been circulated prior to the meeting and the CFO reported:

- Quotes had been received from three suppliers.
- The current cost for the service was £14,699 and Veolia had agreed to reduce the costs to £11,288.85 should the contract be renewed.

Q. How many years had Veolia held the contract?

A. They had held the contract for three years.

It was agreed: to **approve** the award of the contract to Veolia with the contract commencing on 1 January 2021 for a period of 2 years.

**11. REPORT ON SITE DEVELOPMENT**

The following documents had been circulated prior to the meeting:

- Academy Facilities – 5 Year Planning Report
- Academy Facilities – 5 Year Planning Report – Summary
- Dining Room Ideas
- Sixth Form B Plans
- Upper Canteen B Plans

The Principal reported:

- The intake into Year 7 from September 2019 onwards was estimated to be 270.
- The increase in student numbers over the next five years was estimated to increase from 1181 students in September 2018 to 1540 by September 2025
- Additional teaching spaces to allow for the increase in the number of classrooms would be required.
- Lancaster Maloney have started initial studies into the academy space and a meeting had been planned to discuss ideas and options available. This would mean major investment and Lancaster Maloney would support the academy in any funding bid submissions.
- There had been £120,000 investment from Mellors to provide better catering facilities.
- A refurbishment of the sixth form block and outdoor covered space had been proposed.
- Once the plans had been approved, they would be shared with parents.

Q. Would the new classrooms be permanent or portacabins?

A. Temporary science laboratories may be needed in the short term but more information would be available after the meeting with Lancaster Maloney.

Trustees discussed how the building of new homes in the area over the next two years would contribute to the increasing pupil numbers and how primary and secondary schools had seen increased numbers of first choice applications.

Q. Would social distancing need to be taken into consideration in the future when planning teaching spaces?

A. there was guidance about social distancing from the DfE but it was not required for pupils in bubbles.

Q. Would the application for funding be a long process?

A. Lancaster Maloney would support with the funding bid submissions and they had indicated that the increase in the published admission numbers (PAN) would support the submissions.

12.	<p>Trustees <b>noted</b> the information on site development.</p> <p><b>KEY PI REPORT</b></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"> <li>• The report had been presented at the Standards &amp; Curriculum Committee meeting on 2 December 2020.</li> <li>• Attendance was in line with the previous year.</li> <li>• Persistent absence had been a challenge but it was similar across other schools.</li> <li>• Fixed term exclusions at 0.2% was lower than October 2019 at 0.8%</li> <li>• Biggest drops in progress were seen in PP, girls. HAP and delivery would need to be different.</li> </ul> <p>Q. How was self-isolating absence being recorded? A. There was an x code to record pupils who were self-isolating.</p> <p>Trustees discussed value added, a statistical measure designed to show how well a school had helped pupils progress since they arrived from primary school, and the fact that ICT qualifications and the Council for Awards in Care, Health and Education (CACHE) were not included in value added.</p> <p>Trustees <b>noted</b> the information in the KPI Report 2020/21.</p>
13.	<p><b>AIP REVIEW</b></p> <p>The AIP Review had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> <li>• The document had previously been presented as a Covid-19 recovery plan and Academy Improvement Plan.</li> <li>• SLT had reviewed the AIP which included qualitative and quantitative success measures.</li> </ul> <p>The Principal provided an overview of the five priority areas.</p> <p>Q. Had there been challenging behaviour from specific year groups? A. The Year 8 cohort displayed the most challenging behaviour.</p> <p>Q. How often would the AIP be reviewed? A. It had been reviewed in November 2020 and would be reviewed again in February 2021, May 2021 and at the end of the year after the results.</p> <p>Q. Had the AIP been circulated to academy staff? A. The AIP and priority areas would be disseminated to staff in January 2021.</p> <p><i>John Maclaren left the meeting at 16.10pm</i></p>
14.	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal's Report to Governors – December 2020 had been circulated prior to the meeting and the Principal reported:</p> <ul style="list-style-type: none"> <li>• The lockdown system was not installed and would be launched with students in January 2021. Letters and protocols had been sent to parents and there would be training with staff.</li> </ul> <p>Q. What incidents would the lockdown procedure be used for? A. The lockdown procedure would be use for someone on site who wanted to cause harm to a pupil, a terrorist attack, or a dog on site.</p> <ul style="list-style-type: none"> <li>• The number on roll was currently 1338 which included 143 in the Sixth Form.</li> <li>• Pupil attendance was 93.42% for Y7 to Y11 from September to 8 December</li> </ul>

2020.

- In 2020/21 up to 8 December 2020 there had been 13 pupils who had transferred out and 23 pupils who had transferred in school.
- Changes had been made to the Rewards System to recognise excellent attitudes to learning and positive approach to Academy life from students.
- The academy had launched the Everybody Reads in the Curriculum this term.
- The Sutton Academy became one of the first schools to become an Oxford Scholastica Partner School.

Information about social media platforms had been circulated prior to the meeting.

Trustees **noted** the information in the Principal's Report.

**15. CHANGES IN THE DEPARTURE DATE FOR THE SKI TRIP TO BARDONECCHIA**

The Principal proposed a change in the departure date for the ski trip to Bardonecchia. It was originally planned for April 2021 and approval from Trustees would be requested to change the departure date to February 2022.

Q. Would students still want to go on the trip at the later date?

A. Pupils who did not want to attend the trip on the changed departure date would lose their deposit.

The CFO reported that there would be an increase in the cost of the trip with the change of departure date. The insurers would cover the increased cost and the academy would need to progress the claim.

It was agreed: that Trustees would **approve** the change in the departure date for the ski trip to Bardonecchia.

**16. TRUSTEES ROLES**

A Trustees Visits 2020/21 form had been circulated prior to the meeting and the Principal reported:

- The form included the names of Trustees, focus area and academy link.
- Academy links would contact Trustees to arrange a date and time for a virtual meeting or telephone call.

Q. Would there be KPI to ensure consistency?

A. There could be formal notes and feedback at Trust Board meetings

- The first meeting could be to review the faculty improvement plan and how it linked into the AIP.
- An agenda for the first meeting for each focus area visit could be produced with broad items to be discussed.

Peter Winter agreed to be the Trustee linked to the COVID-19 Recovery focus area.

**17. SKILLS AUDIT MATRIX ANALYSIS**

The results from the skills audit questionnaire, which had been completed and submitted by Trustees, had been circulated prior to the meeting.

**Action:** The Clerk to split the results for each committee.

**18. ANY OTHER BUSINESS**

- Delay in the cleaning contract.

The CFO reported:

- The cleaning contract was due to commence on 1 January 2021.

- The admitted body status (ABS) had not yet been approved.
- The current provider and trade unions had insisted that the staff remain Academy employees until admitted body status (ABS) was approved.
- The staff would remain on the Academy payroll in the short term.

Q. When would the new contract be in place?

A. The Council contract would continue until the new contract was in place which would be approximately February half term.

➤ Lease

The Principal reported that he and the CFO had attended a virtual meeting with Jan Bakewell (Director of Legal and HR) and Steve Littler (Senior Assistant Director) from St Helen's Council regarding the lease and pre-emption agreement. The terms of the pre-emption agreement had been amended to allow the council to use the leisure centre for election counts from 2022 onwards.

Q. Who had made the decision to change the terms of the pre-emption agreement?

A. Jan Bakewell had attended the virtual meeting on behalf of the Chief Executive Kath O'Dwyer.

Trustees discussed how the use of the leisure centre for the election counts may disrupt the education of students and that St Helen's Council have several other buildings which they could use for the count which took place over three days. Peter Winter offered support and Trustees discussed sending letters to Councillors, the Director of Children's Services, and the Liverpool City Mayor.

*Lynsey Grace left the meeting at 17.00pm*

**19. RECOMMENDATIONS FROM THE REMUNERATION COMMITTEE**

Peter Winter reported that he was Chair of the Remuneration Committee and there had been a meeting held on 29 September 2020 to consider the Vice Principals performance Management and pay reviews. The two Vice Principals had received an increment following a review of their performance.

Q. Had the leadership structure been revised?

A. The post of Senior Vice Principal had not been filled and an extra Assistant Principal had been recruited to strengthen the management team.

**Action:** The Principal would present the leadership structure, roles, and responsibilities at the March 2021 Trust Board meeting.

**20. DATE AND TIME OF NEXT MEETING:**

Tuesday 17 March 2021 at 3.00pm

There being no other business, meeting closed at 17.10pm