

**MINUTES OF THE TRUST BOARD BUSINESS MEETING
HELD ON TUESDAY 16 MARCH 2021 AT 3.00PM
VIA ZOOM**

Present:

Peter Winter (Chair)
Jo Davies
Nick Gribben
Norman Jackson
Nicola Kearney
John Maclaren
Gordon Pennington
Paul Willerton

In Attendance:

Lynsey Grace, 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 3.05pm.
1.	MEMBERSHIP It was agreed to appoint Mr Gordon Pennington as a Co-opted Trustee to 31 May 2023.
2.	DECLARATIONS OF INTEREST No declarations of interest had been reported.
3.	APOLOGIES FOR ABSENCE Apologies for absence had been received and accepted from Julie Powell, and Natalie Morley.
4.	NOTIFICATION OF URGENT BUSINESS Trustees agreed to consider the following items of any other business: <ul style="list-style-type: none"> • School Resource Management Self-Assessment
5.	MINUTES OF THE PREVIOUS MEETINGS The following minutes had been circulated prior to the meeting: <ul style="list-style-type: none"> • AGM and Trust Board meetings held on 15 December 2020. • Standards & Curriculum Committee held on 2 March 2021. • Finance & HR Committee held on 11 March 2021.

	<p>It was RESOLVED by the Trustees that the minutes of the AGM and Trust Board meetings held on 15 December 2020 be agreed and signed as a correct record. Trustees noted the minutes of the Standards & Curriculum Committee meeting held on 2 March 2021 and the minutes of the Finance & HR Committee meeting held on 11 March 2021.</p>
6.	<p>MATTERS ARISING FROM MINUTES</p> <p>No matters arising had been reported.</p>
7.	<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 presented the Management Accounts for the period ending 31 January 2021 which showed that:</p> <ul style="list-style-type: none"> • There had been a decrease in the general annual grant (GAG) related to KS3 and KS4 income of £77,000 due to the number of pupils on roll. • There had been an additional £20,000 free school meal grant. • £24,000 in Year 7 catch up funding had been transferred from the 2019/20 underspend. • £15,000 had been reclaimed from Covid costs. • The year-end reserves balance had been previously forecasted at £205,000 and the revised actual outturn was £281,000. • There was a cumulative cash inflow for the period of £268,000 which was an improvement on the budget of £134,000. • Appendix 5 – 2020/21 capital allocation £464,148, CIF funding £128,698, total allocation remaining £281,967. • The first term internal audit had been completed remotely by Haines Watts. • No significant issues had been identified from the internal testing carried out for term one and no recommendations had been made. <p>It was agreed: to ratify the Management Accounts for the period ending 31 January 2021.</p>
8.	<p>PAY PROGRESSION AWARDS (NON-TEACHING STAFF)</p> <p>The Increments and NJC Pay Award Report had been circulated prior to the meeting and the CFO reported:</p> <ul style="list-style-type: none"> • The total number of staff eligible to an incremental pay award was fourteen. • Thirteen staff members had been recommended for an incremental pay award. • The total cost of the increments was £6,631. • A pay freeze for NJC staff was expected. <p>It was agreed: to ratify the non-teaching staff pay progression recommendations.</p> <p><i>Nicola Kearney joined the meeting at 3.20pm</i></p>

<p>9.</p>	<p>KEY PI REPORT</p> <p>The KPI Report 2020/21 had been circulated prior to the meeting and was shared on screen. The Principal reported:</p> <ul style="list-style-type: none"> • The report had been presented at the Standards & Curriculum Committee meeting on 2 March 2021. • Track 2 predicted February 2021 information had been included. • There had been a drop in attendance from 93.04% in February 2021 when compared to March 2021. <p>Q. What was the definition of persistent absence? A. Attendance below 90% was counted as persistent absence.</p> <p>Q. How would Year 11 pupils be assessed? A. Predicted grades would be available by 18 June 2021. There would be an assessment window in May 2021 to enable pupils to prove what grade they could achieve, which may be better than the predicted grade.</p> <p>Q. How was attendance for Year 12 and Year 13 students monitored? A. Daily attendance was not monitored but attendance of 96% of timetabled lessons was expected. There were high expectations for the attendance of students with telephone calls made to those who had not attended classes.</p> <p>Q. Was the attendance of sixth form students included on the KPI report? A. No, the percentage attendance for sixth form students was 92.88%.</p> <p>Action: Sixth form attendance to be added to the KPI report.</p> <p>Q. How had students been supported with university applications? A. There had been remote support with UCAS applications and universities were being flexible and most students had been offered a place.</p> <p>Q. Had there been any recommendations for Year 13 students to retake the year? A. No, students had been encouraged to carry on with their plans to apply for university. Some Y12 students may need to resit if there has been poor engagement but catch-up plans were in place. There was a chance that some Year 12 students may not progress to Year 13.</p> <ul style="list-style-type: none"> • Disadvantaged and HAP progress had suffered due to the lockdown. • There would be a boost and secure programme for HAP once pupils returned to school. <p>Trustees noted the information in the KPI Report 2020/21.</p>
<p>10.</p>	<p>AIP REVIEW</p> <p>The AIP Review had been circulated prior to the meeting and was shared on screen. The Principal updated Trustees on the areas for improvement plus the actions and reported:</p> <ul style="list-style-type: none"> • The areas highlighted green were long term objectives but also key elements in the actions taken due to the Covid-19 pandemic. • The English, Humanities, Science and MFL faculty improvement plans run alongside the AIP.

Q. Why do you think that 58% of teaching staff and 66% of non-teaching staff felt that leaders at the Academy always or usually support wellbeing and manage workload?
A. The wording of the questions in the questionnaire can affect the percentage of staff and if the 'sometimes' answer was included the percentage would be higher. The Academy was moving in the right direction with staff wellbeing but there was more to be done. 96% of teachers and 96% of non-teachers enjoy working in their role at The Sutton Academy.

Lynsey Grace reported that a staff wellbeing group had been set up but the take up had been poor. She would be speaking to staff about what the academy was doing to manage workload and for staff wellbeing and asking what would make it better. A counsellor was on site for two days per week and four members of staff had accessed the counselling service.

Q. Was the questionnaire completed anonymously by staff?

A. It needed to be completed by staff anonymously to ensure that it was completed honestly.

Q. Was there an option to add comments on the questionnaire?

A. Yes, suggestions were welcome but not always given.

- Attendance was being shared regularly and a new attendance officer had been recruited.
- Due to lockdown the rewards system would be relaunched.
- The PSHE curriculum had been developed to ensure compliance with the National Curriculum.
- There had been no impact on peer mentoring due to Term 2 lockdown.
- PP engagement with online lessons was regularly between 65-70%

Q. Had Covid helped the development of home learning?

A. Work such as PowerPoints were uploaded to satchel 1 for pupils not in school and the recording of lessons could be used during revision.

Q. What was the quality of work from pupils accessing online provision?

A. The quality of work varied with some good, the bare minimum or some pupils not engaging. Rewards were being used to improve the quality of the work from pupils.

Q. What kind of cohort were Year 10 pupils who would sit examinations in 2022?

A. Year 10 were an excellent year group and they had a positive attitude to learning. Staff had been working behind the scenes on a knowledge rich curriculum which would be launched in September 2021. This would support the current Year 10 cohort and impact on the disadvantaged pupils.

Trustees **noted** the information in the AIP Report.

11. PRINCIPAL'S REPORT

The Principal's Report to Governors – March 2021 had been circulated prior to the meeting and was presented on screen. The Principal reported:

- There had been an investment from Mellor's for improvements to the catering facilities.
- The transfers in and out for 2020/21 - 4 March 2021 were 30 in and 16 out.

	<p>Q. Why was Year 9 PP attendance between September 2020 and 4 March 2021 low at 79.74%?</p> <p>A. Year 9 was a small cohort and the academy was working on improving the PP attendance which was also poor when they were in Year 8.</p> <p>Action: Lynsey Grace to present to Trustees on instructional coaching at a future meeting.</p> <p>Trustees noted the information in the Principal's Report.</p>
12.	<p>LEISURE CENTRE UPDATE</p> <p>The Principal reported that he had reported at the Finance & HR Committee meeting on 11 March 2021 that there had been no progress on the leisure centre lease issue although he continued to pursue the matter. He had contacted Mr Steve Littler, Estates & Assets Manager at St Helen's Council but had not received a response. An email to Jan Bakewell, Head of Legal had resulted in a meeting being booked to discuss the leisure centre lease issue.</p> <p>Trustees noted the leisure centre lease update.</p>
13.	<p>SKILLS AUDIT MATRIX ANALYSIS</p> <p>The Clerk reported that the results from the skills audit questionnaire, which had been completed and submitted by Trustees, had been split for each committee. The results would feed into the training proposal and had been uploaded to Governor Hub and sent to the Chair and Principal.</p>
14.	<p>TRUSTEE TRAINING PROPOSAL</p> <p>The EEF Guide for School Governors and the Trustee Training Proposal had been circulated prior to the meeting and were shared on screen. The Principal reported:</p> <ul style="list-style-type: none"> • The EEF guide to becoming an evidence-informed school governor and trustee was a useful document which Trustees should review. • A joint Academy and Trustee virtual event with Andy Moorcroft (TCAT) had been planned for 28 April 2021. • Three training areas had been identified and Trustees should choose an area linked to the committee they were a member of. • Addition areas of training on safeguarding, Ofsted and behaviour & attendance had been suggested. • An additional yearly meeting, at the start of September 2021, to discuss the scheme of delegation and training needs for the year. <p>Mr Gribben suggested that there were gaps in Trustee's knowledge about their role and why information was required for Companies House.</p> <p>The Clerk reported that a declaration could be included on Governor Hub for Trustees to confirm that they had read and understood the School Resource Management Self-Assessment and that the Principal and Chair had read and understood the Academies Financial Handbook.</p> <p>Trustees noted the Trustees Training Proposal.</p>
15.	<p>LEADERSHIP STRUCTURE</p> <p>The Principal shared the Leadership Structure and the organisation chart of the</p>

	<p>Leadership Team on screen and reported:</p> <ul style="list-style-type: none"> • The line management structure from the Principal, Vice Principals, Assistant Principals and Associate Assistant Principals was demonstrated via a chart. • The documents included the line management, roles, and responsibilities. <p><i>Mr Gribben left the meeting at 5.00pm</i></p> <p>Action: The Principal agreed to circulate the documents to Trustees.</p> <p>Trustees noted the Leadership Structure.</p>
16.	<p>ANY OTHER BUSINESS</p> <p>➤ School Resource Management Self-Assessment Tool</p> <p>The self-assessment tool had been circulated prior to the meeting with instructions and the CFO reported:</p> <ul style="list-style-type: none"> • The self-assessment tool had been reviewed at the Finance & HR Committee meeting on 11 March 2021 and had been introduced to check the financial health of the academy. • The completed return would need to be signed by the Chair of the Trust Board and submitted by the deadline date of 15 April 2021. • There were six areas in the checklist and data comparisons in the dashboard. <p>Nicola Kearney reported that she had reviewed the self-assessment tool and had no issues with it.</p> <p>Mr Winter agreed to review the document and liaise with the CFO to sign the return before the deadline.</p>
17.	<p>DATE AND TIME OF NEXT MEETING:</p> <p>Tuesday 22 June 2021 at 3.00pm</p> <p>There being no other business, meeting closed at 5.15pm</p>