



## An Daras Multi Academy Trust

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Chief Executive Officer – W Hermon

09/10/18

### Minutes

**Resources, Staffing and Safeguarding Committee Autumn 2018**  
**Wednesday 26<sup>th</sup> September 2018 at 9.30am at ADMAT Central Office**

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

1. **Welcome and Apologies**

**Present:** Will Hermon, Graeme Barriball, Bex Couch, Brian Jennings, Sally Cooksey

**In Attendance:** Clerk, Jo Callow

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

None relevant to this agenda.

3. **Elect/Re-elect Committee Chair and Vice Chair**

Sally Cooksey agreed to be Chair and Bex Couch agreed to be Vice Chair. The committee unanimously agreed with this.

4. **Confirm minutes of previous RSS meeting Summer (7<sup>th</sup> June 2018) and matters arising**

- Send out Neglect guidance to Directors and Governors (Clerk). *Complete.*
- MAT Improvement Officer to pull together a VL impact report for full BoD in Autumn term (DS via WH). **Add Full Board agenda.**
- Brief Staff Annual survey outcomes and actions to full Board in Autumn term (WH). **Add to Full Board agenda.**
- Approve reduction to lease of one mini bus (and not two) for next year (through the Audit committee due to non-quorate RSS). *Approved by Audit on 11 June 18.*
- Approve and sign off Coads Green Lease year (through the Audit committee due to non-quorate RSS). *Approved by Audit on 11 June 18.*

Committee agreed the minutes and the Chair signed a copy.

5. **Confidential Agenda Items**

Item 7b covered at confidential minutes.

6. **Review Documents**

- a. Committee TORs – to be done as part of a forthcoming review.
- b. ADMAT Statutory Decision Planner – amended/approved as part of LGAB review.
- c. ADMAT Scheme of Delegation – amended/approved as part of LGAB review.
- d. Review Staffing and Succession Planning Judgements - WH talked briefly regarding the self-evaluation document. It will be looked at in detail by the leadership team

and then used to formulate the MAT improvement plan. This will be briefed at the full Board.

- e. Academies Financial Handbook 2018 – On the portal and website, Governance Officer will go through this to ensure everything appears on the Director’s cyclical plans.
- f. Staffing and Resourcing benchmarking data – WH discussed the recently acquired benchmarking data that goes back a few years and does highlight some of the issues that were brought to light recently. It was noted that having this data earlier would have been more helpful.

## 7. Review Risks and Improvement

### a. MAT Staffing and Safeguarding Risks

WH highlighted that teaching and senior leadership is consistent across the MAT. The support staff changes are now bedded in. **BC challenged how the teaching staff are coping with less support staff?** WH confirmed that there were no appeals, that the schools are functioning well and that there has been no complaints from parents. **BC challenged that the in-year standards need to be monitored to ensure that the teachers are managing with less support staff assistance.** This was discussed and agreed, and WH confirmed that this will be monitored and teachers given guidance and support if or when required.

### b. MAT Restructuring Challenge

Covered at confidential minutes.

## 8. Review Job Descriptions and Performance Management

- a. Staff Job Descriptions – teachers working under current job descriptions. TAs have been issued new job description. No issues.
- b. Agree Annual Performance Management Cycle for MAT Staff – in line with performance management policy of which there are no changes.
- c. External Advisor & Directors identified, and date set for CEO/EHT Performance Management – BJ and GB will conduct this with an external adviser. Governance Officer will approach county HR and Neil Swaite for potential names of someone to assist with this.

**Action: Find external advisor for WH performance management (Gov Offr)**

## 9. Review Staff Salaries

Awaiting new pay policy.

## 10. Review of MAT Non-Negotiable Expectations for Teachers

Minor changes and has been issued. No issues.

## 11. Review Christian Foundation Ethos – Staff Development Needs

WH highlighted the reports on Christian Character and Distinctiveness for the relevant schools. He also noted the training that is taking place.

## 12. Safeguarding

### a. Update Safeguarding Compliance and Policy Changes

KCSiE has been issued with the summary of changes. New safeguarding policy is in draft. This will be sent by email for approval by this board. WH highlighted some key changes that Directors need to be aware of:

There is now a requirement for safer recruitment training on a regular basis (2-3 year refresher). It was agreed to organise an ADMAT safer recruitment training session for Directors, Governors and staff that require it.

**Action: Set a date and provide safer recruitment training (WH)**

Disqualification by association has been removed. The "Child in Care" staff at each school need to have regular training. There is a requirement for ALL staff, governors and Directors to be aware of FGM and that we are legally required to report it. Sexual violence and sexual harassment is now more at the forefront. There is an issue about whether the Directors should all be on individual school central records or just the central one; Claire Paul is looking into this. Lockdown training needs to be practiced and WH intends to incorporate into the critical incident policy.

BJ is the lead Director for safeguarding.

**Action: Brief BJ on all areas of safeguarding and where we are with it all in the MAT (CP).**

Afternote: The draft safeguarding policy has been approved. GB challenged that there is a lot of new issues for staff to be aware of. Directors need to know that the new policy is understood by staff. How will these revisions be communicated? The response from WH was:

- 1) Safeguarding Officer/CEO go through policy changes in depth with senior leaders at a leadership meeting - at which changes to processes are agreed/new systems/templates discussed
- 2) New policy agreed by MAT Board provided to schools - version with changes highlighted in different colour
- 3) School leaders/DSL then brief all staff (including MTA/cleaning staff etc) at their schools at a staff meeting and give them time to read through full policy/ask questions etc. Staff sign to say they have read and understood policy and its details. Policy sent out via email to all LGAB/staff/placed on school website with school specific details added.
- 4) Safeguarding update is then a first item at every school staff meeting then for the rest of the year - this ensures regular reminders about the policy/process
- 5) Training/new templates provided to school office staff before half term e.g. SCR changes - to ensure compliance is achieved.
- 6) Central MAT Staff update follows the same procedure as above - read/ask questions/discuss procedure and then sign to say they have read and understood changes.
- 7) MAT Safeguarding Officer/ Academy Improvement Officers will complete termly checks on safeguarding process/procedure/understanding/SCR as part of the MAT

School Improvement Monitoring Cycle for each school and report back to MAT CEO any issues.

8) LGAB updated on policy changes at first LGAB meeting (second half of term).  
LGAB Safeguarding gov to complete safeguarding compliance checks as part of their cyclical plan.

**b. Review Single Central Record Compliance**

CP checks SCR in each school and Headteachers check SCR at other schools. There was discussion about governors doing the right checks to ensure this is being done.

**13. Review MAT and Individual School Insurance Arrangements**

- a. Employer Liability
- b. Trustee Indemnity
- c. Premises and Contents
- d. Public Liability

All insurances have been reviewed and sufficient cover is in place.

**14. Review Assets and Property**

- a. **Asset Management Plan** – no major issues, but there is a focus now on some big-ticket items.
- b. **Capital Project priorities established and delegation defined** – Werrington SIF bid refused for third time and WH updated Directors on other work.
- c. **MAT Property Compliance Arrangements** – MAT arrangements in place and very thorough, no issues.
- d. **Ground Maintenance Arrangements** – quote based service. Remove from cyclical plan in future.

**15. Health and Safety**

Health and Safety is now centralised, and completely under the remit of the Board of Directors and leadership team.

**16. Skills and Training**

This will be confirmed after the forthcoming Director committee review and analysis of skills audits. Directors requested to submit up to date skills audits. Safer recruitment will be arranged for Directors and Governors at ADMAT.

**17. Policy Review**

- a. Child Protection and Safeguarding – awaiting new version, will be circulated by email to committee for approval. *Subsequently approved.*
- b. Performance Management – no changes - approved.
- c. Pay – awaiting new policy from Cornwall Council.
- d. Exclusion – no changes, approved.
- e. Staff Discipline – no changes, approved.
- f. Visitor Agreement – no changes, approved.
- g. GDPR policy – new policy, approved.
- h. Relationship policy, new policy based on trauma informed relationships, approved.

**18. AOB**

One item regarding staffing can be found at the confidential minutes.

**19. DONM**

Date for the Spring Term 2019 meeting is Wednesday 30 Jan 19 at 9.15am at Central Office.

Meeting closed at 11.30am

TJH Martin  
Governance Officer

**Distribution List:**

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|---|--|
| W.Hermon – CEO/Director<br>B. Jennings – Chair of Board of Directors<br>G. Barriball – Director<br>S. Cooksey – Director<br>B. Couch - Director | J. Callow – Ex Officio Observer<br>M. Basford – Trust Business Manager<br>C. Paul – By Invitation (in Safeguarding Role) |
|---|--|