



An Daras Trust
Igniting Curiosity Growing Capabilities

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12/02/2020

Minutes

Resources, Staffing and Safeguarding Committee Spring 2020
Monday 10th February 2020 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, Bex Couch, Carol Green, Jon Sharpe

Apologies: Graeme Barriball

In Attendance: Governance Officer, Jo Callow (ex-officio)

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

None declared.

3. **Confirm Minutes of previous RSS meeting Spring (9th Oct 2019) and Matters Arising**

- Access for Governors and Directors to complete online safeguarding module (TM/CP). *Access granted; some have completed, others will be reminded to complete.*
- SSCA boiler replacement expenditure to Audit Committee (TM). *Done, Directors requested a full property survey.*
- Six Wolfestan HR policies to full Board for approval (TM). *Done & approved.*

Committee agreed the minutes were accurate, including confidential minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

Confidential minutes cover matters at item 6 and 7.

5. **Review Risks and Improvement**

a. **Staff and Resourcing Benchmarking Data**

WH discussed the latest Academies Benchmark data. The committee discussed the various figures including free school meal funding, school funding, staffing costs and agreed that nothing at An Daras is beyond or at odds with other MATs, and fairly average compared with MATs across Cornwall.

b. **Individual School Risks**

Property is becoming a considerable risk across all schools, some due to age and this is made worse by the lack of success with condition improvement fund bids being increasingly rejected.

A Director challenged what progress is being made with leadership succession planning. WH explained what is happening with this and noted that it is in hand.

The committee looked in detail of the school risks, discussing pupil numbers, standards and how the schools 'feel'. The imminent Ofsted inspections were discussed and the committee sought reassurance of the provision in place to help school improvement. It was noted that low pupil numbers at Princetown will create further funding issues in future. The committee briefly discussed the other school risks.

c. New MAT Improvement Plan

Priority 4; Improve attendance and reduce exclusions; WH updated the committee and highlighted one example where a complete lack of support from Devon local authority has led to no choice but to permanently exclude a pupil. The committee were satisfied that every avenue has been tried in this case.

Priority 6a; Property improvement; this was discussed at length. **Directors challenged on the process that will be used to evaluate the condition of the property across the MAT** and WH reassured them that they will get sight on any findings in order to make decisions on priorities.

A director challenged whether the MAT is on track for all measures that have been allocated a progress date in Jan 2020? WH confirmed that this is the case and a full update will be provided at this term's full Board.

d. School Resource Self Assessment Tool

WH highlighted this new DfE requirement but noted that term on term, there is not enough changes to warrant a discussion. It was agreed that it should be discussed in the Autumn and Summer terms only and TM will amend the cyclical plan.

6. Staff Structure & Roles

Staffing structure matters recorded at confidential minutes.

7. Staff Performance Management

CEO/EHT Performance Management Outcomes and Recommendations have been completed and agreed. School leaders' performance management has been completed by WH and LGB Chairs, and pay recommendations have been made.

8. Staff Pay

The committee is required to review decisions about executive pay & benefits following a robust evidence based process and ensure that it is transparent, proportionate, justified, defensible and value for money. Evidence was looked at previously and benchmarked against other information. The RSS were content that the CEO's pay is not excessive and meets the criteria, and furthermore it is published in the annual accounts to ensure transparency.

9. Staff CPD/Training

a. Staff PPA Requirements are being met across the MAT

WH confirmed that PPA time meets the requirements and there have been no complaints re PPA entitlements. The committee enquired that the PPS is appropriately covered.

b. NQT Requirements are being met across the MAT

NQTs are mentored in schools and have external validation, and there is now an NQT policy. **The committee challenged that there was also mentoring in place for recently qualified teachers** and WH confirmed that this was the case.

10. Other Staff Matters

a. MAT Complaints Data

No complaints and no safeguarding issues.

b. Whistleblowing

Appropriate procedures in place for whistleblowing and there are no issues to bring to the attention of the board.

11. Safeguarding

a. Review S157 Annual Submission

WH explained the S157, the Child Protection Officer's role and that safeguarding across the MAT is secure and there are never any issues highlighted on the S157 returns. WH updated the committee on some safeguarding matters such as prevent training, primary mental health workers, changes to SCR and changes to support from Cornwall council.

b. Ensure Understanding and Adherence to Equalities Act Across the MAT

Equalities Act adhered to across the MAT and this is checked by MAT Improvement Officer during his visits.

c. Review Accessibility across all Schools

WH provided examples of school accessibility plans and a **Director challenged whether this should be a standard format, as one school, for example, do not mention certain things that another school mentions?** WH stated that there is no reason why all schools can't use a standardised format to ensure all necessary details are covered.

12. Health and Safety

a. Presence of Fire & Security Policies across all Schools

MAT Fire Prevention and Precaution Policy is in date (see item 15).

b. Fire Risk Assessments in Schools

Risk assessments are up to date and the committee was provided with an example. Action plans are produced but **a director challenged whether there is confirmation that requirements are being followed through.** WH confirmed that issues are followed up by Sam Cardew and the leadership team, and noted the exceptions report regarding health and safety issues across the MAT. The committee agreed that fire specific action points should be included in this so they can be reassured that issues are being addressed.

Action: Summary of fire and H&S action points trust wide to show high, medium and low priority should be included in the exceptions report (WH)

WH noted an update on GDPR; no significant issues, staff training is in hand and the use of memory sticks has been stopped.

13. Premises & Resources

a. MAT Asset Management Plan

No issues to report.

b. **Maintenance, Repair & Disposal of Assets in line with Scheme of Delegation**

Policy exists and everything is done within scheme of delegation.

14. **Insurances**

All necessary insurances are covered under a variety of providers in order to ensure the best value for money. No issues to report.

15. **Policy Review**

- a. NQT
- b. Staff Code of Conduct
- c. Asbestos
- d. Fire Prevention & Precaution
- e. Safer Recruitment

All approved.

16. **AOB**

WH raised the question of leadership working hours and has conducted a survey of current leadership working hours. Hours ranged between 47 hours and 67 hours, which on average is about 60 hours a week. WH noted that he has raised this with the leadership but there are no easy answers. The committee agreed that this is not sustainable and WH will look further at this to see if he can identify solutions to their workload.

17. **DONM**

Monday 11th May 2020 at 9.30am at Central Office.

Meeting closed at 11.35am

TJH Martin

Governance Officer

Distribution List:

W.Hermon – CEO/Director G. Barriball – Director C. Green – Director (Chair) B. Couch – Director (Vice) J. Sharpe - Director	J. Callow – Ex Officio Observer E. Gilbert – Chief Financial Officer C. Paul – By Invitation (in Child Protection Role)
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