

Trust Board Minutes

9.30am 22nd June, Aviator Hotel, Farnborough

Attendees: Andrew Needham (Chair) (from 10.15am) , William Bagnall (Trustee), Maria Dawes (Trustee) Simon Jarvis (CEO), Andrew Majury (Trustee), Jo Smithson (Trustee, Chair in absence of AN), Alex Tear (Trustee)

Present: Rebecca Davis (TS AQC Chair), Helen Manning (Incoming SFCF AQC Chair), Paul Edwards (Finance Director), Vince Scannella (Director of Education), Becky Young (HR Director) and Kate Thomlinson (Trust Executive Assistant)

Meeting opened 9.30am

1. Standing Items

- Apologies: Peter Eyre (Trustee), Tony Ryles (Frimley Junior AQC Chair), Alan Poole (Director of Operations)
- No further interests declared.
- No safeguarding issues arising from items on the agenda.
- Minutes from 23rd March 2021 approved subject to one amendment under Item 7 which had stated the 0.75% for SFCF Support Staff would not be awarded. In fact, it will be awarded from September 2021.
- Matters Arising
 - SJ to investigate there is a necessity to inform Charity Commission – **Charity Commission informed by SFCF HR 26th March 2021**
 - PEd to investigate insurance if PR costs are incurred – **No associated costs.**
 - SJ to raise parent communication re weightings for TAGs with Principals – **Completed end of March.**
 - PEd to update Board before the May meeting should the Funding Statements result in major changes to budget. – **No major changes to budget.**
 - PEd to update Board before the May meeting to gain approval to continue with current catering contracts. - **Email sent 14th May, see Item 4.2**
 - PEd to arrange Frimley site walk with PE and WB. - **Held 29th April.**

2. Safeguarding

PE provided a written report to the Board in his absence. The recent Ofsted report concerning sexual harassment in schools and colleges was discussed in depth. VS is coordinating the approach across the Trust. The process will begin with a meeting (23 June) attended by the Safeguarding Leads, to establish the current situation across the Trust and discuss the plans in place with a view to formulate a Trust response to the issues raised by the report.

Board Action: The Board noted the Safeguarding issues at Trust Academies

Action: VS to provide feedback to the Trust Board on outcome of pan-Trust safeguarding meetings

3. Curriculum Update

VS updated the Board on the ECT programme being developed across the Trust which will incorporate the Trust Pedagogic Priorities which it complements. Consideration is being given, not just to new ECTs but also current NQTs who have completed the first year of their induction. The government has provided COVID funding to assist in furthering the development of those who have missed out on the full programme. The Trust strategy will include development beyond the initial 2 year period, incorporating new NPQs, to benefit teachers and aid retention. A post to coordinate this work across the Trust is under consideration.

10.15am Andrew Needham joined the meeting.

Transition arrangements between Y6 and Y7 have been excellent with Tomlinscote and Frimley exchanging materials and building-in additional events. Y11 to Y12 transition between Tomlinscote and SFCF has been disappointing in that whilst existing transition arrangements provide for all learners progressing to College, Heads/Principals would like to see additional opportunities specifically in place for Trust educated learners. There are plans in place to ensure next year will be different.

Concerns were raised over grade inflation at SFCF and the potential implications arising. Tomlinscote results are not yet available but are forecast to be broadly in line with 2019.

Board Action: The Board approved the Early Careers Teacher Policy.

Board Action: The Board noted the current developments across the Trust.

4. Financial Management

4.1 April Management Accounts

PE presented the April Management Accounts, the first set of accounts to include Frimley Junior.

Board Action: The Board noted the current financial position of the Trust.

4.2 Contract Renewal

The Board had previously been asked, via email, for approval to renew the following contracts;

- a) SFCF catering provided by Aramark. One year extension
- b) Tomlinscote catering provided by Chartwells. One year extension
- c) Trust Payroll provided by Cintra. Three year extension

Board Action: The Board formally indicated approval renewal of the contracts listed above

4.3 2021/22 TPT Budget

PEd presented the budget which adheres to the Trust Financial Strategy. The tight margin of the small £200k operating surplus was noted. The pay budget, which has grown over the past few years, was discussed at length. It was agreed that the pay to income ratio of 81% will need to be reduced in the coming year(s). Within the budget

there is a focus on estates development and an Asset Management Plan and Capital Development Plan are now in place. The result of CIF bids has yet to be announced.

Board Action: The Board approved the TPT Budget for 2021/22 to be submitted to EFSA.

Action: PEd to change Finance Strategy so that cash reserves are equivalent to one month's operating costs rather than £3m

Action: PEd to look at MAT benchmarking tool provided by DfE

The meeting broke for refreshments

5. Trust Governance

5.1 Term Renewal for Trustees

As previously actioned via email, Trustees indicated approval for recommendation to Members, of the following Trustees for a further four year term;

- William Bagnall. Current term expires 29th June 2021
- Andrew Needham. Current term expires 29th June 2021
- Joanne Smithson. Current term expires 29th June 2021
- Peter Eyre. Current term expires 1st September 2021
- Simon Jarvis. Current term expires 1st September 2021
- Andrew Majury. Current term expires 1st September 2021

Board Action: The Board formally indicated approval of the renewal of Trustee terms for recommendation to Members. Members have indicated approval via email.

5.2 AQC Appointments

Board Action: The Board approved the appointment of Patricia Davies to Frimley Junior AQC for a two year term, commencing 1st September 2021.

Board Action: The Board approved the renewal of the appointment of Rebecca Jukes to Tomlinscote AQC for a further two year term, commencing 1st September 2021.

5.3 Scheme of Delegation

The Trust Scheme of Delegation has been updated and revised.

Board Action: The Board approved the revised Schedule of Delegation subject to some minor revisions to reflect the new Academy Trust Handbook (June 2021) issued by the DfE. The new Scheme of Delegation will take effect from September.

6. People and Operations

6.1 Pay Recommendation for Surrey Support Staff

As previously approved via email.

Board Action: The Board formally indicated approval the pay recommendation for support staff based at Tomlinscote and Frimley Junior.

6.2 SLT Review

This paper's recommendation are designed to create a framework across the Trust to provide consistency in SLT structure, pay and rewards. It was confirmed that the financial recommendations of SLT Review had been included in the budget. The Board discussed the paper in consideration of the high pay to income ratio.

The Trust Executive Team left the meeting for the Trust Executive pay discussion. It was suggested that a pay scale, similar to that provided for Chief Operating Officer, Director of Operations and HR Director be provided for the Chief Executive Officer and the Director of Education Roles.

Board Action: The Board approved the recommendations of the SLT Review Paper for SFCF, Tomlinscote and Frimley Junior

Board Action: The Board approved the recommendations of the Trust Executive Team Review subject to the inclusion of pay scales as outlined above

Action: BY to provide income to pay ratio by Academy

Action: AN/JS/BY to provide scales for CEO and DoE roles

12.35 Trust Executive re-joined the meeting. MD and JS left the meeting; AN assumed the Chair for the following items

7. Core Service Review

7.1 ITC

PEd presented the ITC Core Service Review. The Board welcomed the initiative and agreed ITC will become a Trust Core Service, however they were keen to further understand the scope of the project. It was proposed that discussions with similar MATs may give some insight as to best practise and utilising the skills of an IT consultant may be beneficial.

Board Action: The Board requested more research to take place

Action: PEd/AN/SJ to meet to discuss next steps.

8. Estates

8.1 Negotiated Tender Procurement Route

The Negotiated Tender procurement route has previously been discussed and approved via email.

Board Action: The Board formally indicated approval of taking the Negotiated Tender procurement route.

9. Calendar

- 9.30am, Tuesday 28 September 2021
- 9.30am, Tuesday 21 December with AGM to follow at 11am
- 9.30am, Tuesday 1 February 2022
- 9.30am, Tuesday 22 March 2022
- 9.30am, Tuesday 3 May 2022
- 9.30am, Tuesday 21 June with Trust Advisory Forum to follow at 11am

The meeting closed at 13.25am