

BOARD OF TRUSTEES

Minutes of the Virtual meeting held at 2pm on 9 July 2020

Present: E D'Souza (Chair) K Points
S Daley (Vice Chair) S Howard
C Higgins S Clarke
D Wildridge S Healey Pearce
R Inman C Ridgeon
J Wakelam A Maltpress
J Gazzard N Savvas (CEO)

In Attendance: S Jones (SAT Chief Financial Officer)
S Graham (SAT Group HR Director)
R Stevenson (SAT Group Operations)
J Robson (Abbeygate Assistant Principal) (part)
S Gales (PA to the CEO)
T Elkin, Clerk

Apologies: K Haisman, ASFC Chair of LGB (Observer)

- 1 **Declaration of Interests**
Trustees confirmed that they had no conflicts of interest to declare in relation to the items of the agenda.
- 2 **Proposal to Appoint a Clerk**
Trustees agreed to a proposal to engage T Elkin for a period of 12 months as the Clerk. This was **agreed**. Proposed by CHiggins and seconded by SDaley.
- 3 **Apologies for Absence**
Apologies for absence were received from K Haisman.
- 4 **Minutes and Matters Arising**
- 4.1 **Minutes from meeting held on 27 March 2020**
The minutes of the meeting (minute book pages B896) were **agreed** as a correct record. Proposed by KPoints and seconded by JWakelam.
- 4.1.1 **Matters Arising from meeting held on 27 March 2020**
The matters arising from the meeting were summarised in the report (minute book page B897) and all actions reported had either been completed or, where appropriate an update had been provided on progress elsewhere on the agenda.
- 4.2 **Minutes from extraordinary meetings held on 8 April 2020, 28 May 2020 and 8 June 2020**
The minutes of the meeting (minute book pages B898-B900) were **agreed** as a correct record. Proposed by SDaley and seconded by SClarke.
- 4.2.1 **Matters Arising from extraordinary meetings held on 8 April 2020, 28 May 2020 and 8 June 2020**
The matters arising from the meeting were summarised in the report (minute book page B901) and all actions reported had either been completed or, where appropriate an update had been provided on progress elsewhere on the agenda.
- 5 **Committee Chairs' Summary Reports**
- 5.1 **Finance Overview**
Trustees received and considered the report.

Action

Solid on-going performance and savings have been found in the accounts. £218k surplus was forecast and the May accounts showed a revised forecast surplus of £190k. This takes account of settlement costs of confidential items which totals £75k.

JWakelam agreed that it reflects the benefit of pursuing shared services.

5.1.1 **Budget 2020/21 and 3-year Financial Forecast**

Trustees received and considered the report. SClarke provided a summary. The main issue was student numbers and the allocation was for 470 new students at Abbeygate, and now confident that the college will now exceed this.

We have to provide a year 2 & 3 forecast to the ESFA, figures are reduced from Year 1 as there will be expenditure on premises in Years 2 & 3. This work has to be done as part of the conditions survey.

JWakelam noted the completion of the Abbeygate building and asked for clarification on opening? RStevenson advised that its highly likely that the building will be open for students in September. It will be a phased opening and but the whole building will not be open, the DfE are confident in this. Building appears to be on track. There is still concern over the junction works. DfE are liaising with Suffolk County Council and Highways. 24th August is forecast for the key handover.

NSavvas assured Trustees that this will not have impact on students as the perception is that the building is finished, the only thing to hold us back on opening would be highways and it is becoming increasingly likely that this will not be an issue. Numbers across the board look pleasing.

ED'Souza was pleased that the Trust appears to be financially resilient.

AMaltpress enquired, if it were necessary to take 670 students into the current facility could we cope with this? NS confirmed that this would not be possible, but the greater concern was around Covid-19/possible lockdown due to a second spike, than accommodating students.

SClarke proposed the **agreement** of the budget, CHiggins seconded. ED'Souza thanked colleagues for their hard work.

5.2 **Audit Overview**

Trustees received and considered the report. RInman advised that the Heat Map has incorporated accommodation of students. The new Academies Financial Handbook includes more focus on internal audit – the Trust is ahead of this and should be compliant with the obligations.

Proposed new agenda item for autumn – to review the 5 priorities of the Audit committee. The Clerk to add to the autumn agenda. The Academes Financial Handbook proposes that the Trust Board must 'own' the Risk Register.

Clerk

5.2.1 **Appointment Internal Auditors**

Trustees received and considered the report. RInman thanked colleagues for their support when reviewing the audit appointment. It was **agreed** to appoint M&A Partners as the new internal auditors. Proposed by RInman and seconded by JWakelam.

RInman thanked colleagues for support. It was confirmed that JWakelam has accepted the role of Chair of the Audit & Research Committee, as RInman has accepted the role of Chair of the LGB at One.

5.3 **Related Party Transactions Overview**

Review of SLA's (Service Level Agreements): The Committee carefully scrutinised 3 SLA's and considered the best value of Related Party Transactions. SJones provided an

overview: to identify comparable roles within the Trust to provide assurance that the Trust is getting good value. He has been comparing with the Association of Colleges and four peer organisations with similar academies to provide a report to the Related Party Transactions committee which can then be presented to the Board. An annual review of best value has been agreed for March each year to show that the Trust is reviewing this, objectively.

Abbeygate Accommodation 2020-21 SLA

Approval is required for the continued Abbeygate accommodation, by approving the SLA, as a retrospective approval of the terms of the lease. SJones noted that the lease was approved by the Trust. £500k of running costs, going forward will be covered off by the budget, but is expected to be less than this.

RStevenson advised that as Abbeygate will depart the building, from the point of vacating, the college no longer has to be paid. NSavvas added for clarification that SLA's are in place as it was decided not to have different contractual agreements.

CEO/CFO 2020-21 SLA

The SLA was reviewed, noting an agreed maximum charge to the Trust of £100,000 excluding VAT per annum.

The Academies Financial Handbook advises that the CEO (Chief Executive Officer) and CFO (Chief Financial Officer) are to be employed by the Trust. It was agreed to review this as a confidential item later in the agenda.

Shared Support Services 2020-21 SLA

The SLA was reviewed, noting an agreed maximum charge to the Trust of £200,000 excluding VAT per annum.

RInman proposed the continuation of the CEO and CFO SLA, the Abbeygate Accommodation SLA incorporating the Lease Agreement for part of the Gateway Building as well as the Shared Support Services SLA. This was agreed, RInman proposed and CRidgeon seconded. ED'Souza thanked RInman for the diligent, critical work. RInman noted that CRidgeon has agreed to Chair the committee as RInman takes on the role of Chair for One LGB (Local Governing Body).

5.4 Property Overview

Trustees received and considered the report. DWildridge provided a summary of the papers. Staff are back on site but there is still work to do. It was noted that a sustainability and environment paper was presented and recommended a strategy to come to the Trust board, which will be presented to West Suffolk College. Upon agreement, it will be applied to SAT. It will be presented to the next SAT Board rather than draft two separate papers. Clerk to add to the next SAT Trust Board agenda.

Clerk

5.5 LGB Overview

Trustees received and considered the report. RInman provided a summary of the One LGB. The powers of the LGB have been removed but the recent meeting with governors was to discuss roles and principles of operation. The ordinary business of the LGB was conducted via a committee, chaired by SDaley. Additional governors will be recruited. This will be addressed further as a confidential item under agenda item 11.

NSavvas advised that One now has an established leadership team, 3 deputies work with NSavvas as the Principal and outlined the responsibilities of the Executive team. The team have accepted the challenge with enthusiasm, there has been extremely positive feedback from parents and students.

CHiggins queried the virtual marking of A-levels and questioned if we can be sure that grades can be accepted and how to deal with appeals? NSavvas advised that the process and grades are not yet known but expect some appeals against final grades. Marks have

been submitted on time and staff have done their utmost to ensure that they have followed all the procedures. Final marks are now due from the awarding bodies.

At Abbeygate, marks were submitted, and students and staff are happy, there was a positive LGB meeting and everyone was on board.

6 Statutory Compliance Report

Trustees received and considered the report. RStevenson advised that Health & Safety measures at One are in place. Plans to deal with Covid-19 are continuing and is the major focus. JWakelam expressed concern about these incidents raised in the Executive summary. It was advised that these were dealt with locally and mitigation was put in place. CHiggins asked what reporting is in place to report incidents like this at Board level and was also concerned about these comments. Trustees were assured that if there were very serious issues these would be shared with the Board. ED'Souza noted that it would be useful for Trustees to be made aware of what the process is. RStevenson agreed to put subjective measures in place.

R
Stevenson

KPoints asked if we need to know of a RIDDOR report with a 7-day escalation. RStevenson was not aware of a RIDDOR report being processed.

7 Proposal to have SAT Leads for Safeguarding and Health and Safety

NSavvas explained the rationale for proposing these roles. An Ofsted inspection would focus initially on safeguarding. It's necessary to have an owner of these areas. Agreed to delegate authority to the Leads for Safeguarding (KPoints) and Health & Safety (AMaltpress). Effective reporting will help them fulfil these duties. The appointments were **agreed**, CHiggins proposed and JWakelam seconded.

8 CEO's Briefing

Trustees received and considered the report. NSavvas is very proud of the SAT team during the immense challenge of Covid-19. There has been effective sharing of best practice and staff have worked extremely hard, and he is very proud to be amongst them.

JWakelam noted that some students have missed out on education during lockdown, and questioned whether there would be additional support at the start of the autumn term. There will be immersion weeks as some of the students will not have been in education for 6 months, to help them catch-up.

Opening plan for the autumn – will only open if fully confident that Health & Safety is in place. One has a robust plan and the Abbeygate building needs to be signed off by a number of official bodies i.e. fire etc. Following sign off, the Trust board can delegate to the Executive or a small team of Trustees. The board **agreed** to delegate the opening of Abbeygate to the Executive team, AMaltpress proposed and DWildridge seconded.

9 Governance

Trustees received and considered the report. JWakelam will replace RInman as the Chair of the Audit and Risk committee. JWakelam requested high level, but condensed training on the two handbooks and RInman agreed to support.

RInman

SClarke noted that Max Milburn is not a Trustee – the document to be amended.

Clerk

Chris Ridgeon will take responsibility for the Related Party Transactions committee. This was **agreed**, SClarke proposed and SHEaleyPearce seconded.

10 Any Other Business

RInman noted that Trustees do not have SAT email addresses. For GDPR reasons and access to papers, will be addressed when necessary. RInman requested help to access links. There is currently a project being conducted to review data and will consider where data is stored and will generate a consolidated plan for both One and Abbeygate. RStevenson will progress and report back to the next Trust board.

R
Stevenson

Note: JRobson, as part of the Executive team left the meeting

Note: items Agenda 11-14 are confidential and minuted separately.

Date of next meeting:

- Friday 11 December 2020 at 2pm

The meeting closed at 3.46pm