

SHEAF TRUST BOARD

**MINUTES OF THE MEETING OF THE SHEAF TRUST BOARD
HELD ON 06 NOVEMBER 2018 AT 5.00 p.m.**

Present:

Colin Harvard; Chairperson

School	Headteacher	Chairperson
Broomhill Primary;	Catherine Timbers	Derek Grover
Lowfield Primary;	Chris Holder	
Netherthorpe Primary;	Elizabeth Gray	Kathryn Rangeley
Sharrow Primary;	Evelyn Abram	Emily Pickles
Springfield Primary;	Linda Joseph	

Associates: Broomhall Nursery; Diane Hetherington (Headteacher); Helen Whysall (Chairperson).

In Attendance: Rose Slimani (Clerk to the Governors)

ACTION

1. **Apologies for Absence**

Apologies for absence were accepted from Sally Holder, Ghazala Hussain and Mike Patterson.

2. **Confirmation of the minutes of the previous meeting and report on matters arising from the minutes**

Resolved: That the minutes of the meeting held on 19 June 2018 be approved and signed.

Matters arising from the minutes

2.1 **Mobility (item 4.1)**

Members of the Board reported that meetings with John Bigley were taking place on a termly basis and this offered Headteachers the opportunity to express some of their frustrations in relation to mobility of pupils; John has been sympathetic to the issues raised. Members could offer no immediate solutions to the challenges posed by the levels of mobility and it was anticipated that it will continue. It was noted that Springfield PS have the highest levels of pupil mobility within the City.

2.2 GDPR (item 4.4)

Members discussed the current arrangements between the Trust Board and Toby Wilson who is commissioned through Learn Sheffield to carry out Internal Audits to ensure compliance with GDPR requirements. It was noted that the current contract is due to finish by the end of the Spring Term, April 2019, and new arrangements will need to be considered and agreed by Trust Board members before that. It was acknowledged that all schools have concluded 'Assets' training and 'Data Walks', 'Policy Development' and 'Privacy Notices' are in the process of being completed.

Members expressed some concerns about continuing to use the services provided by TW and Headteacher, Chris Holder, agreed to discuss this issue with Learn Sheffield to explore possible alternative options for the Trust Board.

Action: Chris Holder to pursue this issue with Learn Sheffield and for this to be an agenda item for the next meeting.

Chris Holder
Clerk to
Governors

2.3 School Finances/Funding Formula (item 5.1)

It was noted that John Doyle of Sheffield City Council, is keen to arrange a working party to look at the impact of the new funding formula on the City's schools. Nominations are being sought for this working party and it is expected meetings will take place next week. Members expressed concerns about the impact of the new calculations with some HTs reporting improvements while other HTs were apprehensive about the new calculations.

Members of the Trust Board agreed to wait to see what the outcomes of the new funding formula would be.

2.4 Employment requirements for the Trust Board (item 5.2.8)

The Chairperson reported that he had looked into the requirements of establishing appropriate structures and systems to allow the Trust Board to operate as an employer and had concluded that it is possible to do so, however, he stated that he felt that, at this point in time, there was little impetus within the group to move forward due, primarily, to issues related to funding.

During the discussion that ensued the following points were noted and discussed:

- (i) Trust schools could begin to look at the possibility of applying for alternative funding streams to provide additionality,
- (ii) It was important to start from a basis of identifying what needs existed across the Trust schools,
- (iii) Following meetings with Tony Robinson it was acknowledged that apprenticeships shared across

- (iv) the Trust schools could be a viable option, Possible areas for development of apprenticeships could be in office work, buildings management and TA roles,
- (v) Schools could not bid for funds to provide services that are considered to be a statutory requirement,
- (vi) Applications could include equipment as well as human resources, and could provide extracurricular activities during lunch times, after school and with parents,
- (vii) Tracy Sibley has worked with Broomhall Nursery in submitting various bids to external funders. Diane Hetherington, HT for Broomhall Nursery, agreed to share contact details of TS with other members of the Trust,
- (viii) It was important to recognise that bids did not need to include all member schools but should reflect areas of need, specific to individual schools.
- (ix) It was noted that there have already been some areas of success, particularly in apprenticeships at Sharrow and Netherthorpe,
- (x) Schools would need to be creative in designing robust frameworks for apprenticeships, which would ensure appropriate support for the apprentice and school staff.

HT Broomhall Nursery

Action: In conclusion it was agreed that Headteachers would look at the following options;

Headteachers

- Broomhill and Lowfield might be able to share an apprenticeship for the buildings/caretaker route,
- Springfield, Sharrow and Netherthorpe could pursue the office services route,
- Springfield, Sharrow and Netherthorpe could look at the potential to develop the TA route.

2.5 Attracting New. Governors (item 5.3)

Member discussed the continuing struggle to recruit and maintain effective Governance and the following points were noted and discussed:

- (i) Several approaches to recruiting and supporting new Governors were described by Headteacher and Chairs including extensive induction programmes, flexibility around meetings times, identifying specialist skills within the parent cohort to respond to specific need, reorganisation of committee structures etc.
- (ii) Many parent Governors struggle to understand the strategic aspect of the role and the amount of time required to carry out duties associated with governance and consequently parents, successful

- in being nominated to the Governing Body, will then cease to attend meetings.
- (iii) Several different operational models have been tried with varying successes e.g. Committee structures being condensed to one meeting per term. This can generate a greater degree of focus within Governing Bodies thus making them more efficient, however, it does not allow for duties to be shared and might result in many duties falling to the few.
- (iv) Members acknowledged that the makeup of the six schools was very different and reasons for lack of success in recruitment could include large student/parent cohorts, parents with English as a second language, lack of availability for evening meetings etc.
- (v) Succession planning is difficult due to a lack of capacity within the existing Governing Bodies.

Members agreed that it was important to be creative and flexible when trying to engage parents in governance and that efforts to do so would be on-going.

2.6 Extending Scope (item 5.4)

The Chairperson noted that details of members of Governing Bodies of the Sheaf Trust schools has not yet been collated and asked Headteachers and Chairs to forward that information to him.

HTs and CPs of the FGBs of the Trust Schools

Action: The Chairperson agreed to share Governing Body membership of all Sheaf Trust schools once it has been collated.

Chairperson

2.7 Other Matters arising

2.7.1 Expressions of interest in Sheaf Trust membership

Headteacher for Sharrow, Evelyn Abram, reported that the Headteacher for Walkley Primary School had requested that her Business Manager be included in the Sheaf Trust Business Managers meeting due to take place during the following week.

Members discussed the possible implications for other schools accessing different operational and managerial aspects of the Sheaf Trust without full membership. The Chairperson suggested that the Trust needed to consider and define its membership in a strategic context to give the Trust and other schools clarity about membership.

Concerns were expressed in relation to reservations about the inclusion of Walkley in the Trust and it was noted that, at this point in time, the Trust is not actively seeking new

membership.

Members agreed to take no further action at this time and to wait to see how the relationship with Walkley developed.

2.7.2 SEND, Sheffield City Council

Headteacher for Broomhall Nursery, Diane Hetherington, reported that the Head of SEN for Sheffield City Council, Tim Armstrong, is due to visit the nursery on 15th November 2018.

In the discussion that ensued in relation to SEN within the City the following points were noted and discussed:

- (i) Headteachers and Chairs expressed grave concerns about the delivery of SEN provision and recognised that the LA are currently acting in an administrative role while placing the responsibility for responding to need with the schools with little or no additional resource.
- (ii) It was acknowledged that schools were struggling to respond to demand and that it was important for the Sheaf Trust to continue to report to Learn Sheffield about the concerns and reservations felt by all member schools.
- (iii) The meeting expressed grave concern and frustration at the state of SEND across all schools within the city.

Action: Headteachers and Chairpersons to continue to feedback to Learn Sheffield their concerns about the delivery of support to pupils with SEN across the City.

HTs/CPs

3. Minutes of the Trust Headteachers meeting – 15th October 2018

The Chairperson asked if there were any matters arising from the meeting of the Trust Headteachers of 15th October 2018 and was informed that there were no matters arising.

4. Annual Report – Sheaf Trust

The Chairperson referred to the Annual report for the Sheaf Trust, which had been shared prior to the meeting and asked if members were satisfied with the content and format of the report. He reminded the meeting that the report was intended to provide a concise account of the purpose of the Trust Board and activities undertaken by it, including an Action Plan. Headteachers and Chairs considered the report and agreed that content and format were agreeable and that it should be placed on the websites of all member schools.

Members considered the inclusion of financial data and agreed that this should be part of the report and in future information about potential bids

for additional funding should also be included.

It was noted that induction training undertaken by Trust Board members should also be included in the report.

Action: Chairperson to amend the Sheaf Trust Annual Report to include financial statements, bids for additional funding and information in relation to relevant training undertaken.

Chairperson

5. Date and Time of the Next Meeting

Resolved: That the next meeting of the Sheaf Trust Board be held on 12th March 2019 at 5.00 p.m. at Springfield Primary School.

6. Any other items of urgent business

There were no other items of urgent business for consideration.

Meeting closed at 18.45 p.m.