



**Nexus Board of Directors**  
**Wednesday 29<sup>th</sup> April 2020 5 - 7.30pm**  
**Held via GoTo Meeting Video-Link**

<b>Attendees:</b>		
Andrew Child	Director / Member & Chair of Trust Board of Directors	Chair
Gill Askew	Director	GA
Helen Bellinger	Director	HB
Steve Booth	Director	SB
Peter Castleton	Director	PC
John Coleman	Director / Vice Chair of Trust Board of Directors	JC
Nick Hodge	Director	NH
Naveen Judah	Director	NJ
Ray Palmer	Director	RPa
Rachel Potts	Director	RP
Sue Shelley	Director	SS
<b>Also Present:</b>		
Warren Carratt	Chief Executive Officer	CEO
Diane Hyner	Executive Assistant	Clerk
Cath Sands	Chief Finance Officer	CFO
<b>Apologies:</b>		

1. WELCOME & APOLOGIES FOR ABSENCE	ACTIONS
<p>1.1 Welcome &amp; receive apologies for absence</p> <p>No apologies were received.</p> <p>Chair welcomed Gill Askew and Naveen Judah, newly appointed Directors to the meeting. Gill and Naveen gave a small resume about their background and experience.</p>	
<p>1.2 To accept apologies for absence</p> <p>No apologies were received.</p>	
2. ITEMS OF AOB	
<p>2.1. Chair to determine any items of urgent business to be considered.</p> <ul style="list-style-type: none"> <li>• Hilltop Capital Works – Director approval for variation of delegated spending powers.</li> <li>• Safeguarding – covered in item 5.</li> </ul> <p>SS stated that on the Action tracker 6.8, that the A&amp;F Committee will look at draft medium term financial plan ready to come back to the TBoD meeting in September and CFO confirmed she is working on the medium term plan. It is in draft form and will be ready to look at the A&amp;F meeting in July. <b>ACTION</b> - Clerk to add to A&amp;F agenda</p>	<b>Completed</b>
3. DECLARATIONS OF INTEREST	
<p>3.1. Individual Directors to declare any personal, business/governance interests on any item on the agenda</p> <p>There were no declarations made.</p>	
4. TRUST BOARD OF DIRECTORS MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the Board Meeting held on 25<sup>th</sup> March 2020 were reviewed and agreed. Minutes agreed.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
5. STATE OF THE NATION	
<p>CEO gave headlines.</p>	

## Part 1 – pupils & provision

Prior to the Easter break the CEO sent updates twice a week but things are more settled now and things have been subject to less changes.

CEO gave information about Hilltop school, stating numbers attending prior to Easter and during the Easter break as it was the designated Nexus "hub".

In terms of attendance, only 6% of families across the MAT were choosing to send their children to school. To ensure Headteachers could plan staffing adequately for the post-Easter break, parents were asked to mirror arrangements on the first Monday after the Easter break with those on the last day of term before the holiday period. If more families wanted post-Easter provision, they could then let schools know on the Monday so that an offer could be put in place, rather than just sending children into school.

3 of the academies continued to have no children attending after Easter (Becton, Heatherwood and NRCS). CEO outlined that pupil numbers were mixed, with Abbey at 3, Coppice at 6, Craggs at 18, Hilltop at 32, Kelford at 8 and Pennine View at 3.

CIN & CPP families are contacted daily. Where there are concerns Headteachers are talking proactively with social care to encourage families to bring children into school.

There have been no reported cases of children with Covid-19 and only one confirmed case of a staff member so far, at Heatherwood back in March. The staff member has since recovered.

There are no concerns regarding any children missing from the system or falling off the radar.

PC stated that his AOB about safeguarding has been addressed, as this was about his concerns of low numbers of children attending school and that children that are at risk at are being kept in contact with. The CEO's update has provided PC with suitable assurance.

CEO gave details regarding multi-agency conversations regarding LAC stating the majority of carers prefer to keep the children at home.

CEO confirmed he continues to hold regular meetings with Headteachers and they have not raised any concerns. Where issues emerge these are being addressed proactively. Staff are doing a lot of work and visiting children and families at safe distances.

CEO raised concerns regarding children falling behind with learning, but this will be a national issue and all schools have been tasked with re-baselining pupils in the autumn.

Chair gave information about the system Sheffield Council have for providing schools with lists of vulnerable children and the CEO confirmed this was the same for Rotherham and Doncaster LA's with tracker systems in place.

## Part 2 – staff





<ul style="list-style-type: none"> <li>• Information Governance</li> <li>• Information Security Reporting</li> <li>• Register of people with significant control</li> <li>• Safeguarding</li> <li>• Single Equalities</li> </ul> <p>NH queried the amount a member of staff could claim for lunch when working away and that £5 seemed a meagre amount and the CFO stated these are the figures in the last policy but they could be uplifted in line with inflation. Discussion followed regarding allowances.</p> <p>The updated policies were approved by all.</p>	
<b>9. APPROVAL OF CHAIR AND VICE CHAIR OF TRUST BOARD OF DIRECTORS</b>	
<p>The results from the secret ballot to elect the Chair and Vice Chair for a four year have been sent out to Directors and come into effect from 1<sup>st</sup> June 20. The results were:</p> <p>Andy Child – Chair        Rachel Potts – Vice Chair</p> <p>The elections were ratified by all.</p> <p>Chair thanked people for voting him in for the 4-year appointment and gave his grateful thanks to JC for all of his support and encouragement as Vice Chair over the last 4 years.</p>	
<b>10. BUDGET MONITORING</b>	
<p>CFO confirmed the information was relating to February budget monitoring, as reported on 25 March 2020.</p> <p>CFO stated the information includes figures from Doncaster MBC for the carry forward for Doncaster schools.</p> <p>The headlines for February has worsened by 75k but in the March monitoring report the figures have improved, which is down to dealing with special schools and swinging budgets. CFO gave examples.</p> <p>SB stated that he had circulated 3 queries relating to the Feb report when it first came out and received responses which covered his questions. SB has queries re March and will circulate his questions so all can see the responses.</p> <p>SS asked about the Abbey upgrade and stated that she agreed that the extra revenue should be spent in the school to improve the learning environment. SS queried about the progress of the new road and the CEO stated that the variation to the funding bid had been agreed and they are currently dealing with the legal process. Work is expected to be completed by the summer but we need to see if the Covid-19 crisis will delay the process but we are hopeful the road will be ready for September.</p>	

SS asked about the consolidated outturn in the graph for Coppice and the CFO confirmed that the figures were flat lined Sept – Nov as they didn't join until December.

SS queried about uncommitted reserves and wondered if there needed to be a discussion at A&F and the CFO said that the information had improved in the March report that had been distributed this afternoon.

CFO informed the group that – in light of discussion under agenda item 7 - the Abbey capital funding had allowed them to create gender neutral changing rooms.

RP asked about the consolidated report not commenting in the narrative about Hilltop deterioration of 26k and the CFO explained this was relating to Out of Authority placement which had now ended and would only mark up for a further commentary in the narrative if it equates to 1% variation or over, and this does not meet the 1% threshold. This could be discussed at A&F if Directors wanted to.

The Chair thanked the CFO for the report and she left the meeting at 18.18hrs.

## 11. RISK REGISTER

The Risk Register has been to A&F meeting and has been updated and will go to the next Standards Committee.

Chair asked for any questions to be sent to JC ahead of the next Standards Committee.

SS asked do we need to note that HR is managed effectively and should there be anything about the pandemic reflected in the Risk Register?

Agreed for the Standards Committee to consider.

## 12. STRATEGIC PLAN

CEO explained to new Directors about the strategic annual business plan with key indicators and that updates are given at every TBoD business meeting.

The Trust is increasing quality of provision for all schools.

The PV draft Ofsted report has been received which reads very positively and we are now waiting for the final report. This report is restricted to the Headteacher and CEO and comments on factual accuracy have been returned to Ofsted.

CEO stated there is potential for Nexus to lease the Dinnington college site, which is currently used by RNN but is proposed to be closed.

A discussion followed relating to opportunities of obtaining assets and if it would be to the Trust's advantage to have a plan about where we want to be and what the possibilities may be. The CEO agrees there needs to be an Asset strategy but at this time he does not have the capacity to develop this. This is part of future planning for the central Trust structure.

<p>SB queried p5 of the plan in relation to A&amp;F reviewing the internal and external audits as he though this had been completed and passed to the executive to take forward. SS asked what would be the time line and the CEO stated he did not think a decision had been made and would need to check the action log from the meeting and apologised if he had missed that.</p> <p><b>ACTION</b> - CEO to check the A&amp;F action log to see if the internal and external audit review was complete.</p>	<p><b>CEO</b> <b>20/05/20</b></p>
<p><b>13. MAT DASHBOARD UPDATE</b></p>	
<p>CEO stated that this update is presented twice a year and the only change is that there is additional capacity of directors now that all vacancies have been filled.</p> <p>GA stated she has a number of questions which she will email to AC and the CEO.</p> <p>RP made a general point about HR capacity and the employee survey which is delayed due to the Covid-19 situation we are now in and that we don't want to lose sight of it and that we need focus when we have capacity and time.</p> <p>CEO confirmed the survey has now concluded and data analysis is due to start next week.</p> <p>CEO agreed that the HR information presented to Board could be more detailed and that he is seeking to move payroll.HR provision from RMBC due to the poor quality of their service. Tendering exercise is currently underway.</p> <p>A discussion followed relating to some of the payroll issues which had been discussed at the A&amp;F meetings and NJ suggested a cost analysis would be useful and if the cost is not much decide if it is beneficial to write off the outstanding amount so we can move forward. CEO has asked CFO to bring a proposal with risks, mitigations and next steps.</p>	
<p><b>14. CENTRAL MANAGEMENT TEAM STRUCTURE</b></p>	
<p>CEO presented a proposed Structure Chart for the management team.</p> <p>There are new posts which will be created from September and are affordable in the budget.</p> <p>Propose JT line manage RW.</p> <p>Assistant CEO to line manage Trust staff team and matrix manage the CFO.</p> <p>CEO stated he is not sure the naming convention is right and may look at a more appropriate title.</p> <p>Role titles and reporting lines may be tweaked.</p> <p>RP stated she feels the structure is good and is now manageable and a discussion followed relating to the additional posts in the finance team.</p> <p>CEO stated a decision had been taken not to recruit a head for Bader for September. LA will take on 80% of the Head role at Coppice and KO will take on 80% of the Head role at Bader with 3 assistant Heads.</p>	



<p>A discussion followed relating to the strategic Asset Manager and what skills would be needed to fulfil the revised ESFA guidance. The Trust may look to second someone working within an LA.</p> <p>HB stated how positive this structure is and that she has raised concerns in the past regarding school improvement capacity and feels this is a clear structure that addresses that.</p> <p>Chair asked that the revised structure is available for the next meeting and the CEO stated there would be no change to the number of posts just changes to role titles and reporting lines and will need to start recruitment as soon as possible and asked for a task and finish group to tweak the structure and undertake recruitment.</p> <p><b>ALL AGREED.</b></p> <p><b>ACTION</b> – CEO to send the updated structure to Directors.</p>		
<b>15. ANY OTHER URGENT BUSINESS</b>		
<ul style="list-style-type: none"> <li>Hilltop Capital Works – Director approval for variation of delegated spending powers.</li> </ul> <p>CEO asked Directors to approve a variation of the spending powers of the CEO up to 70k from 50k to allow for the Hilltop capital project with Sheffield city council to be completed by September and gave details of the project.</p> <p><b>ALL AGREED</b></p>		
<b>8. REVIEW OF RISK</b>		
<p>To consider any new risks identified during the meeting for referral to Trust Committees.</p> <p>There were no items deemed as a risk.</p>		
<b>12. CONFIDENTIALITY</b>		
<p>To consider the confidentiality of any items discussed during the meeting.</p> <p>There were no items deemed confidential.</p>		
<b>12. DATES OF NEXT MEETINGS</b>		
Wednesday 20 <sup>th</sup> May 2020	17:00 – 19:30	GoToMeeting – Video Link
Wednesday 24 <sup>th</sup> June 2020	17:00 – 19:30	Kimberworth CC
Wednesday 29 <sup>th</sup> July 2020	17:00 – 19:30	Nexus Headquarters

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
ANDREW CHILD		