

**MINUTES OF THE TRUST BOARD MEETING  
HELD ON 25 SEPTEMBER 2017 AT 6.00 PM  
AT LONGSANDS ACADEMY**

**PRESENT:**

Mr K Wainwright (KW) (Chair)  
Mrs J Smith (JS)  
Mr R Carroll (RC) (CEO)  
Mr R Henthorne

Mr S Law (SL)

In attendance: Mrs M Basson (Clerk – MJB)

**1. Election of Chair**

The clerk opened the meeting and invited nominations for election of Chair to the Trust and Vice Chair.

RH proposed KW for Chair, seconded by JS and KW was duly appointed as Chair to the Trust.

RH proposed JS for Vice Chair, seconded by SL and JS was duly appointed as Vice Chair to the Trust.

KW went on to Chair the meeting.

**2. Apologies for Absence**

Apologies for absence were received from Graham Wright and Helen Bryson and these were accepted by the Trust Board.

**3. Declarations of business Interests**

There were no declarations of pecuniary business interests on any agenda item.

**4. Minutes of the Trust Board meeting held on 12 July 2017**

The minutes of the Trust Board meeting held on 12 July 2017 were circulated to the Trust Board in advance of the meeting. The Trust Board agreed the minutes were a true and accurate record of the meeting, and agreed that point 10 should be marked as confidential. The Clerk will amend accordingly and arrange for the minutes to be signed by the Chair and published accordingly.

**MJB**

**5. Matters arising**

There were no matters arising and all actions were complete.

**6. Policies to be reviewed and adopted**

The following policies were reviewed and updated in accordance with latest statutory guidance and procedures which were circulated to the Trust Board in advance of the meeting:

- SNLP Code of Conduct

Signature of Chair..... Date.....

- SNLP Safeguarding and Child Protection policy
- SNLP Acceptable Use ICT policy
- Whistleblowing policy
- Health & Safety policy

The Trust Board reviewed and agreed to adopt policies. Clerk to file and publish accordingly.

MJB

### 7. Pecuniary Interests 2017-18

Pecuniary interest forms have been requested from staff and governors. Clerk in the process of collating and will update for 2017-18 and publish accordingly.

MJB

### 8. Declarations – Safeguarding

Trustee code of practice was reviewed and signed by KW, JS, RH and SL.

Clerk to arrange GW and HB to read and sign.

MJB

Safeguarding guidance and documents were circulated to include:

- Basic child protection information booklet
- Guidance for safer working practice for those working with children and young people in education setting
- Keeping Children Safe in Education
- What to do if you're worried a child is being abused

Declarations were signed by RC, KW, JS, RH and SL.

Clerk to arrange GW and HB to read and sign.

MJB

Safeguarding documents will be circulated to the LGCs to be read and signed.

MJB

### 9. SNLP Membership

Martin Critcher's term of office as a Parent governor for Longsands LGC ended 21 September 2017 and does wish to continue with SNLP as a governor. The Trust Board agreed that MCr would be re-appointed as a member of the Longsands LGC for a term of four years expiring 21 September 2021. Clerk to send letter to MCr.

MJB

The Trust Board noted interest had been expressed for the posts of Partnership Governors and acknowledged the Parent governor vacancies on Longsands LGC and Ernulf LGC.

### 10. Personnel/HR Committee formation

The draft terms of reference for the Personnel/HR committee were circulated in advance of the meeting and questions were invited.

RC highlighted the process of the annual staff salary review and informed the Trust Board that progression to the next pay band is not automatic. Staff are required to evidence personal targets have been met in order to receive a salary increase.

The Trust Board agreed that there is a need for a Salary Committee which should be separate to the Personnel/HR committee. Members of the Salary Committee should not be members of the Trust Board or the Personnel/HR Committee, to ensure there is no conflict of interest.

The Trust Board agreed that members from the LGCs would be invited to form a Salary Committee and attend the meeting planned for 16 October 2017 to ensure salary review process has been followed and staff awarded accordingly. The Salary Committee recommendations will be presented to the Finance Committee on 16 October to authorise implementation.

Signature of Chair..... Date.....

KW to approach Graham Hughes, Christine Lewis and Ian Dumbelton to discuss the formation of a Salary Committee. Guidance will be issued prior to the meeting on 16 October on the process of reviewing evidence for salary proposals and to justify where necessary.

**JS questioned whether all staff will receive a 1% pay increase, as suggested nationally.**

RC informed the Trust Board that although the 1% pay increase is not automatic, SNLP will propose that all SNLP staff will receive a 1% pay increase. However, the evidence based performance determines whether staff receive a threshold pay increase through development.

The HR/Personnel Committee Terms of Reference will be reviewed at later date.

**11. Dates of future meetings**

The meeting dates for 2017-18 were agreed and will be circulated accordingly.

The date of the next Trust Board meeting is 16 November 2017.

**12.** The Trust Board received a SNLP Trust update which the details of which are held by the Trust Board as confidential.

**13. Any other Business**

There were no items of any other business.

**The meeting closed at 7.30pm**