

DRAFT MINUTES  
THE GREETLAND ACADEMY TRUST  
**INAUGURAL MAT BOARD OF TRUSTEES MEETING**

Thursday 25<sup>th</sup> January 2018 at Key Stage 2 site (7.15 p.m)

**Present:** Mr C Midgley (Chair) Mrs A Bennett (Executive Principal)  
Mr G Newton Mr A Griffiths  
Mrs A Birt

**In attendance:** Clerk

1. Apologies - J Fryer. Noted that A Giles had stepped down from all Governing structures.
2. Election of Chair and Vice Chair - The Clerk reported that the only candidate had been C Midgley, who was duly appointed as Chair of the MAT Board for the remainder of the academic year. In the absence of any candidates for Vice Chair, it was agreed that arrangements would be made on a meeting-by-meeting basis, if required.
3. Declaration of Interests  
C Midgley declared a family connection (Headteacher) with Raynville Primary – Item 4.
4. Opening Remarks and Reconstitution  
Trustees were advised by the Clerk that the Term of Office is 4 years (except as below) and Quorum is minimum 3, all as set out in the model articles to be filed at Companies House. Declarations (Business Interests; Conflicts of Interest Policy; Code of Practice) would be available for signature by the next meeting, subject to any re-branding/updating.

A Griffiths (Chair of Members) advised the meeting that the Trustee selection originally notified to DfE (now 6 out of a possible 10) had been ratified by Members as follows:

- **A Birt** (former Observer/Parent Governor) re-joins as a Member-appointed Trustee.
- **C Midgley** (Member-appointed) and **A Bennett** CEO (dependent on employment by the trust) had both agreed to join the MAT Board.
- **A Griffiths, G Newton** (both Co-opted) and **J Fryer** (Member-appointed) would provide continuity. Co-opted Trustees had agreed to honour existing Terms of Office as part of succession management arrangements. The Clerk to ask J Fryer similarly.

A Griffiths continued that Members had resolved to direct the Trustees as follows:

- Parents should be elected/appointed at Local Governing Body level, i.e. not Trustees.
- Members will take the lead in filling the four vacancies on the MAT Board by September, taking into account any skills gaps (Finance, HR, Premises etc); Trustees are invited to input into the process - any suggestions to be sent via the CEO.
- Local Governing Bodies should follow the Academy Council model (NGA)
- Representation from MAT schools would be subject to skills audit.

The Executive Principal updated the meeting on MAT developments:

- After comprehensive interviews (2 candidates) - with staff, Governor & School Council involvement - Helen Crowther is recommended for appointment as Principal at Greetland (after Easter). After short discussion, Trustees voted unanimously in favour.

- The Commercial Transfer Agreement for West Vale (transfer of assets, contracts and employees) is in hand; Senior Leadership (acting) would remain in post until the end of the school year for continuity, but under the direction of Greetland.
- Raynville Primary School had resolved to join from September; paperwork in progress.

5. **MAT Governance Structure**

The CEO explained that the original proposals (2016-17) were for Outcomes, Leadership & Management, Teaching Learning & Assessment, Behaviour, and Finance reports to the MAT Board. The reporting format had already been established at trial Board meetings. The Bursar would be asked to clarify whether a separate audit committee was required. The CEO's recommended way forward for local governance (Local Governing Body) is the 'Academy Council' model, an NGA suggested scheme of delegation (Model 2), which - once determined - must be published on the trust and its schools' websites. The levels of delegation (top down) are:

Level 0: Members [act as 'shareholders']

Level 1: Board of Trustees [directors of the company and trustees of the charity]

*The Chair leads the Board, manages the business, provides an element of leadership for the organisation as a whole and is accountable for the vision (alongside the CEO)*

Level 2: Chief Executive Officer

Level 3: Academy Principal/s

Level 4: Academy Council/s [local Governors]

The Chair asked the CEO to research the makeup of an Academy Council, to further inform Members re. their final decisions on the scheme of delegation (SoD).

6. Minutes of 27<sup>th</sup> November (Full)

Minutes approved and signed. The Clerk was requested to clarify with the Bursar whether any of the detailed financial reporting should be redacted prior to website publication.

7. Correspondence, including ESFA

Out of meeting authorisations and EFSA letters were noted, as detailed on the Agenda.

8. Executive Principal reporting

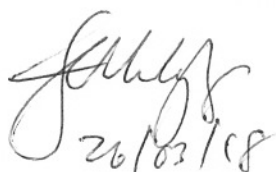
- **Staffing update:** see Item 4
- **Designations:** will be reported at future MAT Board meetings
- **Financial update:** the Bursar had provided a 'Financial statement as at 3.1.18', 'RAG' highlighted (annotated with explanatory comments) for Trustees. Additional income (National Support School) was noted as follows: X30, X34. Governors noted the planned secondment/traded services forecast, which may change as circumstances develop. Full year forecast £253,901 (+£24,100) remains a strong position. No questions asked.
- **Policies:** minor amendments to Charges & Remissions Policy unanimously agreed.

9. Courses and meetings attended - agreed that A Birt would attend Primary Schools eHNA, Health and Wellbeing Conference, 1<sup>st</sup> February. A GDPR briefing had been attended.

10. AOB - updates to schools/MAT websites and VLE to be re-visited at the next Board.

11. Future Meetings (KS2 site, all 6.30pm)

**MAT Board: Monday 26 March, Tuesday 10 July (including Budget setting)**

  
26/03/18