

DRAFT MINUTES  
THE GREETLAND ACADEMY TRUST  
MAT BOARD OF TRUSTEES INTERIM MEETING

Wednesday 27<sup>th</sup> June 2018 at Key Stage 2 site (6.30 p.m)

**Present:** Mr C Midgley (Chair) Mrs A Bennett (CEO)  
Mr J Fryer Dr A Birt

**In attendance:** Clerk, COO, CFO

1. Apologies – A Griffiths and G Newton

2. Declaration of Interests – None.

3. Opening remarks

The CEO explained that this was an extraordinary meeting to meet a key action in ESFA's welcome pack for new academies (West Vale): "*submit a financial management and governance self-assessment (FMGS) ... within 4 months of opening*". The Board has to ratify the FMGS and linked items ahead of submission - which could be audited.

4. Budgets

The CFO presented a financial statement (as at 14.6.18) for the new West Vale academy, for the six months 1<sup>st</sup> March to 31<sup>st</sup> August. Items highlighted were as follows:

2018-2019 Budgets will be presented at the MAT Board meeting on 10<sup>th</sup> July.

The CEO added that future financial statements will be presented via the MAT F&P committee. Trustees briefly discussed future needs for West Vale to run efficiently, including pupil numbers/PAL which is a future MAT Board issue. In response to J Fryer, who questioned the ongoing role of MAT resourcing at West Vale, it was explained that there will be a diminishing need for higher level strategic input and a new Principal is in post as of 1<sup>st</sup> June. Gains will be: data increasing; the quality of teaching & learning increasing; and the school compliant and progressing. Lessons learnt will translate directly as other schools join the MAT into the future.

Given the above, the CFO noted that the Budget Forecast Return Outturn had been submitted on time by the May deadline, for the first time as a MAT submission with 2 constituent Academy Budgets: "*West Vale Primary (formerly LA) joined the Trust on 1.3.18*". This emphasises that the Board is now in charge of Greetland and West Vale, plus the SCITT, Research School and Teaching School.

10/07/18

5. Financial Management and Governance Self-assessment (FMGS)

Answers to the current ESFA list of questions (June 2018) were discussed and agreed. All "Yes", except for two N/A and one "No" (induction process for new academies to be formalised once the amalgamation of West Vale has been completed). To be revisited at future MAT Board meetings and reviewed annually. Linked items approved as follows:

- **Schemes of financial delegation:** updated documents for The Trust, its Academies and Teamworks TSA (including SCITT) were all accepted. Changes reflect the updated Academies Financial Handbook, ESFA expectations and realistic adjustments reflecting the enlarged MAT structure. Noted that related party transactions have now to be reported to ESFA in advance of the transaction taking place.
- **Financial Procedures Manual:** updated to reflect a holistic approach to the MAT's financial responsibilities. The organisational structure ('pyramid' p4) and budget procedures (p21) were highlighted.
- **Programme to address financial risks:** this comprises: segregation of duties, a system of delegation & accountability and a reasonable level of (regular / termly / annual) review to eliminate risk.
- **Risk Registers:** 'Data Protection Act Risk' has been added for Greetland, with a DPO external to school appointed - to undertake a compliance audit annually (for each Academy). West Vale's is a new document with 'red' ratings in key areas relating to Ofsted, pupil numbers and pupil attainment; ICT & DDA are 'yellow' rated, awaiting further clarity. Trustees should expect to receive future summaries reflecting positive areas of change.

**The MAT Board ratified the FMGS for submission to ESFA; linked items were accepted and approved.**

6. Policies

The Competitive Tendering policy (cross-referenced to the Schemes of Delegation - above) was adopted; has been made applicable across the Trust and updated in light of the new Academies Financial Handbook. Other policies ratified on the recommendation of G Newton were as follows: *Whistleblowing, Complaints, Code of Safe Working Practices, Code of Conduct, Admissions, Data Protection, Protecting & Safeguarding Children, DBS Policy & Procedures, Grievance Policy & Procedures, Publications Scheme, Freedom of Information, Recruitment*. The COO added that Data Protection, Safeguarding & Admissions are priority areas for standardisation across the MAT, with H&S to follow. For the avoidance of doubt, West Vale policies are now Greetland policies until such time as updated policies are formally in place across the Trust. A new MAT website (a large piece of work) is required as part of this amalgamation.

7. Other aspects

- Section 11 Safeguarding self-assessments for Greetland and West Vale have been completed and submitted to Calderdale, no action required.
- Sunnybank Pre-school shared use agreement has been reviewed (annual); a £25 pcm increase was approved by Trustees for notification to the tenant.
- West Vale bank account; agreed to add the Principal and Deputy as signatories.

On the recommendation of the CFO, Trustees approved the purchase of a £500 budgeting system - to consolidate the accounting systems and bank accounts for TSA & SCITT,

10/07/18

with a net overall cash and efficiency saving. Further consolidation is expected as the MAT expands, to maintain efficiency.

8. AOB

- Approvals between meetings within delegated limits (as per spreadsheet) accepted
- CIF bid negative outcome noted. Potential future bids at West Vale (safeguarding)
- Agreement for a flexible working request was noted

9. Future Meetings (KS2 site)


**MAT Board: Tuesday 10 July (including Budget setting) at 7pm all to attend, preceded by F&P committee at 6.30pm.**

Norman Kemp

In closing the meeting, the CEO noted with sadness the death of long-standing former Governor and Chair of Governors, Norman Kemp.

Trustees had been informed by the Clerk on 20<sup>th</sup> June noting that "*Norman stepped aside from the Governing Body in December 2010 at the time of Academy conversion, after many years distinguished service. The minutes of December 2010 had made special mention of his care and integrity in serving the interests of Greetland Primary School and its children.*"

Greetland School would be represented at the funeral.

  
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