

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Tuesday 10th July 2018 at Key Stage 2 site (6.30 p.m)

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

In attendance: Clerk, COO, CFO

1. Apologies – None, all present.
2. Declaration of Interests – None.
3. Opening Remarks – None.
4. Governance issues
The CEO presented a position statement summarising membership (Members/Trustees), responsibilities, linking schemes of delegation and the main regulatory frameworks and documents. Proposals for future meeting arrangements to meet new Academies Financial Handbook requirements were accepted. Trustees acknowledged that the next process (beginning Autumn Term - RSC aware) is recruitment of a full complement of Trustees and Local Governors, with due regard for adequate separation of duties; will be an item for the next Board meeting. It was agreed to add “5. *Terms of Reference*” to the list of linking documents and to publish the statement on the ‘Governance’ area of the website, which is now fully updated. G Newton reported continued frustrations accessing the old Governor VLE, awaiting the new MAT website/VLE (subject to resource constraints).
5. Minutes of 27th June (Interim MAT Board), 26th March & Matters Arising
Minutes approved and signed. Agreed for publication on website, subject to redaction of West Vale finances. No other matters arising.
6. Correspondence, including ESFA
SCITT Board minutes 22.3.18 & 17.5.18 were noted. G Newton (attends) confirmed there is regular reporting and challenge. Halifax Academy is no longer a strategic partner. **TSA meeting** only just held (10th July) - minutes to follow - but KPIs reported.
GDPR request from Governor Support (Calderdale) via the Clerk; Trustees to sign at the end of the meeting indicating their consent.
7. 2018-2019 Budgets Approval (from F&P Committee)
The CFO presented the 3 year financial forecast 2018-19 to 2020-21, as a whole Trust.
The Greetland Academy
In-year balance 2018-2019 is a healthy £13,090, but decreasing in future years (due to staff costs, GAG, Pupil Premium & MAT costs). The in-year catering balance is a challenging situation, but a balanced budget at the end of 2018-2019 was achieved - meeting ESFA’s requirement - taking into account brought forward balances, as follows:
£137,150 revenue balance (excluding catering)
£153,231 ditto (including catering)
£ 22,319 capital balance

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West Vale Primary

Pupil numbers (reducing over three years) directly impact on income, but able to set a balanced budget for 2018-2019 given the Local Authority balance brought forward:

£ 37,051 revenue balance

£ 22,800 capital balance

The Greetland Academy Trust (MAT)

2018-2019 balance carried forward £83,607

SCITT

2018-2019 balance carried forward £73,197

TSA

2018-2019 balance carried forward £80,834

Research School

2018-2019 balance carried forward £39,726

Total Trust Revenue Balance (2018-2019) = £467,646 (6 entities, as above)

The MAT Board of Trustees approved the 2018-2019 Budgets and accompanying three year forecasts, as set out above.

8. MAT school and data reporting

PIL reports and accompanying documents were discussed as follows; headline items only:

West Vale Primary

Linking documents not yet set - to come to the next Board meeting/standards committee. Quality first action plan (teaching & learning) in place, drawing on MAT resources. Admissions and attendance issues are being actioned, with the opportunity for a parent support worker role. G Newton singled out persistent absentee numbers. C Midgley suggested adding the latest National picture for comparison.

Key areas of MAT activity/input at West Vale were summarised by the CEO (school improvement), COO (HR/operations), CFO (finance) and Chair (governance): a catering action plan is in place to support the catering manager and improve the standard of meals. A closing balance (as a Local Authority school) has been agreed. The West Vale Primary grant summary (2017-2018 & 2018-2019) was accepted by Trustees. Approval was given for Pupil Premium and PE funding (18-19) to fund a Project Sport contract £13,845.

There is daily interaction to discuss systems and processes, share best practice and streamline structures across all areas of the school. The interim Academy Council comprises former Chair of Governors (Lynn Lynch/community) plus a community governor and Parent. The MAT Board agreed to the Chair continuing as part of a possible 2 Parent, 2 Community, 2 Staff (one of whom is the Principal) model, with one Parent to be elected. A series of dates for their future meetings - before each Half Term - have been agreed (next is October).

Outcomes for West Vale (end of KS2 data) were reported verbally, confirming 'special measures' as expected.

The Greetland Academy

Attendance over 3 Terms remains a positive picture, but a rise in summer absentees is being tracked (unauthorised holidays). Over capacity (by 2) at the direction of the LA.

Senior Leader (CEO, COO, CFO, Chair) reports: KS1 and EYFS remain strong, but an action plan has been in place since February for the quality of teaching in KS2; has been revisited recently and classroom practice improved to be at least good. Three new teaching staff recruited, premises staff restructure to come and recruitment of Finance Assistance in hand. Separation of Greetland Academy funding from the MAT and its entities reported at F&P committee. Budgets for PE (2017-2019) and Pupil Premium (2017-2018 & 2018-2019) were accepted.

Outcomes for Greetland were reported verbally

9.

10. AOB

Appointment of Chair/Vice Chair for 2018-19: Trustees agreed the Clerk's proposal to continue with the existing process – self-nominations to the Clerk by end of 7th September.

Catering: Trustees expressed concern re. correspondence from Akroydon.

Teaching School Council: the finance plan for 2018-19 was discussed and approved. Initially there are contracts for two posts - Advisory Strategic Coordinator (£40k contract) and Communications Lead (£18,960 contract). The Lead will then work with A Bennett to appoint 4 Project Lead Advisors (£20k contracts each) and then to second System Leaders – a further £20k for each of the four regions.

Local Plan: Trustees were alerted that the draft will be published for final comment on 10th August. New housing in the Greetland/Elland area has reduced from 1,645 to 94, with the only infrastructure improvements proposed being to the traffic lights at West Vale.

11. Future Meetings – Dates to be circulated

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