

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Wednesday 19th September 2018 at Key Stage 2 site (6.30 p.m)

Present: Mr C Midgley (Chair) Mrs A Bennett (CEO)
Mr J Fryer
In attendance: Clerk, COO, CFO

The Clerk opened the meeting by advising Trustees that Carlton Midgley (Chair) and Graham Newton (Vice Chair) were elected unopposed. C Midgley chaired the meeting.

1. Apologies – G Newton, A Griffiths, Dr A Birt. The meeting was quorate.
2. Declaration of Interests – None.
3. Opening remarks and governance update
The Chair and CEO presented position statements summarising the MAT aims, objectives and forward plan re. governance (recruitment and separation of duties) and financial aspects, taking note of HTB advice as part of the Trust's growth plan. [The Headteacher Board (HTB) is responsible for advising the Regional schools commissioner (RSC) for Lancashire and West Yorkshire].

Trustees were in agreement that by the end of Autumn Term 2018, the Greetland Academy MAT Board will be separate from the Local Governing Body and there will be additional Trustees/Governors providing high quality governance. Prospective candidates had already been identified for initial discussion, application and interview in respect of the competency framework, with enquiries ongoing via NLG, Academy Ambassadors and Inspiring Governance. Existing Trustees (subject to their Terms of Office) and new recruits will be asked to express a preference for their future role(s) within the MAT structure. New appointments to the MAT Board would be recommended to the Trust Members for ratification. There will be a parallel exercise to recruit to Parent Governor vacancies within the LGBs.

The Clerk advised Trustees that the Terms of Reference, Code of Practice, Conflicts of Interest Policy and annual Register of Business Interests had only been updated as at 26th March 2018 and recommended that these be re-adopted for 2018-2019 without further amendment. This proposal was approved unanimously. Likewise, Terms of Reference for Finance & Premises Committee (including the makeup of: Chair, Vice Chair, CEO and one other Trustee – J Fryer) were re-approved, after reassurance from the CFO that they remained in accordance with the updated Financial Handbook, September 2018. Carlton Midgley volunteered as Finance Portfolio Holder and would meet regularly with the CFO.

The Chair invited Trustees to form a Standards Committee which would meet in conjunction with the first half termly MAT Board meeting. Terms of Reference (including the makeup pro tem of: Chair, Vice Chair, CEO and one other Trustee – J Fryer) tbc.

The Chair concluded by highlighting that this was a crucial Term for further reinforcing the professional and effective governance and processes already in place across the MAT.



4/12/18

4. Minutes of 10th July & Matters Arising

Minutes approved and signed. Agreed for publication on website, subject to redaction of staffing issues. Trustees were updated that the robust plan of action proposed by Alex Griffiths was carried out, as per email correspondence 18th July. No other matters arising.

5. Correspondence, including ESFA

Transfer of Title The COO confirmed that West Vale Primary School is now registered with Land Registry in the name of The Greetland Academy Trust.

TSA 10.7.18 and SCITT 9.7.18 (Exam Board) & 18.7.18 (Partnership) draft minutes

Trustees acknowledged the positive effects of improvements to mentoring highlighted in the SCITT minutes. Trustees were updated on premises resourcing.

Provision of minutes in a timely fashion was discussed.

ESFA (Chief Executive) Letter of 19.9.18 discussed, with particular reference to four expectations in the updated Financial Handbook. Of these, Budget scrutiny would come later in the meeting and Audit findings later in the Term. Trustees acknowledged their continuing duty to be above board and transparent in all aspects of the MAT.

6. MAT and school reporting

A joint activity report (CEO, CFO, COO) had been circulated, reflecting the first twelve days of Term.

- Shared portal (CEO & Heads) to share plans and needs.
- Draft School Development Plan in place at West Vale.
- Full day whole-school training at West Vale tailored to Ofsted report.
- 17 spaces across West Vale (joint Trust advert and mailing to come).
- Interim caretaking arrangements in place across both sites.
- Visit from DfE re. pilot H&S Audit Scheme.
- Data protection audit across both sites by the MAT's own provider.
- EOY financial processes in place; additional scrutiny for West Vale as a 'transfer in'.
- Pre-visit by Auditors (Audit w/c 13th October). Agency finance assistant from 18.9.18.
- Budgets updated across all entities (see below).

In response to J Fryer, who challenged the vulnerability of position arising from the 2017-2018 KS2 data, the Chair and CEO provided reassurance re monitoring, teamwork and assessment processes now in place. To discuss further at Standards Committee.

Financial position

An updated review of budgets across all entities was presented, which had been circulated prior to the meeting to meet ESFA monitoring requirements (Academies Finance Handbook, 1st September 2018 and letter from ESFA Chief Executive, 18th September) and as part of an RSC reporting request.

The CFO explained that various aspects had been highlighted in the accompanying notes, including award of the English Hub, SCITT recruitment, staffing changes and Oldham Research School activity.

Trustees discussed and approved this latest forecast, which has resulted in an improved in-year position for 2018-2019: the revised total Trust budget shows a £710,114 revenue balance at the end of 18/19 and an in year surplus of £22,759.

4/12/18

Standard agenda items for future MAT Board meetings to include: strategic planning, data reporting, attendance, H&S, variations to finance and audit findings.

7. Courses, meetings and training attended – nothing reported.

8. AOB

PE grant: A request from H Crowther, Principal (The Greetland Academy), to approve expenditure of £8,960 (ex VAT) to ProSoccer for Sports Provision during 2018-2019, was approved by the Chair; this activity is being funded via the PE grant.

VLE and website updating: remains an ongoing action within the MAT team, subject to resourcing (need for a comms person).

Local Plan: Trustees were alerted that consultation now closes on 1st October.

9. Future Meetings – **4th December, F&P Committee (6.30) followed by MAT Board**

The full Calendar of Meetings was agreed, as circulated, noting the proposed addition of a Members AGM at 5.30pm on 4th December.



4/12/18