

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Tuesday 4th December 2018 at Key Stage 2 site (7.00 p.m)

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

In attendance: Clerk, COO, CFO

1. Apologies – Dr A Birt.
2. Declaration of Interests – J Nellis (see Item 3) is a self-employed sole trader, working for Lancashire & West Yorkshire Teaching Schools Council – funds held by Greetland (further details within AOB). Also works for ~~English B...~~ and Kirklees Council.
Abbey MAT
3. Opening remarks and governance update
The Chair welcomed Trustees and introduced Jackie Nellis to the meeting. The agenda is now a standardised MAT reporting format going forwards.

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Members had met earlier in the evening for their AGM, with the outcome that A Griffiths had stepped down as a Trustee, but would remain as Chair of Members and G Newton will step down as a Trustee when he takes up his role as Chair of Greetland's Local Governing Body. Neither was seeking renewal as their Terms of Office (Co-opted Trustees) end December 2018. Members had persuaded Graham Newton to remain as an interim Trustee in the short term - for succession management/handover reasons, as Members had also newly-appointed Jackie Nellis as a Trustee, plus Ken Inwood and John Midgley as Members (by Special Resolution). Overall, the changes meet Handbook requirements and ensure a separation of duties between Members, Trustees and LGBs.

The Clerk advised Trustees that committees needed reshaping in light of the above. Trustees decided to re-form the committees as follows (N.B. meetings to be held at 6pm):

Finance and Premises (quorum 3): C Midgley, CEO, J Fryer, A Birt

Standards Committee (quorum 3): C Midgley, CEO, G Newton, J Nellis

Terms of Reference required for Standards Committee (Clerk).

It was decided that Local Governing Bodies (Greetland & West Vale) will be formed as: 2 Staff (one of which is Principal) + 2 Parent + 2 Community (one of which is Chair). Parent Governor elections are underway and all Local Governors when appointed need to register an annual declaration of interests.

In electing (or appointing) Parent Local Governors, the Trustees agreed a Term of Office of up to 4 years subject to remaining a "*person who is the parent, or an individual exercising parental responsibility, of a registered pupil at an Academy*".

Raynville Primary School, Leeds will be joining the MAT, assumed 1st April 2019. An Expression of Interest has been made re. a school in Kirklees.

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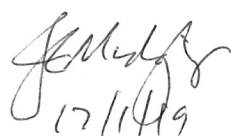
4. Minutes of 19th September & Matters Arising
Minutes approved and signed. Agreed for publication. No other matters arising.
5. Approval of Annual Report and Accounts (from Finance & Premises Committee)
Trustees unanimously agreed to ratify The Greetland Academy Trust Annual Report and Accounts 2017-18, as set out in the Executive Summary memo, which had been recommended for approval by both Trust Members and Finance & Premises Committee.
6. Correspondence, including ESFA
Trustees noted that supporting minutes (TSA, SCITT, LGB) will no longer be an agenda item, but will be available via the VLE. The Draft Pay Policy 2018-19 had been approved between meetings (by email 25th October).
7. MAT reporting
CEO Report for The Greetland Academy Trust (TGAT)
A new draft report circulated in advance of the meeting using a recognised proforma; the recommended way to single out specific Trust Board responsibilities.
Recognises that the Board are held accountable for the data of the Trust, comprising one legal entity and one group of children. Key areas highlighted:
- Context information (Persistent absence and attendance rates commented on - interviews already arranged for Parent Support Worker, WV)
 - Trust objectives when formed
 - Areas for improvement (Raynville included re due diligence, peer review, shared work)
 - Areas exceeding expectations
 - Inspections
 - Current risks
 - Notable incidents (malfunctioning biomass boiler at WV remains an area of concern)
 - Priorities by school - linked to academy development plans, impact of monitoring activity and termly moderation of evidence
 - Workload/personnel updates (DfE workload toolkit audit actioned)
 - Statutory compliance (policies updated)
 - Media/PR
 - Proposed next steps

Data for Greetland (TGA), West Vale (WV) and Raynville (RPS) will be separated where necessary. C Midgley suggested that data be annotated to highlight areas of variance (similar to financial reporting) and also offered to pinpoint sources of baseline data.

Trustees noted an appeal against a response to a complaint. The Clerk will convene an appeal hearing with a panel who have not been involved with the case, in accordance with the complaints policy. This will consist of two governors plus one independent person.

Trustees discussed the impact of SATs results on designations, persistent FOI requests (advice taken from DPO) and branding implications for student numbers. Resourcing of MAT publicity and IT remains a recognised need and there may be opportunities for strengthening in this area (economies of scale) as other schools join.

Trustees agreed the next steps (actions required, leadership responsibility and deadlines).


17/11/19

Key points from Local Governing Bodies (Principal summary reports)

- to follow at future Board meetings

Chair of Finance Report, to include Trust Finance report

- Trustees received the Financial report 2018-2019 (as at November 2018) in accordance with updated Academies Financial Handbook requirements

Chair of Standards Report

- to follow at future Board meetings

Designations reporting

- Trustees acknowledged the SCITT Ofsted report; good with points of excellence.

8. Standing Item - specific MAT Board decisions

Trustees agreed the 6% top slice for the inclusion of Raynville (assumed 1.4.19).

9. AOB

Teaching Schools Council – the CFO shared a spreadsheet which highlighted the passporting of £279k, with no impact on TGA or TGAT. Trustees approved the overall expenditure plan (grants across 4 regions of Lancashire & West Yorkshire) in line with the MAT's scheme of delegation. J Fryer was assured of complete transparency and there being a full audit trail (including within the Trust's accounts). A Bennett reports to the Teaching Schools Council on delivery. J Nellis had declared an interest, as shown.

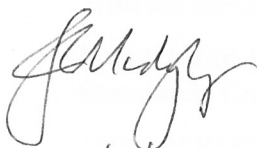
Courses, Meetings and Training - nothing to report

VLE & website updating - see comment above "Resourcing of MAT publicity and IT"

10. Future Meetings N.B. now 6p.m. for 7p.m. (calendar circulated 13th September 2018)

⇒ 17th January 2019 **Standards Committee** (6.00 pm) + MAT Board (7 pm)
[C Midgley, CEO, G Newton, J Nellis]

⇒ 27th March 2019 **F&P Committee** (6.00 pm) + MAT Board (7 pm)
[C Midgley, CEO, J Fryer, A Birt]


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