

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Thursday 17th January 2019 at Key Stage 2 site (7.00 p.m)

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

In attendance: Clerk, COO, CFO

1. Welcome and introductions

The Chair of the Trust explained that, after the last meeting, K Inwood and J Midgley (recently-appointed Members) had agreed to make a greater contribution to the Trust as Trustees rather than Members. The remaining Members had appointed them as Trustees by Ordinary Resolution with effect from 4th December (KI) and 17th January (JM).

Replacement Members had been sought, awaiting final approval (by Special Resolution):

- Peta Cocker, former primary headteacher in Calderdale at St Chad's, now headteacher of Headlands CE (VC) J, I & N School in Kirklees - a very good school; taking the place of Ken Inwood re. primary leadership knowledge and experience.
- John Flynn, Finance Director at Heckmondwike Grammar who will add financial strength in place of John Midgley (KPMG); VC of DfE Working Group responsible for review of the Academies Financial Handbook (no conflicts of interest).

The Regional Schools Commissioners office had been updated on these developments and the strengthening of financial expertise, as part of MAT growth discussions. Trustees were reminded that G Newton is continuing as a Trustee until the Local Governing Body meets, for succession management reasons.

2. Apologies – K Inwood.

3. Declaration of Interests – C Midgley explained his family connections re J Midgley (Trustee) and A Midgley (Raynville). A Birt updated the Board that she had been elected a Parent Governor at Crossley Heath.

4. Opening remarks

The CEO circulated a Strategy Paper 2019, which is the start of a business planning process. With other schools joining (Raynville Primary/Leeds and potentially Carlinghow Princess Royal J, I & N/Batley) there is a need to transfer all current and existing documents into a Business Plan for the Trust - including a strategy for school improvement. The Chair confirmed that he was working on the draft Plan with the CEO, which will be circulated amongst Trustees for comment. The CEO added that templates had already been discussed at Standards Committee to further improve reporting and scrutiny processes going forwards.

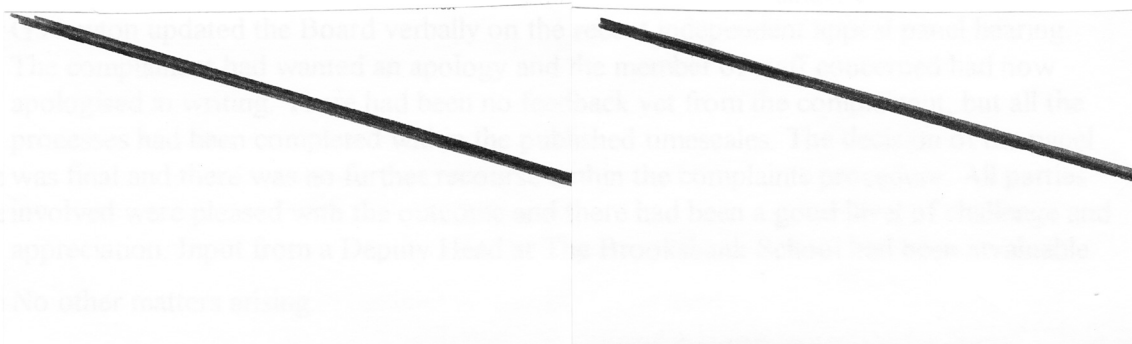
Trustees discussed committee membership and it was agreed that - in view of their expertise - K Inwood should join Standards and J Midgley Finance & Premises. J Fryer signalled that he was happy to open discussions re. his future intentions as a Trustee (Term of Office ends May 2019).



Trustees were updated on Local Governing Body membership (Greetland). Two Parents had been elected and the closing date for staff expressions of interest was 18th January. This would just leave one community vacancy to fill the complement of 2 Staff (one of which is the Principal) + 2 Parents + 2 Community (Graham Newton is to Chair). The calendar of meetings will shadow those of West Vale's LGB.

5. Minutes of 4th December 2018 & Matters Arising

Minutes approved and signed, subject to amending that J Nellis "*Also works for Abbey MAT and Kirklees Council*". Agreed for publication.



6. Correspondence, including ESFA

No incoming correspondence, but outgoing activity was noted (to list in future).

7. MAT reporting

CEO Report for The Greetland Academy Trust (TGAT)

The CEO circulated an updated report with minor changes highlighted. Meetings this year (six Board meetings) had been set to meet new Academies Financial Handbook reporting requirements. It was agreed that processes would continue to evolve over the year, with the future (2019-2020) calendar of meetings aligned to the reporting cycle - for more meaningful content. In the meantime there would continue to be new reports at times of significant change, with summary updates at other times.

Key points from Local Governing Bodies - no meetings to report

Chair of Finance Report, to include Trust Finance report

The Chair reported that monthly meetings continue to be held with the CFO, as required. Trustees received the Financial report 2018-2019 (as at December 2018) in accordance with the updated Academies Financial Handbook requirements.

The CFO explained the report for the benefit of new Trustees:

- the total Trust revenue balance is a consolidation of position from six entities
- entities are reported in detail and scrutinised at various committees, including F&P committee, Partnership Board and LGBs
- in year balances highlighted in line with the Trust's strategy to maintain sustainability
- explanatory notes added where commentary required
- the Trust's current forecast (to carry forward) is £687,620
- future reporting will be updated to include the English Hub, a developing project (use of current staff will offset the Trust's current forecast -£9,093 in year balance)

In response to questions, it was noted that the English Hub is one of 32 in the country specialising in early English. The Trust will receive £260k (variable) depending upon how many schools it engages with. In discussing the above, it was agreed that at each future



Board meeting there will be a short presentation from the Head of an entity (KPIs, conditions of grants, expected delivery, risk assessment, financial implications etc). English Hub (next meeting), then SCITT, followed by Teaching School/Research School.

The Board approved signatories for Raynville Primary joining the MAT: H Crowther and A Bennett (for MAT oversight), together with the Head and a Deputy at Raynville. The CFO added that with more schools joining (5+), the strategy for individual accounts may need to be reviewed. Trustees were already aware that Teaching School and SCITT accounts had been amalgamated.

Future CFO reporting (to accompany the Financial spreadsheet) was discussed, to mirror the new CEO and COO templates. It was agreed that an initial draft will be targeted for the next meeting of the MAT Board. New benchmarking and resource management tools in circulation were noted, which may help with future due diligence processes.

Chair of Standards Report

The Chair asked the CEO to summarise discussions at Standards Committee earlier in the evening. Predicted scores had been reviewed for the end of all the Key Stages in the MAT, noting that the accuracy of the predictions had been challenged:

EYFS: on track

KS1: on track

KS2: predictions of improvement; significant improvement at West Vale, but some challenges remain at Greetland

C Midgley added that Y6 at Greetland remained under close scrutiny, with fortnightly planning in place.

A Chief Operations Officer (COO) template report had been received for the first time,

Designations reporting

The MAT board has overall strategic leadership of all the delegations and it was agreed that each entity should be included in future CEO reporting (to mirror the Trust Finance Report), to alert Trustees to any risks or concerns. Individual minutes not required.

8. Standing Item - specific MAT Board decisions

The following decisions were agreed:

- to circulate a draft Business Plan
- to revisit the timing of papers and reports, including a new CFO report
- to receive presentations from entities

9. AOB - VLE and website updating

Trustees discussed future IT and communications needs at length; the Trust needs to be outward-facing to grow as a MAT, subject to budget. All possible options to be actively explored (delegated as a Chair's action), with Trustees updated at the next meeting.

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

⇒ 27th March, MAT Board (7 pm) + **F&P Committee** (6 pm): CM, CEO, JM, JF, AB

⇒ 20th May, MAT Board (7 pm) + **Standards Cttee** (6 pm): CM, CEO, JN, KI, (PGN)

[REDACTED]