

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Wednesday 27th March 2019 at Key Stage 2 site (7.00 p.m)

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

In attendance: Clerk, COO, CFO

1. Welcome and introductions

Ken Inwood was welcomed to his first meeting as a Trustee. The resignation of Graham Newton as a Trustee was received as previously agreed, to achieve a separation of duties. Graham is now Chair of Greetland Academy's Local Governing Body (inaugural meeting held on 12th February) and remains a Member.

2. Apologies – None.

3. Declaration of Interests – C Midgley reiterated his family connections re J Midgley (Trustee) and A Midgley (Raynville, joining as a MAT school from 1.4.19).

4. English Hub presentation

H Crowther and A Harris provided an overview (handouts provided) of the English Hub attached to Teamworks TSA, with indicative areas in Calderdale, plus Kirklees & Leeds (other hubs feed in). English hubs *“promote a love of reading and support schools to provide excellent phonics and early language teaching. Literacy specialists within each hub provide tailored support to schools, including running events to showcase excellent practice in teaching reading and working with local schools to develop their practice”*.

The English Hub started in January. Trustees were updated on support offered, grant funding (£261,044 allocated, part going to support schools; additional monies Y2 to reflect growth in support), action plans, deadlines and reporting (DfE audit August). Greetland has a targeted model: supporting schools with leadership potential to improve.

The CEO explained that, unlike other entities, there is no English Hub Board in its own right and it is for Trustees to decide how best to monitor the project - to maximise advantages for the MAT and to minimise any risks - alongside quality control by the CEO & CFO. In the first instance Trustees were invited to volunteer themselves outside the meeting for a 'Link Governor' type role.

HC and AH were thanked for their presentation and left the meeting at this point.

5. Opening remarks – MAT and governance update

C Midgley summarised a 'light touch' phone call which the MAT team (Chair, CEO, CFO) had received on Monday from the senior leadership team of the Regional Schools Commissioner. Three key areas addressed had been:

- Trust overall performance (including Greetland and West Vale)
- Governance
- Financial health

U 20/3/19

The RSC had been assured of a Trust Board of high quality and experience, separation of duties and no hidden agendas and in turn had been quizzed on the Trust's pension deficit and the role of Academy Ambassadors. Lessons learnt by the Trust were to pursue continuous improvement in due diligence and a balanced growth plan. The MAT's complex situation would be relayed to the Headteacher Board. C Midgley concluded that he was confident a positive message had been conveyed on behalf of the Trust Board.

K Inwood asked about the balance of MAT schools and the need for proportionality to maintain capacity. The CEO explained the cautious process to accepting any new school, including tendering and due diligence, prior to any agreement to accept a school. J Fryer had already asked about 'red lines' in Finance & Premises Committee and the CEO had replied that the Trust was building up a robust due diligence process.

The Chair of the Trust invited James Fryer to continue as a Trustee when his Term of Office expired in May 2019. James Fryer accepted.

Following the resignation of G Newton, Trustees decided that the role of Vice Chair would be re-visited at the first meeting in Autumn Term. In the absence of the Chair, the chairperson for any meeting would be appointed from among the Trustees present.

After a short discussion re. induction of the new Members Peta Cocker and John Flynn, the Clerk was asked to invite them to attend at the beginning of the next Board meeting. This would include a presentation of the Teaching School.

The draft business plan (a single coherent document for the MAT and its entities) has been circulated. A Birt's profile now updated. Trustees to comment outside the meeting. In concluding, the CEO added that it was important to look at the whole going forwards, with all of the entities contributing to all of the schools (the Trust's USP).

6. Minutes of 17th January 2019 & Matters Arising
Minutes approved and signed. Agreed to publish on the website subject to redacting confidential items. IT/comms resourcing is still under review. No other matters arising.
7. Correspondence, including ESFA
COO: sealed Master Funding Agreement and Supplementary Funding Agreement for Raynville from 1st April 2019 just received from the Secretary of State.
CFO: 15.3.19 letter from Chief Executive, ESFA - circulated via VLE - is a reminder of the new requirement, from 1 April 2019, to declare all new related party transactions. To note that the MAT is compliant, as discussed at F&P Committee earlier in the evening.
8. MAT reporting
CEO Report for The Greetland Academy Trust (TGAT)
The CEO had circulated a March update, with the latest changes highlighted in blue. A Giles external review to follow. The Chair and CEO had been well received on a visit to West Vale as part of continuing monthly action plans. To note that the Principal and team there have worked extremely hard, including with the MAT's designated entities and have taken on advice offered.

No change in Trust context and objectives. Not yet at the point of setting all the school development plans together (next year). Mini Pupil Premium in-school review trialled.

U 20/5/19

Current KS2 data snapshots (weekly updates) reveal Greetland is back in the 90s (%), with West Vale about on national, compared to 35% last year (aspirational targets to take West Vale above national next year). No change in areas where the Trust is exceeding. There is weekly tracking reporting to the CEO - shared with the Chair for challenge and support, to minimise any risk to designations.

No new incidents to report. Ongoing issue with biomass boiler at WV is now a 'red line' in due diligence ("environmental improvements") for future schools joining the MAT.

Trustees discussed teacher workload which has been surveyed at both schools, using a DfE toolkit (results circulated). The CEO highlighted that this was an ongoing theme and Ofsted upcoming priority. Measures already in place and updates as to further actions were shared. Trustees interested in a 'Link Governor' role to contact the CEO.

Trustees noted areas of statutory compliance. Next steps include further refinement of the Business Plan; transition to a Local Governing Body at Raynville Primary School (pre-meeting has taken place); and further consideration to changing the West Vale PAN for admission in 2021, in parallel with re-branding (reliant on a good year of data).

Key points from Local Governing Bodies – both Greetland and West Vale LGBs have now met, key points incorporated in the CEO Report.

Chair of Finance Report, to include Trust Finance report

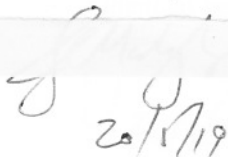
The Chair reported that monthly meetings continue to be held with the CFO. Trustees received a Financial report as at 18th March 2019 in compliance with Academies Financial Handbook requirements, with English Hub added as a new entity. This shows a current forecast of £745,399 carried forward.

Trustees approved three updated Schemes of Financial Delegation (Trust, Academies, and Teaching School including SCITT) which were explained by the CFO. Common themes include increasing the level of authority for the CEO (up to £10k), increasing the level of reference for F&P Committee, plus lower level changes to reflect the growing Trust.

The CFO explained that the outcome of a School Resource Management Self-Assessment for the Trust and its Academies had been considered by F&P Committee and signed off by the Chair. This had been a useful exercise with some areas highlighted for attention.

Trustees were referred to a financial approvals document which had been circulated in advance of the meeting (a shortened version of a similar document presented at F&P Committee earlier in the evening). Trustees approved a 'loan' of £120,000 to Raynville Primary School (RPS), to be repaid before year end on 31st August. The need for this arose from the timing of Leeds CC allocations to maintained schools and would be carefully managed over the coming months.

Following reassurance from the Chair that there had been rigorous discussion at Finance & Premises Committee, Trustees approved four sets of contract provision over £35k: contract catering, contract cleaning, electricity and staff absence insurance, as itemised in the accompanying spreadsheet. This was a timing issue as the Trust takes control at Raynville on 1.4.19 when contracts have to be in place; there will be more control at future renewal. Service contracts are now identified as a risk factor for any new schools joining the MAT and is a lesson learnt for future due diligence. Other financial approvals had already been decided at Committee by delegated authority.


20/1/19

Chair of Standards Report

Data prediction overviews 2018-19 (as at March 2019) for Greetland & West Vale had been circulated to Trustees (to be streamlined into a common reporting format), with current data referred to during the CEO's Report.

9. Standing Item - specific MAT Board decisions

The following decisions were agreed:

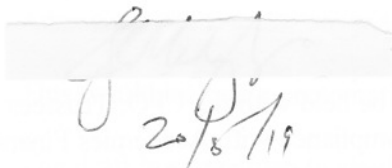
- updated Schemes of Financial Delegation
- transfer of £120,000 to Raynville Primary School from the Trust
- approval of contracts over £35k, as noted

10. AOB - None

11. Future Meetings (calendar circulated 13th September 2018)

⇒ 20th May, MAT Board (7 pm) + **Standards Cttee** (6 pm): CM, CEO, JN, KI
Teaching School presentation at 7pm, with new Members present

⇒ 11th July, MAT Board (7 pm) + **F&P Committee** (6 pm): CM, CEO, JM, JF, AB

A handwritten signature, possibly 'J. Smith', is written over a greyed-out rectangular area. Below the signature, the date '20/5/19' is handwritten.