

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Monday 15th July 2019 at Key Stage 2 site (7.00 p.m)
(re-scheduled from 11th July 2019)

Present: Mr C Midgley (Chair) Mrs A Bennett (CEO)
Mr J Fryer Mr J Midgley
In attendance: Clerk, COO, CFO J Pascall (MAT team), Item 1-2 only

1. Apologies – received from A Birt, K Inwood & J Nellis. The meeting was quorate.
2. Communications update
The CEO apologised that the planned Teaching School presentation had been postponed (Dr Jo Pearson unavailable). J Pascall was in attendance to update Trustees re the plan for Trust-wide online communications (VLE, websites, social media) and publicity, all with a common look and feel and all valuable in better marketing the Trust – paper attached. The governance area ('VLE') is no longer fit for purpose and will be replaced, most likely by a trial/temporary version for Autumn Term using 'Trello' www.trello.com - which the LGB at Greetland already uses. A new direction for shared publicity, pre-planned just prior to the KS2 test results, has already been picked up by Halifax Courier & Yorkshire Post. An article will be published in the Parliamentary Review in September. Trustees were invited to contribute thoughts, priorities and feedback to:
JM was thanked for his earlier contribution. J Pascall will provide regular Board updates.
3. Declaration of Interests – C Midgley reiterated his family connections re John Midgley (F&P Trustee) and Andrew Midgley (Principal of Raynville Primary, a MAT school).
4. Opening remarks – MAT and governance update
The Board had again received a pre-meeting briefing to steer conversation, ensure best use of time and effective questioning from Trustees. This had now also been rolled out to Greetland's LGB. Supporting documents are cross-referenced with the briefing/agenda. The focus of the meeting was Budgets approval and the data position across all 3 schools.
5. Minutes of 20th May 2019 & Matters Arising
Minutes approved and signed, subject to correcting the startup grant re. Carlinghow. Agreed for publication on the website, subject to removal of two confidential items.
SCITT premises: Trustees had been updated by email, 4th June. Plans are proceeding.
Carlinghow JI&N: Startup grant drawn down and Browne Jacobson in the process of due diligence, especially re PFI. Proposed conversion November, but more likely January.
6. Correspondence, including ESFA
25th June (DfE): Grant Offer Letter, English Hubs Programme 2019-2020 – noted.
(up to £447,411 incl. VAT; Project conditions include match funding specific schools)
Trustees also received TGA's English Hub 2018-19 progress reporting form, 18.6.19; the current 'RAG' status on the self-evaluation was discussed – the CEO confirmed that all remaining red/amber items are deliverable.

~ 23/09/19

7. Budgets approval and current financial position

The CFO presented Trust and Raynville financial reports and the ESFA budget return for approval. The Chair of Finance confirmed that all the relevant financial information had been discussed in depth at Finance & Premises committee earlier in the evening. Trustees noted the explanatory comments, in-year positions and balances for each of the 8 entities.

8. MAT reporting

CEO Report for The Greetland Academy Trust (TGAT)

The CEO's July report update, with the latest changes highlighted, was circulated prior to the meeting, with three LGB/Principal reports added to the VLE. The Chair noted that he was continuing to work with the LGBs re. financial challenges at Raynville & West Vale and TGA's continued effectiveness and efficiency of reporting. Data analysis from July 2019 for all three MAT schools, including Year 6 SATs, was provided at the meeting:

Greetland: the CEO reported that after robust action taken in July 2018, Greetland had now returned to significantly above national in all areas, with only pupil or cohort-related trends to address. The provisional data was compared alongside National, Local Authority and other individual local schools - especially Old Earth of a comparable size. The Chair confirmed the strong positioning, but that reading continues to be a focus.

West Vale: upward trajectory in all areas, with Y6 combined data more than doubled (32 to 68%). The CEO highlighted better tracking; comparisons vs. Barkisland & Copley; and the contribution of the Principal as a strategic leader going forwards. The Chair added that good results achieved in WV's first year within the MAT should attract more pupils.

Raynville: data analysis shows a strong position which compares well to local (Leeds) schools; disappointing writing scores, to address in the SDP; all subjects improved from 2018, all above national average data. Changing demographics in Early Years challenging.

[REDACTED]

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In response to the Chair of Standards, MAT Trustees acknowledged the strong and improving position across the MAT, with maths very strong across all three schools.

Pupil Premium and Sports Premium

Trustees received end of year Pupil Premium, plus PE and Sports Premium reporting from all three MAT schools, to comply with the conditions of grant funding. The six reports highlight impact and development areas, to a common Trust reporting standard.

Chair of Finance Report

- Trust Finance Report: received by Trustees as part of Budget setting above.
- SRMA visit (re CIF funds, WV) & FMGS validation/both discussed at F&P: noted.
- TSC delivery contracts: authorised on the recommendation of the Chair of Finance.

Policies review

"Conflicts of Interest Policy": Trustees will sign annually to confirm they have read.

"Competitive Tendering Policy": update of CEO authorisation limit to £10k.

"Gifts & Hospitality Policy": allowable gifts/hospitality raised to £20 (from £15).

"Staff Expenses Policy": Clarification on who authorises Principal and CEO expenses.

*all updated re references to Trust, Local Governors, Trustees, Members and job titles

Trustees approved the four policies listed above (no major changes), at the recommendation of F&P committee.

"Risk Management Policy" (now a Trust-wide policy; formerly just TGA), and

"Trust Business Continuity Plan" (overview of bespoke plans in place for each school)

- both on the VLE and both required as part of the SRMA visit.

Both approved by MAT Board at the request of the COO, alongside supporting Risk Registers for Greetland, West Vale & Raynville - all available on the VLE.

The MAT Board noted the request of J Midgley and J Fryer for 'Track Changes' and version control to be used as best practise in future key documents and MAT policies.

9. Standing Item - specific MAT Board decisions

- Minutes of last meeting 20.05.19 - **approved**
- Trust, Raynville & ESFA budget returns – **approved**
- TSC delivery contracts for 2019/20 – **approved**
- Policies & Risk Registers (as itemised on pre-meeting briefing) - **approved**
- To inform the COO of attendance at annual Safeguarding Training 4.11.19

10. AOB

The Clerk explained that the Trust's Articles of Association require a MAT Chair and Vice Chair to be elected/appointed annually at the first meeting of the year (employees of the Trust ineligible). For 2019-20, the MAT Board agreed a self-nomination process: candidates for either or both posts to email the Clerk by close of play 5th September. If there is more than one candidate for either post there will be a secret ballot. Trustees noted that the Vice Chair, G Newton, had stepped down in January to become Chair of Greetland's LGB at the invitation of the MAT Board, as part of succession management.

11. Future Meetings

2019-2020 calendar, including LGB meetings, to be circulated after the meeting.