

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Monday 23rd September 2019 at Key Stage 2 site (7.00 p.m)

Present:	Mr C Midgley (Chair)	Mrs A Bennett (CEO)
	Mr J Fryer	Mr J Midgley
	Mr K Inwood	Dr A Birt
	J Nellis	
In attendance:	Clerk, COO, CFO	Dr J Pearson, Item 1-2 only.

The Clerk had advised Trustees by email (16th September) that C Midgley had been appointed Chair of Trustees for 2019-2020 unopposed and that Trust papers were now shared via a new 'MAT Governance' area on Trello. C Midgley chaired the meeting.

1. Apologies – None. All 7 (of 10 possible) Trustees were present.
2. Teaching School presentation (Jo Pearson)
A briefing paper on TSA end of year reporting and key headlines was presented. 2018-19 KPIs met. On track to meet all KPIs for the current academic year. Two key risks and mitigation were explained (unclear landscape; staffing and capacity). In response to questions, it was confirmed that Teamworks TSA is small enough to be reactive going forwards, with appropriate partners/partnerships in place. Trustees gave the green light to plans for forward positioning, staffing and collaboration.
3. Declaration of Interests – C Midgley repeated his family connections re John Midgley (Trustee) and Andrew Midgley (Principal of Raynville, a MAT school).
4. Opening remarks – MAT and governance update
The CEO confirmed that teams, formats and schools were now well positioned to continue building on the processes, policies and successes of the last year. Trustee meetings would continue to be supported by pre-meeting briefings.

Terms of Reference for the MAT Board (on Trello, via Leeds GSS) were agreed, subject to minor edits and better acknowledgement that Trustees should monitor and challenge the MAT's entities. The Board was reminded to adhere to the Code of Practice for Trustees plus the revised Conflicts of Interest Policy (see AOB).

Trustees acknowledged that no-one had come forward for the post of Vice Chair and that, in the absence of C Midgley, a stand-in (Vice Chair) would be nominated as required in the short-term. The Chair emphasised that vacancies remained a challenge from the RSC and that the wider issue should remain on the agenda for December. Nominations including from linking organisations should continue to be encouraged, subject to skill set.

It was agreed that Committee membership should continue as 2018-19, but preferably strengthened by committees appointing different Trustees as Chair of F&P and Chair of Standards at their next meetings – the ideal scenario being four different individuals as Chair of Trustees, Vice Chair and the two Committee chairs (C Midgley had been Chair

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pro tem for all the inaugural meetings). The appointment of Named Trustees was also discussed, to meet Ofsted expectations.

On the recommendation of the CEO, the following Named Trustees were agreed:

[Standards Committee] School Improvement:	K Inwood
[Standards Committee] SEND & Pupil Premium:	J Nellis
[Finance & Premises] Safeguarding:	A Birt
[Finance & Premises] Health & Safety:	J Fryer
[Finance & Premises] Finance:	J Midgley

Committee Terms of Reference were adopted for 2019-20: the CFO confirmed that the Finance & Premises Committee document had been strengthened and updated in light of the revised Academies Financial Handbook, with particular reference to risk management, internal controls and the audit committee function. Standards Committee would continue with the document as agreed in May 2019, which remained up to date.

5. Minutes of 15th July 2019 & Matters Arising

Minutes were approved and signed. Agreed for publication on the MAT website, subject to redaction of financial information and individual email addresses.

SCITT premises: on track to re-model an area of West Vale.

Carlinghow JI&N: Trustees were updated that funding to support the school is already in place and school improvement underway. As Nominated Trustee for School Improvement, it was confirmed to K Inwood that the school is in special measures.

Communications and publicity/marketing: Trustees received an update following the July report. Governance has now moved onto the Trello platform, feedback welcomed. The Trust website has an updated MAT 'landing page'. Best practice article published: www.theparliamentaryreview.co.uk/organisations/the-greetland-academy

The Chair commented that the marketing priority is to increase numbers at West Vale building on last year's good results, with a second priority being the long-term vision of adding a good school to increase the Trust's school improvement capacity. The CEO raised the issue of her own capacity, a difficult balance of Teaching Schools Council and CEO work. J Nellis suggested that future solutions could be a joint CEO (with another good school, which would bring capacity), or appointing an Executive Principal of a group of schools within the MAT (a hub-like situation). **The Chair asked the Clerk to add 'MAT Next Steps' as a Standing Item on future agendas, beginning December.**

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6. Correspondence, including ESFA

Items noted were as follows:

- **ESFA letter to accounting officers and chairs of trustees** (19th July)
- **Academies Financial Handbook 2019** (effective 1st September) – the Clerk had alerted Trustees to Part 8, the 'musts' / "Top 10", by email on 16th September
- **Lord Agnew letter regarding EU exit preparations for schools** (17th September – Clerk to circulate to all Trustees)

7. MAT reporting

CEO Report for The Greetland Academy Trust (TGAT)

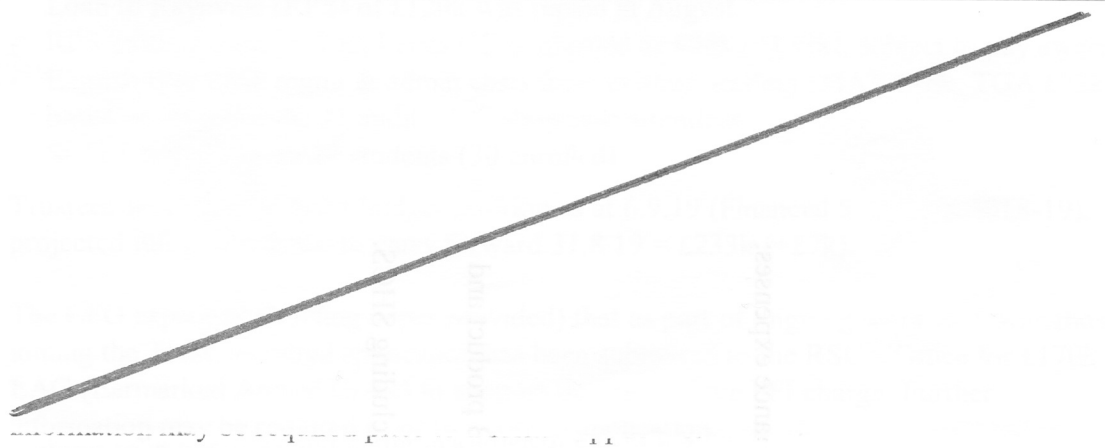
The CEO's September report had been circulated. The Chair confirmed that attachments 7.1-7.4 had been reviewed in detail at Standards Committee prior to the Board meeting. The CEO provided a verbal update on recommendations and points of note, as follows:

- renewed view of persistent absentee rates to be provided
- Raynville Pupil Premium data to be updated
- mental health & wellbeing to be included in a more holistic view of workload

There were no issues arising from the three LGBs, which had met 10th-12th September.

Chair of Finance Report

The Trust's summary financial report 2018-19 (9.9.19) was received as follows:



Trustees discussed in detail the resource management self-assessment, which was agreed for signature by the Chair - a new compulsory requirement to be submitted by November. Agreed actions/timetable as summarised in the 'Outcome', including moving governance publications (required by ESFA) to The Greetland Academy Trust website (from TGA).

The updated Financial Procedures Manual was approved (minor changes highlighted).

Chair of Standards Report

Following a tendering process discussed at Standards Committee, a roofing contractor for West Vale (Watershed Roofing) had been chosen. To accept the tender, full Trust Board approval of the funding was required under the financial scheme of delegation.

Board approval was given for the full CIF spend of £55,085 with an additional contribution of £6,120 from the school.

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Policies approval

"*Estates Management Strategy*": the COO explained that this was a new requirement of the updated Academies Financial Handbook.

"*Keeping Children Safe in Education*": updated September 2019 re. Calderdale (TGA, WV) & Leeds (RPS) practices. N.B. feed-in policies still to update.

Trustees approved both policies on the recommendation of Standards Committee.

8. Standing Item - specific MAT Board decisions

- Extraordinary meeting to discuss the admission of Carlinghow Princess Royal School to the Trust - **agreed**
- Terms of Reference (Board), Code of Practice, Conflicts of Interest Policy - **adopted**
- Terms of Reference (Committees) - **approved**
- Minutes of last meeting 15.07.19 - **approved**
- Resource Management Self-Assessment Tool - **approved**
- Financial Procedures Manual update - **approved**
- CIF funding (West Vale flat roof) - **approved**
- Estates & KCSIE Policies - **approved**

9. AOB

Prior to leaving the meeting, Trustees completed the annual Register of Business Interests - a requirement of the Trust's Conflicts of Interest Policy (June 2019), at the request of the Clerk.

10. Future Calendar

MAT Board meetings, all 7pm (calendar circulated 17th July):

- **date tba** Extraordinary Meeting to discuss the admission of Carlinghow School
- **9 December** Board preceded by Members AGM 5pm, Finance & Premises 6pm
- **10 February** Board preceded by Standards Committee 6pm
- **30 March** Board preceded by Finance & Premises 6pm
- **18 May** Board preceded by Standards Committee 6pm
- **13 July** Board preceded by Finance & Premises 6pm

The Clerk was requested to contact Members re. the expectation that they should stay on after their 9th December AGM for the presentation of the Annual Accounts at 6pm.

Annual safeguarding training, 4th November (9-11am); Trustees encouraged to attend.

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