

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Monday 9th December 2019 at Key Stage 2 site (7.00 p.m)

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

In attendance: Clerk, COO, CFO

1. Apologies – None.
2. Declaration of Interests – C Midgley, J Midgley and A Midgley (Raynville) are related.
3. Opening remarks and governance update

C Midgley provided feedback from the AGM earlier in the evening. Members had been informed of strong processes ‘on the ground’ across the MAT, Board and LGBs. They had endorsed the MAT’s Business Plan and approved the re-appointment of Simpson Wood - for another year - but with another accountancy firm providing internal assurance.

The CEO updated Trustees re Carlinghow: inherited risks (staff and premises - previously reported) had now been worked through and diminished. Necessary assurances had been received, there was closer dialogue/cooperation with the Local Authority, and the in-year deficit is more manageable. Noting the 1st February conversion timeline, the Board confirmed that solicitors’ advice and paperwork should be brought to an Extra-ordinary Meeting for final decision (papers will be circulated for comment to anyone unable to attend). Discussions now taking place with two other (Calderdale) schools, one supported under a ‘30 Day Plan’ with a view to a more concrete discussion on next steps.

Building on the productivity offered by Trello, Trustees discussed future Board reporting processes as the MAT continues to grow from 3 to 6 schools initially; there will be increasing need for reporting by exception and higher-level questioning, with (paperless) briefings ‘taken as read’.

Trustees noted the election of J Midgley as Chair of Finance & Premises 2019-20, but Chair of Standards remains open. Board opportunities are being advertised with Academy Ambassadors www.academyambassadors.org/board-opportunities (“Two new non-executive directors are sought, ... from HR, and legal or compliance”). In the meantime, Vice Chair will continue to operate on a rolling basis (meeting by meeting) if required.

4. Minutes of 23rd September & Matters Arising
Minutes approved and signed. Agreed for publication, subject to redaction of details re. Carlinghow, management accounts and catering.
SCITT Premises: cost increase reported by the COO, now going out to tender. The Chair stressed the importance of the new provision to the MAT’s senior leadership.
Carlinghow: see above.
Communications and publicity: MAT website up and running. As a next step, the MAT team are meeting with one or more providers to discuss visioning and branding.
CEO capacity/Executive Principal: see ‘MAT Next Steps’.

5. **Approval of Annual Report and Accounts (from Finance & Premises Committee)**
Trustees unanimously approved The Trust's Annual Report and Accounts 2018-19, as recommended by both Trust Members and Finance & Premises Committee, following a full presentation by Simpson-Wood Accountants (Exec Summary memo to be circulated).

6. **Correspondence, including ESFA**
West Vale fire precaution works: noted that Building Regulations approval received.

7. **MAT reporting**

CEO Report for The Greetland Academy Trust - updated in blue

Detailed reference/briefing documents for each of the three MAT schools were available for Trustee access on Trello if needed - as itemised on the Pre-Meeting Briefing:

1 a,b,c Peer Reviews	2,a,b,c School Dev Implementation Plans
4 a,b,c Data Predictions	5 a,b,c Primary Inspection Data Summaries
6 a,b,c LGB Reports	7 a,b,c Performance Management Reports

(a) Greetland, (b) West Vale, & (c) Raynville

along with the Trust's draft "Relationships, Sex and Health Education Promotions" Policy (from Sept 2020, all primary age children will learn RSHE following statutory guidance):

The CEO gave a verbal update on headline areas, noting that any issues in these individual documents are extrapolated and highlighted in relevant areas of the CEO Report e.g.

'Overview of individual academy performance - areas for improvement' & 'Risk register'.

Data predictions are cross-checked weekly with schools by the CEO, with any risks (children in Y6 new to school etc) captured centrally for Trustee reporting. The School Development Plans reflect provisioning and outcomes on a termly basis.

The Chair highlighted to Trustees that some of the information (Peer Reviews, Primary Inspection Data, LGB Principal reports) rests with the individual schools or their LGBs. Trustees might want a report to be available and/or to note that reporting has happened, but don't necessarily need to receive it - rather to be reassured it has been summarised/ cross-referenced in CEO Reports and for any working papers to be available, if required.

Trustees commented on page 1, the Trust's overall attendance rate (96%) broadly in line with National (96.3%), but the greater detail of Persistent Absentees at Raynville, page 2, remains an issue to be tracked. The Chair emphasised that all MAT schools should be above National. In response to J Nellis, the CEO confirmed that strategies are in place at the school, including a team with full-time Parent Support Workers. The COO receives continual analysis and there will be ongoing reporting to Trustees.

K Inwood challenged the breakdown of Pupil Premium by school (differs widely), but not SEND as might be expected in consequence. The CEO confirmed that SEND is to follow (different processes and systems - buying in a common programme for all three schools).

The Chair also noted feedback from K Inwood on whether there should be objective targets in the PE & Sports Plans. The CEO explained that both provision (CEO) and financial spend (CFO) are challenged, to meet grant funding requirements and to demonstrate value for money; impact is reported/published at year end.

Performance Management has taken place, referenced in the CEO Report. The three Principals and MAT team have provided Trust-wide quality control across the process.

U/10/02/20

The Chair confirmed to K Inwood that all three LGBs have now been attended by the CEO and/or Chair at least once and that there would usually be a Trust representative (Chair, CEO, COO or CFO) in attendance depending on the topics for discussion. A new Chair is in place at Raynville with arrangements in hand to fill governor vacancies.

In closing, the CEO noted that the proposed next steps for the Trust Board are: SEF positioning; Data predictions & rapid improvement plans; Marketing next steps; SEND.

Financial reporting

The Trust Board received and approved the Management Accounts which had been scrutinised by F&P Committee. TSC (seven) contracts and Raynville Bramley Cluster SLA, recommended for approval by F&P, were agreed - as detailed on spreadsheet 7.3.

Policies approval

Trustees scrutinised the updated Pay Policy (updated in red – re 2.75% uplift to teachers' pay ranges for 2019-20). Changes were approved unanimously subject to amending '*Appendix two: pay committee*' in conjunction with the Standards Committee Terms of Reference. **ACTION: COO/Clerk.**

Anti-Fraud Policy (recommended from F&P Comm): approved - no significant change.

8. Standing Item – MAT next steps

CEO capacity/wellbeing/'Executive Principal' role (from Matters Arising/23.9.19):

Led by J Nellis, Trustees continued to discuss capacity within current staffing, locality working (MATs growing in hubs of 6 schools), whether current prospects are capacity-givers or capacity-takers, core funding and any potential shared Head arrangements. It was agreed that the next trigger is Carlinghow joining and to re-visit the discussion again.

9. Standing Item - specific MAT Board decisions

Minutes of last meeting 23.09.19 - **approved**

Annual Report and Accounts 2018-19 - **approved**

Pay & Anti-Fraud Policies - **approved**

10. AOB

Local Plan (Greetland/West Vale) - the Clerk advised Trustees that the LA originally planned to hold a six week public consultation in October-November on the increased housing allocation impacting the MAT, but this had been postponed due to the General Election. Consultation on the final changes to the Local Plan is now expected early 2020 (actual dates tbc). The Board agreed that the MAT team should respond appropriately.

School visits - K Inwood expressed his thanks for the recent successful visits.

Ofsted inspection framework (2019) - in response to J Nellis, the Chair/Clerk confirmed that the revised Terms of Reference for Standards Committee (May 2019) already reflected Ofsted's new inspection framework ('intent, implementation and impact'). The CEO illustrated how each school had a bespoke version of the MAT's curriculum offer - linked on Greetland website at **...curriculum/curriculumexperience/introduction** etc. Saleha Hollingsworth supports the CEO with SEND (& Effective Use of TAs) reporting. Trustees asked for a presentation ("curriculum across the MAT") at their next meeting.

11. Future Meetings (6pm / 7pm)

10th February 2020 (Standards / MAT Board). 30th March 2020 (F&P / MAT Board).