

DRAFT MINUTES
THE GREETLAND ACADEMY TRUST
MAT BOARD OF TRUSTEES MEETING

Monday 13th July 2020 by Zoom (12.00 – 13.00)

Present: Mr C Midgley (Chair) Mrs A Bennett (CEO)
Mr J Midgley (F&P Chair) Mr K Inwood (Stds Chair)
Dr A Birt Mr J Fryer
E Flaxman Mr I Jaffar
Mr J Power

In attendance: Clerk, COO, CFO, N Foulkes (PA)

1. Apologies – J Nellis (but attended 11.00-12.00 as an observer at F&P Committee).
2. New Trustees
The Chair welcomed the three new Trustees (Emily Flaxman, Ily Jaffar & James Power) to their first Board meeting – a welcome pack had been circulated 22nd June and the appointment is subject to ratification by Trust Members in December (6 months). The Board now has its full complement of 10 Trustees and the Quorum increases from 3 to 4. Committee attendance (2020-21) was re-visited in light of the skills available, as follows:
Finance & Premises*: Mr J Midgley (Chair), Mr J Fryer, E Flaxman, Mr J Power
Standards*: Mr K Inwood (Chair), Dr A Birt, J Nellis, Mr I Jaffar * + Chair / CEO
3. Declaration of interests – Carlton Midgley (Chair) and John Midgley (Chair of Finance) repeated their family connection with the Principal of Raynville (Andrew Midgley).
4. Opening Remarks
The Chair had suspended face-to-face meetings w.e.f. 19th March (COVID-19), but Trustee approvals had been sought by email 19/3/2020, 28/4/20, 21/5/20 & 24/6/20 and Management Accounts were received by Trustees (virtual) on 5/6/20 & 19/6/20 to meet ESFA requirements. 'Chair's Action' (by email) was noted as follows: FSM & vulnerable families (30/3/20); MAT/academy names (22/5/20); handwash stations (22/5/20); Trustee induction pack (see Item 2.). The Clerk was asked to minute these dates for audit trails.
5. Minutes – Minutes of MAT Board 10th February approved, together with EGMs: 10th February (Carlinghow); 5th June & 19th June (reopening). Clerk to sign on behalf of Chair.
6. Matters Arising
Trustees confirmed their agreement for the proposed Deed of Variation (change of academy names, to align MAT schools) and the written Resolution to Trust Members (change of MAT name to 'GHAT'), but which are still awaiting DfE approval.
The CEO updated Trustees on the move towards standardised websites and comms across the MAT, with Carlinghow and West Vale prioritised initially (at greatest risk re. pupil nos. and reputation). I Jaffar volunteered to provide support and challenge for the Trust's communications strategy, alongside J Pascall and the Five Talents agency.
7. Correspondence – None

PP Carlton Midgley
5th October 2020

8. MAT Reporting

The CEO showcased West Vale's re-engagement strategy, following on from Greetland and Raynville examples shared at the interim 'virtual' meetings (June). This included community engagement / community links following the recent fires.

Comments were invited on the presentation and accompanying CEO Report.

The CEO and COO responded to A Birt (queried how the current Y6 will be assessed) and to K Inwood (who questioned when and how soon will assessment catch up; recognition for home schooling efforts - letter to all parents/carers across the MAT?; what examination is expected next year; the isolation strategy for any CV19 cases).

The CEO acknowledged the efforts of all the MAT schools in staying open and providing learning throughout 'lockdown'; the bespoke offers provided - including remotely via Seesaw; and the %age of children in school. Principals have confidently handled the additional risk considerations due to coronavirus. There may now be a need for socially-distanced visiting from Standards Committee in September - to ensure that the correct balance of learning objectives is struck going forwards, as capacity extends to 100%.

Attention is now focussed on the re-engagement strategy for the new academic year, including a new 'Principles for re-engagement document' (five key expectations agreed with each of the MAT schools, to ensure alignment and enable leadership monitoring: Appendix 1). This is supported with a suite of professional learning offers, research materials, suggested focus areas, video links to training sessions, and analysis tools linking to the 5 current expectations. Leaders have had an update and coaching session. Appendix 2 shares the offers which will frame future School Development Plans.

Carlinghow and West Vale expect an Ofsted visit next Term, which will be an opportunity for the MAT offer and re-engagement during lockdown to be recognised.

The Chair summarised that Trustees should be impressed with the work of teachers and Principals who have carried the burden of lockdown and should have every confidence that the MAT team has in turn been directing schools effectively. The Board confirmed they were fully supportive of the re-opening processes to date and the re-engagement positioning going forwards.

As part of the review of Greetland designations (reported 19/6/20), the Trust's financial and operational schemes of delegation have been re-visited - to now include reference to designation leaders (alongside Principals) and designation boards (alongside LGBs). It was clarified (for KI) that the amendments have been developed with input from Heads of designations and shared across the MAT. The Chair also confirmed that this would better integrate the MAT: starting in September, each designation will provide an offer to all the schools (rather than just its own KPIs).

Trustees agreed the three proposed Schemes of Financial Delegation, underpinned by a bespoke version of NGA's Schemes of Delegation v2 Model 2 (2/7/20).

Policies update and approvals / COO

Following recommendations from F&P Committee, proposed by the Chair of Trustees, **the MAT Board of Trustees agreed to ratify the Risk Registers, accept a revised SCITT tender for £176,252.37 and endorse a change of school day at West Vale. Three policies had also been unanimously approved at F&P (Reserves / Staff Travel / Shared Use Agreement), all Trustees having being present at the earlier meeting.**

Chair of Finance report / CFO

Management Accounts were received to meet ESFA requirements, including 2019-20 EOY current forecasts: the Trust (all entities) forecast is £1,827,074.

Carlinghow (CH) Academy

Carlinghow converted successfully during lockdown. Kirklees MC had been supportive of the transfer process and surplus balances had now been received, which would enable the £60k cashflow loan to be repaid to the MAT. CH is now in a positive position for the 5 months to Aug 20 due to improved T&L. The 2019-20 financial position was approved:

£ 264,130 original budget (5 months; Balance to be c/fwd)

£ 286,433 current forecast (ditto)

The end of year balance will support future years' budgets while CH is on its improvement journey. The Principal is aware of future year positions and the impact of pupil nos.

Approvals

At the recommendation of F&P Committee, the **MAT Board of Trustees approved continuing contracts for Teaching School Council work 2020/21 linked to the CEO** (existing education consultants: Hollins Associates, Indigo Diversity, YMG Education; and NLE/LLE 'System Leaders') within an indicative budget allocation of £218k. Other contract approvals agreed in line with the Scheme of Delegations.

Audit – External assurance ongoing (BHP); report received.

9. Budgets / 3 Year Forecasts (CFO)

Three year budgets had been circulated for each of the 9 different entities, now including Carlinghow Academy. Balanced budgets for 2020-21 (taking into account brought forward reserves) must be submitted to ESFA, as part of three year budget reporting; the MAT remains on track for a 'normal' July submission, as follows:

Trust EOY forecast (all entities) at 31.8.21 is £1,706,721, comprising the following:

£1,827,074 brought forward balance

£8,170,051 Trust total income

£8,290,404 Trust total expenditure

£ -120,353 In-year balance

The in-year deficit reflects a £44.6k surplus but less SCITT premises development £165k

Greetland Academy 2020-2021

£ 490,395 revenue balance c/f (excluding catering)

£ 52,999 capital balance (end of year)

West Vale 2020-2021

£ 136,000 revenue balance

£ 38,873 capital balance

Raynville Primary 2020-2021

£ 181,027 revenue balance

£ 33,001 capital balance

Raynville will be in a strong enough financial position to repay the £30k loan in 2020-21

Carlinghow Academy 2020-2021

£ 167,961 revenue balance

£ 9,308 capital balance

AP CARLINGTON MIDGLEY
5th OCTOBER 2020

MAT (central) budget: 2020-2021 balance carried forward £226,437

SCITT: 2020-2021 balance carried forward £134,587

TSA: 2020-2021 balance carried forward £119,331

Research School: 2020-2021 balance carried forward £48,887

English Hub (EH): 2020-2021 balance carried forward £180,859

Following a proposal from the Chair, the MAT Board of Trustees unanimously approved the 2020-2021 Budgets and 3 year forecasts, as recommended by F&P.

10. Arrangements for the appointment of Chair and Vice Chair, 2020-2021

The Clerk reminded Trustees of the Mem & Arts: *“Trustees shall each school year elect a chairman and a vice-chairman from among their number. A Trustee who is employed by the Academy Trust shall not be eligible for election”*. **Trustees agreed to continue the procedure of self-nomination for both posts, to the Clerk by Thursday 10th September** (and then by secret ballot, if required).

11. AOB – Local Plan response, as per F&P Committee

12. Future Meetings

2020-21 calendar of dates to be circulated; next meeting 5th October at 11.00 Standards Committee/MAT Board: to continue with Zoom (possibly with a printed pack of papers) but to re-evaluate on a meeting-by-meeting basis. N.B. The MAT is continuing to look for its own distinct premises, but with a ‘Teaching & Learning’ identity.

Ending the meeting, it was confirmed MAT schools are closing over the summer. A Birt expressed her appreciation and gratitude to the entire workforce for their hard work since March and wished them a period of rest and relaxation.