

**Minutes from The Heath Family Multi Academy Trust Board Meeting held on
Thursday 5th June 2014**

Present: Peter Cook (Chair), Jane Ainsworth, Nigel Peet, Paula Cain, Heather Mullaney, Stephen Dewhurst

In Attendance: Jamie Jardine, Nicola McNamee, Jason Fraser, John O’Sullivan, Patricia Roberts (Clerk)

Apologies received from Alicia Parry.

1. **Welcome** – Peter Cook welcomed everyone to the meeting.

2. **Data Dashboard Presentations**

The Heath School

Nicola McNamee reported on and explained the data that had been sent out to the Board prior to the meeting. She asked the Board if the information that had been sent out was “too wieldy”. Following discussion Peter confirmed that although the Board needed to have sight of all the data that had been sent out, it would also be good to have a summary of the known key concerns and what interventions are being put in place by the school to address them, ie risk and mitigation.

Peter thanked Nicola for her presentation. Nicola left the room at 9.20 am as she was due to teach.

Sir William Stanier

Jason Fraser reported on and explained the data that had been sent out to the Board prior to the meeting.

Jason reported that he had some concerns in relation to the Gender Gap not closing as quick as the Pupil Premium Gap. Peter asked what interventions had been put in place to address these concerns. Jason listed the following:

- 5 assessments per year
- SLT member now focuses on Pupil Premium students
- Curriculum interventions
- Additional English/Maths for Level 4 students
- After School Sessions/Saturday School – funded by Pupil Premium monies
- One-to-One sessions
- Intense targeting

Nigel said that he felt that the progress that the students are making is the most important, and that they are showing good steady progress.

Heather spoke about the importance of the secondment of the SLT member to look at Pupil Premium. She explained that the Reading Ages of the Year 7 intake needed to be looked at when they arrived, as once they were in Year 11 it is too late. She also spoke about the sharing of good practice between the schools.

Nigel said that he didn’t want to take anything away from Sir William Stanier in what they have done with Year 11. Heather agreed and stated that they were a credit to the school.

Peter thanked Jason for his presentation.

Jamie and Jason left the room at 9.30 am. John O’Sullivan from CD & P media entered the room to present the website update.

3. **Website Update**

Peter explained the purpose of asking John from CD & P Media to attend the meeting and explained the background thinking in relation to the website for the MAT.

John presented the website to the Board and explained that:

Need to consider it as it may be in 5 years time

Need to keep it simple

Need to bear in mind that the MAT may have other members in future

Need to keep brand consistent

Need to increase the use of Facebook/Twitter

Need to work with The Heath School in relation to video book, Mersey Gateway etc

Need to consider that these sites may have moving pictures/video

Paula asked who the main target audience was. John/Heather said that it could be anybody from The Heath Family Multi Academy Trust, new parents/students, and potentially other sponsored schools.

Legal requirements also need to be considered. Board Members need to be listed, Finance Statement needs to be published etc.

Peter explained that there had been debate at the last meeting regarding the logo, and that consensus was that The Heath School logo should not be used as the Multi Academy Trust logo. This item will be discussed within item 4 (Heath Family Branding). Once the branding has been agreed, the logo will be used on the MAT website.

Heather stated that she liked the simplicity of the website and the fact that each of the schools are represented equally. The Board agreed.

The next stage is for John to finalise the content/logos etc. Once this has been completed John will come back with an updated electronic version that the Board can peruse further.

Peter thanked John for attending.

John left the room at 9.45 am.

4. **Heath Family Branding**

The Board looked at the logo options that had been sent to them and following discussion Option 2 was agreed.

5. **To receive and ratify the minutes from the MAT Board meeting held on 6th March 2014**

The minutes were accepted and agreed by all present.

Matters Arising – Mileage – Consultation re Travel

Heather spoke about this item. She explained that following a meeting with Peter it had been agreed that the MAT should adopt the same essential users mileage rate as SOG, HM Revenue & Customs etc, which is 45p per mile. Following discussion it was agreed.

ACTION: All schools to be advised of the new Essential Users Mileage rate (45p per mile)

6. To receive: The Heath SIP Report & Full Governing Body Minutes

Jane Ainsworth reported:

The 2014 Summer Term SIP Report is due out the week after next. Next academic year meetings will be aligned so that up to date SIP reports are sent out to MAT Board members whilst they are still current.

Governors secure website has been set up, whereby Governors can share information, and will help to improve communication with parents.

The Heath did not agree with some of the things that had been included in the Summer SIP report, but things have moved on.

Peter spoke about the recent SIP visit and Ofsted Health Check that had been conducted. Peter reported that it highlighted a couple of issues that Ofsted would have picked up on, but they hadn't been picked up by the SIP in his report. Following on from this it had been agreed that the SIP would be changed next year, someone who has got more up-to-date knowledge on the requirements of what Ofsted will be looking at. Sir William Stanier will also move to the new SIP as well.

7. To receive: Sir William Stanier SIP Report & Full Governing Body Minutes

Nigel Peet reported:

Trajectory is still high, and data has improved again within the last month. It looks like Sir William Stanier should achieve 2 2's in Teaching & Learning, although the SIP report is not showing this. Discussion then moved on to looking at student progress over time; this will be highlighted by looking at each Year's data via the Data Dashboards. This will be the focus until Spring, whereby there will be enough data to ensure it is rated as a 2.

Nigel reported that there was disappointment in conclusions that had been reached at the end of the report.

When Clive Hurren takes on the role of SIP in September he will be asked to use the same format for the SIP reports.

8. Update on Bridgewater Park

Heather Mullaney reported:

There are 3 staffing issues that are ongoing; the hope is that they will be resolved soon

Achievement is going really well (see SIP report from Pam Davenport dated 19th May 2014).

Two boys came to The Park with really inflated targets, and therefore they will not achieve their targets this year

Heather and Alicia were involved in invigilating the SATs

The SIP will visit once every 6 weeks

9. Finance Update

Steve Dewhurst reported:

The timing of the meetings are causing a problem in relation to reporting up to date figures to the Board. Steve explained that if the meetings are early in the month, then it is near on impossible to distribute up to date figures to the Board before the meeting. Following discussion it was agreed that this would be considered when setting the meeting schedule for 2014-2015.

The Heath: Surplus currently showing as £150K
 Projecting £87K by end of the year

Sir William Stanier: Surplus currently showing as £158K
 Projecting £223K by end of the year

These figures may change as departments spend the rest of their capitation budgets.

Sir William Stanier have received a payment from Cheshire East, which has come in £100K more than what Brian had been expecting.

There are still some movements (both in and out) to be completed in relation to the MAT, but currently the underspend is showing as £146,213. Peter asked what the income figures were made up from. Steve explained that it was the "top slicing" figure from each of the school (likewise the same figures should be showing as expenditure on each of the school reports).

Discussion then moved on to the 3 year budget that Steve had distributed to Board members. Steve spoke about Sir William Stanier. He explained that a series of meetings had taken place with Brian and that big changes had been made to the budget, this had resulted in the balanced budget (without the need for redundancy of teaching staff). Steve reported that they had had to proceed with a lot of caution, as there were a lot of pots of money that were being spent on the wrong foci. Steve reported that the picture emphasises Point 8 on the risk register. Steve also explained that the amendments that have been made/agreed have not been included in these figures as of yet.

Peter voiced concern regarding the figures that were being reported for Sir William Stanier. Steve explained that if no change had taken place then the deficit would stay, but once the new budget is ratified on 19th June, the figures can be amended.

Heather reported that Sir William Stanier had requested that she attend the Finance meeting. Heather reported that the school had 3 caretakers, one will be retiring and will not be replaced.

Peter requested that the Board be updated on the 3 year forecast figures as soon as the figures are available.

ACTION: Steve Dewhurst to bring the amended budget figures for Sir William Stanier to the Board once they have been ratified/updated.

Steve reported that the MAT Accountant (Karen Boyle) has now taken up her position and is doing a very good job at bringing the financial procedures together. Steve reported that she is a great asset.

The School Business Manager at Sir William Stanier has now been appointed (Judith McConville). 4/5ths of her salary is funded by Sir William Stanier, 1/5th is funded by the MAT. The aim is that over time she will take on a more overarching role over both schools.

Lesley Davies is currently providing financial services for Bridgewater Park. This will be carrying on via an SLA with Weston Primary School.

Moving on temporary accommodation. Steve explained that the original plan had been to use the existing planning consent and early work planning. Halton were in agreement that this could be done as they said that it was a non-material amendment. This week the EFA have contacted the school to say that they are seeking advice from their solicitors regarding using the early works consent, as they felt that this could affect the outcome of the enquiry. Steve has met with Tim Gibbs this morning and he has said that they can justify using the site at the far end, as this belongs to The Heath. Discussion followed regarding issues/risks that could arise during the site works, ie car parking, health & safety of people using the site etc.

Positivity – DFE have given us furniture from Castle View House. Approximately £120K worth of furniture. Most of the furniture will be used for the Sixth Form, but Bridgewater Park have also benefited (the Headteacher's office desk) and The Heath Foyer furniture has also been replaced.

100+ students have shown interest in joining the Sixth Form in September.

Timetable is currently being developed.

13. Risk and Mitigation Draft

Peter Cook reported:

Peter and Heather have met with David Donnelly from Artelia and he has come back with the draft that has been emailed out to Board members. Discussion followed.

Nigel asked about hosted services, as this is not mentioned in the draft.

It was also suggested that an extra column could be added, so that anything that has been completed can be reported back.

14. Performance Management of Executive Principal

Peter Cook has met with Maureen Haddock in relation to the Performance Management of our Executive Principal. Peter has also been in contact with the NGA.

Peter reported that he felt that Maureen was somebody he could work with in relation to this, as she has vast experience/knowledge in the field of Multi Academy Trust management, and also stated that she would be an asset during this process of external assessment.

Peter explained what would happen next, ie targets will be set, and then shared with the Multi Academy Trust Board members. Mid-term reviews will also take place during the year.

Discussion followed.

RESOLUTION: Board accepted proposal for Performance Management of Executive Principal

Peter also reported that he had asked Mark Sykes from BDO to complete a survey in relation to salaries paid to Executive Principals of Multi Academy Trusts in different areas. The survey listed 47 schools, with full details and salary information. Peter stated that he believed once you started to analyse the information, a pattern would emerge. The next step in this process is to meet with Maureen and to come up with a salary range that matches the role of our Executive Principal.

Steve asked how much BDO had charged for the services of Mark Sykes. Peter said that it was free of charge.

Peter also suggested that it may be a good idea to ask Maureen if she would work with the Multi Academy Trust, to Performance Management the MAT as a whole, as nothing is in place at the moment. All Board

members agreed that this was a good idea; they also thought that it would be a unique selling point for our MAT as it is an interesting/pioneering concept.

15. **Finance Irregularity Update**

This item was deferred to the end of PART II.

16. **2015 Meeting Schedule**

Following discussion the following meeting dates were agreed:

Additional meeting dates:

- | | |
|---------------------------------|---|
| 17 th July 2014 | 1 item agenda – Principals/Head of School of all the schools within the Multi Academy Trust to be invited to present their individual school's SEF |
| 11 th September 2014 | 1 item agenda – Principals/Head of School of all the schools with the Multi Academy trust to be invited to present their individual school's exam results |

Calendared meeting dates:

It was agreed that the Board will meet again once a term as per this year, taking into account the time needed to produce up to date budget figures. The Board asked Trish to look at the calendar and email dates out to all Board members once they were agreed.

ACTION: Calendared meeting dates to be agreed and sent out to all Board members

17. **AoB**

- a. Multi Academy Trust Policies – Heather reported that a suite of Multi Academy Trust policies are in the process of being agreed. Once they have been checked copies will be sent out to all Board members.
- b. DFE Survey - What a High Performing Academy Looks Like – Heather reported that it was useful to have this summary, as it was interesting reading and gave a good flavour in what the DFE are looking for.

ACTION: Copy of survey to be sent out to Board members.

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PART II

1. Heather reported that Wayne Trafford, Principal of Sir William Stanier, will be retiring at Christmas due to health reasons. Wayne has handed in his letter of resignation, and Nigel has reluctantly accepted it, but it is not common knowledge within the Academy at the moment. Governors have been made aware as discussions needed to take place in relation to where to go from here.

The suggestion is that Jason (Vice Principal) is appointed as Interim Principal for the period of 1st January until 31st August 2015. Heather feels that with support Jason will grow into the role, and the Governors have agreed that this mentoring needs to take place. Heather has also suggested that part of the agreement is that Jason takes on NPQH.

Trish was then asked to leave the room so that item 15 (Finance Irregularity Update) could be discussed.