

**The Heath Family (NW) Multi Academy Trust
Minutes of the MAT Board meeting held on
Thursday, 11th June 2015 at 9.00 am**

Present: Peter Cook, Paula Cain, Alicia Parry, Jane Ainsworth, Rob Pritchard, Stephen Dewhurst, Kris Billington, Heather Mullaney		Apologies: Wendy Heap, David Cooper		Non attenders:	
					Clerk: Trish Roberts
Items	Discussion	Action	Who	When	Notes
1. Introductions and welcome	Peter Cook welcomed everyone to the meeting.				
2. To receive/ratify: Minutes from the MAT Board meeting held on 12 th March 2015	Following discussion the minutes were accepted as a true record.				
3. To review: Matters arising not included on the Agenda (to include RPA and MAT INSET Day)	<p>RPA (Risk Protection Arrangement) Item 14 – Stephen Dewhurst reported:</p> <p>Further investigation has now taken place and it is proposed that The Heath and Bridgewater Park move to this arrangement as of September.</p> <p><i>Q. What about Sir William Stanier?</i> <i>A. Following discussion with Judith McConville it is felt that this is not suitable for SWS, further talks will take place tomorrow.</i></p> <p><i>Q. Will this be taken to Governors?</i> <i>A. Yes, but if they decide not to move, the school will need to fund the difference in cost.</i></p>				

<p>To review:</p> <p>Matters arising not included on the Agenda (to include RPA and MAT INSET Day) cont'd</p>	<p>MAT INSET Day Item 16 – Heather Mullaney reported:</p> <p>The joint MAT INSET Day will now take place on 2nd September 2015. The key note speakers will be Professor Ruth Lupton and James Nottingham.</p> <p>The day will be held at The Heath. Coaches will be laid on to transport staff from Sir William Stanier and Litherland to the event.</p> <p>The staff will work in subject clusters during the afternoon, giving them a chance to meet up and share good practice etc.</p> <p>Steve also reported that the Finance teams across the Trust will be brought together on this day as well.</p> <p>The Heath School – Building Update</p> <p>Heather Mullaney updated the Board on recent developments and the reasons behind them. A meeting has been arranged by Katrina Hall from the EFA, whereby the HSE can table their concerns and all parties involved can work together to reach agreement.</p> <p>Future MAT Staffing</p> <p>Heather Mullaney reported that discussions have taken place and agreement reached regarding appointing a part-time Safeguarding Officer for the Trust (1 day per week). The role will be to look at Safeguarding procedures across the Trust, including arranging training, ensuring policy is up to date, and all schools are operating at the same level. Elisabeth Rowlands is the Safeguarding Lead at The Heath School and assisted in producing the MAT Safeguarding policy. Following discussion with Liz and Jamie it has been agreed that Liz will take on this role as of 1st September 2015.</p>				
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<p>To review:</p> <p>Matters arising not included on the Agenda (to include RPA and MAT INSET Day) cont'd</p>	<p>Policies & Protocols</p> <p>There has been some confusion across the schools regarding policies and protocols. Heather reported that a suite of MAT policies has been produced. The unions had been sent copies via email, and there had been a number of concerns/queries raised. Since then a working group made up from members of the JCNC group, have met and the issues raised have been discussed. Some amendments have been agreed. Heather would like the policies to be checked by Luke Green at Hill Dickinson, just in case anything has changed since we have had them. Once the amendments have been made and the policies have been agreed by Hill Dickinson a full set of policies will be sent out to Board members, JCNC Group & Principals.</p> <p>Heather also said that a full list of policies will be compiled, highlighting which are MAT policies and which ones the schools need to produce.</p>	<p>Full set of MAT policies to be sent out as soon as amendments have been made.</p> <p>A full list of policies/protocols to be produced and sent out to Board members/Principals.</p>	<p>Trish Roberts</p> <p>Heather Mullaney / Trish Roberts</p>	<p>ASAP</p> <p>ASAP</p>	
<p>4. To receive:</p> <p>The Heath School SIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board:</p> <p>SIP Report – 10.02.15</p> <p>FGB Minutes – 26.03.15</p> <p>Finance Minutes – 05.02.15</p>	<p>Jane Ainsworth reported:</p> <p>Key Issues that were discussed:</p> <p>New Budget Setting meeting has been arranged. Details will be brought to the next MAT Board meeting.</p> <p><i>Q: Within the SIP Report dated 10.02.15 under the Quality of Teaching section, it states that “observers saw several lessons that required improvement and two where inadequate progress was made”.</i></p> <p><i>A: This issue has been picked up by the Principal and by Governors, but also if the observer had been in the lesson longer, the outcome would have been better.</i></p> <p><i>Q: How long does an Ofsted Inspector observe a lesson?</i></p>				

<p>To receive:</p> <p>The Heath School SIP Report & Full Governing Body Minutes (plus any actions) cont'd</p>	<p><i>A: 25 minutes or more. They also take into account book scrutiny and drill down into data. When all 3 are looked at in conjunction, it can bring the outcome up to outstanding.</i></p> <p><i>Q: Has there been improvement since this report?</i></p> <p><i>A: Yes there have been considerable changes from February up until now. Governors have also met with Jamie Jardine and Steve Byrne. Alicia Parry also stated that she understands the concerns when looking at this snapshot, but she also knows the school's ethos of always striving to improve. Following the Principal's remarks to questioning from the Governors she feels confident that the school is not going backwards. Clive Hurren (AIP) will also be coming back in July.</i></p>				
<p>5. To receive:</p> <p>Sir William Stanier Community School SIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board:</p> <p>FGB Minutes – 09.02.15</p> <p>Strand 1 Achievement & Progress Minutes – 03.02.15</p> <p>Strand 2 – Teaching & Learning Minutes – 13.01.15</p> <p>Strand 3 – Behaviour, Safety & Inclusion Minutes – 20.01.15 & 03.03.15</p>	<p>The Board also received a written update from David Cooper (copy attached).</p> <p>Heather Mullaney reported:</p> <p>Key Issues that were discussed:</p> <p>Rebranding/Relaunch</p> <p>Heather has been working with Jason Fraser in relation to rebranding. Heather and Peter Cook will be attending the re-launch on 1st September. The Schools Regional Commissioner has also been invited to the event.</p> <p>Update following issues raised by unions/staff regarding leadership styles</p> <p>Heather has spent time with Wayne Trafford initially and then Jason to look at how to improve this area. One of Jason's PM targets is to create a more positive ethos. A Health & Safety committee has also been set up.</p> <p>Heather reported that since this work has been carried out, amazingly positive emails have been received from the unions. Jason has also sent letters out re building on the success of SWS.</p>				

<p>Strand 4 – Leadership & Management Minutes – 27.01.15 & 31.03.15 To receive:</p> <p>Sir William Stanier Community School SIP Report & Full Governing Body Minutes (plus any actions) cont'd</p>	<p>SLT Restructuring</p> <p>The new SLT structure has been agreed by the Governing Body and 2 Vice Principals posts were advertised. The applicants were interviewed and short listed, but unfortunately nobody was taken through to the 2nd day. Jason has been in contact with a senior leader at another school who had recently been through the same process to appoint a Vice Principal at their school. They had taken through two strong candidates to the second day, but only had one position to fill. The contact forwarded the unsuccessful candidate's details to Jason, and he invited them to apply for the position at SWS. The candidate attended for interview and has been appointed, and will take up the role as of 1st September 2015.</p>				
<p>6. To receive:</p> <p>Bridgewater Park Primary School SIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board:</p> <p>FGB Minutes – 16.03.15</p>	<p>Paul Holloway reported:</p> <p>Key Issues that were discussed:</p> <p>Move to Local Governance has now taken place. Wendy Heap has been appointed as the new Chair of Governors and will now be invited to MAT Board meetings to report on behalf of BWP. Alicia Parry and Margaret Cassin have taken on the role of co-Vice Chair of Governors, and Abi Bye has agreed to take on the role of Clerk to Governors. A handover meeting took place on 8th June 2015.</p> <p>The budget has not yet been ratified due to issues regarding queries relating to insurance costs. Stephen Dewhurst to meet with Lesley Davies.</p> <p>Attendance percentage figures have been brought down this term due to a number of cases of chicken pox and stomach bugs.</p>				

<p>7. To receive:</p> <p>Litherland High School SIP Report & Full Governing Body Minutes (plus any actions).</p> <p>SIP Report – 27.03.15</p>	<p>Rob Pritchard reported:</p> <p>Key Issues that were discussed:</p> <p>The Full Governing Body have had their first meeting since the conversion took place. The Vice Chair has left but has said that he will still be around to support if needed. Parent Reps have also been appointed, but there are still a couple of seats to be filled. A skills audit has been completed and the Governors are looking for someone with HR experience. The Governing Body has a strong skill set within their ranks, ie 4 current Headteachers/Principals and 1 retired Headteacher; Heather Mullaney is therefore looking at whether she is still needed within the group and if not, may look at standing down in the near future.</p> <p>The Regional Schools Commissioner, Paul Smith, will be visiting LHS on 16th June 2015, to observe progress since academisation took place.</p> <p><i>Q: How did the team get on with Clive Hurren (AIP)?</i> <i>A: Very well. They have taken on board anything that has been said and the staff, as a whole, have engaged with the challenges ahead. It has helped in way that Clive was part of the Ofsted team who put LHS into Special Measures, and was also part of the support package put into place before conversion. Clive has a full understanding of where the school started from and where it is moving to.</i></p>				
<p>8. Finance Update</p>	<p>The Board received the following financial reports:</p> <p>YTD – May 2015 – Consolidated MAT Income/Expenditure to May 2015 Heath Income/Expenditure to May 2015 SWS Income/Expenditure to May 2015 Bridgewater Park Income/Expenditure to May 2015 Litherland Income/Expenditure to May 2015</p>				

<p>Finance Update Cont'd</p>	<p>Stephen Dewhurst reported:</p> <p>Key Issues that were discussed:</p> <p>THS – currently showing a c/f of £393,346</p> <p>SWS – Steve was concerned when he saw the figures and asked questions regarding the overspend shown (-£197,000). It has now been confirmed that there are some items that need to be capitalised and therefore the actual figure is £125,000. Steve has asked the Business Manager for assurances that the figures will come in line by the end of the year, and these assurances have been given.</p> <p><i>Q: Catering Food & Drink figures show actual as £117,143, but there is no spend next to Catering FSM. Is this correct?</i></p> <p><i>A: This will need to be investigated further.</i></p> <p>BWP – budget remains extremely tight.</p> <p>MAT – Actual underspend is £137,000</p> <p>LHS – Currently in a better position than previously thought. Most things are on track. Rob Rogers is looking to take up some of the buildings by the school. This will give the school an area to support/deal with more challenging students. There is a sponsor grant of £80,000. Also by moving some of the support costs across to the conversion grant it has released some further funding to LHS.</p> <p>Consolidation – the outturn is better than expected.</p> <p><i>Q: Is there some elements of the underspend that need to go back to the EFA?</i></p> <p><i>A: If there are any conversion monies not spent, these will need to be repaid, otherwise the EFA see that any</i></p>	<p>Catering Food & Drink / Catering FSM figures to be investigated further and details emailed to the Board.</p>	<p>Stephen Dewhurst</p>	<p>ASAP</p>	
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<p>Finance Update Cont'd</p>	<p><i>monies not spent by the schools are consolidated and the total is the underspend for the MAT. This is why the individual schools need to have clear plans for what their own school's underspends are 'ear-marked' for.</i></p> <p>We have also been looking universally across Multi Academy Trusts, and we currently have the lowest top slice (3%). We would like to discuss within this meeting whether we should move to 3.5% which brings it in line to school forum monies. This would allow the MAT to build up a contingency pot which the schools could then draw down on if something unplanned occurred. As budgets for 2015-16 have already been set, we would look at this increase to come into effect as of 2016-17.</p> <p>Following discussion the Board members agreed to this idea in principle. Peter Cook asked the Chairs of Governors to go back to their schools to discuss this further.</p> <p><i>Q: Would schools receive a statement from the MAT stating what the increase will be used for?</i> <i>A: The statement has already been encompassed in the Business Plan. We have reported that within the plan there will be an increase in services to schools. We can't keep increasing core team services without there being a financial cost.</i></p>				
<p>9. Risk Register Review</p>	<p>Heather Mullaney, Stephen Dewhurst & Karen Boyle will meet to review and bring the Risk Register up to date.</p> <p>The updated document will be brought to the Board in September.</p>	<p>Risk Register to be reviewed and updated.</p>	<p>Heather Mullaney Stephen Dewhurst & Karen Boyle</p>	<p>September 2015</p>	
<p>10. Policies Review</p>	<p>This item was discussed under Item 3 - Matters Arising.</p>				

<p>11. Review of AIP's Performance and Programme</p>	<p>Heather Mullaney reported that paperwork has been sent out to AIP's so that they can feedback on what school improvement / support / challenges that they have evidenced/met during this year. Governors/Principals have also received a similar form so that they can also feedback on their thoughts of how the AIP's have impacted on their individual schools. The forms have a deadline for return by the end of term.</p> <p>Heather also reported that she has observed the AIPs and will also report on what she has seen.</p>				
<p>12. Chair's Action re future size of The Heath School</p>	<p>Heather informed the Board that a meeting has taken place to discuss decreasing future student numbers from 1650 to 1250 at The Heath School. Heather also outlined the reason for this meeting taking place and why it was so urgent.</p> <p>Jane Ainsworth agreed to the new student numbers through a Chair's Action.</p>				
<p>13. Update re Auditing Arrangements for 2015</p>	<p>Stephen Dewhurst reported:</p> <p>BDO have resigned their position as external auditors, as the company have decided that they no longer want to be involved with auditing academies.</p> <p>The process of appointing new auditors has begun. Invitations to tender have been sent out to 4 companies. The companies have been asked to indicate if they wish to tender by next Wednesday. The details that have been sent out are mindful to include future growth plans. Steve informed the group that Kris Billington had been a real asset in the process of choosing the 4 companies. Steve also asked Kris and Peter Cook if they would be willing to sit in on the presentations. Both agreed.</p> <p>The appointment of the new external auditors will be made during the last week of term.</p>	<p>Stephen Dewhurst to contact Peter Cook & Kris Billington regarding dates for presentations.</p>	<p>Stephen Dewhurst</p>	<p>ASAP</p>	

<p>14. MAT Future Expansion</p>	<p>Secondary Expansion</p> <p>Knowsley Park approached Heather Mullaney 18 months ago as they were researching becoming part of a Multi Academy Trust. Since then a local school to them closed and 90 students were moved onto their roll. This did not have a good impact of their figures. Ofsted rated Teaching & Learning as RI in February 2015. Following this the DFE investigated Knowsley Park joining another MAT due to The Heath already having Litherland. This conversion did not come to fruition.</p> <p>Heather was asked to talk to the Judi Walker, Headteacher of Knowsley Park, and last week Heather and Jamie Jardine met with the SLT and Chair of Governors. The trajectory of the school is to improve. They have got a £190,000 underspend, but their roll is falling. They are approximately half way between The Heath and Litherland and therefore context wise would be a good link.</p> <p>Heather has spoken to the School's Regional Commissioner to ask about Knowsley Park becoming a part of The Heath Family and he has recommended this move. Knowsley Park is looking to come on board by 01.01.16.</p> <p>Heather reported that Knowsley Park has huge competition with Huyton Sports College, and therefore the first thing to look at would be to rename the school, and rebrand. Heather also stated that Judi knows the school inside out, and that she also feels that Leadership and Governance is strong and therefore would not look at changing the SLT or Governing Body.</p> <p>Another meeting is set for 16.06.15, and the next step is for Judi to visit the other schools within the MAT. The key issues to look at are to develop leadership further, develop the culture of 'growing your own' and strengthen the Humanities department. This will involve</p>				
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<p>MAT Future Expansion Cont'd</p>	<p>drawing upon strengths across the MAT.</p> <p>Heather also reported that there may well be issues with the LA. We have been asked to sponsor another school within this LA in the past, only to put a lot a time/support in, to be sent a note that we are no longer required as they had found another solution.</p> <p>Primary Expansion Potentially there is a primary school in Crewe looking to become a sponsored academy, supported by SWS. If this happens they are looking to come on board during Spring term 2016.</p>				
<p>15. Items not included on Agenda</p>	<p>Draft Strategic Business Plan</p> <p>A draft copy of the Strategic Business Plan has been emailed out to Board members.</p> <p>Heather explained that she has worked with David Donnelly and Kris Billington to produce this plan. The plan is to provide longevity and assist with future planning for the MAT. It has brought together both sides; education and business acumen.</p> <p>The plan is to keep the core team small (see page 18 of the plan). This therefore enables the MAT to pass on as much budget as possible to the schools.</p> <p><i>Q: Will be receive a copy of the plan with financial information before we agree the document?</i> <i>A: Yes, Steve and Heather will meet to look at moving the document forward. Financial information with be inserted and an amended version will be forwarded to Board members.</i></p> <p>Peter Cook stated that he thought the document was brilliant and wished to thank everyone who had worked on it.</p>	<p>Financial information to be inserted into Draft Strategic Business Plan</p>	<p>Heather Mullaney & Stephen Dewhurst</p>	<p>By 16.07.15</p>	

<p>Items not included on Agenda Cont'd</p>	<p>Discussion moved onto personnel already working within MAT schools who would be more than capable of moving into some of the core team positions. Discussions have already begun with the schools that are affected.</p> <p><i>Q: Will the document be given to Principals for their opinions?</i></p> <p><i>A: The document is intended to be owned by the MAT. Basic principles have been discussed with the Principals at all schools, but would look to sending them a complete copy once it is ratified.</i></p> <p>Discussion ensued, and it was then agreed that Chairs of Governors could confidentially share the document with their school's Principal. Their views could then be fed back via their Chair of Governors.</p> <p>Heather asked if Board members could send back any comments/track changes to Trish via email by 30.06.15. Heather would like to look at formally adopting the document at the next meeting.</p>	<p>Comments/Track Changes to the Draft Strategic Business Plan to be emailed to Trish.</p>	<p>All Board Members</p>	<p>By 30.06.15</p>	
<p>16. Date of Next Meeting</p>	<p>The date of next meeting of the MAT Board is Thursday 16th July 2015, 9-11 am at The Heath School</p> <p>The Principals are to be invited to present on the successes of 2014-15 and priorities for 2015-16. Each presentation to last 15 minutes.</p> <p>Agenda Item – Budget 2015-16</p>	<p>Principals to be invited to next Board meeting – 16.07.15</p>	<p>Trish Roberts</p>	<p>ASAP</p>	

Meeting closed at 11.00 am