

**The Heath Family (NW) Multi Academy Trust
Minutes of the MAT Board meeting held on
Thursday, 12th November 2015 at 9.00 am**

<u>Present:</u> Peter Cook, David Cooper, Stephen Dewhurst, Heather Mullaney, Kris Billington, Jane Ainsworth, Rob Pritchard		<u>Apologies:</u> Paula Cain, Wendy Heap, Alicia Parry		<u>Non attenders:</u>	
					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 11th June 2015 16th July 2015 10th September 2015	Following discussion the minutes were accepted as a true record. Levels of Documentation for MAT Board Meetings – this item was discussed by the Board and it was agreed that the MAT Board have a statutory obligation to have sight of Full Governing Body minutes from each of the schools, plus any Finance Committee (or similar) minutes. However the large quantity of all documentation issued immediately before a Board Meeting is of particular concern and will get worse as the MAT increases in size. Mechanisms for focussing the Board onto key issues requiring their attention are required to be identified.	Investigate ways in which information presented to the Board may be more easily critically assessed by them.	Heather Mullaney	ASAP	
3. To review: Matters arising not included on the Agenda (to include Policies, Risk Register)	Matters Arising from minutes: 11.06.15 - Item 8 - Catering FSM Figures – Stephen Dewhurst reported that he had experienced some difficulties with obtaining the figures, as the person responsible at the LA has recently retired. Stephen will take up the issue with the newly appointed catering manager.	Catering FSM figures to be chased up with the newly appointed catering manager at HBC.	Stephen Dewhurst	ASAP	

	<p>16.07.15 – Item 6 – Joint MAT INSET Day – 2nd Sep 2015 – Heather Mullaney reported that the general consensus from those who attended was that the INSET day was a great success. Ruth Lupton and James Nottingham were the speakers for the morning session. The AIP’s will now interrogate lessons to see the impact of this work, including observing how it translates into EYFS. The secondary staff stayed on into the afternoon, whereby they were split into Departmental cluster groups, an opportunity to meet up in an informal setting, giving staff chance to share ideas/good practice. Further cross-academy department meetings will be set up throughout the year. Good cross-fertilisation of staff across the Trust is now evident, for example BWP staff are currently attending Teaching & Learning training at SWS.</p> <p>Policies The following policies were accepted by the Board:</p> <p>Anti-Corruption/Bribery Policy Anti-Harassment/Bullying Policy Disciplinary Policy Dress Code Policy Grievance Policy Sickness Absence Policy Safeguarding & Child Protection Policy Supporting Pupils at School with Medical Conditions</p> <p>Safeguarding & Child Protection Policy – Heather Mullaney reported that the MAT now employs a Safeguarding Lead, (Mrs Elisabeth Rowlands - Assistant Principal – THS) for 1 day a week. Her role is ensure that the MAT is kept up to date with current legislation. Mrs Rowlands has updated the policy in line with Government policy reforms re radicalisation and FGM</p>	<p>Agreed policies to be forwarded to all schools within the MAT</p>	<p>Trish Roberts</p>	<p>ASAP</p>	
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	<p>(changes are shown in red). Heather explained that this policy is statutory and therefore it could not be changed by the MAT.</p> <p>Discussion then moved onto the MAT Values & Aims document. It was agreed by everyone present that the following wording needed to be added:</p> <p>Our Values: add “we consider the welfare of students to be paramount”.</p> <p>Our Aims: add “our students feel safe and secure”</p> <p>add “our staff will be committed to safeguarding and promoting the welfare of all students”</p> <p>Supporting Pupils at Schools with Medical Conditions - Stephen Dewhurst reported that THS and BWP are operating with the Halton Borough Council policy that has been sent out to Board members. Stephen would like the Board to look at adopting this policy across the MAT. Stephen said that although he would like to adopt the policy he needed to double check the details in relation to insurance (ie RPA and the administration of medicines). The Board agreed to adopt the policy as long as these investigations did not throw up any issues/problems.</p> <p>“Family Friendly” Policies – there are a new suite of policies on their way which cover the new statutory practices announced in August relating to flexible working/shared parental leave etc. The policies were discussed in principle at the last JCNC group meeting, but</p>	<p>Values & Aims document to be amended and sent out to all schools within the MAT</p> <p>Further investigation to be completed regarding details in relation to insurance implications (RPA and the administration of medicines).</p>	<p>Trish Roberts</p> <p>Stephen Dewhurst</p>	<p>ASAP</p> <p>ASAP</p>	
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	<p>there were no figures relating to pay, as this has not been determined as of yet. Currently only universities and the health sector have included these figures, but it is still unclear as to what the appropriate value is.</p> <p>Q: Is there a statutory minimum? A: Yes, but we don't want to set a figure that may be detrimental to the MAT.</p> <p>Q: Where do you think it will end up? A: It will be in keeping with all other pay decisions, but most probably it will be set at the statutory level.</p> <p>Draft policies to be emailed to MAT Board with figures blocked out.</p> <p>Q: What will happen if a case comes up before these figures/policy have been agreed? A: If an issue arises the Board will have to meet again to discuss the case in question.</p> <p>Risk Register</p> <p>The Board received the updated Risk Register. It was agreed that future updates will show what the original rating was in brackets, so that the Board can see what movement has taken place. A narrative may also be included to explain why the rating has moved.</p> <p>Discussion moved onto the issue of the Trust not currently having adequate reserves. The top slice percentage is due to increase as of 01.09.16, therefore reserves will begin to build, but it will take a little time. The issue is the short term risk. Conversations are taking place on how to mitigate this risk.</p>	<p>Suite of draft "Family Friendly" policies to be emailed out to Board members.</p>	<p>Trish Roberts</p>	<p>ASAP</p>	
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	<p>Q: Are all the schools using the same Risk Register proforma? A: The Heath opted to use the same system, but it is our intention to roll out to all schools.</p> <p>Q: Is there any significance to the order of risks? A: No</p>				
<p>4. To receive:</p> <p>The Heath School AIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board:</p> <p>AIP Report – 06.07.15 & 15.10.15</p> <p>FGB Minutes – 14.05.15 & 02.07.15</p> <p>Finance Minutes – 26.03.15, 14.05.15, 03.06.15 & 02.07.15</p>	<p>Jane Ainsworth reported:</p> <ul style="list-style-type: none"> • Critical Friend visits have been taking place, and reports produced. • Governors attended The Heath Governors Conference – this gave Governors an opportunity to speak to SLT members in depth in relation to their specific responsibilities. • Governors have attended training events, including Safer Recruitment & Safeguarding. <p>Q: RE AIP Reports – In July it states that current progress is very positive, but in September changes to disappointed by Pupil Premium. What caused this? A: As all Principals reported at the MAT Board GCSE/SAT Presentation meeting in September, the grade boundaries changed mid-year, and this has caused the turbulence in grades right across the country. Due to this Ofsted Inspectors will not be able to compare like with like.</p> <p>Peter Cook thanked Jane for her report.</p>				
<p>5. To receive:</p> <p>Sir William Stanier Community School SIP Report & Full Governing Body</p>	<p>David Cooper reported:</p> <ul style="list-style-type: none"> • AIP visits have taken place. Met with leaders of Computing and Modern Foreign Languages. Positive feedback has been received. 				

<p>Minutes (plus any actions). Documents formally received by the Board:</p> <p>AIP Report – 29.09.15</p> <p>FGB Minutes – 18.05.15</p> <p>Strand 1 Achievement & Progress Minutes – 27.04.15</p> <p>Strand 2 – Teaching & Learning Minutes – 21.04.15</p> <p>Strand 3 – Behaviour, Safety & Inclusion Minutes – 28.04.15 & 16.06.15</p> <p>Strand 4 – Leadership & Management Minutes – 12.05.15 & 09.06.15</p>	<ul style="list-style-type: none"> • Modern Foreign Languages need a Head of Faculty. • Student numbers are due to decrease by 30-40 over the next 3 years. Plans are in place to ride this depression out; numbers will begin to rise after this period. • A local academy has approached SWS • Currently working towards Equality Mark • Governor training with AIP will take place in December. <p>Peter Cook thanked David for his report.</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>Heather Mullaney reported:</p> <ul style="list-style-type: none"> • Full praise should go to BWP. Following the KS2 results they are now placed in the top 9% of schools (FFT). NB: difference to national trend – boys are outperforming girls. • EYFS – disappointing, 2 members of staff are leaving. Claire Atar will be taking over leadership in this area. <p>Peter Cook thanked Heather for her report.</p>				

<p>AIP Report – 21.10.15</p> <p>FGB Minutes – 16.03.15, 27.04.15, 08.06.15 & 06.07.15</p>					
<p>7. To receive:</p> <p>Litherland High School SIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board:</p> <p>AIP Report – 14.09.15</p> <p>FGB Minutes – 06.05.15, 17.06.15 & 09.09.15</p> <p>Finance Minutes – 17.06.15</p>	<p>Rob Pritchard reported:</p> <ul style="list-style-type: none"> • The Governing Body now has a strong membership. The new structure has been agreed, which is linked to the Ofsted Framework. Teaching is being challenged. (Heather Mullaney has observed some lesson with Rob and has seen some really good teaching taking place.) • A workshop has been arranged for new Governors, to explain expectations, ethos, performance management etc. • AIP really helping to move the school in the right direction. • The MAT will still be funding extra support costs of AIP for the coming year. <p>Peter Cook thanked Rob for his report.</p>				
<p>8. Update on Knowsley Park</p>	<p>Heather Mullaney reported:</p> <ul style="list-style-type: none"> • Consultation is nearly at an end. Very positive feedback from survey. • TUPE meetings have been arranged with staff and parents. • Measures letter has been sent from the MAT. • Date of conversion was set for 1st January 2016, but due to complications re PFI, looking to move the date to 1st February 2016. When the school joins the MAT 				

	<p>they will reopen as The Prescott School. Rebranding will take place during February half term.</p> <ul style="list-style-type: none"> • Halton Payroll have confirmed that they will be able to take KPS on. • KPS have donated some Bleacher seating to The Heath. 				
<p>9. Update on The Heath Building</p>	<p>Heather Mullaney reported:</p> <ul style="list-style-type: none"> • Meetings have taken place with the EFA and HSE. Building plans are now being discussed. The location of the new building has been moved from where it was originally planned. The school will now be built on the playing fields. The plan is for it to be an isolated build so as to minimise disruption to the day to day running of the school. Once the building is ready everyone will move to the new building and the old one will be taken down, so that the area can be landscaped and the playing fields reinstated at the front of the building. • The plan is for the new building to be ready between April and Summer 2017. <p>Stephen Dewhurst commented that he has been pleasantly surprised at how some of the original features have managed to be included on the updated plans.</p>				
<p>10. Performance Reviews & Targets:</p> <p>Executive Principal</p>	<p>Board members received a copy of the Executive Principal's PM targets for 2015-16.</p>				

<p>Performance Reviews & Targets cont'd ...</p> <p>Principals</p>	<p>Performance Management reviews have taken place for all Principals. The Chairs of Governors, Executive Principal and the AIPs were involved in the process. Copies of Principal's PM reviews to be emailed to Trish for Trust records.</p>	<p>Copies of Principal's Performance Management reviews to be emailed to Trish.</p>	<p>Chairs of Governors</p>	<p>ASAP</p>	
<p>11. Review Financial Performance of Previous Year</p>	<p>Stephen Dewhurst reported:</p> <p>SWS – facing some difficulties. (Discussed during item 5). Jason is also currently carrying out a cost reduction exercise.</p> <p>MAT – The SLA for Hill Dickinson was paid at the end of financial year 14-15, although it relates to this year (15-16).</p> <p>BWP – No problems.</p> <p>LHS – Found that there was more funding than what was originally thought, so there is quite a big carry forward this year.</p> <p>THS – the EFA have agreed to refund the costs incurred for the rental of additional accommodation for the sixth form, plus any further costs incurred between now and moving into the new building. Once written confirmation has been received it will be sent onto the auditors so that adjustments can be made to the figures.</p> <p>All carry forwards are subject to audit adjustments, but it will not be too different from what has been reported in the figures so far.</p>				

<p>12. 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>Stephen Dewhurst reported:</p> <p>Key Issues that were discussed:</p> <ul style="list-style-type: none"> • The MAT and all schools are keeping within budget. <p>Q: There are some significant balances. Will you be looking to open an investment account with these balances?</p> <p>A: We have spoken to Lloyds already about short term investments as we realised this was something that needed to be looked at. This will need further investigation.</p> <ul style="list-style-type: none"> • Heather Mullaney recently attended the MAT conference in Oxford, and made contact with a company that provides catering facilities for other Multi Academy Trusts within the country. Looking at the initial information this may be an opportunity for income generation. <p>Q: Currently, who do we use to provide these services?</p> <p>A: Local authority (via SLAs) in the main.</p> <ul style="list-style-type: none"> • Currently looking at ICT Refresh Strategy. Craig Parkinson is taking on this piece of work and is liaising with a company called 9ine which specialises in renegotiating contracts. 	<p>Chairs of Governors to be sent details of any future MAT conferences.</p>	<p>Heather Mullaney</p>	<p>As and when</p>	
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	<ul style="list-style-type: none"> • Heather Mullaney reported that systems are now falling into place. The new auditors have been a really good appointment. The programme of visits is just as stringent but the schedule is working much better. In addition to this, having Karen Boyle, Company Accountant, on our team of staff is proving to be a great asset, as is having Judith McConville working across all the schools. • Benchmarking reports will be ready for 27.11.15. • The initial audit report/meeting will take place on 19.11.15 to discuss findings and to present the draft audit report. Heather Mullaney, Peter Cook, Kris Billington and Stephen Dewhurst will be in attendance. <p>Q: What are your initial feelings about how this will go? A: Our initial thoughts are that there may well be a few more issues than expected, especially in light of the finance officer at LHS being on long term sick; we are already taking steps to improve this situation.</p>				
13. Safeguarding (MAT Update & Policy)	This item was discussed with item 3.				
14. MAT Self Evaluation	<p>Heather Mullaney presented the MAT Self Evaluation Framework online system to Board members.</p> <p>This has been set up at MAT level, but there will be another one for each Governing Body to complete.</p> <p>David Donnelly will produce a report once everyone has completed their forms.</p>	<p>Trish to email presentation document to Board members</p> <p>Board members to complete the MAT SEF online form.</p>	<p>Trish Roberts</p> <p>Board Members</p>	<p>12.11.15</p> <p>By 18.12.15</p>	
15. The Heath Family School Improvement Document	<p>Heather Mullaney reported:</p> <ul style="list-style-type: none"> • The School Improvement document will be uploaded onto MAT website. 				

	<ul style="list-style-type: none"> Executive Leadership Group to be set up, which will include Executive Principal and Principals of all schools within the MAT. On occasion Stephen Dewhurst, Judith McConville and Lesley Davies may be asked to attend. 				
16. Pecuniary Interest Forms	Most forms have already been returned. Anyone who has not managed to complete and return their form please can this be done as a matter of urgency.	Email to be sent out to any Board member who still needs to complete and return their Pecuniary Interest form.	Trish Roberts	ASAP	
17. MAT Future Expansion/ Sponsorship	Jason Fraser, Principal of SWS, is actively looking for primary schools within the Crewe area to join the MAT. Judy Walker is also looking in Knowsley.				
18. Learn & Lead	<p>Heather Mullaney reported:</p> <p>Learn & Lead is a collaboration of all 9 Local Authorities and 26 Teaching Schools and diocese in Merseyside & Cheshire working together to improve young lives. There are 3 sub regions; NW (North West), GM (Greater Manchester) and BBCL (Blackpool, Blackburn, Cumbria & Lancashire).</p> <p>There are 5 working groups set up within Learn and Lead: School Improvement, Leadership and Management of Teaching & Learning, School Direct (ITT), Early Years and Maths.</p> <p>Heather is the Chair of the School Improvement working group, and a member of the Strategic Board of Learn & Lead and represents at North West School Improvement Board (NWSIB), chaired by Estelle Morris.</p>	Board members to look at Learn & Lead website.			

	<p>Heather also represents Learn & Lead Teaching Schools at NW Teaching Schools Council.</p> <p>The Heath Teaching School/Family have a significant role to play, we are not a standalone organisation but working proactively across our patch. We have a strong moral purpose to work across the region, not just in the MAT or individual schools, and we have established a considerable reputation for the impact of our school to school support and should celebrate it.</p>				
<p>19. Date of Next Meeting</p>	<p>The date of next meeting of the MAT Board is Thursday 10th March 2016, 9-11 am at The Heath School</p>				

Meeting closed at 11.00 am

These minutes are approved as a true record of the meeting

Signed:

[Peter Cook]

Date: 10th March 2016

Chair's initials to record approval of minutes:

Date: 10.03.16