

**The Heath Family (NW) Multi Academy Trust
Minutes of the MAT Board meeting held on
Thursday, 9th June 2016 at 9.00 am**

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| <u>Present:</u> Peter Cook, Heather Mullaney, Stephen Dewhurst, Craig Parkinson, David Cooper, Sarah Galbraith, Steve Heneghan, Kris Billington, Jane Ainsworth | | <u>Apologies:</u> Alicia Parry, Wendy Heap, Rob Pritchard | | Non attenders: | |
| | | | | | Clerk: Trish Roberts |
| Items | Discussion | Action | Who | When | Notes |
| 1. Introductions and welcome | Mr Cook welcomed everyone to the meeting and introduced Mr Heneghan. Mr Heneghan gave the Board a brief résumé of his experience/skills. RESOLUTION: The board passed a resolution to agree the appointment of Mr Steve Heneghan as a Director to The Heath Family (NW). | | | | |
| 2. To receive/ratify: Minutes from the MAT Board meeting held on 10th March 2016 | Following discussion the minutes were accepted as a true record. | | | | |
| 3. To review: Matters arising not included on the Agenda (to include MAT INSET Day) | Matters Arising from minutes: Item 1 – Report given by Principal from SWS <ul style="list-style-type: none"> The Principal received a Freedom of Information (FOI) request from the same reporter who wrote the newspaper article earlier this year. The FOI was in relation to how much the school had spent on Legal/PR support in relation to the issues that had occurred. | | | | |

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| <p>Matters arising not included on the Agenda (to include MAT INSET Day) Cont'd ...</p> | <ul style="list-style-type: none"> Mr Cooper (CoG) reported that a member of the LGB had added her name to the petition to remove the Principal. Legal advice was sought and in conjunction with their advice and support from Mrs Mullaney a letter was written and sent to the Governor asking them to step down. The Governor has not responded to the letter, but her children no longer attend SWS. <p>Item 3 – Matters Arising Ms Galbraith has received, completed and returned her pecuniary interest form.</p> <p>Item 4 – THS minutes received All LGB minutes now show that their clerks were in attendance at their meetings. Mr Cook thanked the CoG's for sorting this out.</p> <p>Item 5 – SWS minutes received A draft MAT Governing Body Code of Conduct was emailed out with the Board papers. Directors were asked if they wanted anything changed/amended. Everyone was happy with the document and it will therefore be rolled out to all local Governing Bodies.</p> <p><i>Q: We feel that it is essential that Governors are well aware of who they are accountable to, ie the MAT Board. A line needs to be added to the beginning of the Code of Conduct that clearly states this. A H Mullaney to contact Hill Dickinson to ensure the correct wording is used. The Code of Conduct will be updated as soon as guidance has been received.</i></p> | <p>Once guidance has been received from Hill Dickinson the Code of Conduct will be updated and emailed out to Board Members / CoGs, so that it can be adopted at all levels.</p> | <p>Executive Principal</p> | <p>ASAP</p> | |
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| | <p>Item 8 – Finance Update</p> <ul style="list-style-type: none"> • Management Letter & Financial Statements - Mr Cook raised concern regarding Howard Worth and their role in uploading the THF Management Letter and Financial Statements for Y/E 31.08.16 to Companies House. This was in relation to one of the pages making reference to Palace Fields Academy who at this point were not part of the THF. During the review meeting this issue was raised by members of THF, but the error was not corrected and the documents were uploaded. Howard Worth were notified of this error by Mr Dewhurst. Mr Cook explained that he had expected the company to conduct an internal investigation of their procedures and into what had gone wrong; and then as a result of the investigation a detailed letter of apology would be written/addressed to THF MAT Board, this would then have given the directors the reassurance that this could not happen again. • Supply Costs/Staff Insurance – Mr Parkinson reported that at the last Executive Leadership Team meeting it had been decided to carry out some research in relation to Staff Insurance Cover, as there may be significant savings made due to the number of schools within the trust. Mr Parkinson has received quotes from 3 different companies and he will report his findings to the Executive Leadership Team at their next meeting. <p>Q: What if not all of the schools are interested in this cover?</p> <p>A: There is a cost benefit at MAT level, ie when you look at the LHS specific quote there is a 10-15% saving. However LGB's are in control of their own budgets and therefore will decide themselves which decision is best for the needs of their school.</p> | Meeting to be arranged with Howard Worth. | MAT Vice Principal | ASAP | |
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| | <p>Item 11 – Review MAT Self Evaluation Review</p> <ul style="list-style-type: none"> • Enrichment reports have been requested from all of the schools. So far THS and BWP have emailed across their reports. • A mechanism for reporting the rate of improvement across the Trust will be produced at the beginning of next term, in time for the first Board meeting in November. • A link to the Governors Self Evaluation review has been sent out to all CoG's. <p>Item 13 – Electronic communication across THF Mr Parkinson gave a presentation re the software package SchoolCal and explained how the system will be trialled at the Executive Leaders meeting in July and if this is successful the system will be rolled out to MAT Board members.</p> <p>Q: Who will be managing the system? A: It will be managed at MAT Level. The Chief Operating Officer (COO) and Executive Principal's PA will be set up as system administrators. System users will then be created who will only be able to access areas that they have permission to enter. A protocol will need to be drawn up in relation to usage of the system. If it gets to a point where it is rolled out to schools, the Principals will be responsible for policing it at school level; this will include deciding who on their admin staff will be set up as school administrators. The school administrators will have access to manage the system at school level (ie LGB's, SLT etc), but they will not have access to anything at MAT level. The cost of the system is £775 per annum.</p> | <p>A report showing the improvement across the Trust to be produced.</p> | <p>Executive Principal</p> | <p>Nov 2016</p> | |
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| | <p>Q: How is the system supplied? Is it a cloud-based service and can it be accessed via any internet connection?</p> <p>A: Yes, it is cloud-based and following the research that has been conducted we believe that we are partnering up with a trustworthy, solid company. We will ask the company for further details in relation connectivity and security.</p> <p>Q: Where is the data stored?</p> <p>A: The COO is under the impression that it is stored within the UK, but he will need to double-check with the company. We agree that security of data is paramount. We want to set the system up correctly from the start, ensuring that the Board is completely happy with it.</p> <p>Discussion then moved on to how early Board members can receive their papers for each meeting. Due to the high volume of paperwork it was agreed that all available papers would be sent out 3 weeks before all MAT Board business meetings, and then any additional paperwork 1 week prior to the date of the meeting; that way Board members would have more time to read and digest the information that is sent out.</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 – 08.02.16</p> | <p>Mrs Ainsworth reported:</p> <ul style="list-style-type: none"> • Principal’s mid-term review has been completed. • Mrs Ainsworth will be attending an NLG Network meeting on Friday. • FGB meeting is due to take place at the end of this month. <p>Q: On the FGB minutes of 21.01.16 (Standing Item: Policy Updates), it states that the Governors Code of Conduct has been updated to include the use of mobile phones; should this not read mobile devices?</p> | | | | |

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| <p>Review of Pupil Premium Provision FGB Minutes – 14.01.16, 21.01.16 & 17.03.16 Finance Minutes – 04.02.16</p> | <p>A: Yes, but it would need to state that i-pads/tablets etc can be used as some members access their papers electronically.</p> <p>Mr Cook thanked Mrs Ainsworth for her report.</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>AIP Reports – 24.03.16 Spring Term Report & Review of Behaviour</p> <p>FGB Minutes – 08.02.16</p> <p>Strand 4 – Leadership & Management Minutes – 25.01.16 & 14.03.16</p> | <p>Mr Cooper reported:</p> <ul style="list-style-type: none"> • Enrichment document to be produced and emailed to the Board. • STAR Academy – SWS decided to set up their own Alternative Provision centre as off-site Alternative Provision was proving to be below par. The reason students are enrolled into this programme is to support them as they are at risk of permanent exclusion but the off-site provision was failing to provide the essential support for these vulnerable young people. The KS4 provision was set up first; students were able to study some GCSE subjects but also acquire work experience. KS3 provision was set up in January 2016. 5 weeks into this the Ofsted inspection was carried out. SWS were already carrying out their own review of the provision and were aware of the improvements needed. Contracts had not been renewed for any staff members who had been found to be below standard, and strong new appointments had been made. SWS believe that it is imperative that all students in the STAR Academy have got an exit strategy/pathway back to school. Performing Arts is very good at SWS and this subject has been seen as a first step back into mainstream education. Students are more likely to succeed, and their behaviour is better in the subjects that they enjoy. | | | | |

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| | <p>Mrs Mullaney reported that SWS have recruited a Director of STAR Academy, and that 1 Year 8 student has been successfully reintegrated into school. She also reported that a visit to a school in Blackpool, which has a similar centre, has taken place.</p> <ul style="list-style-type: none"> • Fixed Term exclusions for non-STAR Academy students for Summer term are reported to be lower than at this time last year (7% reduced to 3%) • Attendance is currently 92.81%. This has been affected by the issues earlier in the year. <p>Mr Cook thanked Mr Cooper 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>AIP Report – 04.05.16 FGB Minutes – 11.01.16 & 14.03.16</p> | <p>Mrs Ainsworth reported:</p> <ul style="list-style-type: none"> • School is making good progress • Staffing issues have been resolved. We have re-recruited a really good EYFS teacher • Principal’s Mid-Term Performance review has been carried out. Mrs Mullaney and Pam Davenport (AIP) have received copies. • Clerk to Governors/School Administrator is leaving. Interviews are being held. • New Yr 5 teacher has been recruited, through The Heath. <p>Q: On item 4 of the AIP report it reads ‘absence figures’, shouldn’t this be attendance figures.</p> <p>A: No, this is the phrase used by raise online etc.</p> <p>Mr Cook thanked Mrs Ainsworth for her report.</p> | | | | |

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| <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 – 14.03.16 FGB Minutes – 20.01.16 & 23.03.16 Finance Minutes – 06.01.16 & 09.03.16</p> | <p>Mr Pritchard reported:</p> <ul style="list-style-type: none"> • A new AIP, Nell Banfield, has begun to work alongside Clive Hurren at LHS. One of the reasons for this new appointment was that Clive had recommended that the AIP role should be split so that another level of rigour could be added to the AIP Programme. One AIP will work with the school to deliver training & support and the other AIP will carry out the official visits. <p>Mr Cook thanked Mr Pritchard for his report.</p> | | | | |
| <p>8. Finance Update</p> | <p>The board received the following financial reports</p> <p>YTD – May 2016 – Consolidated MAT Consolidated Income/Expenditure to May 2016 THS Consolidated Income/Expenditure to May 2016 SWS Consolidated Income/Expenditure to May 2016 BWP Consolidated Income/Expenditure to May 2016 LHS Consolidated Income/Expenditure to May 2016</p> <p>Mr Dewhurst reported:</p> <ul style="list-style-type: none"> • Apologies for the error at the bottom left hand side of the I/E Consolidated report. It should read May 2016 not February 2016. • The MAT overall carry forward figure includes £87K Learn & Lead funding. Learn & Lead is currently not set up as a company in its own right, once it is the £87K will be transferred. The budget carry forward figure takes this transfer into account. Mrs Mullaney explained the background of Learn & Lead. | | | | |

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| | <ul style="list-style-type: none"> LHS are currently looking at staff restructuring. Their carry forward will cushion them through this process. Supply costs are significantly high. Mrs Mullaney is meeting with CoG to discuss budget going forward. In staffing terms the schools has surplus MFL teachers but not enough Maths teachers. Also looking at calculated moves/natural wastage. Admin support is also under review. Mrs Mullaney reported that unions are happy with the process at the moment. Q: Looking at budgeting for next academic year – will it take into account this year’s budget and also the apprenticeship levy next year? A: Yes, and the MAT as a whole will have to take on apprentices. Projections to End of Year: THS - £518K carry forward (could be even higher) SWS – £72K carry forward (student numbers dipped this year and are predicted to do the same again next year) BWP - £148K carry forward LHS - £582K carry forward MAT - £91K carry forward (this figure includes restricted funds) Updated figures will be brought to the Board in July, along with the proposed Budget for 2016/17. EFA – an email has been received from the EFA querying the LHS projected figures and asking THF to explain the deficit. Mrs Mullaney reported that she is totally unaware where the EFA have got these figures, and will keep the Board updated. Hill Dickinson – review of legal services. Mr Dewhurst has asked Hill Dickinson to provide costs for legal services provision for the coming year. As of yet these figures have not been received. Mr Dewhurst | <p>Updated projected end of year figures to be brought to the next Board meeting in July, along with proposed Budget for 2016/17.</p> <p>MAT Board to be updated on outcome regarding email received from EFA questioning a projected deficit at LHS.</p> | <p>Chief Operating Officer</p> <p>Executive Principal</p> | <p>14.07.16</p> <p>ASAP</p> | |
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| | <p>stated that although all parties are happy with the service that Hill Dickinson provide, it would be pertinent to look at how competitive they are in relation to other companies. Mrs Mullaney also spoke about the good relationship that THF has with Hill Dickinson, for example the way they have kept the Trust completely informed regarding the handover as David Rawlinson steps down and Luke Green takes on the role. This process has been managed really well.</p> <ul style="list-style-type: none"> • Audit – Mr Dewhurst spoke about how he has received correspondence from the EFA questioning the personnel links between SOG/Hill Dickinson and the MAT Board/LHS Governing Body. Mr Dewhurst replied in April 2016 and has not heard anything back since. Discussion moved onto the need to acquire the highest skill sets to ensure a successful MAT Board/Local Governing Body, but when the appropriate people are appointed, the Trust is then questioned about their links; ie how much has been spent with their companies and whether they are charging ‘at cost’. | | | | |
| <p>9. MAT Future Expansion/ Sponsorship (to include reports on Knowsley Park, Palace Fields & Daresbury)</p> | <p>Mrs Mullaney reported:</p> <p>Knowsley Park (The Prescott School)</p> <p>Although the conversion has not gone through yet, the EFA agreed that the school could go ahead with the name change straight away. The school’s name is now The Prescott School. The opening ceremony took place on 28.04.16 and the community have responded well. This is evidenced by the rise in first choice applications for the new Year 7, (they are up by 20). The conversion process has been delayed due to the PFI element. Hopefully it will go through on 01.07.16. If the conversion takes place</p> | | | | |

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| | <p>as expected, the Principal and CoG will be invited to attend the MAT Board meeting in July.</p> <p>Palace Fields Academy Hill Dickinson are advising on the conversion/TUPE process. The first official TUPE meeting took place on 08.06.16, 4 unions were represented. Further meeting dates are arranged.</p> <p>Concerns include:</p> <ul style="list-style-type: none"> • Possible retrospective claims from support staff in relation to pay increases. Mrs Mullaney has approached the EFA to ask if they can underwrite the cost of any future claim relating to this issue. • Staffing Costs – currently the percentage of GAG used to pay for staffing costs is not in line with national levels. When Mrs Williams was appointed as Executive Principal she managed to cut the staffing costs down by 10% straight away. The target is to bring it down to 76% within the next 18 months. Meetings will take place with the Unions regarding staffing restructuring. <p>Q: <i>What is happening with the Nursery?</i> A: <i>There are several concerns regarding the Day Care Centre which will need to be addressed.</i></p> <p>Discussion followed regarding the issues and possible options once the conversion has taken place.</p> <p>Daresbury Primary School Mrs Mullaney explained the background as to how THF had become involved with Daresbury; she then went on to explain the current position:</p> | | | | |
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| | <ul style="list-style-type: none"> • A resolution has been passed by the LGB. • An application has been made to the Secretary of State and an Academy Order has been issued. • Consultation process is due to begin on 07.07.16. • Due Diligence is being undertaken by HM & CP • If checks come back clear looking for the school to convert on 01.09.16. <p>RESOLUTION: The board passed a resolution to formally accept Daresbury Primary School into The Heath Family (NW) subject to the due diligences.</p> <p>Future Expansion/Sponsorship</p> <p>Initial conversations have taken place with 2 primary schools in Prescot. Mrs Mullaney has met with the Headteachers, SLT, Governors and Staff.</p> <p>A further 2 schools have indicated an interest, 1 in Litherland and 1 in Runcorn.</p> <p>Mrs Mullaney is also in talks with a secondary school on the Wirral. They had already asked to join THF prior to this conversation, but unfortunately Mrs Mullaney had to decline the request as THF were in talks with Knowsley Park. The school is still keen to join and the Regional Schools Commissioner has said that they are very short on sponsors on the Wirral.</p> <p>Mr Cook thanked Mrs Mullaney for her report and also stated that he feels that this is very positive in terms of outside perspective of THF.</p> | | | | |
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| 10. Update on The Heath Building | <p>Mrs Mullaney reported:</p> <ul style="list-style-type: none"> The planning application goes to the Planning Committee in July and contracts are also about to be issued (21.06.16); it has been intimated that it will go through but there are still no guarantees. Building meetings have taken place to discuss things moving forward; ie location of bins following concerns raised at public consultation and access to site. The gym car park will become the site access and there will be a gate controller on duty who will organise access to the site; the car park opposite the canteen will be temporarily increased in size until the new building has been opened. | | | | |
| 11. Review MAT Risk Register | <p>Rather than the whole of the MAT Board going through the Risk Register line by line, it was agreed that a small working group of MAT Board members would be formed to look at the Risk Register in detail and report their suggestions back to the Board at the MAT Board meeting in November 2016.</p> <p>The working group would consist of:</p> <p>Heather Mullaney – Executive Principal Stephen Dewhurst – Vice Principal (THF) Craig Parkinson – Chief Operating Officer Kris Billington – Director</p> | <p>MAT Risk Register Working Party to meet to review and update the MAT Risk Register, and report suggestions back to MAT Board.</p> | <p>MAT Risk Register Working Party</p> | <p>By November 2016</p> | |
| 12. Review AIP's Performance and Programme | <p>Principals & CoG's have been asked to review the performance of the AIP's for 2015-16. Deadline to report back is September 2016</p> | <p>Results of AIP Performance and Programme to be brought to next MAT Board Meeting.</p> | <p>Executive Principal</p> | <p>By November 2016</p> | |

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| <p>13. The Heath Family School Improvement Document/Corporate Plan</p> | <p>Northern Fund</p> <p>An application was sent to the Northern Fund and they have come back to say that the bid was successful and that THF have secured funding of £50K. This funding will be used to support schools in the following key areas: Closing the Gaps, Attendance & Persistent Absence, English, Maths and Transition.</p> <p>Close monitoring of this funding will be needed as THF will be expected to provide a monthly report to the DfE.</p> <p>Leads for the key areas have been appointed and will work on the following basis:</p> <p>Closing the Gap 1 day/fortnight Attendance 1 day/fortnight English (Secondary) 1 day/week Maths (Secondary) 1 day/week</p> <p>Transition</p> <p>Gill Bennett has been approached and has agreed to act as Primary School Improvement Lead - £15K has been allocated to this strand.</p> | | | | |
| <p>14. AoB</p> | <p>Staffing/Recruitment/Retention</p> <p>Mrs Mullaney reported:</p> <p>School Academy TV – Mrs Mullaney is in the process of arranging promotional films for the MAT and individual schools. This will be discussed at Executive Leaders.</p> <p>Head of School (PFPS) - Once the Headteacher has returned from maternity leave at another local primary school, Mrs Mullaney will be looking into the possibility of appointing their current Acting Headteacher, as Head of School at PFPS. Mrs Mullaney feels that there needs to be continuity and consistency during this transitional period for PFPS, and therefore it would be more</p> | | | | |

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| | <p>beneficial for the school if their new Head of School has local knowledge of the area and the way THF work.</p> <p>Members & Directors – the EFA have directed all academies that there needs to be separation between Members and Directors. The Chair of the Board is the only person who can stay in both roles. Our current Members are Mr Cook, Mrs Ainsworth and Mrs Parry. This means that Mrs Ainsworth and Mrs Parry will be required to relinquish their role at Members. All academies must have a minimum of 3 Members and therefore Mrs Paula Cain and Mr Stephen Dewhurst (following his retirement) will be approached to see if they would be willing to take on the role of Member. The Members will be expected to meet annually to receive the Trust Accounts. Once all of the official paperwork has been signed by all relevant parties it will need to be sent across to Hill Dickinson so that they can file it with Companies House.</p> <p>RESOLUTION: The board passed a resolution to agree the appointment of Mrs Paula Cain and Mr Stephen Dewhurst as new Members to The Heath Family (NW).</p> <p>Mrs Mullaney also reported that she had spoken to Mr Cook in relation to inviting Mr Jardine, Principal of The Heath School, to sit on the Board of Directors (without voting rights as per CoG's) so that he can report to the Board in his capacity as Head of The Heath Teaching School.</p> <p>RESOLUTION: The board passed a resolution to agree the appointment of Mr Jamie Jardine as a Director (without voting rights as per CoG's) to The Heath Family (NW).</p> | | | | |
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| | Discussion followed regarding school improvement and capacity within the MAT. It was agreed to add this item as a standing item to any future agendas. | | | | |
| 15. Date of Next Meeting | The date of next meeting of the MAT Board is Thursday 17 th July 2016 (short agenda – presentations from the Principals and Budget 2016-17) | | | | |

Meeting closed at 11.20 am

These minutes are approved as a true record of the meeting

Signed:

[Peter Cook]

Date: 24th November 2016