

The Heath Family (NW) Multi Academy Trust
PART I - Minutes from the MAT Board meeting held on
Thursday, 20th September 2018 at 9.00 am

<u>Present:</u> Helen Stevenson (Chair), Morag Davies, Anantha Subramanayam, Karl Smith, Laura Williams, Edward Vitalis, David Donnelly, Jane Ainsworth, Craig Parkinson, Judith McConville		<u>Apologies:</u> Jeremy Barnes, David Felix		Non attenders:	
				Clerk: Trish Roberts	
Items	Discussion	Action	Who	When	Notes
1. Welcome, introductions & apologies	Mr Donnelly welcomed everyone to the meeting. Apologies were received and accepted from Jeremy Barnes and David Felix.				
2. Election of Chair and Vice Chair of the Board	Mr Donnelly explained that as this was the first meeting of the academic year, the first item of business would be to elect a new Chair. The clerk confirmed that she had received a written nomination from Jeremy Barnes, putting forward Ms Helen Stevenson for the role. No further nominations were received. Details of proposer/seconder are as follows: Chair of the Board: Nominee: Helen Stevenson Proposed by: Jeremy Barnes Seconded by: Edward Vitalis RESOLVE: There being no other nominees Ms Helen Stevenson is duly elected as Chair of the Board. From this point on Ms Stevenson took on the role of Chair for the rest of the meeting. Ms Stevenson then explained that the Board needed to elect a Vice Chair, and asked those present for any nominations. It was also noted that Mr Barnes had notified the clerk that he would be happy to stand as Vice Chair, in the event of no other trustee/s volunteering for the role. No further nominations were put forward/received. Details of proposer/seconder are as follows:				

	<p>Vice Chair of the Board Nominee: Jeremy Barnes Proposed by: Self nomination Seconded by: Karl Smith</p> <p>RESOLVE: There being no other nominees Mr Jeremy Barnes is duly elected as Vice Chair of the Board.</p>				
3. Declaration of Business and Pecuniary Interests	<p>There were no reported changes in relation to the current declared interests. It was also agreed that from this point forward a copy of the printed register will be circulated at the beginning of each meeting.</p>	Register of Business/ Pecuniary Interests to be circulated at all MAT Board meetings	P Roberts	From this point forward	
4. To receive/ ratify minutes from THF Board meeting held on 28.06.18	<p>Trustees received electronic copies of the minutes from the MAT Board meeting held on 28.06.18. There were no amendments to be made and therefore the minutes were accepted as a true record and ratified.</p> <p>RESOLVE: That the minutes of the MAT Board meeting held on 28.06.18 be approved as a correct record and signed by the Chair.</p>				
5. To review matters arising not included on the Agenda (to include Action Tracker)	<p>Matters Arising from Minutes of 28.06.18</p> <p>Page 1 – Agenda Item 3 – CEO Report – the template has been amended</p> <p>Page 1 – Agenda Item 3 – Trust Related Action Tracker - the draft action tracker document has been produced and was shared with Trustees for comment. It was agreed that actions from committee meetings would also be included in the action log. They will be colour coded so that their actions are easily identifiable when reviewing the document.</p> <p>Discussion then took place regarding the outstanding actions within the action tracker:</p> <p>Skills Audits – still in process.</p> <p>Clerking Services – clerking at all of the trust’s secondary schools is provided by the Principals’ PAs, and all except one primary school have engaged clerking services from external providers. Discussion followed regarding what services are offered, the pros and cons of each method of clerking, and whether the Trust/schools were satisfied with the</p>	Investigate clerking services offered by other service	P Roberts	ASAP	

	<p>PFPS: Mrs J Ainsworth, Mrs A Parry, Mrs D Egan DPS: Canon Rev'd D Felix, Mr M Pocock, Ms A Windridge, Ms J Grimes, Ms D Pantazides</p> <p>Discussion followed regarding the structure of LGB's and current numbers of Governors and governor vacancies were shared with Trustees.</p> <p>Due Diligence – this item remains as it is; the reason being it is only in relation to new projects as and when they happen.</p> <p>CEO Performance Management – it was noted that the CEO Performance Management process has been agreed by Trustees and that a target setting meeting will take place with Mr Donnelly in a fortnight's time. Agreed targets will be shared with Trustees. Ms Stevenson provided background details regarding the external consultant (Tom Quinn) involved in the process. It was also clarified that Mr Donnelly had taken no part in the process of engaging the consultant.</p> <p>Letter to Principals – following discussion it was agreed that a letter should still be sent out to Principals as soon as practicable, preferably by October half term.</p> <p>Page 2 – Agenda Item 4 – Skills Audits – there are still a couple of skills audit forms to be completed/ returned. Reminders to be sent to the Trustees concerned.</p> <p>Page 3 – Agenda Item 4 – Risk Assessment – Compliance Education have reviewed the risk assessments and documentation regarding this trip and advised that this was all correctly in place and was compliant.</p> <p>Page 5 – Agenda Item 7 – Interim Action Plan – the updated document was circulated to Trustees prior to the meeting. Mr Parkinson explained the colour coding of the document and also updated Trustees in relation to status/progress. Mr Donnelly suggested that item 7 should be changed from yellow to green; the reason for this was that the Trustee appointments that have been made over the past 6 months, have significantly strengthened the Board. Mr Donnelly stated that the Board now has a good mix of skills which is evidenced within the completed skills audits that have been received. Details of the responses were shared with trustees. Mr Parkinson informed trustees that he is</p>	<p>Letter to be sent to Principals</p> <p>Send reminders ref Skills Audits</p>	<p>J Barnes</p> <p>P Roberts</p>	<p>By 20.10.18</p> <p>ASAP</p>	
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	<p>required to share the skills audit, along with membership of committees with the ESFA. Discussion then followed regarding committee membership. Some of the new Trustees suggested that they attend both committees; so that they would be in a better position to decide which committee/s their skills would be best suited to. It was noted that every meeting is open to all trustees, but that designate committee membership would need to be decided as soon as possible. It was also agreed that all meeting papers will be shared with all trustees.</p>	<p>Committee membership to be agreed/finalised.</p> <p>Committee meeting papers to be shared with all Trustees.</p>	<p>Trustees</p> <p>P Roberts</p>	<p>ASAP</p> <p>ASAP</p>	
<p>6. CEO Report dated 20th September received</p>	<p>Trustees received electronic copies of the CEO Report (dated 20.09.18) prior to the meeting, and Mr Donnelly provided a presentation to those present:</p> <p>Overall Status – Litherland Moss Primary School joined the trust on 01.09.18</p> <p>Governance – rapid improvement has taken place over the past 6 months. A number of governing bodies have now been reconstituted; greater clarity has been provided in terms of roles and responsibilities. CoG Forum will be focussing on working with LGBs to demonstrate impact. Following discussion, it was agreed that it would be beneficial if trustees attended LGBs from time to time. Ms Stevenson suggested that she would like to attend LGB meetings at The Prescott School (TPS) as an observer. Further support for TPS was also offered by Mrs Ainsworth and Ms Williams.</p> <p>Trustees also suggested that it may be good if the Board meetings went ‘on tour’, ie move around the schools within the Trust. By doing this Trustees would be able to build a connection with the schools, and their staff/students. It would also give the Principals the opportunity to report to the Trustees in person. Following further discussion, it was agreed that Trustees would like to hold the next Board meeting at TPS. Mr Donnelly with liaise with the school with regards to arrangements.</p> <p>School Improvement – performance across the trust has broadly improved this summer; the Board then discussed each school in detail. Discussion followed. (see PART II)</p> <p>Ofsted – it is likely that TPS and PFPS will receive a visit this academic year.</p> <p>Q: Where is everyone up to at schools with regards to the new duties within Keeping Children Safe in Education (KCSiE)? A: The trust’s new model policy has taken all of this into account.</p>	<p>Mr Jardine to be contacted with a view to holding the next MAT board meeting at TPS.</p>	<p>D Donnelly</p>	<p>ASAP</p>	

	<p>Mr Donnelly also informed Trustees that since September the MAT Safeguarding lead has been engaged for 2 days per week. Her task will be to complete a safeguarding audit across the trust.</p> <p>Q: Attendance links to Safeguarding; ie if a child is absent there may be a potential safeguarding issue – therefore should the Safeguarding and Attendance RAG rating within the report be linked as well.</p> <p>Mr Donnelly explained the reason for his original RAG rating but agreed that this is something he needed to look into.</p> <p>HR – Discussion took place regarding HR and Legal services. The idea of a designated HR lead was also debated.</p> <p>At this point Mr Smith left the meeting.</p> <p>Exclusions – Mr Donnelly noted that in line with the discussions with regards to Safeguarding and Attendance, the RAG-rating for exclusions would also need to be revisited.</p> <p>Complaints – See PART II for full details.</p> <p>Further discussion followed regarding the importance of developing good communication links with parents.</p> <p>National Policy Updates & Changes – the new STPCD 2018 has now been received (14.09.18). Due to the delay in receiving the updated document, the JCNC meeting that was due to take place this afternoon, has been postponed.</p> <p>Mr Parkinson provided details regarding the salary increases reflected in the document:</p> <p>(all of the following apply to all points across the relative scale, allowance group, not just maxima/minima) 3.5% increase to main scale/unqualified scale, 2% increase to upper scale, allowances, 1.5% to leadership</p> <p>Mr Parkinson informed Trustees that when the budget was originally produced, teacher salaries had been estimated with a 1% increase across all pay grades as per previous years.</p>				
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	<p>The government have however stated that schools will not be out of pocket in relation to the agreed increases within the STPCD. Discussion followed regarding how the government funding will be worked out, and what impact this will have on the Trust. It was confirmed that the budget should not be directly affected, but there may be an impact in terms of cashflow. Following further discussion regarding setting pay and conditions it was agreed that The Heath Family should adopt the teachers' pay rise in full. Trustees will be advised of any impact as and when they are known.</p> <p>RESOLVE: Teachers pay policy to reflect the teachers' pay rise in full as per above and the STPCD 2018</p>				
<p>7. ESFA Update</p>	<p>ESFA submissions continue to be sent in on a fortnightly basis; the next interim submission is due next week. This will be shared with the B&F Committee / MAT Board.</p> <p>FNTI actions have also been covered.</p>				
<p>8. Policy Schedule Review (ref delegation of some policies to CEO/Principals)</p>	<p>Trustees were advised that JCNC meet on a termly basis, normally during the second half of each term. JCNC Policy Working Group also meet on a termly basis, normally 2 weeks prior to full JCNC.</p> <p>A policy review schedule has been devised in relation to the policies that are taken to JCNC. A statutory policy document has also been devised so that schools are kept up to date in relation to what policies the Trust provides and what policies they need to produce locally in order to be compliant.</p> <p>Trustees were then asked to go down each list in order to identify which policies should be approved by Trust Board, Trust Committees, CEO, LGB etc. The lists will be updated to reflect the decisions that were made (see updated document attached).</p> <p>JMc also advised Trustees that she has been reviewing the Academies Financial Handbook requirements, and as a result there are a number of financial policies to be added to the list, including: Conflict of Interests, Third Party Transactions, Procurement, Fraud, Gifts/Hospitality, Charge Card</p> <p>It was agreed that all of the finance related policies will be reviewed by the B & F Committee.</p>				

<p>9. AoB</p>	<p>Resignation - Trustees were informed that an email had been received during the meeting advising that Ruth Hall (Trustee) had taken the decision to resign from the Board due to work commitments.</p> <p>Lanyards - Trustees enquired whether they needed to have official lanyards when they visited schools within the Trust. Mr Donnelly advised that they would be issued with lanyards at the schools when they sign in.</p> <p>Safeguarding Audits - Mrs Ainsworth asked if she should continue to support Mrs Rowlands with the Safeguarding Audits. Mr Donnelly confirmed that she should and also stated that he appreciated her support in this role.</p> <p>Trust Vision – Trustees were informed that during the summer Mr Donnelly, Mr Barnes and Ms Stevenson had met with an external company in order to look at the Vision for the trust. The meeting was beneficial and the next step is to take this forward and discuss with Trustees, CoGs, Principals. Following discussion Trustees agreed that they would like to look at this first before disseminating to other stakeholders. A half day Visioning session will therefore be arranged. Potential dates/times will be sent out to Trustees.</p> <p>Safeguarding Lead – Mr Vitalis agreed to take on this role.</p>	<p>Date for Visioning session to be agreed.</p>	<p>All</p>	<p>ASAP</p>	
<p>10. Date/s for Autumn Term Board Meetings</p>	<p>Board: Thursday 8th November 2018</p> <p>Committees: E&S: Wednesday 17th October 2018 B&F: Thursday 18th October 2018 & Thursday 20th December 2018</p>				

Meeting closed at 11.30 am

These minutes are approved as a true record of the meeting

Signed:

[Helen Stevenson]

Date: 8th November 2018

Chair's initials to record approval of minutes:

Date: 08.11.18