



LEARNING ACCORD MULTI ACADEMY TRUST

COMPANY NUMBER 10261517

MINUTES OF THE MEETING OF TRUSTEES

25 MARCH 2019 AT SCISSETT C.E. ACADEMY

Minutes of a meeting of the directors (the ‘Trustees’) of the above named company (the ‘Company’) held at Scissett CE Academy on 25 March 2019 at 6.00 p.m.

Present:

Gillian Hamer (Chair), Julie Bowdidge, Antoinette Drinkhill, Theresa France, Dorothy Gott, Steven Horne, John Knox, Janet Skinner and Elaine Watson (CEO)

In attendance: Moyra Tolputt (Meeting Clerk), Gemma Falconer (CFO)

175. Welcome and Opening Prayer

175.1 The Chair welcomed all to the meeting and opened with a prayer.

176. Apologies for Absence and Consent

176.1 Apologies were received from Simone Bennett (with consent).

177. Declarations of Interest

177.1 There were no declarations of interest.

178. Representation and Trustee Vacancies

178.1 New Trustees

The Chair welcomed the new Trustees, Janet Skinner and Antoinette Drinkhill to the meeting and the Trustees were introduced to them. The CEO also extended a warm welcome and explained to Trustees that both are experienced Head Teachers and system leaders working beyond Kirklees and will bring a wealth of experience to Trustee meetings including school to school support, management of staff and associated experience. Both have now been registered on Companies House as Trustees of Learning Accord.

178.2 Ex Officio

The CEO reported that on the advice of the DFE, she is no longer a Trustee of Learning Accord, but has become Ex Officio. She will still attend all meetings and engage fully in the work of the board of Trustees, but in line with the updated academies finance handbook, it is recommended that CEO’s are not Trustees.

178.3 The CEO was pleased to report that there is now a full board of Trustees.

179. Committee Constitutions

179.1 The CEO invited the new Trustees, Janet Skinner and Antoinette Drinkhill to consider joining one if the Trustee Committees.

179.2 The following Trustee committee meetings have taken place:

Standards and Effectiveness Committee: 12th March 2019.

Finance & Audit Committees: 18th March 2019

Pay, Personnel and Performance: 18th March 2019

180. Resignation and Appointment of Governors to LGBs

180.1 School Updates:

Scissett CE Academy

No changes.

Skelmanthorpe Academy

No changes.

St Aidan's CE Academy

Revd Philip Reynolds has retired, so no longer an Ex Officio governor

Helme CofE Academy

Sue Nutton to be confirmed as Governor (discussed at last meeting). We are awaiting her governor appointment form.

181. Minutes of the Meeting held 11 December 2018

181.1 RESOLVED: That the Minutes of the meeting held on 11 December 2018 be approved and signed by the Chair as a correct record subject to the following amendments:

- Minute 166.6 – p6 'March 13th 2019' should read as 'March 31st 2019'.

182. Executive Head Teacher Report and Trustee questions

The CEO Report to Trustees was included in the Trustees' pack.

182.1 Staffing

The CEO reported that the MAT Central team continued to operate to manage the strategic functions of the trust. Mrs J Manning continues to provide support at all Learning Accord Academies in her capacity as Academy Improvement Officer and is providing a wide range of support linked to the individual academy priorities. This half

term Mrs Manning is providing a full day of support at St Aidan's CE Academy, a day of Support at Skelmanthorpe Academy and continues with 3 days of support at Helme CE Academy.

Mrs H Bridge-Wilkinson continues as Personal Administrative Assistant and is providing key admin support to the MAT and for herself as CEO. Mrs G Falconer (Chief Finance Officer) has now ceased the interim support at St Aidan's CE Academy following resignation of the Business Manager and has returned to her usual working hours and pattern of work for the MAT.

The CEO outlined a number of staffing changes across all the academies.

At St Aidan's CE Academy, Heather Malcolm, Y4 class teacher commenced maternity leave at the end of January. Mrs Jenny Blake has been appointed to provide cover on a supply basis.

Of note, at Skelmanthorpe Academy a letter of resignation has been received from Angela Rafferty, Assistant Head Teacher, who is to retire at the end of the academic year after long service at the school. The CEO commended her on her commitment and enthusiasm and expressed gratitude for her lengthy contribution to the school. A current recruitment process is taking place to secure a TLR2 senior lead teacher and SENDCO to replace Mrs Rafferty. This will result in a leadership structure of Head Teacher, Assistant Head Teacher and TLR2 teacher from September 2019 to replace the current structure of Head Teacher and 2 assistant Head Teachers.

At Scissett CE Academy the teacher staffing complement remains stable. Two ETA's have been recruited on a temporary basis until the end of the academic year. Mrs Kerri Thackra is working in Y1, 2 and 3 to provide additional support (replacement for a member of staff who left at the end of the summer term for 27.5 hours). Mr Scott Crowther has been appointed to provide 15 hours of ETA support per week and is working in Y5 and Y1.

At Helme CofE Academy there had been no staffing changes since the last meeting.

182.2 Trustees

The CEO was pleased to report that two new trustees had been appointed- Antoinette Drinkhill and Janette Skinner and they have now been registered on Companies House as Trustees of Learning Accord. On the Advice of the DFE, the CEO is no longer a trustee of Learning Accord and has become Ex Officio. She will still attend all meetings and engage fully in the work of the board of Trustees. The CEO was also pleased to report that we now have a full board of Trustees.

182.3 Local Governing Body Appointments

The CEO noted the LGB changes that have taken place as reported in a previous minute (Minute 180 refers).

182.4 Ofsted/SIAMS Inspections

The CEO reported that Scissett CE Academy was inspected under Section 48 of the Education Act 2005 (Statutory Inspection of Anglican and Methodist School's) 4th February 2019.

The final judgment for overall effectiveness was Good, with a judgement of Good for Collective Worship and Excellent for Religious Education.

A letter sent out prior to inspection with information from the Anglican Diocese of Leeds explained that under the new framework, the old 'Outstanding' grade has gone, and the criteria that would previously have attracted an 'Outstanding' grade has been merged with those for a 'Good' grade. A new grade of 'Excellent' has been introduced with a higher threshold than the old 'Outstanding' grade.

With the above in mind, this was a positive outcome under the new SIAMS framework arrangements. The Trustee Standards and Effectiveness Committee discussed the report in more detail.

Key findings were copied below for Trustees Reference:

- A deeply embedded Christian vision underpins the ethos of support for the needs of the community, providing exceptional assistance for all individuals including vulnerable pupils.
- The Executive Head Teacher inspires others through her strong Christian leadership, which ensures that the vision and climate of the academy enriches and challenges all as unique children of God.
- Pupils make excellent progress in RE. Highly effective use of assessment informs planning and rigorous monitoring supports a high standard of teaching and learning. This excellent practice in RE supports other schools in the diocese. RE develops positive attitudes to diversity.
- All pupils experience significant curricular and extra-curricular opportunities that contribute positively to their spiritual, moral and cultural development. As a result, pupils are confident, aspirational and enjoy their learning. They learn to respect different views and disagree well.
- Collective worship is central to the daily life of the school. Worship inspires and challenges pupils. Pupils' attitudes are extremely positive. They engage well, answering questions and participating in role-plays.

Areas for Improvement comprise:

- To support pupils in more confidently explaining explicitly Christian reasons for challenging injustice and living by Christian values. This is so that pupils are able to explain how these are rooted in the Bible.
- To equip children of all ages to take more responsibility for leadership of collective worship. This is so that they gain more understanding of the importance of worship and important elements of worship.

No further inspections have taken place since the last Trustee meetings. In preparation for possible Ofsted Inspection, 360° reviews had been arranged at Skelmanthorpe Academy on 20th March and also at Helme C of E Academy.

The reviews were carried out by James Reid and the CEO gave reference to the positive report which was in the Trustees pack.

182.5 Buildings

The CEO gave an update on the progress towards the CIF bids and pleased to confirm that final completion reports have now been submitted for Helme, Skelmanthorpe and Scissett for all 2018/2019 projects.

- At Helme the heating project has not yet been signed off. There is currently a fault (common fault) which EON and Tricon are to work to resolve.
- At Skelmanthorpe drains have been cleared with the work completed over half term and has now been signed off.
- At Scissett drain issues have also now been resolved and work to the toilets has been agreed and the CIF signed off.
- At St Aidan's all building work to the window replacements bid has been completed and all skylights, windows and doors have been replaced. Snagging has been completed and electronics finished and made good.

182.6 Finance

The CEO reported that spending has continued to be monitored closely across the MAT and at individual school.

CFO and CEO have met to review possible scenarios linked to the available funding for the next academic year and the associated potential benefits and risks to the trust have been considered for each of the options. This includes consideration of roles and responsibilities within the central team, accommodation and our accountability to the academies in the Trust, with our associated duty to provide school to school support to ensure that academies improve and sustain their effectiveness.

Such planning/options for the next academic year cannot be considered outside the growth strategy discussions that are taking place with the DFE, as potential growth would have an impact on the available funding and on our ability to draw down the remaining funding to meet the terms and conditions of the MDIF Grant.

Indicative budget allocations have been received from the ESFA. These show an overall increase in funding of £80,981.82 across the Trust, based on the four existing academies. Scissett, Skelmanthorpe and St Aidan's all have increased budget allocations, but Helme has a reduction of £19492. The CFO will provide direct support and work with each Academy for budgetary planning for the next academic year.

Q. Is the increase in funding due to the additional pupil numbers at Skelmanthorpe?

A. Yes. It is directly related to the growth in numbers of pupils coming from the new build housing.

182.7 Sponsorship

The CEO noted that the Learning Accord MAT continues to act as the sponsor for Helme CofE Academy and support provided by the Academy Improvement Officer (AIO) is enabling the academy to make progress. Predictions for 2019 are positive and attainment and progress are predicted to be much improved:

Predicted EYFS GLD 2019: 79%.

Y1 Phonics predicted to meet the standard in 2019: 83%.

182.8 Pupil Outcomes

Data outcomes will be collated for the Spring Term using the MAT tracker for progress and attainment and these will be shared with the trustees at the next Standards and Effectiveness meeting.

The MAT Heads group continues to focus on pupil outcomes for both attainment and progress and to share best practice. Figures from the Autumn term have been shared. The Trust continues to inform judgements on attainment and progress through the use of standardised tests (PIRA and PUMA).

182.9 Pupil Numbers 2018

Pupil numbers were tabled for the individual Academies and the total pupil number was 668.

Pupil numbers remain largely stable at Helme, Scissett and St Aidan's, however Skelmanthorpe's numbers have seen a steady increase largely as a result of new house building.

182.10 Progress towards Business Plan Priorities

The CEO gave an update on progress towards priorities in the 2018-2019 business plan as follows:

Embedding Effective Governance of the Learning Accord MAT Trustees Board:

- Continued focus on vision and values for all MAT Academies. Continued focus at MAT Heads group. Specific focus on values at Skelmanthorpe this term.
- The 2018-2019 business plan is regularly referred to and shared with interested parties.
- Trustee committees continue to review progress and monitor performance of the MAT at the scheduled meetings.

- The annual skills gap analysis is still in process. Many trustees have now returned the skills analysis. This will also need to be completed by the new trustees. Further analysis will take place once all have been received.
- Trustees continue to work with and support local governing bodies where appropriate.
- Trustees and MAT Heads continue to engage with local governing bodies and senior leaders with regard to possible academy conversion as appropriate.
- Recruitment of two new trustees this term and CEO change to Ex Officio.
- Some trustees have undertaken further training e.g. MAT CEO/Chair briefings, MAT INSET, SIAMS Briefing provided by Darren Dudman etc.

Strengthening local governing bodies:

- Continued scheme of delegation is in place
- CEO continued engagement with local governing bodies where appropriate-including email advice and correspondence.
- Continued support of Helme local governing body, shadowing of LGB at Scissett by Chair of Governors at Skelmanthorpe.
- Continued CEO monitoring of minutes of LGB meetings for all MAT Academies.
- CFO continues to support LGB finance committees where appropriate.
- Continued CEO liaison with Diocese and LA where appropriate to secure academy improvement.
- Focused meeting with Diocesan Director of Education and Assistant Director of Education and scheduled CEO/LA meetings 28th March, 7th May.
- MAT Notes of visits shared at LGBs where appropriate.

Embedding School Improvement and Effectiveness:

- CEO, AIO and school leaders continue to focus on Learning Accord improvement strategies.
- 360° Reviews arranged for Skelmanthorpe and Helme this term.
- Continued monitoring and evaluation has taken place across all Academies during the Spring term with focus on disadvantaged pupils at MAT Teacher Meets and AIO & CEO involvement in planning scrutinies.
- Standards and Effectiveness committee has reviewed school development plans and SEFs for all Learning Accord Academies this term.
- The Standards and Effectiveness committee has an overview of strengths and weaknesses in all MAT Academies.
- Progress towards the MDIF Action plan has been discussed and shared at MAT Heads. CEO and CFO have completed and returned a first MDIF evaluation to the DFE. Further NLE Support for Helme and LLE Support for Skelmanthorpe has been brokered (5 days per school).
- Skelmanthorpe is to receive 3 days of support through the new NLE School Improvement Fund Pilot. The school meets the criteria for Tier 2, which could allow access for up to a further £16k of funding for school improvement.

- Continued MAT Heads meetings are scheduled each term. A key focus this term has been planning for our MAT teacher meets and staff INSET along with planning the focus of the work of the Academy Improvement Officer. Work is now commencing on planning for the 2nd May INSET linked to Curriculum.
- A successful MAT INSET Day took place (25th Feb), linked to SEND/Disadvantaged & behaviour for learning, children's mental health and wellbeing and the use of interventions. This was led by Jassmine Manning (AIO) and Sarah Senior (Head Teacher at Skelmanthorpe).
- Cross Academy teacher visits have continued this term to enable teachers to observe Good and Outstanding practice.
- The MAT School Improvement Strategy has continued to be shared with interested schools and academies where appropriate and with the DFE.
- Detailed feedback for teachers has been shared following planning scrutinies this term.
- Spring term data for all MAT academies will be collated and shared at the MAT Heads group.
- Support for school leaders has continued at all MAT Academies this term. Our ongoing engagement with schools and monitoring and evaluation suggests that this is resulting in significant improvements and also sustained effectiveness.

Financial management business efficiencies and effectiveness:

- Successful Internal Audit completed this term (Simpson Wood).
- All submissions to ESFA completed on time.
- CFO and CEO attendance at BHP and Irwin Mitchell Academy Conference review of the Academies Benchmark Report with focus on implications of the report for Learning Accord.
- Financial planning for 2019/20 commenced with consideration of funding across the MAT, review of top-slice arrangements and possible scenarios for management.
- Provision of additional financial information to the DFE as requested linked to the growth strategy and academy finances.
- Ongoing focused financial management, with liaison across the MAT and at an individual level to manage the Academy budgets. CFO is providing ongoing support to manage budgets and review spending for all academies during the Spring term. There is a continued review of MAT contracts and negotiation of discounts where possible.
- CEO and CFO attendance at ICFP (Integrated Curriculum Financial Planning) briefing at the Academies show this term.
- CIF (Condition Improvement Fund) applications for 2019-2020 outcomes due March 2019.

182.11 Growth Strategy

The CEO shared the Business Plan Growth Strategy which remains the same as in the Business Plan for 2018-19.

This presented the current growth strategy as follows:

Year 2: 1-2 academies Year 2: 2-3 academies Year 4: 3-5 academies.

The CEO reported that an expression of interest has been submitted to the DFE to sponsor a further academy. We have received notification that we have been approved and hope for a positive outcome. This would enable us to draw down remaining MDIF Funding and would attract further sponsor funding.

We continue to liaise with a school where due diligence was completed and hope to continue to work in partnership for the future.

Q. What happened to the letter from Lord Agnew?

A. The letter had been received in relation to the MDIF grant explaining that funding is at risk if the MAT was unable to take a further school within the set timescale of the terms and conditions. Because we have now been approved and awaiting the outcome we have emailed the MDIF Funding department to say we have been matched with another school which means if the outcome is successful we won't lose our funding and will receive an additional £70k.

Q. Does the proposed school match the profile of the other schools in the MAT?

A. Yes. Although not a church school it is a community school similar to others in the MAT. It is an infant school in Kirklees which has a shared Head Teacher and LGB with a junior school which will also be invited to join the LA MAT.

Q. Could the junior school decline to join the LA MAT?

A. Yes. We are meeting with the Head Teacher and LGB this week to share our ethos and explain our rationale.

Q. Does it have large pupil numbers?

A. Yes, there are 168 pupils in the infant school and 450 pupils in both schools.

Q. Does it have a caretaker accommodation building?

A. No. It does however have a large building attached which used to be a Pupil Referral Unit and two ball courts.

RESOLVED: That the Executive Head Teacher to be thanked for her report.

183. MAT Growth Strategy

This was discussed in the previous minute (Minute 182.11 refers)

184. Reports from Committees

184.1 Standards and Effectiveness Committee – 12 March 2019

Minutes from the Committee meeting were included in the Trustees' pack. The following points were highlighted by Mrs J Bowdidge:

184.1.1 Update on progress of MAT academies (input from AIO):

Jass spoke to her detailed report and gave an overview of progress and work across schools across the MAT. There has been some very productive joint INSET and joint moderation with positive feedback shared by all schools. Some staff have visited other schools to observe best practice. We are focused on planning scrutinies and on disadvantaged pupils and all the schools have evidence of tracking and interventions in place.

Update on Helme

Jass reported that teaching and learning is good overall and outcomes are improving. School is preparing for its 360 review and staff are positive about it and there is a cohesive feel in the team. Children in EYFS are on target to meet their targets, Y1 phonics looks strong, current prediction is 89%. A slight concern over reading in Y2 from the autumn data drop, but the expectation is that improvements will be seen this term in the results, Y6 is looking strong, data is showing that children will outperform targets in reading and writing. For maths, children are having two daily inputs and booster groups are taking place. Jass is confident children will at least meet their targets.

Update Skelmanthorpe

Jass is attending one day per week and supporting a NQT in Y1 with phonics at the start of the day with focused groups. A link has been set up with St Aidan's Y1 teacher and with Scissett for phonics. Time has been spent supporting the Head Teacher and SLT for the 360 review on 20th March.

Update St Aidan's

Jass is supporting one day per week this half term in response to leadership absence. Jass is focusing on greater depth as an aspect of development term.

Jass is not working at Scissett this half term, but worked alongside the Executive Head Teacher in the run up to the SIAMS Inspection. This was invaluable and has been helpful for the other church schools in the trust.

184.1.2 Expression of interest Head Teacher Board:

The Trust has been asked to put in an expression of interest to sponsor a further school that has gone into an Ofsted category. The Head Teacher Board met on 28th February, but deferred approval. Feedback was that the board was positive about the match, but asked for further financial information in the light of information shared by the school after the Trust's information was submitted. An additional meeting will be held to consider the additional information if necessary. The trust hopes to hear an outcome shortly. If approval is given this would secure the remainder of the MDIF funding.

184.1.3 Expression of MAT External verification 360 review visits

360 reviews will take place at Skelmanthorpe and Helme in March. James Reid will complete the reviews. He is a lead inspector. He has looked at a range of

documentation including the IDSR and ASP. He will do lesson observations, will meet with children, meet with leaders, carry out a book scrutiny and will meet with governors. James will produce a report following the 360 review to inform trustees and give this external verification.

184.1.4 SIAMS Inspection Report

SIAMS Inspection was carried out at Scissett on 4th February. The inspection report was discussed. The overall judgement was Good, with a judgement of Good for Collective Worship and Excellent for RE. The report is very positive and the judgement is against the new framework which was introduced in Sept 18. The Academy was one of the first to be inspected under the new framework.

184.1.5 Spring SIAMS MAT focus

Planning scrutinies were completed for all schools. Schools have their own autonomy for planning and formats. Disadvantaged children were identified in planning and thought was given to thinking about stretch and challenge. Planning scrutinies were positive overall. Heads have followed up by feeding back to staff and sharing any points for development.

184.1.6 SDP's for MAT Academies

SDPs were shared and discussed for all academies.

Jass has worked intensively on the SDPs for Helme and Skelmanthorpe. Jass is working with St Aidan's this term to ensure capacity is there to enable the actions to be carried out and so that evidence of impact is driven forward. Julie comments that she likes the monitoring questions that are included on the St Aidan's plans. Jass is supporting with evidencing progress towards the action plans. The school is felt to be slightly behind where they wanted to be due to leadership absence and change of staffing in the Y4 class where the cohort is challenging which has taken up a lot of leaders' time.

A Spring 2 update is given for Scissett's development plan. Updates are provided for governors termly. Helme SDP is updated regularly. Colour coding is used, with green showing actions achieved and yellow showing live actions, with updates provided in the end column. Senior leaders are involved in reviewing the plan. Trustees noted the significant progress that has been made. Skelmanthorpe's SDP has been updated prior to the 360 review. The leadership team are meeting with Jass on Thursday to review and provide further updates.

184.1.7 SEF's for MAT Academies

SEFs were provided for all of the academies.

Helme - Overall judgement 3, (requires improvement), but with aspects of good. Teaching and learning was judged 3 overall, but with some aspects of good. PDBW is judged good overall. EYFS judged good. Outcomes judged 3 at this point, but progress is being made.

Skelmanthorpe - Judged good across the board within the current SEF.

St Aidan's - Judged good overall, but some aspects of outstanding. Jass thinks there may be a SEF update and will chase to see if this can be provided.

Scissett - Current judgements outstanding. Jass commented that data is strong.

All SEFs are felt to be concise and to include detailed information.

184.2 Finance Committee – 18 March 2019

Minutes from the Committee meeting were included in the Trustees' pack. The Chair gave an introduction and CFO, Gemma Falconer summarised her report under the following points:

184.2.1 2018/2019 Budget Monitoring Review to 31st January 2019 (input from CFO)

The Chief Finance Officer, Gemma Falconer, spoke to her written report. The reports discussed included Consolidated Cash Flow Consolidated Management Accounts Report and Governors Management Accounts. Attention was drawn to the change in format re presentation of the reports. HCSS budgeting software is used to provide greater detail. The Management Accounts Report and Cashflow report is required monthly. (DFE requirement)

It was pointed out that there has not been much change from the base budgets overall. The CFO was asked if regular commitments such as salaries, business rates, and other regular direct debit payments could be included in the reports. The Trustees were informed that although this would be beneficial it is not possible under current arrangements.

A discussion took place in connection with financial arrangements for School Meals payments. The current arrangement is with Kirklees Council. There have been some issues that have occurred, in particular with a refund arrangement of any excess which is shared with the Council. The CFO has asked them if banking arrangements can change so that all payments come into the schools. The Council (Spencer King) agreed that this is possible which means that the Academies are responsible for sharing profits. It was suggested that if and when this happens the Academies should be able to take an amount for their administration expenses.

An internal audit has taken place with a focus on bank reconciliations. The CFO intends to share the report with the CEO and Audit Committee. Academies have been issued with a timetable for submission to remove any doubt as to when financial procedures should take place and returned to the CFO. These are important for submission of MAT VAT returns and cash flow for example.

Attention was drawn to Related Party Transactions. Any transaction over a sum of more than £20K requires approval if a Related Party is involved. The Trustees considered a related party to be someone connected to Trustees, Governors or staff. This could be a business arrangement or a family member.

The CFO is working to comply with requirements to "Making Tax Digital", (MTD) the HMRC plan to enable businesses to get their tax right and keep on top of their affairs. The CFO informed the Trustees that she has been working towards the deadline for

converting to MTD by 1st April, however it has been announced that the MAT is part of the group who will be deferred until October 2019.

Future key priorities are to meet with each Academy to prepare the budgets for 2019 / 2020 in readiness to present to the local governing bodies and Trustees in June. The CFO will submit the Budget Forecast Return Outturn 18/19 by Mid May 2019. The CFO will submit the Budget Forecast Return 2019 / 2020 by 20th July 2019. The CFO acknowledged that the Finance Policy requires review and will give this consideration in due course. The Lettings Policy also requires review and a costing review is required to ensure that lettings charges are viable. The Chair asked if this could be carried out at Academy level if there was not sufficient time available to address this. The CFO felt that it was more appropriate to do this a MAT level so that a consistent approach and costing formula could be implemented.

The Trustees were asked to consider the authorisation limit for approval of transactions. It was pointed out that the CEO and CFO are required to approve large salary transfers to the Council for payroll.

Q: Do we need to minute approve a limit of £250K for both the CEO and CFO for approval of salary and CIF transactions pending the review of the Finance Policy?

A: Yes.

Q. What is the authorisation limit now?

A. £50k approximately.

Q. Do you buy in payroll?

A. Yes, we buy in payroll from Kirklees.

RESOLVED: That the Committee recommend that Trustees approve a limit of £250K for both the CEO and CFO for approval of salary and CIF transactions pending the review of the Finance Policy.

Mrs G Falconer (CFO) was thanked for her report and Trustees acknowledged the high level of commitment and the significant contribution that the CFO makes in securing the financial success of the MAT.

184.3 Pay, Personnel and Performance Committee - 18 March 2019

Minutes from the Committee meeting were included in the Trustees' pack. The following points were highlighted by The Chair, Miss G Hamer:

184.3.1 Approval of updated policies

The Chair drew Trustees attention to the policy explanation of updates for the following policies:

1. Appraisal
2. Clear Desk and Screen Policy (New)
3. Complaints

4. Grievance
5. Homeworking (New)
6. Recruitment
7. Redundancy
8. Safeguarding

The Committee recommends to the Trustees that the above policies are adopted.

RESOLVED: That these policies be adopted by the Trustees as a complete and correct record.

184.3.2 Approval of updated policies with minor changes

1. Attendance Management (New)
2. Capability
3. Disciplinary
4. Maternity, Paternity and Adoption Leave
5. Stress
6. Whistleblowing
7. Redeployment
8. Review and Restructure
9. Code of Safe Working Practice for the Protection of Pupils and Staff
10. Data Protection
11. Leave of absence
12. Training and CPD
13. Travel and Subsistence
14. West Yorkshire Pension Fund
15. Equality
16. E-safety
17. Freedom of information
18. Bullying and Harassment
19. Adverse Weather

The Committee recommends to the Trustees that the above policies are adopted.

RESOLVED: That these policies be adopted by the Trustees as a complete and correct record.

185. Update on MAT visits to schools

This was discussed in the previous minute (Minute 184.1 refers)

186. Update from MAT Heads Group

MAT Heads meetings are focussing on the new Ofsted framework and new inspection processes.

187. Any Other Business**187.1 Footpath Plans**

The CEO shared with Trustees the footpath plans that had been sent from Kirklees Physical Resources and Procurement department for approval. She explained that there had been a number of amendments to the original plans mainly due to concerns about child safety. The safeguarding concerns have now been resolved by the proposed installation of a 6ft fence alongside the School and a chicane at the end of the path.

Q. Would Kirklees have responsibility for maintaining the 6ft fencing?

A. Yes I believe so. There was a conversation about the upkeep of the fencing.

Q. Can we delegate approval to a committee?

A. Yes, if we decide to choose a committee.

Q. Can we approve the plan by email?

A. Yes. The CEO will email all Trustees the plans for approval.

188. Agenda, Minutes and Related Papers – Academy Copy

RESOLVED: That no part of these minutes, agenda or related papers to be excluded from the copy to be made available at the Academy Schools, in accordance with the Articles of the Trust.

189. Dates & Times of Future Meetings

The dates of the Learning Accord Academy Trust meetings of the Trustees for 2019 will be as follows:

Full Trustees

Monday 1 July 2019 6.00pm

Finance Committee

Monday 24 June 2019 1.00pm

Pay, Performance and Personnel

Monday 24 June 2019 2.15pm

Standards and Effectiveness

Friday 20 September 2019 1.15pm

