



LEARNING ACCORD MULTI ACADEMY TRUST

COMPANY NUMBER 10261517

MINUTES OF THE MEETING OF TRUSTEES

1 JULY 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 1 July 2019 at 6.00 p.m.

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**Present:**

Gillian Hamer (Chair), Julie Bowdidge, Antoinette Drinkhill, Dorothy Gott, John Knox, Janette Skinner and Elaine Watson (CEO)

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

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**190. Welcome and Opening Prayer**

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

**191. Apologies for Absence and Consent**

**191.1** Apologies were received from Simone Bennett, Theresa France and Steven Horne (with consent).

**192. Declarations of Interest**

**192.1** There were no declarations of interest.

**193. Representation and Trustee Vacancies**

**193.1 Ex Officio**

The CEO reported that Mr. Steven Horne has resigned from the Board of Trustees due to his existing work commitments. Mr. Horne has been a valued Trustee with particular expertise in finance which he brought to the Board. An advertisement has been placed on the Academy Ambassadors website to recruit a Trustee with financial expertise.

The CEO has also received informal notification that Simone Bennett will resign as a Trustee and be replaced by Simon Sloan Diocesan Advisor so that the Board maintains a Diocesan presence.

**194. Resignation and Appointment of Governors to LGBs**

**194.1 School Updates:**

### **Scissett CE Academy**

No changes.

### **Skelmanthorpe Academy**

- Appointment of Kieran Wilson: Governor appointment form received

**ACTION:** For Kirklees Governor Service to confirm that they have received this application form.

### **St Aidan's CE Academy**

No changes.

### **Helme CE Academy**

- Appointment of Pamela Murgatroyd: Governor appointment form received
- Appointment of Natasha Dyson as parent governor

**RESOLVED:** That Pamela Murgatroyd and Natasha Dyson be appointed as Governors at Helme CE Academy.

## **195. Minutes of the Meeting held 25 March 2019**

**195.1 RESOLVED:** That the Minutes of the meeting held on 25 March 2019 be approved and signed by the Chair as a correct record subject to the following amendments:

- Present, Minute 178.1, Minute 179.1 – ‘Janet Skinner’ should read as ‘Janette Skinner’.

## **196. Executive Head Teacher Report and Trustee questions**

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

### **196.1 Staffing**

The CEO reported that the MAT Central team continued to operate to manage the strategic functions of the trust.

Mrs Jasmine Manning is continuing to provide support at all Learning Accord Academies in her capacity as Academy Improvement Officer. This half term Mrs Manning has had a varied timetable, working across all MAT academies. In addition, she has commenced support at Kirkroyds Infant School, working alongside the interim Head Teacher Mrs Su Aaron Abel to support the drive for improved teaching and learning.

Mrs Helen Bridge-Wilkinson continues as Personal Administrative Assistant, providing key admin support to the MAT and for the CEO. Mrs Bridge-Wilkinson has undertaken some online training linked to minute taking.

Mrs Gemma Falconer (Chief Finance Officer) continues with all strategic financial management within the MAT. This term Mrs Falconer has been working some additional hours to complete work associated with the conversion of Kirkroyds Infant School. This has included work with the School's Resource Management Advisor.

Key staffing changes:

#### St Aidan's CE Academy

- Mrs Sandra Atkinson has resigned and will leave the academy at the end of the term.
- Mrs Jenny Blake has ended her contract with the Y4 class. Mrs Laura Willimott (Assistant HT and Mrs Diane Thomas are covering the class until the end of term).
- Two new appointments have been made for the new academic year. An NQT Anna Mair has been appointed and Sally Somerville has also been appointed as class teacher.

#### Skelmanthorpe Academy

- Mrs Sarah Senior Head Teacher is currently on sick leave. Mrs Jeanette Dearnley is covering as Acting Head Teacher.
- Mrs Angela Rafferty- Assistant Head Teacher retires at the end of the academic year after long service at the school.
- Mrs Alison Walshe has been appointed as TLR2 senior lead teacher.
- Mr Adam Worrall leaves the school at the end of term to take up a new post at Lydgate Special School.
- Miss Ellie Shutt is to complete her apprenticeship in the school office this term,
- Charlotte Coy has been appointed as a new class teacher with a subject leader responsibility.
- Mrs Candice Fisher ETA is to reduce her hours to 25 hrs per week.
- Miss Katie Mansfield ESA is to increase her hours to support EHCP pupils 30 hours per week.

#### Scissett CE Academy

- The teacher staffing complement remains stable.
- We have just received a resignation from Mrs T France, Business Manager at Scissett.

#### **Q. What will happen to Mrs T France's role?**

**A.** This is a massive loss for the school. She has been in post with the CEO for over 16 years and can't easily be replaced. She has a wealth of knowledge about the School, MAT and great teaching schools experience alongside incredible business acumen. We have contacted a number of supply agencies and haven't been able to find a suitable replacement for her yet.

- The two temporary ETA's been recruited at the start of the Spring Term, will leave in July as there is insufficient funding to sustain these roles.

- Mrs Hannah Whittle will commence maternity leave during the first half term. Two experienced supply teachers Mrs Pauline Potter and Mrs Jo Lawless will cover the absence on a job share basis until Mrs Whittle returns towards the end of the academic year.

#### Helme

- Mrs Lorna Siswick will be starting her maternity leave week beginning Oct 21st 2019 and have appointed Miss Kirstie Hanson for two terms initially.
- Miss Hanson will be teaching Y4/5 in the morning and in the afternoon she will be teaching LKS2 group.
- Mr Graham Bailey, school caretaker will be retiring next year.

### **196.2 Trustees**

Trustee committee meetings have taken place as follows:

Standards and Effectiveness Committee - 20<sup>th</sup> June 2019.

Finance Committee - 24<sup>th</sup> June 2019

Pay, Personnel and Performance - 24<sup>th</sup> June 2019

### **196.3 Local Governing Body Appointments**

The CEO noted the LGB changes that have taken place as reported in a previous minute (Minute 194 refers).

### **196.4 Ofsted/SIAMS Inspections**

The CEO reported that no further inspections have taken place since the last Trustee meetings.

### **196.5 Buildings**

The CEO gave an update on the progress towards the CIF bids. Unfortunately, CIF bids for 2019-2020 have been largely unsuccessful although appeals have been submitted.

One bid has been successful; this is for drainage works at the Skelmanthorpe nursery building. This project comprises of remaining essential drainage works which came to light during the 2018-2019 project.

The Trust is exploring whether CIF bids for the next round might be submitted by an alternate provider instead of AHR global e.g. Mrs Falconer has contacted Eddison's for further discussion.

Helme are currently renovating the school house using Devolved Formula Capital (DFC), PTA contributions and have applied for some grants from local town council and a local church charity (Crossroads). The use of the school house will be for open for community use and will include a teaching kitchen, pupil learning room, a Nurture Room, PPA work space, meeting room and office space. The outside will be used as a community

allotment and Meltham Walkers are interested in developing this area. The roof of the school house was recently secured and made water tight (Feb 2019).

### **196.6 Finance**

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

The CFO and CEO have reviewed a range of scenarios for the central team and for the MAT top slice. These were outlined in detail for the finance committee's consideration. As always, the associated potential benefits and risks to the trust have been considered for each of the options. Additional funding from the top slice achieved through academy conversion of Kirkroyds Infant School has been factored in to the scenarios.

Trustees should be aware that taking an additional school during 2020 would provide further opportunities. The growth strategy discussions taking place are felt to be positive and if this leads to a positive outcome with a sixth school joining the trust, this would be beneficial for the trust.

The CEO was pleased to report that the MAT has been able to draw down remaining funding for the MDIF grant. An evaluation is due to be submitted to the DFE on 28<sup>th</sup> June. All monies from this grant must be spent by the end of August.

### **196.7 Sponsorship**

Progress towards the improvement plan at Helme C of E Academy continues. Mrs Manning continues to support the Academy and an update is provided in the Academy Improvement Officer's report to the trustee standards and effectiveness committee.

#### Teaching and Learning

The quality of teaching and learning is now judged to be good – with 90% of lessons good or better.

### **196.8 Pupil Outcomes**

Data outcomes for the Spring term have been considered for all MAT Academies at the Trustee Standards and Effectiveness Committee, along with emerging outcomes for all Academies for EYFS, Phonics, KS1 and KS2. The emerging data presents a positive picture for the MAT, although National Benchmarks for 2019 are not yet available.

Data outcomes will be collated for the end of the Summer 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. As previously, the trust continues to inform judgements on attainment and progress through the use of standardised tests (PIRA and PUMA).

### **196.9 Pupil Numbers Spring 2019**

Current numbers on roll are as follows:

Scissett CE Academy	182
St Aidan's CE Academy	180
Skelmanthorpe Academy	184
Helme C of E Academy	111
<b>Total</b>	<b>657</b>

Pupil numbers remain largely stable across the MAT, however there is some pupil movement at Helme at the end of the summer term with six pupils moving to other schools. In addition, more pupils are leaving Y6 and a smaller group is to be admitted to the Reception class. The Head Teacher and Business Manager are monitoring pupil numbers closely (along with the associated impact on pupil numbers). The Academy rescinded a permanent exclusion this half term for a pupil in Y3. The Local Authority has now taken responsibility for this pupil's education whilst he remains on roll, but is not attending. Plans are in place for the local authority to find a permanent place for the pupil in an alternative setting.

Pupil admission is down slightly at Scissett for Reception 2019 with 27 pupils currently allocated places. This is unusual as in recent years the Academy has been full and has had a waiting list. One pupil who was allocated a place has moved and no longer requires the place. One pupil is to be admitted to the Reception class out of year group.

### **196.10 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. The visioning session planned for Skelmanthorpe has been postponed in the light of the Head Teacher's absence.
- The 2018-2019 business plan has been referred to and shared with Kirkroyds Infant School and Wooldale Junior school specifically this half term.
- Further change of trustees this term- information will be updated at Companies House accordingly.
- Trustee committees continue to review progress and monitor performance of the MAT at the scheduled meetings. Mrs Antoinette Drinkhill is adding value to the trustee finance committee and Mrs Janette Skinner to the pay, performance and personnel committee. Mrs Dorothy Gott has kindly joined these committees on a temporary basis in the absence of Mrs Terry France.
- The annual skills gap analysis process continues. Further analysis will take place once any new trustees are in post.

- Trustees continue to work with and support local governing bodies where appropriate. This term, presentations have been provided for the joint governing body of Kirkroyds Infants and Wooldale Junior schools, in addition to ongoing liaison with the Chair of Governors and interim Head Teacher regarding both the sponsorship of Kirkroyds and formal consultation with the Wooldale Junior School community.
- CEO support and Academy Improvement Officer support for recruitment processes has continued where appropriate.
- Some trustees have undertaken further training e.g. MAT CEO/Chair briefings, MAT INSET etc.

#### **Strengthening local governing bodies:**

- The scheme of delegation continues to be in place for all academies in the trust.
- CEO continued engagement with local governing bodies where appropriate-including email advice and correspondence e.g. for Skelmanthorpe Academy in particular this term.
- Continued support of Helme local governing body this term, although Mrs France will not be able to attend the next local governing body meeting due to illness.
- Continued CEO monitoring of minutes of LGB meetings for all MAT Academies has continued.
- CFO continues to support LGB finance committees where appropriate, there has been significant input this term due to budget setting.
- Continued CEO liaison with Diocese and LA where appropriate to secure academy improvement.
- MAT Notes of visits have continued to be shared at LGBs where appropriate.

#### **Embedding School Improvement and Effectiveness:**

- Termly meeting with LA colleagues Jo-Anne Sanders and Harkireet Sohel has taken place and a further meeting is scheduled prior to the end of term.
- CEO, AIO and school leaders have continued to focus on Learning Accord improvement strategies. Helme have benefited from 5 days NLE support this term (Sam Laycock-Smith) and Skelmanthorpe from 5 days LLE support (Alex Beaumont). In addition, although Kirkroyds Infant school is yet to join the trust, we have been able to fund 10 days of NLE support provided by Shazia Azhar in addition to some SLE support. All of this system leader support has been funded through the MDIF grant.
- Continued monitoring and evaluation has taken place across all academies during the summer term. Our focus on disadvantaged pupils has continued for both CEO and AIO visits, with a review of key documentation including the pupil premium strategy, school development plan and SEF.
- MAT Teacher Meets this term have focused on the EEF recommendations for English and mathematics. The session was very productive with a professional approach and depth of discussion taking place.

- Standards and effectiveness committee has reviewed data outcomes and notes of visit where appropriate Learning Accord Academies this term.
- The standards and effectiveness committee has an overview of current data strengths and weaknesses in all MAT Academies.
- Progress towards the MDIF Action plan has been discussed and shared at the MAT Heads group.
- CEO and CFO have completed and will return a second MDIF evaluation to the DFE by 28<sup>th</sup> June.
- The 3 days of support for Skelmanthorpe through the new NLE School Improvement Fund has been completed. As the school meets the criteria for Tier 2, which could allow access for up to a further £16k of funding for school improvement a Rapid Action Form has been submitted to the DFE. We hope to hear whether this has been successful by July. The school has also applied for further phonics support through the Greetland academy, this support is also highlighted.
- Our 2nd INSET day of the year took place on 2<sup>nd</sup> May. The focus was linked to the curriculum. In the morning teachers and leaders looked at the implications of changes to Ofsted inspection from September and focused on the importance of knowledge, skills and vocabulary. In the afternoon there was an opportunity to work in academy based groups to work on an intent, implementation and impact statement so that this can be put onto each academies website in readiness for next academic year.
- Continued MAT Heads meetings are scheduled each term. A key focus this term has been planning for our MAT teacher meets, continued review of MDIF and support for individual schools.
- Further 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, in particular additional planning was provided linked to Kirkroyds Infant School.
- Detailed feedback for individual academies has been shared following book scrutinies this term.
- Summer term data for all MAT academies has been collated and will be shared at the MAT heads group.
- Support for school leaders has continued at all MAT Academies this term, notably support for the acting HT at Skelmanthorpe and support for the interim HT at Kirkroyds and Wooldale. Our ongoing engagement with schools and monitoring and evaluation suggests that this is resulting in significant and sustained improvements and effectiveness.

#### **Financial management business efficiencies and effectiveness:**

- A further internal Audit has been completed this term (Simpson Wood).
- Work with the School Resources Management Advisor has taken place with a very positive report. This has focused on the budgetary situation at Kirkroyds Infant School but has also looked at financial management of the trust. We were very pleased with the report and the external verification that this has brought for the Trust.

- All submissions to ESFA have been completed on time.
- Financial planning for 2019/20 commenced with consideration of funding across the MAT, review of top-slice arrangements and possible scenarios for management (see finance committee minutes).
- 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 has provided ongoing support to manage budgets in the current financial climate and has supported review of spending for all academies this term.
- There has been continued review of MAT contracts and negotiation of discounts where possible.
- CIF Appeals (Condition Improvement Fund) taking place this term.

### **196.11 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.

### **Update Kirkroyds Infant School**

The CEO was pleased to report that the Regional School Commissioner for Lancashire and West Yorkshire Vicky Beer, approved a match for Kirkroyds Infant School with Learning Accord MAT. Due diligence procedures have been completed satisfactorily and many visits have taken place between the MAT and the school:

- Brown Jacobson have been instructed to progress the conversion on our behalf.
- TUPE meetings have taken place for staff
- Meetings with unions have taken place
- A meeting for parents has taken place
- A measures letter has been sent to the Chair of Governors.
- An indicative date for conversion has been set as 1<sup>st</sup> October. This is so that there is sufficient time to complete a staffing review as a result of the school budget. Some members of staff have agreed to take voluntary redundancy which will mean that the school staffing ratios are brought into a more realistic alignment with available funding.
- Two progress meetings have taken place with the DFE. These meetings have representation from Kirklees LA, the trust and the school, in addition to solicitors.
- The business manager has begun to attend the MAT Mates group and access CFO support.
- There is ongoing support for the school from CEO and AIO and the NLE and SLE support is helping to further drive improvement.

- CEO involvement in recent cause for concern meeting confirmed improved outcomes at EYFS, Phonics and KS1 this term.

### **Update Wooldale Junior School**

Trustees were reminded that an invitation to join the Trust had been extended to Wooldale Junior School due to the existing federation with Kirkroyds Infant School. The CEO was pleased to report that Wooldale Junior School is currently consulting with all members of the community regarding potential to also convert and join Learning Accord MAT. Much of the due diligence completed for Kirkroyds Infants was also relevant to Wooldale due to the federation and so far nothing has presented as a bar to the school joining the trust. The Chair and HT have worked with the local authority to look at financial implications. The two schools had federated to gain the benefits of partnership working. The LA has supported a view that the Wooldale should consider conversion so that these benefits could continue. The consultation is due to end on 28<sup>th</sup> June and the governing body will then review all of the responses to inform their decision making. The consultation process has involved a presentation for staff and a presentation for parents. Both meetings appeared to be positively received.

#### **Q. Are the buildings in the new schools in a good state of repair?**

**A.** Yes. They are in a good state of repair.

#### **Q. Is there a shared driveway between the old Lydgate building and Kirkroyd's Infants?**

**A.** Yes.

#### **Q. Is there a bungalow on site?**

**A. Yes. The Caretaker lives on site**

**A.** There is a separate building called the Lydgate Building. This is currently standing empty and we have met with Mr J Quarmby from Kirklees Council to review our safeguarding concerns. Unfortunately the Lydgate Building would be too expensive to be leased by the MAT and it is too small for the Junior School to move into. Kirklees would prefer to install guardians to supervise the building but this brings up safeguarding concerns for the MAT

### **Update Due Diligence**

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

The CEO thanked Trustees for their continued hard work and commitment which is greatly appreciated.

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

**197. Change of Timetable Skelmanthorpe**

The CEO circulated a letter from Skelmanthorpe Academy requesting a proposed change to the school day. Following a budget review for the academic year 2019-20 the Academy is proposing to fund pure year group teaching for English and Maths at morning times for Key Stage Two. This will be a change from the mixed-age group teaching that takes place currently. In Key Stage One and Foundation Stage we will have pure Reception, Year One and Year Two classes.

**RESOLVED:** That the proposed changes to the school day at Skelmanthorpe Academy have now been agreed by Trustees.

**198. Update on MAT visits to schools**

Support visit has been linked to a complaint at Skelmanthorpe. Visits at St Aidan's and Helme have taken place linked to disadvantaged pupils and review of key documentation. Both visits were thorough and recommendations are in place. The Scissett visit still to be completed and was rescheduled due to the Kirkroyds visit.

**199. Update from MAT Heads Group**

The MAT Heads Group continues to focus on pupil outcomes for both attainment and progress and to share best practice. As previously, the Trust continues to inform judgements on attainment and progress through the use of standardised tests (PIRA and PUMA).

**200. Reports from Committees****200.1 Standards and Effectiveness Committee – 20 June 2019**

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

**200.1.1 Update on Kirkroyds**

The Regional School Commissioner (RSC) has matched Learning Accord to Kirkroyds Infant School. Two progress meetings have taken place with DFE and LA, with the next one booked in for 4<sup>th</sup> July. The planned conversion date is 1st October if all goes to plan.

**200.1.2 Update on Wooldale**

Kirkroyds and Wooldale are in a federation and currently share the Head Teacher and LGB. A consultation regarding academy conversion is currently taking place within Wooldale Junior School, this closes on 28th June. CEO, CFO, HT from St Aidan's and HT from Helme attended a staff consultation and parent's consultation on 18<sup>th</sup> June.

### **200.1.3 Update on progress of MAT academies**

#### **Helme**

Things are going well. 360 review was very positive. School awaits KS2 outcomes, if school is in line with national, school can safely judge itself as good.

Challenge is around pupil numbers, currently losing up to 6 pupils. Pupils are in different year groups, 2 pupils in Reception and Y2. A pair of siblings, Y3 and Y5

#### **St Aidan's**

Y4 cohort is challenging, challenging behaviour for some pupils along with some staffing issues. Currently a member of staff has been appointed on a temporary basis. The member of staff confirmed she was not going to continue to teach the class. DHT is taking responsibility for the class along with a supply teacher who is well known to the children.

The Y5 teacher has resigned. Some discussions had taken place around greater depth for pupils in this cohort. New appointments have been made for Y4 and Y5. The AHT will mentor both.

#### **Scissett**

Jass is supporting part time teacher in Y3. The teacher is responsive and showing more organisational skills. Some positive changes have been noted. A referral to employee health has been made.

#### **Skelmanthorpe**

Acting HT is felt to be doing a good job, work is continuing around the action planning and Alex Beaumont LLE is supporting.

Challenge around teaching and learning in Y1, this has improved. Data does look better.

A tier 2 NLE RAF action plan has been submitted for £16000 of additional support. Allocations will be notified in July. New appointment is Ali Walsh who will go into Y2. Charlotte Coy will teach in Y3 every morning.

### **200.1.4 General**

Curriculum INSET day went very well. Time was given to work in school groups in the afternoon to work on curriculum statements.

#### **Data outcomes for Spring term**

Reading Y5 looks lower. School has been in discussion how to group pupils for September. If possible an aim to keep Y6 separate, a cohort of 18, but some significant needs, with current Y5 % at working towards high in comparison. Y1 figures at Skelmanthorpe for reading for children on track to exceed. Similar picture for maths

and writing. Jass to pick up and discuss with Acting HT, possible support for moderation and assessment.

Reading Y4 St Aidan's, progress a concern. No figures for writing provided.

Maths EY figures at end of spring term appear low at GDS 3%. Y5 attainment on track to exceed in reading looks low, lower than reading and writing. Timetabling issue has been addressed, so hopefully positive impact will be seen by the end of the summer term.

### **Summer MAT visits (AIO and CEO Notes of visit)**

Support visit has been linked to a complaint at Skelmanthorpe. Visits at St Aidan's and Helme have taken place linked to disadvantaged pupils and review of key documentation. Both visits thorough. Recommendations are in place. Scissett visit still to complete. This was rescheduled due to Kirkroyds visit.

## **200.2 Finance Committee – 24 June 2019**

Minutes from the Committee meeting were included in the Trustees' pack. The Chair gave a report of the Finance Committee meeting summarised under the following points:

### **200.2.1 2018/19 Budget Review to the 30<sup>th</sup> April**

The CFO presented the cash flow reports, management account reports and talked through her CFO report. Cash flow has been carefully managed within the academies. All schools are on track with budgets, although long term sickness has impacted on the staffing budget at St Aidan's. Educational resource is an area where it is easy to overspend.

CIF - only one successful bid this year at Skelmanthorpe. We have appealed the 3 unsuccessful bids but are not hopeful that the appeals will be successful. We should hear the outcome in July before we break up. Gemma has made contact with some other companies to see if a change of provider would be beneficial and has set up a meeting with Eddison's in July. Internal assurance visit has taken place with auditors, and this has been reported back to the Audit Committee. The next visit is scheduled for 5<sup>th</sup> July.

Gemma drew attention to the recommendations from the last auditors report and our response, including payroll reconciliations. Gemma has started working on this and auditors have given positive feedback about steps taken to date.

BFRO was submitted on 20<sup>th</sup> May and shows the position expected to outturn at end of the year.

SRMA Wendy Beasley has spent two days with us, the main focus was on Kirkroyds budget position, but also looked at financial management within the Trust. The visits had been very positive. Recommendations include having a centralised Finance team,

and one centralised bank account. The trust cannot operate as such within the current size. No other areas were identified where the trust could make savings. The advisor recognised that having a central finance team is not yet achievable due to the size of the trust.

Update from MAT Mates – a new month end timetable is in place. The Business Manager from Kirkroyds Infants has joined the group and will be a good addition to the team.

The Trust is now all registered for making tax digital, and are hopeful to submit the first digital tax return for May 19 in July 19.

3-year budget forecast return (BFR) is due on 30<sup>th</sup> July. Small budget deficit, but this position may change.

As a Trust we budget prudently. The budget presented does not include Kirkroyds and the additional funding that this will bring into the trust.

We have a carry forward which more than covers the deficit.

#### **200.2.2 2019/2020 MAT Budget and Top Slice Update (input from CFO)**

The Chief Finance Officer, Gemma Falconer summarised her report under the following points:

The top slice model has been revised now that we have confirmation that Kirkroyds is joining the Trust. Gemma shared the scenarios and drew attention to scenario 5 i.e. new school joining the MAT and Jass reducing hours to 4 days per week. This would mean increasing the top slice to 4%. Gemma has factored in the increased audit costs. PAA hours, CFO salary and proportion of CEO salary have been factored into the figures.

#### **Q. Does Jass's salary come from the MDIF funding?**

**A.** Yes, partly. She is funded for two days from the MDIF grant and her other two days will be funded from the top slice.

Gemma shared scenarios and the budget figures to illustrate each option. Recommendation to the full trustees is that the top slice is increased to 4%. Recommendation is that AIO contract is extended on 0.8% for a further 12 months. In their discussion the Trustees considered long term financial planning in regards to agreeing the 19/20 budget.

Recommendation is that PAA contract is extended for a further 12 months.

#### **200.2.3 2019/20 Learning Accord Draft 3 Year Budget**

Gemma talked through a report from ASCL about recommended budget assumptions e.g. using a flat cash approach (no inflation), assumption of 2% pay award, realistic pupil numbers etc. Gemma has factored in increased pensions, there is a grant to

cover this. Similarly sports premium has been factored in for the next year. It is rumoured that this grant will cease after next year.

A summary of the three budget position for each school was provided.

The Trustees were asked to recommend the 2019/20 Learning Accord Draft 3 Year Budget figures.

**Q. Can Trustees recommend the 2019/20 Learning Accord Draft 3 Year Budget although there is a deficit?**

**A.** Yes. This is normal practice across schools given the length of the budget forecast. There are justification boxes for any deficits when we submit the budget digitally.

**RESOLVED:** That the Trustees recommend the 2019/20 Learning Accord Draft 3 Year Budget report.

**200.2.4 MDIF Funding Update**

Gemma and Elaine have worked on MDIF return. The finance report is currently being updated. This must be submitted by 28th June. All funding must be spent by end of August 19.

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.

**200.3 Pay, Personnel and Performance Committee - 24<sup>th</sup> June 2019**

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

**200.3.1 Approval of updated policies**

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

- Code of Conduct
- Agency Workers Policy
- Substance Misuse
- Flexible Working Policy
- Staff Mobile Use Policy
- Dress Code
- Social Media Policy

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

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

**201. MAT Budget and SRMA Report**

The MAT Budget was discussed in a previous minute (Minute 200.2 refers).

The CEO reported on the positive SRMA Report which had been sent from Wendy Beasley. The findings summarised in the report included:

Growth is crucial to enable the central finance team to expand and thus have the capacity to improve efficiency in other areas.

Future growth will enable further cost savings to be made, including through further efficiencies made through development of joint arrangements with Wooldale Junior School.

Move to one central bank account across the Trust for investments, reconciliations and payments.

**202. MAT Growth Strategy including update on Kirkroyds and Wooldale**

This was discussed in the previous minute (Minute 196.11 refers)

**203. Any Other Business**

There were no items discussed under Any Other Business.

**204. 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.

**205. Dates & Times of Future Meetings**

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

**Trustee Audit Committee: 17th September 2019 at 1.30pm**

**Standards and Effectiveness Committee: 20<sup>th</sup> September 2019 at 1.15pm**

**Trustee Finance: 2<sup>nd</sup> October 2019 at 1pm**

**Trustee Pay, Personnel and Performance: 2<sup>nd</sup> October 2019 at 2.15pm**

**Full Trustee Meeting: 8<sup>th</sup> October 2019 at 6pm**