



LEARNING ACCORD MULTI ACADEMY TRUST

COMPANY NUMBER 10261517

MINUTES OF THE MEETING OF TRUSTEES

30th NOVEMBER 2016

AT SCISSETT C.E. (A) FIRST SCHOOL

Minutes of a meeting of the directors (the 'Trustees') of the above named company (the "Company") held at Scissett CE (A) First School on 30th November, 2016 at 6.30 p.m.

Present:

Gillian Hamer (Chair), Julie Bowdidge, Joy Cousans, Nicola Evans, Theresa France, Dorothy Gott, Kevin Sanders and Elaine Watson

In attendance: Adrian Johnson (Meeting Clerk)

11. Welcome and Opening Prayers.

The Chair welcomed all to the meeting, which she opened with a prayer.

12. Apologies for Absence, Consent and Declarations of Interest

12.1 Apologies for absence were received from Jane Kent, with consent.

12.2 There were no declarations of interest.

13. Minutes of the Meeting held 4th July 2016

RESOLVED: That the minutes of the meeting held on 4th July 2016 be approved and signed by the Chair as a correct record.

14. Appointment of Vice-Chair of Trustees

Further to minute 3.4 of the previous meeting a proposal for Vice-Chair was considered.

RESOLVED: That Dorothy Gott be appointed Vice-Chair of Trustees.

15. Academy Conversion Update

15.1 The Executive Headteacher reported on the range of circumstances which had contributed to the delay in the formal conversion to the Multi-Academy Trust, including

building and land issues and inspection issues at the local authority, and the illness of two key people to the process at the DfE.

15.2 The Executive Headteacher explained that she had been having weekly discussions with the local authority and Diocese to try and move on the process and finalise the conversion. The ball court at St Aidan's First School had been resolved and would be transferred as part of the 125 year lease. Also, in relation to the issue around the footpath at Skelmanthorpe to the new housing development, wording had been included in the Agreement to require the approval of local governors. The caretaker's bungalow at Scissett First School remained an issue, with the local authority refusing to accept transfer to the Diocese, who wanted the property freehold and not included as part of the 125 year lease. The DfE considered this was a matter for local negotiation between the Diocese and the local authority.

15.3 The latest forecast for conversion completion was February 2017, unless the local authority and Diocese could reach agreement earlier.

15.4 The Trustees thanked the Executive Headteacher for her update.

16. Member and Trustee Biographies

A paper incorporating the experience and background of each of the Trustees had been circulated with the agenda and was duly noted.

17. Scheme of the Delegation

17.1 The Executive Headteacher presented the scheme of delegation for the Multi-Academy Trust for information, the document having been agreed at the last meeting. This was divided into four sections covering Strategy and Leadership; Education and Curriculum; Financial; and HR and Operations. The document incorporated the respective responsibilities of Trustees, Chief Executive Officer, Local Governing Board, and Principal/Head under each section.

17.2 The Executive Headteacher emphasised that the financial oversight would be a really key issue going forward. Also, the register of interests would need to be included within the Trustees' details, along with a whole range of other statutory requirements which the Executive Headteacher was working towards completing.

Q: Can a timetable be set up for the various reviews?

A: Yes, although it should be noted that a number of financial reviews have timetables established already.

17.3 The Executive Headteacher reported that during an Ofsted inspection of any Academy within the Multi-Academy Trust, the Inspector would need to see the scheme of delegation and engage with the relevant Local Governing Board, as well as with the Trust.

Q: Have any inspections being carried out already?

A: Yes, at St Aidan's First, and Skelmanthorpe First and Nursery, schools last year.

Q: Have Skelmanthorpe reached a decision on their leadership yet?

A: Discussions are ongoing.

17.4 The Trustees noted the submitted paper, which, being a working document, would be updated as required.

18. Committee Membership

18.1 The Trustees considered the presented draft terms of reference for the following:

- Audit Committee
- Finance and General Purposes Committee
- Standards Committee
- Pay, Performance Management and Personnel Committee

Q: When will the first meetings be set up?

A: It will be necessary to await finalisation of conversion before actioning this.

18.2 RESOLVED:

18.2.1 That the notice required for any 2 committee members to request the Chair to convene a meeting be changed from 14 to 7 days for each committee.

18.2.2 That the membership of the Audit Committee comprise of Kevin Sanders (Chair) and Dorothy Gott, and that the Executive Headteacher be asked to contact the Chief Executive Officer of MAST to seek a third member, and advise that Kevin Sanders is prepared to reciprocate this arrangement by becoming a member of a committee of another Local Governing Board.

18.2.3 That the membership of the Finance and General Purposes Committee comprise of Theresa France (Chair), Nicola Evans and Elaine Watson.

18.2.4 That the membership of the Standards Committee comprise of Julie Bowdidge (Chair), Dorothy Gott and Elaine Watson.

18.2.5 That the membership of the Pay, Performance Management and Personnel Committee comprise of Nicola Evans (Chair), Joy Cousans and Gillian Hamer.

19. Services to Members

19.1 The Executive Headteacher presented a document incorporating a schedule of:

- Services to Academy Members, specifying the core functions and core functions

chargeable;

- Roles and functions of the Executive Headteacher/CEO Support;
- Financial Officer Services, in terms of general, strategic and operational functions and responsibilities;
- Executive Headteacher/CEO specific activities.

19.2 The Executive Headteacher reported that this was a working document, which would be updated as required and that some of the listed services to Academy Members would feed into the Business Plan. She also reported it would be necessary to appoint a specific role of Finance Officer, and that a draft job description was in place, this matter to be actioned following conversion.

19.3 The Executive Headteacher reported on the likelihood of a training session being arranged one evening to go through the various responsibilities in greater detail, and that it would be money well spent on employing the services of an external trainer.

19.4 In response to a question the Executive Headteacher explained that Multi-Academy Trusts could be made up of converter academies choosing to join an established MAT, and also schools judged as requiring improvement and/or coasting schools who were under floor targets compelled by the DfE to join a MAT.

19.5 The Trustees noted the submitted document.

20. Indicative Costs of CEO, Finance and Administrative Personnel, and Financial Contribution from Member Schools

20.1 Theresa France presented a document providing a projected scenario of Trust monthly income based on contributions from schools within the MAT of 5%, 4%, 3.5% and 3% of total General Annual Grant. She reported that she had also undertaken an exercise to show various salaries achievable in the current situation for the MAT, having regard to what was affordable and in comparison with payments made in other comparable MATs. She emphasised the importance of being fair and equitable in terms of salary payments and alluded to the greater flexibility which would be afforded in the event that the MAT was to grow.

Q: Are we going to review the contribution of the Trust Academies into the MAT on an annual basis?

A: Yes, we are required so to do. We are trying to get the contribution from the Trust Academies as low as possible, with the aim of getting this to 3% in due course, especially as this makes the MAT more attractive to other schools considering joining, and hence bringing the benefits of growth.

20.2 RESOLVED:

20.2.1 That approval be given to a three-point increase on the current CEO leadership scale

from inception following conversion, Trustees noting that they have the right to instigate a review in due course.

20.2.2 That Theresa France be thanked for her work in producing the projected income statement.

21. Approval of key policies

The Executive Headteacher explained that a number of MAT worthy policies had been provided from Educate HR Ltd, being about 60 in number, and that the company would update these policies as required. The following key statutory policies were provided to the Trustees for their perusal and consideration at the next meeting for approval, namely:

- Complaints
- Data Protection
- Freedom of Information
- Pay and Grading
- Recruitment
- Redeployment
- Redundancy
- Safeguarding
- Single Equality Scheme and Action Plan
- West Yorkshire Pension Fund Discretions

The Executive Headteacher took the Trustees through a selection of the policies.

RESOLVED: That the presented policies be submitted to the next meeting for approval and that Nicola Evans undertakes to look through the policies with a view to advising of those which may require consultation with the unions, primarily where such policies may differ from the Kirklees model policies.

22. Business Plan

The Executive Headteacher presented a business plan for the MAT as a starting point to dealing with the three agreed priorities namely:

The submitted document incorporated the proposed actions to meet the priorities, the success criteria, leads responsible for implementation, timescales, and specified three year objectives.

The Trustees noted the submitted document.

23. Any Other Business

There was no other business.

24. Date of Next Meeting

RESOLVED: That the next meeting be held on Thursday, 26 January 2017 at 7:15pm.

25. Agenda, Minutes and Related Papers - Academy Copy

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

Close of Meeting

There being no further business the meeting then closed.

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Trustee