



LEARNING ACCORD MULTI ACADEMY TRUST  
COMPANY NUMBER 10261517  
MINUTES OF THE MEETING OF TRUSTEES  
26<sup>th</sup> JANUARY 2017 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 26<sup>th</sup> January 2017 at 7.15 p.m.

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**Present:**

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

**In attendance:** Janet Edmunds (Meeting Clerk)

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**26. Welcome and Opening Prayers**

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

**27. Apologies for Absence, Consent and Declarations of Interest**

**27.1** There were no Apologies for absence.

**28. Declarations of Interest**

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

**29. Representation (resignation)**

**29.1 Resignation of a Member**

<u>Name</u>	<u>Category</u>	<u>Date</u>
Margaret Dodson	Diocesan (Member)	26 <sup>th</sup> January 2017

**30. Minutes of the Meeting held 30<sup>th</sup> November 016**

**30.1 RESOLVED:** That the Minutes of the meeting held on 30<sup>th</sup> November 2016 be approved and signed by the Chair as a correct record.

**31. Academy Update**

**31.1** The Executive Headteacher reported there had been significant progress. The LA had decided to pay for external legal advice to advance a move towards conversion. The LA had now agreed to transfer the bungalow at Scissett First School freehold to the Diocese of Leeds. There was still an outstanding issue regarding the footpath adjoining Skelmanthorpe First & Nursery School. However the school were now happy with the wording of the agreement, and this matter should be resolved with no further problems. The EFA deadline for a 1 February conversion had been 24th January and this had not been met. The proposed date for conversion was now 1st March 2017. The Headteachers had agreed not to write out to the school community until the conversion took place.

**31.2** A question was raised in relation to the financial processes for the school, in that a conversion of 1st April 2017 would coincide with the end of the financial year. It was generally felt that a resolution to the conversion needed to be reached at the earliest possible date.

**31. 2** The Trustees thanked the Executive Headteacher for her update.

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

**32.1** The Executive Headteacher presented a report Notes of Visits to Schools.

The schools continued to work together across a range of areas. Headteachers were spending a full day in each school, and these had been carried out at Scissett First and Skelmanthorpe First, with a planned visit to St Aidan's. These visits had consisted of:

- Lesson observations of 20-25 minutes in each class
- Scrutiny of children's books
- Review of key paperwork
- A cohort tracking sheet had been devised to record progress and attainment at each school
- Notes and recommendations had been made from each visit.

**32.2** The recommendations from the 2 school visits were outlined.

The Executive Headteacher felt this had been a very positive and worthwhile exercise. Further dates for visits would be diarised but these had yet to be arranged.

**32.3** The Trustees thanked the Executive Headteacher for her update.

**33. Update from MAT Heads Group**

**33.1** The Executive Headteacher reported that the Group had met on 22nd January 2017 and the following items had been addressed:

- Shared feedback from the Trustee Meeting on 30th November 2016.
- The financial contribution for schools to the MAT and the desire to keep this as low as possible. The current target was to aim for a 3% contribution. At present the contribution stands at 3.5%, with a contribution from the MAT to reduce the individual contribution from each Academy.
- Shared data across the 3 schools and the next steps in achieving this e.g. information regarding free school meals, SEN, gender mix, and progress and attainment. This information had not yet been collated but it would be important moving forward to have this information both for the individual schools and the MAT as a whole. It was helpful that all the schools used Integrus G2. A discussion had taken place around standardised tests and by September 2017 the aim was for all 3 schools to be using the same standardised testing.
- Plans for a joint training day on 17th February 2017. This would be around marking and feedback and the next steps for pupils with a focus on maths.

In response to a question around data, the Executive Headteacher explained the Heads would be working together to analyse the data around attainment and progress and had had a stimulating in depth discussion regarding data and levels. The Heads had a shared concern around advice not to exceed year group measures, as this had the effect of appearing to lower levels of attainment.

**33.2** A discussion took place around the need to ensure rigour from the Trustees in tracking progress and attainment across the MAT and how they could identify where teachers were growing in confidence to move children beyond “expected” levels. A suggestion was made that moving forward it might be appropriate to invite senior teachers from across the 3 schools to share with Trustees how they had been supporting teachers in extending progress and attainment.

**34. Headteacher recruitment Skelmanthorpe First & Nursery School**

**34.1** The Executive Head Teacher explained that she had been working with governors around the Headship. An advert would be going out and recruitment dates had been diarised. The Executive Head Teacher would be part of the recruitment panel as there needed to be representation from the Trustees. The closing date for applications would be before the intended date of conversion, with shortlisting and interviews taking place after this conversion date. This appointment would be for September 2017.

**35. Consideration of Policies circulated at the last meeting**

**35.1 Complaints**

**RESOLVED:** That the Complaints Policy be approved by the Trustees and adopted by the MAT.

### **35.2 Data Protection**

**RESOLVED:** That the Data Protection Policy be approved by the Trustees and adopted by the MAT.

### **35.3 Freedom of Information**

**RESOLVED:** That the Data Protection Policy be approved by the Trustees and adopted by the MAT.

### **35.4 Safeguarding**

The Executive Headteacher reported the Safeguarding Policy had been examined in depth by the Heads and they had been satisfied with this.

**RESOLVED:** That the Safeguarding Policy be approved by the Trustees and adopted by the MAT.

### **35.5 Single Equality Scheme and Action Plan**

**RESOLVED:** That the Single Equality Scheme and Action Plan be approved by the Trustees and adopted by the MAT.

### **35.6 Whistleblowing Policy**

**RESOLVED:** That the Whistleblowing Policy be approved by the Trustees and adopted by the MAT.

**35.7** It was agreed that following policies required further consideration and that the Pay, Performance Management and Personnel Committee should meet to look at these in more detail and bring to a future meeting:

- Pay and Grading
- Recruitment
- Redeployment
- Redundancy
- West Yorkshire Pension Fund Discretions

It was recognised that following conversion staff would be TUPE'd across on their current conditions for a period of 6 months. It was suggested that future policies should take into account the best of the Local Authority policies from Kirklees and surrounding LA's.

**36. Any Other Business**

**36.1 Recruitment of a Finance Officer**

An advert for a finance officer would be going out. This would be for approximately 2 days a week, expressed as hours in order to appeal to a wider group of applicants. It was suggested that the advert could state that this would commence once conversion to a MAT had taken place and that the hours of the post may increase with future growth of the MAT.

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

**RESOLVED:** That the next meeting of the Trustees be held on Monday 20th March 2017 at 7.00pm at Scissett C.E. (A) First School.

That the first meeting of the Pay, Performance Management and Personnel Committee be held on Monday 6th March 2017 at 1.00pm at Scissett C.E. (A) First School.

That the first meeting of the Finance and General Purposes Committee be held on 16th February 2017 at 1.15pm at Scissett C.E. (A) First School.

**38. 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 available at the Academy schools, in accordance with the Articles of the Trust.

There being no further business the meeting closed.

*Meeting closed at 8.15pm*