



LEARNING ACCORD MULTI ACADEMY TRUST

COMPANY NUMBER 10261517

MINUTES OF THE MEETING OF TRUSTEES

20 March 2017 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 20th March 2017 at 7.00 p.m.

Present:

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

In attendance: Janet Edmunds (Meeting Clerk)

39 Welcome and Opening Prayer

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

40. Apologies for Absence, Consent and Declarations of Interest

40.1 Apologies were received from Jane Kent (consent).

41. Declarations of Interest

41.1 There were no declarations of interest.

42. Representation

42.1 Resignation

Name

Date

Reverend Joy Cousans

31st March 2017

43. Minutes of the Meeting held 26 January 2017

43.1 **RESOLVED:** That the Minutes of the meeting held on 26 January 2017 be approved and signed by the Chair as a correct record.

44. Matters Arising from the Minutes of the meeting held on 26 January 2017

Update from MAT Heads Group (Min 33.1 refers)

Q. A concern was raised at the LGB of St Aidan's Academy with regard to the financial contribution that had been agreed for each of the academies towards the MAT. St Aidan's LGB had believed this would be 3.5% but with 0.5% of this being subsidised.

It was stated that this had been discussed at the last Trustee meeting and this concern had not been raised. The academies were currently being subsidised by more than 0.5% and with 3% contributions the MAT would be running at a loss. Reducing this to 3% was a longer term aim. The long term growth strategy was that more schools would join the MAT and this would hopefully lead to lower contributions from individual academies. The MAT had begun with a small central team to keep costs to a minimum and Skelmanthorpe Academy was being subsidised with a loan until they received back their contingency from the LA.

45. Conversion Update

45.1 The Executive Headteacher reported that conversion had taken place on 1st March 2017.

45.2 The Executive Headteacher stated that the workload had escalated following conversion. All of the academies had received their EFA Welcome Pack and a timeline for key actions which needed to be completed within the first months. Theresa France and the other business support staff from across the MAT had attended HCSS financial software training. This was a steep learning curve for all involved and there were tight deadlines to meet.

45.3 The Trustees thanked the Executive Headteacher for her update.

46. Update on MAT visits to schools

46.1 The Executive Headteacher presented a report Notes of Visit to St Aidan's. Visits to Scissett Academy and Skelmanthorpe Academy had been carried out previously. This had been a very positive visit. The report outlined the following:

- Summary update
- Lesson observations
- Review of SEF
- Review of the School Improvement Plan
- Cohort Tracking
- Future Actions/Recommendations.

Questions were invited:

Q. How often will these visits be carried out?

A. It is envisaged these will be half-termly and that they will evolve over time. This is about us getting to know all 3 academies and the aim is for this to be collaborative and reciprocal.

Q. Who will do the visit to Scissett Academy?

A. The Executive Head Teacher stated she did the last one with Carol Denham, Kirklees Learning Partner.

47. Update from MAT Heads Group

47.1 The Executive Headteacher reported that the Group had met on 17th March and the following items had been addressed:

- The next joint training day would be held in June and would be around the Growth Mindset. There would be focussed input in the morning, with practical exercises in the afternoon.
- Inset Days and 3 joint training days.
- The possibility of joint twilight staff sessions.
- Learning walks were planned:

St Aidan's Academy	3 rd April 2017
Scissett Academy	5 th April 2017
Skelmanthorpe Academy	6 th April 2017
- Growth strategy and the possible sponsorship of another school. The MAT had not yet registered with the RSC to say that they would be interested in sponsorship, but this particular school was looking for a MAT made up of church schools. This was at the very early stages and due diligence would be needed. Interest had also been expressed by All Hallowes School.
- Service level agreements. It had been agreed that the MAT would like to access all free services offered by the LA and Educational Psychology Services.
- The next Heads Group Meeting would be held on 2nd May 2017.

48. Recruitment of Finance Officer

48.1 The vacancy had been posted on the Kirklees Jobs Website on 27th March and had been advertised in the Huddersfield Examiner, on the MAT's own website, the TES, NIASBM and the Diocese's websites, and through the School Teaching Alliance. This post was 15 hours, with flexibility around how these hours would be worked, and would be a Grade 14. The ideal candidate would have a MAT background and an understanding around Companies House.

48.2 Shortlisting would take place on 30th March at 9.00am and the panel was agreed to be the Executive Headteacher, Theresa France and Nicky Evans.

48.3 Interviews would be held on 6th April at 1.30pm. Kevin Saunders agreed he may be available to assist with interviews.

Q. Will this person be Company Secretary as well?

A. Yes

49. Headteacher recruitment Skelmanthorpe Academy

49.1 Interviews would be held on 21st March 2017 at 11.30am at Skelmanthorpe First School. The interview panel would consist of the Executive Headteacher and 2 Trustees.

49.2 Representatives from the LGBs had been invited to the ratification meeting. The Executive Headteacher thanked those who were able to attend.

49.3 There was only one candidate for interview. There were other applicants but they had been deemed unsuitable.

50. Reports from Committees

50.1 Pay, Personnel and Performance Committee – 6th March 2017

The Committee reviewed the following statutory policies:

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

The Committee had recommended that the Policies be adopted, some with minor amendments, and that these HR policies be shared with the Unions as a matter of courtesy.

The next meeting would be held on 8th May 2017 at 1.00pm and the Committee had agreed at this meeting to review further key policies: Appraisal, Capability, Disciplinary, Grievance, Leave of absence, Review and restructure, Stress.

RESOLVED: The Trustees agreed to adopt the following policies on behalf of the Accord Learning Academy Trust, with the amendments recommended by the Committee: Pay and Grading, West Yorkshire Pension Discretions, Recruitment, Redeployment and Redundancy.

50.2 Finance and Resources Committee – 16th March 2017

Theresa France presented the report which had been emailed prior to the meeting.

- The Academies had all received EFA Welcome packs.

- The General Annual Grant (GAG) for the 3 Academies had been received into the MAT's account on 6th March 2017 and was transferred to the Academies on the same day.
- Further guidance for the March return and land valuations had been requested from the Accountants (Simpson & Wood).
- Service Level Agreements had been received and had since been considered.
- Support from Kirklees HR and Payroll had been very good and efficient.
- Teaching staff had received Payslips and had been paid on time.
- Finance Officer Recruitment – see Minute 48.
- Now that Academy conversion was complete permission was sought to process the agreed salary increase (3 points) to the CEO salary.
- Scissett Academy had contracted SAS for staff cover insurance up until the end of August. SAS is also used by the other 2 academies and the intention from September was that the Academies would purchase a joint policy to reduce costs.
- DfE had requested certification of expenditure relating to £25,000 conversion grant. Two of the Academies had money remaining but had listed their commitments for these funds.
- Simpson & Wood Accountants had suggested a meeting to ensure that systems used were audit worthy and this offer had been accepted.

It was further reported that Mr David Blackburn, from Kirklees, had offered his advice regarding pension costs. Kevin Saunders offered to be present at this forthcoming meeting.

Theresa France stated she wished to thank the business support staff from the other academies as she felt the mutual support was a big advantage of joint working.

51. HR Policies

51.1 Leave of Absence Policy

This policy was examined and discussed in detail by the Trustees.

The policy was based on Kirklees Council policy.

Once agreed the policy would be circulated to all staff.

RESOLVED: The Trustees agreed to adopt the Leave of Absence Policy on behalf of the Learning Accord Academy Trust.

51.2 Stress Policy

This policy was examined and discussed in detail by the Trustees.

It was felt this policy was particularly pertinent as the Insurance Company would look in detail at previous staff absences and if there were pre-existing conditions. This was a change from the LA regulations.

Discussion took place around:

- The use of staff risk assessments, particularly as a starting point for discussion around stress. This provided an avenue for staff to identify issues.
- Referral to Kirklees Employee Healthcare for specialist input.
- 8.1 Practical Advice to Employees – “employees should seek help from their line manager”. It was agreed that this would be amended to “employees should seek help from their Headteacher or Executive Headteacher”. This would provide clarity and would also enable Headteachers and the Executive Headteacher to seek support from each other.
- The document throughout would be amended to read “Muti-Academy Trust”.

RESOLVED: The Trustees agreed to adopt the Stress Policy on behalf of the Learning Accord Academy Trust with the amendments agreed.

52. Caretaker’s Bungalow – water charges

A recent visit to Scissett Academy by Yorkshire Water had revealed that the Caretaker’s bungalow was not fitted with a water meter and therefore the caretaker had never received or paid water changes. These had been included in the school’s charges. Yorkshire Water would now install a meter. No tenancy agreement could be located and the Caretaker believed that her water costs were included in her nominal rent. The school had contacted Kirklees Council and had been in touch with Caretaking Services but no agreement could be located. It was believed that this was now the responsibility of the Dioceses as they owned the bungalow. The Dioceses had been informed. However the rent was paid to the school

53. Any Other Business

53.1 Congratulations Card

The Executive Headteacher reported that a beautiful card had been received from Kaye’s School congratulating the MAT on conversion. The Executive Headteacher had been in touch with Kaye’s to invite them to join the MAT in joint training days.

53.2 Thank You

The Executive Headteacher said she would like to say a big thank you to Reverend Joy Cousans for her support with conversion and for her work as a Trustee.

54. Dates & Times of Future Meetings

RESOLVED: That future meetings of the Learning Accord Academy Trust would be held at the following times at Scissett C.E. Academy.

Trustees Meeting	Monday 22 nd May 2017	7.00pm
Standards Committee	Wednesday 17 th May 2017	10.30am
Pay, Performance Management and Personnel Committee	Monday 8 th May 2017	1.00pm
Finance and Resources Committee	Friday 12 th May 2017	9.30am

55. 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 8.30pm.