



LEARNING ACCORD MULTI ACADEMY TRUST

COMPANY NUMBER 10261517

MINUTES OF THE MEETING OF TRUSTEES

22nd May 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 22nd May 2017 at 7.00 p.m.

Present:

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

In attendance: Janet Edmunds (Meeting Clerk)

56. Welcome and Opening Prayer

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

57. Apologies for Absence and Consent

57.1 Apologies were received from Nicola Evans (consent).

58. Declarations of Interest

58.1 There were no declarations of interest.

58.2 A Register of Interests for Trustees was presented at the meeting and Trustees were asked to complete.

59. Representation

59.1 Following the resignation of Reverend Joy Cousans, steps were being taken to identify suitable people to fill this vacancy. The new Trustee would need to be appointed by the Members Board.

59.2 The Trustees were required to approve the Governors on the Local Governing Bodies. The list of Governors was presented at the meeting as follows:

Scissett CE Academy:

Mrs Dorothy Pamela Waites, Mr Kelvyn Waites, Miss Gillian Hamer, Mrs Alison Jewwitt, Gail Banks, Mrs Alexandra Collins, Mr Karl Adamski, Mr A D Briggs, Mrs E C Watson and Mrs Cathryn Hampshire.

Skelmanthorpe Academy:

Mr Joshua Beckett, Lisa Donaldson, Mrs Vicky McClelland, Mr Edward Southall, Mrs Janine Tinker-Ives, Mrs Candice Fisher, Sarah Senior, and Mrs Jeannette Dearnley.

St Aidan's CE Academy:

Mrs Nicky Evans, Mrs Lynda Earnshaw, Mrs Dot Gott, Mrs Carolyn Dixon, Mr Joe McAreavey, Mrs Ruth Sherrin, Ms Frances Thornton, Reverend Philip Reynolds, Mrs Kathryn Hobson, Mrs Nicola Moss, Mrs Evelyne Barrow and Mrs Laura Willimott.

RESOLVED: The Trustees approved the current membership of the Local Governing Bodies for the Learning Accord Academy.

60. Minutes of the Meeting held 20th March 2017

60.1 RESOLVED: That the Minutes of the meeting held on 20th March 2017 be approved and signed by the Chair as a correct record with the following amendments:

46.1 – “Carol Denham, Kirklees Learning Partner should be replaced with “Cathy Hampshire”

48.3 & 50.2 – “Kevin Saunders” should be “Kevin Sanders”

61. Matters Arising from the Minutes of the meeting held on 20th March 2017

There were no matters arising.

62. Update on MAT visits to schools

62.1 The Executive Headteacher presented CEO Report to Trustees and 3 reports Notes of Visit to St Aidan's CE Academy, Skelmanthorpe Academy and Scissett CE Academy. The Notes of Visits reports outlined summary information for each of the visits.

The Executive Headteacher reported that a lot of work went into the visits. She reported this was a positive experience for everyone involved and that the academies were working collaboratively. Learning walks around the schools had been arranged followed by a session to look at the next steps.

The St Aidan's visit had focussed on a data review at the request of the Headteacher. This looked in detail at all subject areas by cohorts and explored how the data was

arrived at. The report outlined the impact of this review and future actions/recommendations.

At Scissett CE Academy the visit comprised of progress reviews on all cohorts, the impact of the visit and future actions and recommendations.

The visit to Skelmanthorpe CE Academy was a funded under NLE provision. This identified the key focus for NLE provision, agreed objectives and key impact expected, and progress update as off 11th May 2017.

Q. Do you feel this work at Skelmanthorpe Academy is having a positive impact?

A. Yes the cohort data shows an upturn from the Autumn to the Spring term. The EYS progress was particularly positive.

From the CEO report the Executive Head reported that attainment and progress overviews were in place for all the academies and she had an overview of RAISE and Inspection Dashboard. This information had been presented to the Trustees for their inspection.

63. Update from MAT Heads Group

63.1 The Executive Headteacher reported from the meeting on 2nd May 2017 and information outlined in the CEO Report to the Trustees.

63.2 Staffing

The Acting Headteacher at Skelmanthorpe would take up the post permanently in September, a teacher was retiring at the end of term, and recruitment was taking place for a replacement.

The Head of School at Scissett Academy continued on long term sick leave, a member of staff would return from maternity On 5th June, increasing capacity for the Executive Head teacher and SLT time to focus on leadership and management.

At St Aidan's a part-time staff member was going on maternity leave, this being covered by her job share partner, and an apprentice was also being recruited.

Q. Are new appointments made to the Trust, rather than the individual Academies, and does this give the flexibility for staff to be moved between schools? Moving forward this is something we may need to consider to maximise efficiency.

A. They are employed by the MAT, and could be moved within it, but this would not happen without their consent. This could be looked at further down the line.

63.3 Buildings

Scissett Academy's bid to the Condition Improvement Fund for the roof had been successful. The work was out to tender and hopefully would commence before the end of the summer term. However bids for refurbishment of the toilets and resurfacing of the upper playground were not successful.

A bid to replace the roof at Skelmanthorpe was unsuccessful. However, AHR Global intended to appeal on behalf of the Academy, as the project had scored just below the agreed limit.

The bid for work at St Aidan's was not successful and AHR felt this decision was not worth appealing.

63.4 Finance

- Further HCSS training had been completed with all 3 business managers.
- Finance Officer had been appointment and would take up post on 5th June.
- Budget figures had been received from the EFA and Trustees were made aware that indicative amounts were reduced from the previous year. The budget forecast return had been submitted to the EFA.
- The MAT had received a visit from the EFA with regard to the FMGS. The visit had been helpful and the MAT had been informed that they were not judged to be "at risk".
- An invoice had been received from Brown Jacobson for the additional work carried out as part of conversion with regards to land and buildings. This was felt to be fair in light of a significant amount of work having been carried out.

63.5 Sponsorship

An application had been submitted to the DFE but no feedback had yet been received due to the forthcoming General Election. Learning Accord remained the preferred sponsor for XXXXXXXX CE (VA) Junior and Infant School, but due diligence would need to be applied and no timeframes were yet known for this.

63.6 Pupil Admissions 2017

- Scissett was over subscribed for September 2017 and had agreed to submit 2 pupils above the PAN into reception class. Discussion took place about how the LA had not informed the Academy of one of these applications, and the other was for a child who had previously been a "looked after child", applied under "exception circumstances" and it was felt would be successful at appeal. If all 32 children took up places in September, this would mean that the KS1 size regulations could be compromised. The Academy planned to work to manage numbers through natural reductions moving forward.
- St Aidan's had a full complement of pupils for September 2017.

- Both Scissett and St Aidan’s also had waiting lists.
- Skelmanthorpe First and Nursery had increased pupil numbers for September but still had some capacity. Trustees were informed that whilst KS1 numbers were higher than KS2, and therefore overall numbers could indicate 4 teachers were needed, KS1 class size regulations meant that 5 are needed in order to meet with class sizes of 30 in keystage 1.

Q. Have we addressed waiting lists in the Admissions Policy, and how long do children remain on the list?

A. We work in line with LA guidance and how other local schools operate. Each Academy maintains its own list and families are asked to inform us annually if they wish to stay on the list. We often find that once a child starts at a school, the family is happy for them to remain there.

63. 7 Progress towards Business Plan Priorities

The CEO reported she felt that the MAT had made good progress with establishing governance. She felt that Trustees were developing knowledge around roles and responsibilities and working well with the local governing bodies. A next step was for the CEO to speak to the Headteachers and request copies of the Minutes from the Local Governing Bodies.

Financial management business efficiencies and effectiveness

- HCSS Financial system in place.
- March returns had been submitted.
- Accountants were in place for Audit purposes – Simpson Wood.
- The Financial Policy had been drawn up and Trustees had been provided with a copy. This was a significant document which would need to be reviewed and updated.

RESOLVED: That the Trustees agreed to adopt the Finance Policy on behalf of the Accord learning Academy Trust.

63. 8 Growth Strategy

In addition to the possible sponsorship of XXXXXX, the Headteacher from XXXXXXXX, XXXXXXXXX visited to discuss possibilities of joining the MAT and a request to visit had been received from XXXXXXXX.

The CEO had outlined what she believed to be a cautious growth strategy: Year 1 – 1-2 academies, Year 2 – 3-4 academies, Year 3 – 3-5 academies, with the aim to grown to 1400-1600 pupils. This would give the capacity to grown the central team.

RESOLVED: The Trustees thanked the CEO for the Report to the Trustees.

64. Update on Recruitment of Finance Officer

64.1 Mrs Gemma Falconer had been appointed as Finance Officer for the MAT and would commence on 5th June 2017. She would be employed for 15 hours a week.

RESOLVED: The Trustees agreed to ratify the appointment of Mrs Gemma Falconer to the position of Finance Officer on behalf of the Learning Accord Trust.

65. Reports from Committees

65.1 Pay, Personnel and Performance Committee – 8th May 2017

The Committee reviewed and recommended amendments to the following policy.

- Appraisal Policy
- Review & Restructure Policy
- Grievance Policy
- Disciplinary Policy
- Capability Policy

Subject to the amendments, the Committee recommended all policies be adopted. The policies had been shared with the Unions and no feedback had been received. These would be circulated to all the academies within the Trust once agreed.

65.2 Finance and Resources Committee – 12^h May 2017

Theresa France presented the report. The meeting had focussed on the following areas:

- Academies Financial Handbook.
- Feedback from EFA visit – The Academy had received a visit from the EFA in order for them to identify any issues that needed addressing in relation to the MAT's mandatory FMGS on-line submission. The assessor was satisfied that the Learning Accord did not present any concerns at the time of the visit and the MAT was not considered "at risk".
- Finance Policy.
- Budget Forecast Return.
- MAT contribution to Scissett Academy Budget.
- Finance Officer appointment.
- The Register of business interests had now been completed
- The Risk Register – A draft Risk Register had been drawn up and needed to be approved within approximately one month's time.

Action: It was agreed that the draft Risk Register would be circulated to the Trustees and a meeting would be called for Monday 12th June 2017 at 5.30pm at Scissett Academy in order to review and approve this.

65.3 Standards & Effectiveness Committee – 17th May 2017

The Committee focussed on the following areas:

- Inspection Dashboard and discussions around the strengths and weaknesses of each academy. Trustees had looked at conversion from Early Years to Y2 and looked at the data for groups of pupils, most able, disadvantaged and boys. This information had been shared with full Trustees board by email and presented at the meeting.
- Raiseonline reports – The Trustees had examined headline data outcomes from 2016 for each academy. They felt they were getting to know each of the academies and were able to see comparisons in data. The meeting had highlighted a few questions and developed areas to be focussed on in the future.
- Notes of visits from CEO visits to each academy.
- Internal data overview for each academy – The Trustees had looked at the overview of internal tracking of data produced by each academy and agreed this provided a useful view of attainment and progress for each cohort. The next step was to devise a common format for tracking of vulnerable groups as each academy collated this in different ways. The Spring data would be shared and discussed with MAT Heads at their next meeting.

RESOLVED: The Trustees were thanked for the reports from the Committees.

66. HR Policies

66.1 Approval of HR policies.

The policies presented at the meeting had been amended in line with the recommendations of the Pay, Personnel & Performance Committee.

RESOLVED: The Trustees agreed to adopt the following policies on behalf of the Accord Learning Academy Trust: Appraisal, Review & Restructure, Grievance, Disciplinary and Capability.

67. Sponsor Application and Ratification of decision

Following earlier discussion at the meeting (Mins 63. 8 Growth Strategy) and subject to approval of the DfE for the Trust to become a Sponsor:

RESOLVED: The Trustees agreed to ratify the decision for the Learning Accord Academy Trust to become a Sponsor.

68. Any Other Business

68.1 Pension deficit

On behalf of St Aidan's Local Governing Body a Trustee asked for some clarification to be sought around the forecast for the pension deficit the Academy would need to meet in the future.

Action: Information would be requested from David Blackburn from the Local Authority.

68.2 Security of Payslips

A Trustee from St Aidan's stated that Academy staff were concerned around security in relation to personal information contained in payslips, as these were now emailed out.

Action: The new Finance Officer would be asked to explore with Payroll at the Local Authority, what security measures were in place.

69. 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:

*Trustee Meeting	Monday 12 th June 2017	5.30pm
Trustees Meeting	Monday 25 th September 2017	7.00pm
Standards & Effectiveness Committee	Monday 18 th September 2017	10.30am
Pay, Performance Management and Personnel Committee	Friday 21 st July 2017	9.30am
Finance and Resources Committee	Thursday 20 th July 2017	1.00pm

70. 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.

*This meeting was to develop and agree a Risk Register.

Meeting closed at 8.45pm.