



LEARNING ACCORD MULTI ACADEMY TRUST

COMPANY NUMBER 10261517

MINUTES OF THE MEETING OF TRUSTEES

25 September 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 25th September 2017 at 7.00 p.m.

Present:

Gillian Hamer (Chair), Simone Bennett, Julie Bowdidge, Theresa France, Dorothy Gott, Steven Horne and Elaine Watson

In attendance: Janet Edmunds (Meeting Clerk), Sarah Senior (Head of Skelmanthorpe Academy).

78. Welcome and Opening Prayer

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

79. Apologies for Absence and Consent

79.1 Apologies were received from Nicola Evans (consent).

80. Declarations of Interest

80.1 There were no declarations of interest.

81. Representation

81.1 Appointments

<u>Name</u>	<u>Date</u>
Simone Bennett	22/09/2017
Steven Horne	22/09/2017

81.2 There was 1 remaining vacancy. This had been advertised on the Academy Ambassadors' website throughout the summer. There had been only 1 expression of interest but this person had been deemed not appropriate. This has been re-advertised for one week on the website.

82. Minutes of the Meeting held 22nd May 2017

60.1 RESOLVED: That the Minutes of the meeting held on 22nd May 2017 be approved and signed by the Chair as a correct record with the following amendments:

59. "Reverand" be corrected to "Reverend"

83. Matters Arising from the Minutes of the meeting held on 22nd May 2017

83.1 Pension Deficit – Min 68.1 refers

Gillian Faulkner had followed this up and was not present at the meeting. This item to be deferred to the next Trustee meeting.

83.2 Security of Payslips – Min 68.2 refers

The Chair / Head reported that this had been discussed at the Trustees' Meeting. It was stated that the Local Authority felt that as payslips were sent to individual email addresses and could be securely stored and the emails then deleted, this was not considered to be a security risk.

84. Minutes of the Meeting held on 12th June 2017

84.1 RESOLVED: That the Minutes of the meeting held on 12th June 2017 be approved and signed by the Chair as a correct record.

85. Staffing Structure – Skelmanthorpe Academy

Sarah Senior, Head of Skelmanthorpe Academy, presented this item. A Business Case for Staffing Restructure and Possible Staffing Deployments proposal document were presented.

- Skelmanthorpe Academy had an overall budget deficit from September 2017 of £47,000. There was a carryover of £65,000 which could not be used to reduce this deficit but was money which could be used.
- Over 2016-17 a saving of £75,000 had been made by the retirement of one staff member, employment of NQT on fixed term contract and a reduction in ETA hours.
- Currently there was a Head Teacher, 2 Assistant Heads, 2 Cover Supervisors and 5 teachers.
- Initial staffing restructure had proposed reduction to 1 Assistant Head and 1 Cover Supervisor, with PPA/Leadership time being covered by a class teacher and Senior Cover Supervisor.

- However, after meeting with Elaine Watson, a revised deployment model was being explored for September 2018 which would avoid the need for staff restructure.
- This model would utilise Cover Supervisors for PPA; ETA deployments to support pupils with needs; reworking of the ETA timetables; possible relocation of reception and nursery together; reduction of Assistant Head Teachers' leadership and management time, and a slight increase in cover supervisor salaries.
- It was estimated this would make savings of approximately £20,000 with further savings needing to be made through creative budgeting.
- This proposal needed further exploration to ensure it was viable.
- Sarah Senior reported she would initially meet with the 2 Assistant Head Teachers in order to engage them in the process.

Q. How do we ensure that if we have 2 Assistant Head Teachers that they are providing value for money?

A. Both are core subject leaders, they are very experienced teachers and have additional skills and responsibilities.

Q. What is your ideal end position?

A. This would be 1 Head, / Deputy Head Teacher and 5 teachers, plus our other staff. The number of children is increasing and there is a new housing development in Skelmanthorpe.

Q. What is the overall budget and how much is spent on staffing?

A. The GAG is £527,368.72, with annual salaries of £516,775.35, leaving a surplus of £10,593.37.

Mrs Sarah Senior left the meeting.

86. MAT Budget & Audit

86.1 Gemma Falconer, MAT Finance Officer, had been working in an advisory capacity with Academy Business Support Managers to ensure and improve finance procedures.

86.2 Simpson and Wood would be carrying out an audit throughout the MAT in October. This audit was to highlight any areas for improvement and prepare the MAT financial statement which would need to be submitted to the EFA.

86.2 MAT finances were reported to be "tight", however the budget had been balanced appropriately. The budget forecast return in July had a £4,000 cushion.

The CEO had reinforced with the individual Academies the importance of understanding the financial implications of any actions on the MAT as a whole. Discussion had taken place with MAT Heads to bring requests to increase/alter staffing arrangements to the Trustees in line with the MAT Restructure Policy.

Q. Had there been any savings through changes in buy back services?

A. The Academy were still buying in from the Local Authority HR and Payroll services. There had been some savings arounds photocopying and ground maintenance. There would be additional changes when contracts came to an end. It was stated that economies of scale may be more effective when the size of the MAT increased.

RESOLVED: The CEO Report to Trustees to be added to the Agenda at this point in the meeting.

87. CEO Report to the Trustees

87.1 The report was presented by the CEO. This had been circulated by email to the Trustees 7 days prior to the meeting.

87.2 The Report highlighted the following areas:

- Staffing – including returns to work of Head Teacher at Skelmanthorpe School and the Head of School (substantive Deputy Head) at Scissett Academy.
- Buildings – there was a delay in completing work to the roof at Scissett Academy but this would be finished by the end of September. The Academy would be submitting a new bid to AHR Global for the roof at Skelmanthorpe Academy.
- Finance – earlier Agenda item.
- Sponsorship – later Agenda Item.
- Progress towards Business Plan Priorities – including actions already undertaken to establish Governance of the MAT and development of the local governing bodies. CEO had requested copies of Minutes of LGB meetings in order to gain a wider perspective on Academy issues and had received a positive response to this. The report highlighted School Improvement and Effectiveness and the CEO reported that the MAT had now effectively gathered one year's data from across the Academies and had been able to establish headline data for the MAT as a whole.
- Growth Strategy – later Agenda item.

88. Update on MAT visits to schools

88.1 Learning Walks had taken place by Elaine Watson & Evelyn Barrow, Sarah Senior being unable to join them, at St Aidan's Academy and Scissett Academy. All classes were seen in both schools and a selection of English and Maths books were informally reviewed. Draft KS1 results were shared and discussed as where cohort variations relating to numbers of SEND pupils. Small cohorts in some year groups at Skelmanthorpe can impact significantly on figures. One Growth Mindset display was seen (follow up from MAT Training).

88.2 Elaine Watson reported that behaviour was calm and orderly in both Academies, with pupils being on task and focussed. A range of teacher strategies were observed, the content of Maths and English books was good, Christian values were reflected through each school and some effective use of TAs was seen.

88.3 Future actions and recommendations had been made and documented.

89. Update from MAT Heads Group

89.1 The Executive Head Teacher reported from the meeting on 11th September 2017 and presented her report.

89.2 The Executive Head Teacher highlighted the following areas discussed:

- Access to the Prospective Light data – this was not possible as it would require the purchase of additional software
- Trustee vacancies
- Data outcomes and headline figures
- The Budget
- MAT Training. A training on 3rd May 2017 to deliver Safeguarding and Prevent Training to staff from all 3 schools.
- Full-staff meetings (for teaching staff) across the MAT would be held each term. The first of these in 15th November 2017 would focus on reading and phonics.
- It had been agreed the Executive Head Teacher would carry out Head Teacher appraisals for St Aidan's and Skelmanthorpe Academy and therefore no cost would be incurred. The Appraisal for the Scissett would be carried out by Fiona Denham.

90. Reports from Committees

90.1 Finance and Resources Committee – 20th July 2017

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

- The FMGS had been submitted online on schedule and no queries had been received from the EFA.

- The Budget Forecast return had been due on 28th July and this had been completed.
- There had been an Update on the MAT Budget, as previously highlighted in the Agenda.
- The Anti-Fraud and Theft policy had been presented and adopted.
- It was agreed that the MAT Head Teachers would be asked to provide an Emergency Plan.
- Lockdown had been recognised as an important aspect of Health and Safety and a recommendation made that procedures be researched.
- It was resolved that Health and Safety Audits should be carried out during the Academic Year and that the MAT would fund these.
- Members – it was confirmed that Helen Butler had agreed to become a Member.

90.2 Pay, Personnel and Performance Committee – 21st July 2017

The Committee reviewed and recommended the following policies be adopted subject to amendments outlined in the Minutes:

- **Adverse Weather**
- **Bullying and Harassment**
- **Code of Safe Working practice**
- **E Safety**

The policies would be shared with the relevant Unions and with Kirklees HR. These would be circulated to all the academies within the Trust.

It was agreed the Maternity, Paternity and Adoption policy may need some further discussion and clarification around childcare vouchers and amendments would be made and the policy revisited. This would also be submitted to the relevant unions and Kirklees HR.

90.3 Standards & Effectiveness Committee – 18th September

Julie Bowdidge presented this report. The Committee focussed on:

- Internal tracking – the Committee looked at the overview of the internal data produced by each Academy. Internal data in comparison with National benchmarking gave a really positive picture. Whilst there were variations between the Academies, it was recognised that some small cohorts within Skelmanthorpe Academy and the number of SEND children distorted some figures.
- Discussion had taken place around a longer term goal to obtain sophisticated software to collate data across the MAT. However, until the assessment processes were more stable long-term this would not be financially viable.

It was stated that the improvement in performance at Skelmanthorpe Academy was particularly to be celebrated and that the results for performing “At Greater Depth” above the national benchmark, were particularly positive.

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

91. Sponsor Application Update

91.1 The DFE had approved the conversion of XXXXX School. The Project Lead would be Claire Watchorn, and would advise the Academy on progression. Due diligence would need to take place. Finances needed careful examination. Preliminary information obtained regarding outcomes and progress had already been obtained and the CEO felt she had begun to obtain a good overview of strengths and areas for improvement. XXXXX School had approximately 140 children. Clarification needed to be obtained around any budget deficit the school had at the point of conversion.

Q. Where there any concerns regarding the school having KS2 children in Year 6?

A. No, as CEO I have extensive experience of working with Year 6 children, and of inspecting schools, including KS2 performance and progress.

92. Due Diligence XXXXXXXX CE Primary, XXXXXXXX

92.1 The CEO reported that due diligence had begun, including the inspection of a number of documents including LGB Minutes, Health and Safety assessments, and 5 year budget predictions. No timescale was yet available. Close examination of the school’s finances was essential. The CEO had concerns that there could potentially be some issues relating to land and buildings. The school had approximately 120 pupils with increasing numbers. The school was inspected by Ofsted in April 2014 and was rated “good”, with the previous inspection being “requires improvement”.

RESOLVED: The Trustees agreed that subject to due diligence XXXXXXXX CE Primary would be accepted into the Learning Accord Multi-Academy Trust.

93. Any Other Business

93.1 Committee Membership

RESOLVED: The Trustees agreed the members of the Committees as follows:

Finance Committee: Nicola Evans, Theresa France, Gillian Hamer, Elaine Watson

Standards and Effectiveness Committee: Julie Bowdidge, Dorothy Gott, Gillian Hamer, Elaine Watson

Pay, Personnel and Performance Committee: Nicola Evans, Gillian Hamer

Audit Committee: Steven Horne, Dorothy Gott

93.2 Thanks

The CEO thanked the Trustees for their hard work and support.

94. 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:

Full Trustee Meetings:

Monday 11 th December 2017	6.00pm
Monday 19 th March 2018	6.00pm
Monday 18 th June 2018	6.00pm

Finance Meetings:

Tuesday 21 st November 2017	1.15pm
Tuesday 13 th February 2018	1.15pm
Thursday 14 th June 2018	1.15pm

Pay, Performance and Personnel

Wednesday 22 nd November 2017	1.15pm
Tuesday 15 th February 2018	1.15pm
Tuesday 12 th June 2018	1.15pm

Standards and Effectiveness

Thursday 30 th November 2017	1.15pm
Thursday 1 st March 2018	1.15pm
Monday 17 th September 2018	1.15pm

Audit Committee

To be arranged

Deferred item for inclusion at the Directors (“Trustees”) Meeting on 11th December 2017:

- Pension Deficit – Min 68.1 & 83.1 refers

95. **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 9.00pm