

WATERTON ACADEMY TRUST – DIRECTORS MEETING

DATE:	TIME:	LOCATION:
20 October 2015	6.00 pm	Walton Primary Academy

PRESENT		
Chair of Trust Board:	Mr P Beaman	
CEO:	Mr D Dickinson	
Directors:	Mrs S George	Mrs C Thompson
	Mr J Smith	Mr P Wiehl
Clerk:	Miss C Winter	
Apologies:	Mr G Bishop	Mr M Winn
	Mr P Halliday	

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
1. APOLOGIES FOR ABSENCE	
Apologies for absence were received from Mr P Halliday, Mr G Bishop and Mr M Winn. Directors' Consent to Absences Resolved 1 <i>That Directors consent to the absence of Mr P Halliday, Mr G Bishop and Mr M Winn.</i>	
2. DECLARATIONS OF INTEREST	
There were no declarations of interest.	
3. MINUTES OF THE MEETING HELD ON 9 JUNE 2015	
Resolved 2 <i>That the minutes of the meeting held on 9 June 2015 be signed as a correct record, subject to the following amendment:</i> <i>Under "Item 16", "Directors noted that this had been produced" be amended to read "Directors discussed producing a business plan"; and</i> <i>Under "Inset Day", "staff would work together to shape the core purpose of the MAT" be amended to read "staff would work together to help inform the core purpose of the MAT"; and</i> <i>That a copy of the signed set of minutes be retained at the school.</i>	

ITEM	ACTION
4. MATTERS ARISING FROM THE MINUTES	
There were no matters arising from the minutes.	
5. ACADEMY STATUS UPDATE	
<p>The CEO reported that Normanton Common had joined the MAT on 1 August, Lee Brigg Infants had joined on 1 October and Crofton Infants was due to join on 1 December. He added that Sharlston Primary was still considering other models but the Headteacher had indicated that she would like the school to join Waterton MAT.</p> <p>The CEO explained that some schools in the South Kirkby area had asked about joining the MAT. He had reminded them that Directors did not want the MAT to become too big and the focus was on schools from within the pyramid joining. He had held some initial discussions around forming a collaborative arrangement with the South Kirkby schools and sought Directors views on this. Directors re-affirmed their commitment to focusing on local schools within the pyramid joining the MAT but were happy for discussions about collaborative arrangements to go ahead.</p> <p>Directors noted that:</p> <ul style="list-style-type: none"> • The CEO and Mr Smith had met to discuss SAS sponsorship. • The CEO had met with the DfE to talk about the work that he was undertaking to develop the MAT. • Mr Bishop would be working with the Wakefield Strategic Alliance. • The CEO had met with Sheffield Learning and another meeting was planned. He felt that it was important to develop wider networks. <p>The CEO reported that the office was now fully operational. The One Drive was working well. Mr Smith suggested that a laptop and projector could be brought to future meetings so that Directors did not need to print off copies of the papers. The CEO agreed to arrange for the next meeting to be held in a classroom with access to a whiteboard.</p> <p>The CEO reported that he had been able to negotiate substantial reductions in the cost of various SLAs. He said that not having Headteacher responsibilities allowed him the time to concentrate on other priorities that benefited the MAT.</p>	<p>CEO</p> <p>CEO</p>
6. HEADTEACHERS BRIEFING UPDATE	
<p>The Headteacher's Briefing Update was circulated to the meeting. The CEO reported that there was a good feel within the MAT schools with lots of positive work going on.</p> <p>Directors discussed the increasing burden of financial work that the MAT had generated and noted that it would also be beneficial to have someone who could work on the teaching and learning agenda across schools. The CEO explained that now there was certainty about when schools would be joining the MAT that Directors may wish to consider how this work was undertaken and by whom. He suggested that specialist advisors could be brought in to focus on certain aspects</p>	

ITEM	ACTION
<p>of the curriculum.</p> <p>Mr Smith spoke about a system used in a North Yorkshire MAT where each Headteacher was released from school on a six month basis to undertake school improvement work. Directors discussed the benefits and negative impacts this could have. They acknowledged the strengths of each school within the MAT and discussed how skills could be shared between schools.</p> <p>Q. Would we need to employ a full time Finance Officer? A. Before the MAT schools became Academies each school managed its own finances supported by the Local Authority. The focus has changed and the MAT needs to take a business based approach, looking at how money can be best utilised for the benefit of pupils in all of the MAT schools.</p> <p>Q. Why can't the Business Manager undertake the Finance Officer role? A. The role requires specialist qualifications and skills. The Business Manager already has a very large workload. Currently compared to other MATs Waterton does not employ very many staff.</p> <p>Directors discussed their responsibilities in terms of making sure that appointments were value for money. They noted that whilst it was important to have a reserve fund in place, the budget should be spent as there were incidents of schools who had not done so having money clawed back.</p> <p>Resolved 3 <i>That the Business Manager's job description will be brought to the next meeting of the Finance and General Purpose Committee and;</i> <i>That a Finance Officer post will be drafted and costed then brought to the next Finance and General Purpose Committee for discussion.</i></p>	
<p>7. COMMITTEES</p>	
<p>Directors agreed that they needed to establish a Finance and General Purpose Committee and a Standards Committee. They considered who would be best placed to sit on each. The CEO suggested that both committees could be held on the same night.</p> <p>Resolved 4 <i>That Mr Smith be elected Chair of the Standards Committee and;</i> <i>That the CEO will sit on both committees and;</i> <i>That the CEO will talk to those not present at the meeting about membership of committees and;</i> <i>That the MAT Chair and Mrs Thompson will sit on the Finance and General Purpose Committee and;</i> <i>That the Finance and General Purpose Committee will elect their Chair at the first Committee meeting.</i></p>	
<p>8. REPORTS TO DIRECTORS</p>	
<p>The CEO reported that he had looked at the reports generated by the schools and these would mostly need to be considered in detail at the committee meetings.</p>	

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<p>9. RESULTS 2015</p> <p>The CEO explained that due to the time at which schools had joined the MAT only the end of year results from Walton Primary and Normanton Common would be reported to Directors this year. He talked Directors through the available data and they noted that:</p> <ul style="list-style-type: none"> • At Normanton Common key stage one was just above national and key stage two was at national. Progress from EYFS to key stage one needed improvement. • At Walton EYFS and key stage two were well above national and key stage one was above national but results were not as good as for the other two stages. <p>The CEO reminded Directors that they needed to be mindful of demographics when interpreting the data. They noted that the Standards Committee would discuss the data in more detail.</p>	
<p>10. FINANCE REPORT</p>	
<p>The CEO reported that an external audit of the accounts would take place within the next couple of weeks. The final information would be uploaded onto the One Drive and shared with Directors. The information within this report would then be continuously updated.</p>	
<p>11. STAFFING UPDATE</p>	
<p>Apprentice The CEO reported that the MAT had signed up to an Apprenticeship scheme. The Apprentice had spent time working in each of the MAT schools and was undertaking a qualification whilst she worked. This benefited the individual as well as the MAT because the placement was low cost.</p> <p>Writing Leader Directors noted that the Writing Leader was having a positive impact.</p> <p><i>[Confidential Items were removed from the minutes]</i></p> <p>Headteachers The CEO explained that after Christmas he wished to undertake some wellbeing work with the MAT Headteachers to ensure they were being supported. Directors agreed with this approach.</p>	
<p>12. POLICIES</p>	
<p>The CEO ran through the list of policies that needed updating. He reminded Directors that some policies would be reviewed by the MAT whilst others would be delegated to the local Governing Bodies.</p> <p>Resolved 5 <i>That Directors would take on responsibility for reviewing the policies as follows:</i></p>	

ITEM	ACTION
<ul style="list-style-type: none"> • Child Protection, CEO and Mrs George • Whistleblowing, Chair • Confidentiality, Mrs Thompson • Data Protection, Mr Wiehl • Freedom of Information, CEO • Race Equality, Mr Smith <p>Directors discussed their position in relation to accepting gifts and hospitality noting that a briefing on the subject would be helpful. The CEO had turned down two offers of hospitality.</p>	
13 CPD ARRANGEMENTS	
<p>As discussed at the last meeting the CEO had negotiated with the solicitors who had agreed to provide a free session where they would speak to Directors about legal responsibilities.</p> <p>The Chair and Mr Smith had talked about Leading Edge providing CPD. Directors also discussed Cambridge Education who had undertaken a lot of work with multi-academy trusts in London. They had now agreed to run some sessions in Leeds.</p>	
14. ANNUAL MEETING SCHEDULE	
<p>Directors noted that the dates of Committee Meetings would need to be added to the schedule. The CEO suggested that the Full Directors meeting should be held at the beginning of each half term with the committee meetings following on from this.</p> <p>Directors discussed lack of attendance at the meeting.</p> <p>Q. Could we appoint more Directors who are not from the schools? A. This is an option but we wanted to get people to represent each school because they have a vested interest in the MAT. This needs to be communicated back to the schools.</p>	
15. SCHEME OF DELEGATION FEEDBACK	
<p>Directors noted that the scheme of delegation would be put onto the One Drive.</p> <p>Q. Do we get automatic notification when something new is put onto the One Drive? A. No, the CEO will send an alert when it has been put on.</p> <p>Resolved 6 <i>That this item be deferred to the next meeting.</i></p>	
16. INSET DAY FEEDBACK	
<p>Directors noted that the day had gone well. Staff wished to undertake visions and values work with Directors.</p>	
17. BUSINESS PLAN AND REGISTER	
<p>Directors noted that the Chair, CEO and Mr Smith were working on the Business</p>	

ITEM	ACTION
Plan.	
18. ACTIVITIES	
<p>The CEO provided an update about activities that had taken place across MAT schools. Directors noted that:</p> <ul style="list-style-type: none"> • Waterton Parliament had gone well. • The Museums programme was coming to an end. A final event would be held at Wakefield One. • All MAT schools were participating in Young Voices. • An Olympics week was planned. • Filming for the TV programme had gone well and positive feedback was received from the TV Company. 	
19. VISION STATEMENT WORK	
There was nothing to report under this heading.	
20. SCHOOL IMPROVEMENT ARRANGEMENTS	
Directors noted that the Local Authority was likely to struggle in fulfilling its commitment to deliver keeping in touch days as one of the SIPs had resigned. The CEO reported that in terms of performance management Banding Documents had been produced for each school and these identified risks that Directors and Governors needed to be aware of.	
21. HEALTH AND SAFETY	
<p>Normanton Juniors Directors noted that an assessment of the work needed to replace the fire doors had been made and the school would try to obtain condition and improvement funding for this.</p>	
22. ANY OTHER BUSINESS	
<p>Novation of Sport England Funding Directors noted that the original paperwork had been lost in the post so would need to be re-signed.</p> <p>Supported Funding Agreement – Crofton Infants A breakdown of the changes was circulated to the meeting and the CEO talked Directors through this.</p> <p>Resolved 7 <i>That the SFA be signed.</i></p> <p>Mr J Horsley, Headteacher, Crofton Academy Directors noted, with regret, that Mr Horsley had passed away. They agreed that a letter would be written on behalf of Directors and a small donation of £50 made.</p>	
23. DATE AND TIME OF NEXT MEETING	
The Committee confirmed that its next meeting would be held on Tuesday, 15 December at 6.00 pm.	

ITEM	ACTION
MEETING CLOSE TIME: 8.10 pm	

CHAIR