

WATERTON ACADEMY TRUST BOARD

TRUST BOARD MEETING MINUTES

DATE:

Tuesday, 2 February 2016

TIME:

6.00 pm

LOCATION:

Normanton Junior School

PRESENT

Chair:	Mr P Beaman	
CEO:	Mr D Dickinson	
Directors:	Mr G Bishop	Mr P Halliday
	Mrs R Cook	Mrs C Thompson
	Mrs S George	Mr P Wiehl
Clerk:	Miss C Winter	
Apologies:	Mr J Smith	

ITEM	ACTION
<p>1. APOLOGIES FOR ABSENCE</p> <p>Directors Consent to Absences Resolved 16 <i>That Directors consent to the absence of Mr J Smith.</i></p>	
<p>2. DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
<p>3. MINUTES OF THE MEETING HELD ON 15 DECEMBER 2015</p> <p>Resolved 17 <i>That the minutes of the meeting held on 15 December 2015 be signed as a correct record, subject to the following amendment:</i></p> <p><i>Under "Appointment of Chief Financial Officer", "A. Probably two more by the end of the year taking the total to six" be amended to read "A. There are currently five schools in the MAT and it is anticipated that by the end of the year there are likely to be eight"; and</i></p> <p><i>That a copy of the signed set of minutes be retained by the Trust.</i></p>	
<p>4. MATTERS ARISING FROM THE MINUTES</p> <p>Related Parties – Declaration of Interest and Public Benefits Q. Did GBAC send out copies of the form with examples of what to include? A. These have not yet been circulated. The CEO agreed to chase.</p> <p>Changes to Articles of Association</p>	CEO

ITEM	ACTION
<p>The CEO reminded Governors of the conversation held at the last meeting about changing the wording of the Articles of Association to reflect the fact that:</p> <ul style="list-style-type: none"> • Each Local Governing Body could nominate any one of their Governors to become a MAT Director. • That the Chair of Directors can be any member of the MAT Board. <p>Bond Dickinson had advised that the current wording of the Articles of Association would not need to be changed as it did not specifically stipulate who the Chair of Directors had to be or who needed to be nominated from each Governing Body.</p> <p>Resolved 18 <i>That the Articles of Association do not need to be amended and will be interpreted to mean that;</i></p> <ul style="list-style-type: none"> • <i>Each Local Governing Body could nominate any one of their Governors to become a MAT Director.</i> • <i>That the Chair of Directors can be any member of the MAT Board.</i> <p>Q. Was an optimum number of Directors agreed? A. It is important to have Directors with the right mix of complimentary skill sets. Directors have mainly been drawn from the Local Governing Bodies initially but there is the option to co-opt Directors such as Mr Smith who would bring relevant experience and knowledge to the table.</p>	
<p>5. RECRUITMENT STRATEGY AND SEN PROPOSALS - UPDATE</p>	
<p>The CEO reported that Mrs Collins had been progressing work in this area and would be invited to the next meeting to present her work.</p> <p>Resolved 19 <i>That Recruitment Strategy and SEN Proposals – Update be included on the agenda of the next meeting.</i></p>	
<p>6. STRATEGIC UPDATE</p>	
<p>The CEO circulated a draft Business Plan and talked Directors through the information within it. He reminded Directors that the original premise had been for the MAT to include only schools from the local area. However it had become apparent that this was limiting in terms of the number of schools who would be able and willing to join. This would in turn limit the income that could be generated. Best practice from other MATs suggested that the optimum number of schools was around 15, there are only 13 schools within the initial target area. The CEO added that initially the MAT was going to be about Governance and buying services in but that conversations had now progressed towards providing in house services in order to make savings. There was also pressure from the DfE for MATs to grow. The CEO suggested that applications to join the MAT should be judged on a case by case basis rather than trying to recruit a certain number of schools per year.</p> <p>Q. Should we still limit schools to being within a certain distance? Perhaps to the Local Authority Area? A. Directors need to bear in mind that some schools in Barnsley and Leeds are</p>	

ITEM	ACTION
<p>nearer than schools in the North East or South West of the district so being outside of the Local Authority Area should not necessarily be a barrier. Some Secondary and Church schools already work across Local Authority boundaries. Ofsted recommends that schools should not be too far apart i.e. pupils should be able to travel from one MAT school to another within a lunchtime.</p> <p>Directors discussed what they thought would be an appropriate ratio of sponsored schools within the MAT and how they would make decisions about individual schools joining.</p> <p>The CEO explained that now a Chief Financial Officer (CFO) had been appointed it was appropriate to consider School Improvement needs and how best these could be provided to MAT schools. He recommended that a School Improvement post should be created to sit alongside the CFO and the Central Operations Officer posts.</p> <p>Q. Would the School Improvement Officer have capacity to offer all MAT schools a good service? A. Yes, under the current Local Authority arrangement each school only gets half a day per term. Employing a School Improvement Officer would offer much more support to each school than this.</p> <p>Q. Is there a danger that by creating more posts the MAT staffing structure will become too big and expensive? A. The aim is to utilise existing staff as effectively as possible and to get the right people into the right posts. This is easier to achieve while the MAT is still small. There needs to be a demonstrable cost benefit to show schools what they get from the MAT for their 6% contribution.</p> <p>Q. Where does the Level 20 pay scale come from? A. This has been worked out by using a formula. Usually the level is two points above the post holders existing grade so this figure may change.</p> <p>The draft budget was circulated for information. The CEO talked Directors through the information and highlighted the work that was being undertaken to make savings.</p> <p>Q. Are Resources being managed centrally? A. This is currently under discussion.</p> <p>Mr Bishop updated Directors about his part time secondment to the Wakefield Strategic Alliance. He explained that this took up two days per week of his time and he was working with senior staff at his school to ensure that there was leadership capacity and succession planning.</p> <p>Resolved 20 <i>That the principles in the draft Business Plan and staffing model be agreed and;</i></p>	

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<p><i>That the post of School Improvement Officer be advertised amongst current MAT Headteachers.</i></p> <p>The CEO explained that following approval of the principles the Business Plan would be developed into a three year plan that would be presented to Directors at the next meeting.</p>	
<p>7. CFO APPOINTMENT</p>	
<p>The CEO reported that interviews had taken place. The interview panel had consisted of the CEO, Mrs George and an external independent advisor. The interview process was rigorous and included a presentation where there was only one hour to prepare. An appointment had been made.</p> <p>Q. Will the CFO attend Directors meeting? A. Yes, the CFO, Central Operations Officer and the School Improvement Advisor would be invited to Directors meetings and Committee meetings as appropriate in order to update and advise Directors.</p> <p>Q. Where will the CFO be based? A. A number of options are being considered. One possibility is Normanton Junior school but it is likely that the CFO would spend time in all of the MAT schools.</p> <p>Q. When will the CFO start in post? A. At Easter.</p>	
<p>8. SI DIRECTOR REPORTS</p>	
<p>The CEO explained that a Performance Management Mentor had been appointed to provide him with support and advice. This would include drawing up a performance management plan.</p>	
<p>9. HT BOARD APPOINTMENT</p>	
<p>The meeting noted that Mr Harpham had been nominated as the Headteacher representative.</p>	
<p>10. RSC VISIT</p>	
<p>The CEO explained that a new Regional Schools Commissioner had been appointed and that their first round table event would be held at Walton Primary Academy.</p>	
<p>11. ANNUAL INSET</p>	
<p>The CEO reminded Directors that the previous year's annual inset day had been a great success. He proposed that a similar event be held in September.</p>	
<p>12. RESERVES POLICY</p>	
<p>Directors noted that the Reserves Policy would be discussed with Headteachers then go to the Finance and General Purpose Committee before being presented to the Directors meeting for ratification.</p>	
<p>13. ANY OTHER BUSINESS</p>	

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<p>Parliament Elections Directors noted that the Parliament Elections had gone well and information was posted on the website. The Parliament would look at ways that MAT schools could collaborate and had already come up with ideas such as a Trust Olympics. They would meet every half term. Directors felt that it would be positive to invite the candidates to a Directors meeting.</p> <p>Non Contracted Staff Directors discussed holiday arrangements for non-contracted staff noting that most worked term time plus five days. The CEO explained that further consideration would be given to how this worked.</p> <p>Committee Structures Resolved 21 <i>That membership of the Finance and General Purposes Committee be agreed as follows:</i></p> <ul style="list-style-type: none"> • <i>Mr P Halliday (Chair)</i> • <i>Mr P Beaman</i> • <i>CEO</i> • <i>Mrs C Thompson and;</i> <p><i>That membership of the Standards Committee be agreed as follows:</i></p> <ul style="list-style-type: none"> • <i>Mr J Smith (Chair)</i> • <i>Mr G Bishop</i> • <i>CEO</i> • <i>Mrs S George</i> <p>Directors discussed the frequency of meetings. Resolved 22 <i>That Committee meetings be held during the first half term and Directors meetings be held during the second half term.</i></p> <p>Governors Forum The CEO reported that he would be attending a meeting to discuss setting up a Governors Forum.</p>	
<p>14. DATE AND TIME OF NEXT MEETING</p>	
<p>Resolved 23 <i>That the Central Operations Officer will be tasked with setting Committee and Director meeting dates for the remainder of the year.</i></p>	

MEETING CLOSE TIME: 7:50 PM

CHAIR

Waterton Academy Trust Board

APPENDIX A

Primary Committees (Meet termly)	Standards	Finances and General Purpose	
	(Quorum – 3) Mr J Smith (Chair) Mr G Bishop CEO Mrs S George	(Quorum – 3) Mr P Halliday (Chair) Mr P Beaman CEO Mrs C Thompson	