



**Registered office address:**  
**Walton Primary Academy The Grove,**  
**Walton, Wakefield, West Yorkshire, WF2 6LD**

**Company number 09124782**

## WATERTON ACADEMY TRUST BOARD

### TRUST BOARD MEETING MINUTES

**DATE:**

Wednesday, 8 February 2017

**TIME:**

6.00 pm

**LOCATION:**

Sharlston Children's Centre

#### PRESENT

<b>Acting Chair:</b>	Mr R MacNair	
<b>CEO:</b>	Mr D Dickinson	
<b>Directors:</b>	Mrs R Cook	Mrs L Harrison
	Mr P Halliday	Ms H Mangham
	Mr A Harpham	
<b>In Attendance:</b>	Mrs P Mellor	Mr G Bishop
	Mrs V Collins	
<b>Clerk:</b>	Miss S Gilliver	
<b>Apologies:</b>	Mr P Beaman	Mrs N Younus

#### ITEM

#### ACTION

#### PROCEDURAL ITEMS

**1. APOLOGIES FOR ABSENCE**

The Acting Chair opened the meeting.

**Consent to Absences**

**Resolved 1**

*That consent be given to the absences of Mr P Beaman and Mrs N Younus.*

**2. MINUTES OF THE PREVIOUS MEETING**

**Resolved 2**

*That the minutes of the Annual General Meeting held on 7 December 2016, being correct, be signed.*

**3. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**4. CEO UPDATE**

ITEM	ACTION
<p>Directors received an update on schools currently in the process of conversion.</p> <p><b>Ackworth Mill Dam J&amp;I School</b> An application had been submitted to the Regional Schools Commissioner (RSC) Board, with no significant issues. An Ofsted inspection had taken place on 8 February 2017.</p> <p><b>Wrenthorpe Primary School</b> The conversion was due to take place on 1 April 2017 and due diligence had been undertaken.</p> <p><b>Cobblers Lane Primary School</b> The RSC were due to consider the application the following week and conversion would be via fast-track. Due diligence had taken place. The recent Ofsted inspection had categorised the school as a 4 and additional funding had been applied for. The Local Authority had identified the school as good and the Department for Education had been commissioned to investigate and challenge the Local Authority's decision.</p> <p>[Confidential item removed]</p> <p>Approaches had been received from 3 Calderdale schools to join the Trust. All 3 schools were graded as outstanding, which would increase WAT's portfolio of outstanding schools to 30%. 2 Barnsley schools had also made approaches to join the Trust.</p> <p>The CEO explained a draft organisational model to Directors, were the 5 schools to join the Trust, consisting of a central hub, with regional branches. The Trust would ensure that the ratio of good schools to schools needing support remained at no less than 3:1.</p> <p><b>Q</b> How does growth of the Trust affect your workload and how much of this could be reduced? <b>A</b> It is difficult to answer at the moment; different models need to be considered.</p> <p><b>Resolved 3</b> <b>That the CEO continues negotiations with the schools, then report to the next Board meeting.</b></p> <p>Directors noted that approval had been granted for accommodation of Trust staff at Sharlston Children's Centre offices.</p> <p>The CEO reported that he had been appointed as Chair of the Wakefield System Leaders' Network for a further year. He explained that the Network feeds into the West Yorkshire Strategic Partnership who received the region's funding.</p> <p>Directors were informed that a national publication on Waterton Academy Trust's work was in the process of production. Directors noted that the Trust's Education Welfare Officer was visiting schools on a more regular basis, at a cheaper cost.</p> <p>The CEO informed Directors that the Trust had received a good response to</p>	<p>CEO</p>

ITEM	ACTION
<p>advertisements for Headteachers at Crofton and Cobbler's Lane. Both posts would commence in September 2017, following the retirement of the current Headteachers.</p>	
<p><b>5. CFO UPDATE &amp; RESOURCE COMMITTEE MINUTES</b></p>	
<p><b>Resource Committee</b> Directors had previously received the minutes of the Resource Committee.</p> <p>Directors noted that the statutory accounts had been published and were included on the Trust's website.</p> <p>The CFO explained that, in real terms, funding had been reduced by 8% and that the Trust was looking to address financial pressures.</p> <p>The Trust had applied for grants amounting to £119,000 to support Cobblers Lane and MAT growth and would receive decisions regarding the applications by the end of March. The CFO explained that, unlike previous years, a consultant had not been employed to assist with grant applications.</p> <p>Directors noted that, should the number of children within the Trust reach 3,000, a grant would be allocated every year, removing the requirement to apply. This would be spread across all schools.</p> <p><b>Q</b> Does the 8% include the removal of ESG? <b>A</b> Yes.</p> <p>The CFO informed Directors that a response would be made to the 2018/19 funding formula.</p> <p>Directors were informed that a new accounting system would be implemented from 1 April 2017.</p> <p>The CEO explained that reporting systems across schools would be standardised to enable all Governors within the Trust to receive access to live reports.</p> <p>Directors noted that the Financial Management Policy had been written and would be issued to the next Resources Committee prior to its March meeting. A copy of the policy would also be shared at the next Directors meeting.</p> <p>A deficit budget recovery plan had been put in place, and was being worked towards, at Walton Primary Academy.</p>	
<p><b>6. SSIO UPDATE &amp; SCHOOL IMPROVEMENT COMMITTEE MINUTES</b></p>	
<p>The SSIO provided a verbal report. The report included items on Planned School Monitoring, Planned School Improvement, Planned Professional Development, Sponsored Schools and ITT.</p> <p><b>School Monitoring</b> The peer review processes had taken place during the last half term, with further reviews planned. The reviews had generated evidence, provided support and</p>	

ITEM	ACTION
<p>challenge and underpinned judgement, self-evaluation and risk banding.</p> <p>A range of meetings, focusing on pupil progress and sharing best practice, had taken place across academies, resulting in every school adapting their practices. The next data collection point would be at the end of the February half-term, followed by reports.</p> <p><b>School Improvement</b> Early years support was targeted towards Walton Key Stage 1, Cobblers Lane and Crofton Infants.</p> <p>English support was provided to schools, particularly Normanton Junior, Walton and Normanton Common.</p> <p>The Education Welfare Officer worked across all schools.</p> <p>The responsibility for the Cobblers Lane School Improvement Plan was currently with the Local Authority, who had not provided the required support. The Trust had provided support, together with an additional teacher to support Year 6.</p> <p>Attendance had improved, with a focus on sponsored schools and Walton.</p> <p><b>Professional Development</b> Headteachers had received high quality leadership development training.</p> <p>The Aspiring Leaders cohort funded 8 leaders across schools to develop leadership skills. Trust schools were leading more training.</p> <p>1 NQT had been struggling with a class but was now looking positive.</p> <p>The Trust had one sponsored school at the present time with a further one joining in April. Normanton Junior Academy was now judged as good, for the first time in 12 years.</p> <p><b>Resolved 4</b> <b><i>That Directors organise a group visit to, or a Directors Meeting at Normanton Junior School.</i></b></p> <p><b>Q</b> What are pupil numbers like at Normanton Junior Academy? <b>A</b> They are increasing. Responses from parents are very good.</p> <p>The second sponsored school was Cherry Tree Academy (Cobblers Lane), where the situation was stable, with staff responding well to support.</p> <p><b>Q</b> Will there be an IEB in there? <b>A</b> No, they will have converted to the WAT. A new Chair of Governors has been appointed, who will be supported by the Trust.</p> <p><b>ITT Update</b> The Trust was successful in its application to become an ITT provider, in partnership with Leeds Trinity and was allocated 6 places. There was a good level of interest with 1 offer made and 6 declined.</p>	<p>Directors</p>

ITEM	ACTION
7. <b>COO UPDATE</b>	
<p>The COO provided a verbal update to Directors.</p> <p><b>Cobblers Lane</b> Issues had been identified regarding sink holes. A mining search revealed past subsidence but it was no longer considered to be a significant risk. An independent drains survey had been performed. The cost of future drainage work was unknown and would not be covered by insurance.</p> <p><b>Q</b> What is the likelihood of any type of indemnity? <b>A</b> The school will not get another sponsor. The DfE has been asked for a solution. The Trust will not move forwards until it receives assurances from the Local Authority and the DfE regarding the land. Regardless of the survey results, we will ensure that the DfE and the RSC are aware that that the liability of securing the land does not lie with Trust.</p> <p><b>Resolved 5</b> <i>That D Gittins be requested to provide a survey.</i></p> <p>The TUPE meeting process had begun and there had been no issues. The Wrenthorpe consultation period had ended. The Cobblers Lane consultation period was almost at an end.</p> <p>A Business Leaders' Network had been formed, with Horbury and Ossett Trust to Chair the meetings.</p> <p>A small restructure had taken place at Walton around the nursery nurse position.</p> <p>Support was provided to the Trust by SAS Schools Service. A possible conflict had been identified, should a requirement for a tribunal be required.</p> <p><b>Policies</b> The Freedom of Information, Data Protection, Safeguarding and Whistleblowing Policies were on the website. All other policies would continue.</p> <p>The first premises meeting had taken place.</p> <p>An approved suppliers list had been collated.</p> <p>Fixed electrical testing had taken place. Some issues had been raised at South Kirkby and remedial works would be put in place.</p> <p>Procurement of photocopiers was complete.</p> <p>The Trust was working with a consultant with regard to energy. A meeting had been organised with ENGIE to discuss catering and cleaning.</p> <p>The Health &amp; Safety SLA was in place and audits had begun. Reporting procedures would be considered, particularly in relation to accident reporting.</p>	

ITEM	ACTION
<p>The musical evening at the Theatre was successful.</p> <p><b>Q</b> With regard to energy, what is Crown Commercial? <b>A</b> They are a procurement framework.</p>	
<p><b>8. DIRECTOR MEMBERSHIP</b></p>	
<p>Clare Thompson, Phil Wiehl and Sandy George were currently included in the Articles. Only Phil Wiehl should remain. Additional Directors would be required from newly joined schools. Glyn Bishop was now an officer, not a director.</p> <p><b>Resolved 6</b> <i>That Walton Primary be requested to select a Director.</i></p> <p><b>Q</b> Will we undertake a skills audit? <b>A</b> Yes, we are lacking in Health &amp; Safety skills.</p> <p><b>Resolved 7</b> <i>That a proposal around membership and skill sets for the strategic group be produced.</i></p>	<p>Walton Primary</p> <p>CEO</p>
<p><b>9. FUSION FEEDBACK</b></p>	
<p>Mrs Mellor, Mrs Collins and Mr Bishop all left the meeting at this point.</p> <p>Directors had previously agreed to commission an independent report on remuneration across the Trust. Fusion performed a transparent and independent review. The scheme was explained by the CEO.</p> <p>Outcomes and breakdowns were provided and discussed with Directors. Discussions had taken place with staff, who were agreeable for the proposed remuneration to begin from February.</p> <p>Mrs Mellor, Mrs Collins and Mr Bishop all returned to the meeting at this point.</p> <p><b>Q</b> Could we back pay to September? <b>A</b> The budget has already factored in no back pay. We have a £45,000 in year deficit at the moment.</p> <p><b>Resolved 8</b> <i>That figures are produced to include back pay.</i></p> <p><b>Resolved 9</b> <i>That the scheme be approved.</i></p>	<p>CFO</p>
<p><b>10. CALENDAR OF MEETINGS</b></p>	
<p><b>Resolved 10</b> <i>That meeting dates for the remainder of the year be discussed with Governors.</i></p> <p><b>Resolved 11</b></p>	<p>Directors</p>

ITEM	ACTION
<i>That Mr Beaman be contacted to organise Resources Committee meetings, based around key dates.</i>	CFO
<b>11. ANY OTHER BUSINESS</b>	
There were no other items of business to discuss.	
<b>12. DATE AND TIME OF NEXT MEETING</b>	
A date for the next meeting was not agreed.	

**MEETING CLOSE TIME: 8.15 pm**

CHAIR