

## WATERTON ACADEMY TRUST BOARD

### TRUST BOARD MEETING MINUTES

**DATE:**

Tuesday, 24 May 2016

**TIME:**

6.00 pm

**LOCATION:**

Walton Primary Academy

**PRESENT**

<b>Chair:</b>	Mr P Beaman	
<b>CEO:</b>	Mr D Dickinson	
<b>Governors:</b>	Mrs R Cook	Mr J Smith
	Mr P Halliday	Mrs C Thompson
	Mr A Harpham	Ms N Younus
	Mr R MacNair	
<b>In Attendance:</b>	Mrs V Collins	Mrs P Mellor
<b>Clerk:</b>	Miss C Winter	
<b>Apologies:</b>	Mr G Bishop	Mrs S George
	Mr P Wiehl	

**ITEM**

**ACTION**

**PROCEDURAL ITEMS**

<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b> The Vice-Chair opened the meeting.  Apologies for absence were received from Mr G Bishop, Mr P Wiehl and Mrs S George.  <b>Consent to Absences</b> <b>Resolved 24</b> <i>That consent be given to the absences of Mr G Bishop, Mr P Wiehl and Mrs S George.</i>	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest.	
<b>3.</b>	<b>MINUTES OF THE DIRECTORS MEETING HELD ON 2 FEBRAURY 2016</b> <b>Resolved 25</b> <i>That the minutes of the meeting held on 2 February 2016, being correct, be signed.</i>  <b>Matters Arising</b> <b>Q.</b> Has the Declaration of Interest form from GBAC been received?	

ITEM	ACTION
<p>A. Yes, it was received earlier today.</p>	
<p><b>4. STANDARDS AND IMPROVEMENT COMMITTEE MEETING HELD ON 16 MARCH 2016</b></p>	
<p>A copy of the draft minutes was circulated to the group. Mr Smith explained that this had been the first meeting and discussions focused on:</p> <ul style="list-style-type: none"> <li>• The draft terms of reference for the group. These would need to be approved by Directors.</li> <li>• Mr Smith had set up termly meetings with Mr Bishop to discuss standards.</li> <li>• Discussed reporting and agreed that the group would need Key Performance Indicators. Headline data as well as the minutes would be provided by the group to Directors.</li> </ul> <p><b>Q.</b> Have you considered expanding membership of the committee?  <b>A.</b> This might be best left until the skills audit has been completed.</p> <p>The CEO agreed to have someone look at setting up notifications for Directors, alerting them when the One Drive was updated.</p> <p>The CEO circulated an update report about standards issues, prepared by Mr Bishop, to the meeting. This included information about Governance Support, Headteacher Support, and Assessment across the MAT, Accountability of Academies, Conversion Support, Academy Development Support and Initial Teacher Training.</p> <p>Governors noted that Mr Bishop would officially start his new role in September.</p>	
<p><b>5. FG&amp;P MEETING 18 APRIL 2016</b></p>	
<p>Directors received an update from the first meeting of the FG&amp;P meeting held on 18 April 2016. Governors noted that discussions held at the last meeting had focused on:</p> <ul style="list-style-type: none"> <li>• How information was reported. A range of different reporting mechanisms were used in MAT schools and Mrs Mellor was working on a standard approach.</li> <li>• Value for money. It was important to demonstrate what schools got for their 6% contribution to the MAT.</li> <li>• Noted progress with budget setting. Mrs Mellor had meetings booked in with all the MAT Headteachers to discuss this and budgets would need to be agreed by the end of July.</li> <li>• Drafting Terms of Reference for the group.</li> </ul> <p>Mrs Mellor circulated a document to the meeting showing a consolidation of funds. She explained that she received a trial balance every month from each school and would present a more detailed report to the next meeting. Directors noted that overall the MAT was in a healthy financial position. The CEO explained that the surplus would be invested for six months and the interest generated could be used for the benefit of all MAT schools.</p>	

ITEM	ACTION
<p><b>Q.</b> Do we have a policy that covers investment?  <b>A.</b> Yes although the finance policies would be revised and updated.</p> <p><b>Q.</b> Are any schools that are better or worse off?  <b>A.</b> There are differences in funding levels at each school due to factors such as deprivation levels. The national funding formula may change the situation.</p> <p>Mr Smith felt that it was important for Directors to know if there were any issues in individual schools so that they could be supported.</p> <p><b>Q.</b> What action would the MAT take if a school was in financial difficulty?  <b>A.</b> Early intervention would be the preferred option. Each school is required to make their budget position known to the MAT, as legally the MAT is responsible for the master funding agreement with the Government.</p>	
<p><b>6. MATTERS ARISING FROM THE MINUTES</b></p>	
<p>There were no matters arising from the minutes.</p>	
<b><u>SCHOOL IMPROVEMENT ITEMS</u></b>	
<p><b>7. MAT POSITION UPDATE</b></p>	
<p>The CEO circulated a report to the meeting for which he was thanked. He reported that due diligence had taken place at Charlston, the application from Stockingate to join the MAT been approved and Wrenthorpe were awaiting trust approval. The CEO explained that he wanted to slow progress down and make sure that schools were joining the MAT for the right reasons.</p> <p>Mr Beaman joined the meeting.</p> <p><b>Q.</b> Are schools approaching the MAT about joining?  <b>A.</b> Yes.</p> <p>Directors noted that staff and CEO Performance Management had been carried out. A Headteacher had been appointed at Normanton Common.</p> <p>The CEO explained that there were two possibilities in terms of accommodation for MAT staff. The preferred option was Charlston Children’s Centre and a decision about this would be known the following week. If this did not work out it might be possible to accommodate the team at Normanton Juniors.</p> <p>The CEO had received a Freedom of Information request about his expenses.</p> <p>The CEO explained that the MAT needed a better communications portal. Funding for this was in place and the CEO had met with a number of companies to discuss possibilities. He hoped to have the portal in place by the end of the Autumn term.</p> <p><b>Q.</b> Would this be a new system and how would it work?  <b>A.</b> The system would be new and there would be different levels of access for Directors, staff and Governors.</p>	

ITEM	ACTION
<p>The CEO reported on regional groups that he had attended.</p>	
<p><b>8. RECRUITMENT STRATEGY AND SEN PROPOSALS – UPDATE</b></p>	
<p>Mrs Collins presented an update about the recruitment strategy and SEN proposals. She explained that she was working towards standardising processes and procedures. Mrs Collins said that the central MAT team lacked admin capacity and were reliant on Walton staff to help them answer phone calls. It was therefore imperative that they got their own office base. She proposed that an admin assistant be appointed from September. It would not be possible to take on another apprentice at the current time because an experienced staff member was needed. Directors confirmed that they supported the proposal as they recognised the need for the SLT to be as effective as possible.</p> <p>Mrs Collins had established a re-deployment register and this had already been successfully used to find one member of staff, who wanted to work part time, an alternative post at another MAT school.</p> <p><b>Q.</b> Are there any contractual implications involved in re-deploying a staff member to another MAT school?  <b>A.</b> All staff are employed by the MAT so they can potentially be moved between schools. Variations in each individuals contract would need to be taken into account and a staff member could not be moved to a higher graded post. However it would not be acceptable to advertise a post as being based at a certain school and then asking that person to work at another school.</p> <p><b>Q.</b> Would the MAT advertise a post internally before making it external?  <b>A.</b> The process is developing. Some posts would be advertised internally but most would go external.</p> <p>Mrs Collins reported that she would be looking at sickness procedures.</p> <p><b>Q.</b> Do we have a sickness absence policy at the moment?  <b>A.</b> Yes but standardised practice needs to be rolled out across all of the schools.</p> <p>Directors noted that premises work would take place at Normanton Juniors, Crofton and Lee Brigg. The Local Authority had requested that compliance audits take place and the SLT was looking at software that would assist with this.</p> <p>In terms of SLAs Directors noted that:</p> <ul style="list-style-type: none"> <li>• The HR SLA was working really well.</li> <li>• It was proposed that the Health and Safety SLA be extended to the year end so that more quotes from alternative providers could be sought.</li> <li>• Alternative arrangements for Educational Psychology were being sought.</li> </ul> <p><b>Resolved 26</b>  <b><i>That the proposal to extend the Health and Safety SLA be approved.</i></b></p>	
<p><b>9. BUSINESS PLAN UPDATE.</b></p>	

ITEM	ACTION
<p>The draft Business Plan was circulated to the meeting. The CEO explained that the aim was to create a plan that included all relevant information without becoming too big. The plan contained information about the vision, aims and a risk register. Directors suggested that information about management and evaluation should also be included.</p>	
<p><b>10. BOND DICKINSON PRESENTATION TO DIRECTORS</b></p>	
<p>The CEO reminded Directors that they had received a presentation from Bond Dickinson in February. This had highlighted the responsibilities of Directors and a number of actions had been taken forward. A Central Trustee document was available on the One Drive and the CEO recommended that Directors read this.</p>	
<p><b><u>GENERAL ITEMS</u></b></p>	
<p><b>11. STRATEGIC DATES FOR MEETINGS 2016/17</b></p>	
<p>The CEO suggested that each committee was asked to provide Directors with strategic dates so that Directors meetings could be planned around these.</p>	
<p><b>12. ANY OTHER BUSINESS</b></p>	
<p><b>Policy Documents</b> Mr Smith confirmed that he had looked at the draft policy documents and submitted comments as agreed at a previous meeting. Mrs Collins explained that all finalised policies were available on the website.</p> <p><b>Information Exchange with Local Governing Bodies</b> <b>Q.</b> What information from Directors meetings can be shared with Local Governing Bodies? <b>A.</b> The minutes of Directors meetings are public documents so they can be shared with Local Governing Bodies. Reports to/from the MAT should be a standard agenda item on the agenda of each Local Governing Body.</p> <p><b>CEO Performance Management</b> The CEO left the room.</p> <p>The Finance and General Purpose Committee had considered the CEO's Performance Management and associated salary. They had noted that his salary was significantly lower than that of other CEOs in MATs of a comparable size. This might lead to retention and recruitment issues. Mrs Mellor explained that the CEO's salary range had been determined at a time when the idea was not to have so many schools within the MAT. Mrs Mellor had therefore presented a proposal based on research that the CEO be paid an interim salary of £84,371. This had been accepted by the committee.</p> <p>Directors asked Mrs Mellor to obtain further information about what might be an appropriate salary level given the number of schools within the MAT.</p> <p><b>Resolved 27</b> <b><i>That the Finance Committee's decision be ratified.</i></b></p>	<p>Mrs Mellor</p>

<b>ITEM</b>	<b>ACTION</b>
<b>9. CONFIRMATION OF DATE AND TIME OF NEXT MEETING</b>	
Directors noted that the date of the next meeting might need to be changed. Mrs Collins agreed to contact Governor Services once a date was agreed.	Mrs Collins
<b>MEETING CLOSE TIME: 8.00 pm</b>	

CHAIR