



Kirklees Directorate for Children and Adults

Company no: 07729878

THE BOARD OF DIRECTORS OF SHARE MULTI ACADEMY TRUST

Minutes of the meeting of the Board of Directors of SHARE Multi Academy Trust held at 6.00pm at Shelley College on Thursday 23 May 2019.

Present

Mr A Kent (Chair), Mr M Dunkley, Mr J McNally

In Attendance

Ms D Howard, Director of Operations
 Ms E Kilner, Minute Clerk
 Mrs J Newson, Executive PA, SHARE Multi Academy Trust
 Mrs C Potterton, Director of Finance

| Agenda Item | Discussion and Decisions | Action – who/by |
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| 337. | <p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies for absence were received from Mr M Day and Prof J Keay with consent. • No one was declared as a LAAP. • The following declarations of interest were made <ul style="list-style-type: none"> - The wife of Mr M Dunkley works at Shelley College. | |
| 338. | <p>Matters for any other business</p> <p>The Chair noted that the election of Chair and Vice Chair will take place at the next Board of Directors meeting on 9 July 2019.</p> <p>Expressions of interest will be requested from directors in advance of 9 July 2019. Voting will then take place at the meeting of 9 July 2019.</p> <p>ACTION: Mrs J Newson to email directors to ask for expressions of interest.</p> | JN |

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| 339. | <p>Representation</p> <p>The Chair updated that that there is a requirement for the Trust to recruit the following;</p> <ul style="list-style-type: none"> - Directors - Members - Governors for Local Governing Bodies - Independent Chair of the Audit and Risk Committee. <p>The Chair and Mrs M Campbell have agreed that a recruitment letter will be sent out to key contacts including Huddersfield University.</p> <p>ACTION: Mrs J Newson to review the Local Governing Body Governor job description and revise to reduce the level of requirement as advised in the Governance Review.</p> <p>ACTION: Mrs J Newson to send draft recruitment letter, list of contacts and job descriptions to the Chair.</p> <p>ACTION: The Chair to send out recruitment letters and information as agreed.</p> | <p>JN</p> <p>JN</p> <p>Chair</p> |
| 340. | <p>Minutes of the previous meeting held on 9 April 2019 and any matters arising from the minutes</p> <p>RESOLVED: That the minutes of the meeting held on 9 April 2019 be approved and signed by the chair as a correct record of the meeting.</p> <p>(a) <u>Directors with specific responsibilities (minute 325(a) refers)</u></p> <p>It was noted that the Chair will be the Director with specific responsibility for SEN until a permanent Director with specific responsibility for SEN is appointed.</p> <p>(b) <u>CEO's report to Directors (minute 326 (a) refers)</u></p> <p>The CEO updated that the number of pupils permanently excluded across the SHARE MAT is low.</p> | |

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| | <p>(c) <u>CEO's report to Directors (minute 326 (g) refers)</u></p> <p>Mrs J Newson updated that discussion of options for primary school uniforms are in progress. In secondary schools only badge changes will be required.</p> | |
| <p>341.</p> | <p>CEO's report to Directors</p> <p>The Chief Executive's Report May 2019 had been circulated before the meeting. The CEO updated the meeting.</p> <p>(a) <u>Standards and Performance</u></p> <p>Staff and students have been positive about GCSE exams to date. GCSE predictions based on perceptions of the paper are not very reliable however.</p> <p>(b) <u>SHARE MAT Improvement Plan 2019/20</u></p> <p>The improvement plan has been circulated to all Head Teachers and the reaction has been positive.</p> <p>Q. Should the Improvement Plan be linked to Strategic Objectives?</p> <p>A. This has been done via an additional document which can be circulated with the Improvement Plan ongoing.</p> <p>Q. What are the key points in the Improvement Plan?</p> <p>A. Key areas of actions relate to The Curriculum, Pupils with Special Educational Needs and / or Disabilities and financial security of the trust.</p> <p>Q. How secure are school numbers?</p> <p>A. Secondary schools are all fully subscribed and oversubscribed in some cases.</p> <p>Q. What are Shelley 6th form numbers like?</p> <p>A. Indications for September are good but numbers can change.</p> <p>Q. Where is 6th form competition?</p> <p>A. Greenhead, New College and Kirklees and Barnsley Colleges.</p> | |

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| | <p>Q. What is the basis of the data included in the Improvement Plan? A. This is current data and an indication of required improvement is also provided,</p> <p>The governors noted that the Improvement Plan was a very good document. The governors challenged the data and content included in the Improvement Plan and were suitably reassured.</p> <p>(c) <u>Governance</u></p> <p>The Governance review by Jim McGrath was circulated before the meeting. The review included a number of recommendations for Governors which will be taken forward at the Chair's group.</p> <p>Q. Was the review objective and well done? A. Yes, the review was very thorough and included detailed review of documents.</p> <p>Governors noted that in external reviews, recommendations should be as direct as possible as this is most helpful to inform actions required.</p> <p>(d) <u>Financial Report</u></p> <p>Mrs C Potterton updated the meeting.</p> <ul style="list-style-type: none"> • 2018-19 Spending Review Summary April 19 (period 8) <ul style="list-style-type: none"> - 2018-19 cumulative deficit is budgeted at £323k which is an improvement on the £379k deficit reported in January. <p>Q. This looks better now? A. Yes, the view has improved.</p> <ul style="list-style-type: none"> • 2019 – 20 Draft Budget Plans <ul style="list-style-type: none"> - Draft budget plans currently show a surplus of £62k. - The cumulative surplus is £1659k - Draft plans will be revised for staffing costs after resignations and recruitment are completed across the Trust. | |

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| | <p>Q. If forecast carry forward is £1.4m and planned in year surplus £62k, how is the cumulative surplus of £1,659k achieved? A. The difference is due to capital items carried forward.</p> <p>Q. When will the budget be signed off? A. At the Board of Directors meeting scheduled for 9 July 2019.</p> <p>Q. The Scheme of Delegation indicates budget sign off in June? A. The Scheme of Delegation will be revised to show end July for Budget sign off to allow flexibility for meeting dates.</p> <p>Q. Why are some services not included in the top slice? A. Not all schools buy in to all services.</p> <p>Directors noted that they were very encouraged by the budget for next year and thanked the Finance, HR and Operations team for all their hard work to achieve this position.</p> <p>(e) <u>Human Resources Report</u></p> <p>The CEO updated the meeting;</p> <ul style="list-style-type: none"> - There has been a resignation of a Primary Executive Head Teacher. This role has been taken by the Director of School Improvement and feedback is positive. - The Director of Science has moved to be Director of School Improvement. The Director of Science role will be backfilled. - The new Head of School at Millbridge will take up her post on 3 June 2019. - There is a disciplinary hearing to be held at Royds Hall and a referral to the Teacher Regulation Agency may be required. - An issue occurred with a supply teacher. This has been referred to the LADDO and police and all correct procedures were followed. - The teacher resignation date is 31 May 2019 and most heads are involved in recruiting before this date. - Temporary staff moves will need reviewing in September 2019. - All the recent changes to roles have been made on a fixed term basis rather than permanent. | |

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| | <p>Q. Has any settlement been paid to the Executive Head Teacher who resigned? A. No. The teacher is currently on garden leave to the end of notice period.</p> <p>Q. Will there be an impact on Thornhill Teaching and Learning of the planned moves in staff? A. The Thornhill science department is in a strong position and this promotion should help retain strong staff.</p> <p>Q. Will we advertise externally for roles that have been filled temporarily? A. The current preference is to 'grow your own' based on recent experience. The Director of School Improvement has to be from within the trust as a detailed understanding of trust approaches is required.</p> <p>Q. Is succession planning in place for all the key roles? A. It has been positive that we had staff in place, ready to take promotions. The changes have stretched us a little but some new appointments are helping to create a sustainable organisation.</p> <p>Q. What powers do the Teacher Regulation Authority have? A. They can issue bans from teaching which can be for life.</p> <p>Q. What was the parent feedback to the supply teacher incident? A. They were pleased with the way the incident had been dealt with and that the police had been contacted.</p> <p>Q. Was the supply teacher incident on school premises? A. Yes.</p> <p>Q. Is a SEN lead role across the trust being investigated? A. Yes. Headteacher feedback is positive for this proposal. This will continued to be reviewed by the CEO and a proposal will be considered early in the next academic year.</p> <p>(f) <u>Operations Report</u> Mrs D Howard updated the meeting.</p> <p>Q. Are all plans for central Services on track? A. Yes and the process has gone very well overall with just 1</p> | |

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| | <p>redundancy.</p> <p>The Directors noted the amazing progress with Central Services plans.</p> <p>Q. Has the location of teams been confirmed? A. Yes, SHARE MAT will be based at Shelley College because facilities are available.</p> <p>Q. What are the implications of the CIF bid appeal for £621k not being received? A. Some of the work has been done. The existing hot water clarifiers were replaced at Spring Bank. If the appeal is not successful the heating system will need to be replaced over the next 3-5 years using School Condition Allocation funding and can be done in stages. The MAT will introduce a policy for the allocation of SCA funding which will take account of condition surveys and fellow criteria similar to that used for Condition Improvement Fund bids.</p> <p>Q. Is the CIF appeal an expensive process? A. No, costs are minimal.</p> <p>The governors noted that they are very pleased with the successful CIF bids.</p> <p>Cleaning contracts have been renegotiated for Cowlersley with cost savings. There will be further renegotiation of other cleaning contracts.</p> <p>Tender responses have been received for catering and these will now be reviewed.</p> <p>Q. Are the catering tender companies as listed? A. Yes, not all companies contacted wanted to tender.</p> <p>Q. Is the contract for catering across the trust? A. Yes.</p> <p>Q. How long is the catering contract for? A. It is for 3 years with an optional 1 year extension.</p> <p>The ICT audits are ongoing and summary of reports will be presented at the next Directors meeting.</p> | |

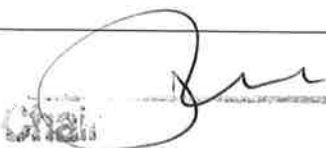
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| | <p>Q. Is ICT being restructured? A. Yes, as part of the Central Services restructure.</p> <p>(g) <u>Marketing</u></p> <p>Mrs J Newson updated the meeting.</p> <ul style="list-style-type: none"> - Changes to logos are being rolled out. - School signage will be replaced over a 3 year period to allow academies to plan their budgets. - New websites will be rolled out over the next year depending on when contracts are due for renewal. <p>Q. Is the school logo issue settled? A. Yes.</p> | |
| 342. | <p>Agreement of 2019/20 Budgets</p> <p>This item will be discussed at the Board of Directors meeting scheduled for 9 July 2019.</p> | |
| 343. | <p>Governance</p> <p>The Chair updated on a masterclass attended in Birmingham. This had been very good with an inspiring speaker.</p> <p>Mrs J Newsom updated that quotes have been received from NGA for membership covering all schools. Membership would provide access to e learning for Directors, members and governors. This would provide support for local governing body governors.</p> <p>It was noted that the Governance Review by Jim McGrath has been circulated to all Local Body Governors. Key points included:</p> <ul style="list-style-type: none"> - Establish a formal system for the trust board to evaluate its performance and that of the Chair of the trust. - Provide guidance on how two way communication should operate across the trust. - Local governors should be clear about the scheme of delegation and accountabilities. - Visibility of Directors and Governors. | |

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| | <p>Q. Will we create an action plan for the recommendations included in the Governance Review by Jim McGrath? A. Agreed that an action plan should be created and reviewed at the Chair's group.</p> <p>Q. Should Directors meetings be held at other schools? A. This will not help visibility as no one will be there at these times</p> <p>Q. Does SHARE MAT receive Local Governing Body Minutes? A. Yes and these are reviewed.</p> <p>ACTION: Mrs J Newson to set up an action plan with responsibilities allocated. The action plan will be used to track progress of the recommendations included in the Governance Review.</p> <p>ACTION: The Chair and other Members to occasionally attend local governing body meetings to ensure visibility.</p> <p>ACTION: Directors and Members could try to attend school events and performances across the trust.</p> | <p>JN</p> <p>Chair</p> <p>Directors and Members</p> |
| <p>344.</p> | <p>Safeguarding, Training and H&S updates</p> <p>Mrs J Newson updated that a meeting had taken place with Prof. J Keay to discuss action plans for training. A further meeting is planned with Mrs M Campbell and the Chair on 5 June 2019.</p> <p>Directors noted that the safeguarding templates circulated were very helpful.</p> <p>Q. How should the safeguarding templates be used by Directors? A. These are for awareness and should be used by Directors on any visits made to schools.</p> <p>Risk assessments will be completed for all schools by end September 2019.</p> <p>ACTION: Mrs D Howard and Chair to review Health and Safety.</p> <p>Q. Are all schools secure? A. Some security issues have been identified and are being addressed.</p> | <p>Mrs D Howard and Chair</p> |

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| 345. | <p>Approval of Policies</p> <p>The Scheme of Delegation had been circulated before the meeting for review.</p> <p>The Scheme of Delegation has been circulated to Local Governing Body governors and some feedback has been received.</p> <p>ACTION: Amendments to be made to make terminology for SHARE MAT Board consistent through the Scheme of Delegation.</p> <p>ACTION: The CEO to draft a letter of response to the local governing body governors chairs who sent feedback.</p> <p>RESOLVED: That the Scheme of Delegation be approved and adopted subject to agreed amendments.</p> | <p>JN</p> <p>CEO and Chair</p> |
| 346. | <p>Agreement of 2019/20 Meeting Dates</p> <p>A schedule of meeting dates for 2019/20 had been circulated before the meeting.</p> <p>Q. Can we review the start times as 8.30am meetings can be difficult to manage with work? A. Noted.</p> <p>Q. Is dial in an option if required? A. Yes this is an option where necessary.</p> <p>Q. Can we agree durations and end times for meetings? A. Yes. Meetings should not be longer than 2 hours.</p> <p>RESOLVED: That the SHARE MAT Meeting schedule 2019/20 be agreed.</p> | |
| 347. | <p>Discussion regarding Directors’ meeting structure 2019/20</p> <p>A proposal for meeting structures had been circulated before the meeting setting out the focus for each Director’s meeting throughout 2019/20.</p> | |

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| | <p>RESOLVED: That the SHARE MAT Meeting structure 2019/20 be agreed.</p> <p>RESOLVED: That reports identify points for;</p> <ul style="list-style-type: none"> - Decision - Discussion - Noting <p>So that decisions can be prioritised</p> | |
| 348. | <p>Correspondence</p> <p>None.</p> | |
| 349. | <p>Dates of meetings for the 2018 – 2019 academic year</p> <p>RESOLVED: That the next meetings of the SHARE MAT Board of Directors will take place on:</p> <ul style="list-style-type: none"> • Tuesday 9 July 2019 at 8.30am | |
| 350. | <p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p> | |

The Chair closed the meeting at 7.45pm.



 09.07.19
