

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 via Microsoft Teams at 8.30am at on Thursday 9 July 2020.

Present

Mr A Kent (Chair), Mr M Day, Mr M Dunkley, Prof J Keay, Mr J McNally, Mr N Javaid, Mrs L Rawlinson, Prof J Glazzard (part).

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

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
412.	<b>Apologies, consent and declarations of LAAPs and interests</b> <ul style="list-style-type: none"> <li>• The Chair welcomed all to the meeting.</li> <li>• No one was declared as a LAAP.</li> <li>• The following declarations of interest were made               <ul style="list-style-type: none"> <li>- The wife of Mr M Dunkley works at Shelley College.</li> </ul> </li> </ul>	
413.	<b>Matters for any other business</b> The following items of any other business were notified; <ul style="list-style-type: none"> <li>• CEO announcements not covered under other agenda items.</li> <li>• Chair's Action</li> <li>• Process to sign approved minutes</li> </ul>	
414.	<b>Representation</b> There were no matters of Representation for discussion.	

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415.	<p><b>Minutes of the previous meeting held on 4 June 2020 and any matters arising from the minutes</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 4 June 2020 be approved and can be signed by the chair as a correct record of the meeting.</p> <p>The following matters arising were discussed;</p> <p>(a) <u>Matters Arising (minute 404 refers)</u></p> <p>Mr M Dunkley updated that Katie Wallet, a new member of the Trust, has been appointed to the Audit and Risk Committee.</p> <p><b>ACTION:</b> Mrs C Potterton will ask Katie Wallet to complete the questionnaire and bring back the results to the next meeting.</p> <p><b>ACTION:</b> Mr M Dunkley to consult the Confederation of Schools Trust for advice on the remuneration of CEO's.</p> <p>(b) <u>Matters Arising - Royds Hall grounds (minute 404 refers)</u></p> <p>Mrs D Howard updated the meeting on options for fencing at Royds Hall School. The change order process is currently on hold for PFI schools but the process will progress to costings when possible.</p>	<p><b>CP</b></p> <p><b>MD</b></p>
416.	<p><b>CEO Report for Directors</b></p> <p>The Chief Executive's Report 9 July 2020 had been circulated before the meeting.</p> <p>The CEO updated the meeting.</p> <p>(a) <u>Covid 19 Latest</u></p> <p>Plans are being developed working on the latest government guidance. There are two plans;</p> <ul style="list-style-type: none"> <li>- Plan A – School Open to all</li> <li>- Plan B – Local Lockdown</li> </ul> <p>Schools are progressing well with reopening plans based on 'bubbles' of pupil groups. Secondary School planning is more</p>	

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	<p>complex than Primary School due to bus travel.</p> <p>The full curriculum will be run but practical subjects will be a challenge due to the use of equipment. The Plans for PE involve targeted cleaning of changing rooms.</p> <p>All Risk Assessments are now in place and will be reviewed at the planned meeting for week commencing 13 July 2020.</p> <p>There is still no detail available on catch up funding.</p> <p>Remote learning and accessibility has been added to the Trust Improvement Plan. The availability of equipment is still a challenge and options for a community hub facility are being discussed with the LA to improve access</p> <p>Thanks were noted to all staff teams for all the hard work that has been done over the period of the Covid-19 crisis.</p> <p><b>Q. Would a local lockdown be for the whole of Kirklees?</b> A. It would not be likely that a local lockdown would be for the whole of Kirklees.</p> <p><b>Q. Do we have a risk of staff living in lockdown areas and not being able to get to work?</b> A. We assume that key workers would still be able to travel to work in schools.</p> <p><b>Q. Has the trust received laptops via the LA?</b> A. Yes and they have been distributed.</p> <p>(b) <u>Whitcliffe Mount</u></p> <p>Whitcliffe Mount has now agreed the plans for Associate Membership and the LA are very supportive.</p> <p>The new arrangement has started very well.</p> <p>Rebecca Hesmondhlagh will become joint headteacher with Jenny Templar, the substantive head. There has been no change to her substantive role of Executive Head Teacher and no change to pay range.</p>	

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	<p><b>Q. Is this a temporary role?</b> A. Yes for 1 year.</p> <p><b>Q. What will happen after the 1 year?</b> A. This is not certain but given the pace of change in the Trust, it is likely that other opportunities may occur as the Trust develops. The situation will be reviewed again in January 2021.</p> <p>(c) <u>Primary School Leadership</u></p> <p>It was noted that the changes to Primary School leadership are now in place and have started well.</p> <p>(d) <b>DELETED – Minute 427 refers</b></p> <p>(e) <u>Succession Planning</u></p> <p><b>ACTION:</b> A Succession Planning Sub Committee will meet to include the Chair, The CEO, Professor J Key and Mr M Dunkley. The CEO will arrange the meeting.</p> <p>(f) <u>Operations Report</u></p> <p>Mrs D Howard updated the meeting.</p> <p>Major mechanical and electrical work is planned for Thornhill and Royds Hall over the summer holidays. This work has started before the start of the summer holidays to provide some contingency for slippage to ensure schools can reopen in September 2020.</p> <p><b>Q. Are these both PFI Schools?</b> A. Yes and it is PFI work.</p> <p><b>Q. Is there any asbestos risk?</b> A. Surveys have been done and potential issues are under review.</p>	<p><b>CEO</b></p>

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	<p>(g) <u>HR Resources Report</u></p> <p>The CEO updated the meeting.</p> <ul style="list-style-type: none"> <li>• A lot of support work is being done with vulnerable, anxious and clinically vulnerable staff.</li> <li>• The Trust Improvement Plan has been updated to include:               <ul style="list-style-type: none"> <li>- Informal support networks for staff.</li> <li>- Additional remote learning</li> <li>- Pupils mental health and wellbeing</li> <li>- Support for parents</li> </ul> </li> </ul> <p><i>Prof J Glazzard joined the meeting at 9.00am</i></p>	
<p><b>417.</b></p>	<p><b>Audit and Risk Assurance Committee Update</b></p> <p>Mr M Dunkley updated the meeting on key discussions at the meeting. These included;</p> <ul style="list-style-type: none"> <li>• Budgets, Reserves and Reserves Policy</li> <li>• Review of Risk Register and changes.</li> <li>• Updates on the Covid-19 situation and all the work that is being done.</li> </ul> <p><b>Q. Is there any requirement to change committee structures for Audit and Risk and Finance?</b></p> <p>A. No, we are not aware of any specific guidance.</p>	
<p><b>418.</b></p>	<p><b>Budgets and Reserves</b></p> <p>The Draft Budget Plan 2020/21 and 2020/21 Budget Narrative Report had been circulated before the meeting.</p> <p>Mrs C Potterton updated the meeting.</p> <ul style="list-style-type: none"> <li>• The Audit and Risk Committee have scrutinised the 2020/21 Budget Narrative Report.</li> <li>• We continue to work towards a balanced budget for the Trust with ongoing actions and meetings with schools.</li> <li>• The current overall Trust deficit for 2020/21 is £279k and there are still ongoing actions to further decrease the deficit.</li> <li>• Work is also progressing on the forecast for 2019/20 outturn. Any increase in in year surplus will increase opening reserves for 2020/21.</li> <li>• The funding for de-amalgamation has been removed from the budget</li> </ul>	

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	<p>as this is no longer expected.</p> <ul style="list-style-type: none"> <li>The CEO updated that he had written to some individuals in the trust highlighting poor practice with finances involving purchase order procedures not being followed and unnecessary expenses being incurred. It was noted that the Trust is now in a good position to identify issues occurring in individual schools. Additional training on processes will be put in place together with a monthly bulletin including tips, reminders and training updates.</li> </ul> <p><b>Q. Is it just a 1 Year Budget for 2020/21 that we submit to the ESFA?</b> A. Yes. The deadline for submission has been extended to 29 September 2020 but we hope to submit earlier. The submission will include the 2019/20 outturn view and 2020/21 plan.</p> <p><b>Q. Have we ensured that savings do not impact of the Quality of Teaching and Learning?</b> A. Yes, this has been considered.</p> <p><b>Q. When will we have to consider further costs savings in relation to 2021/22?</b> A. We will not have details of the 2021/22 settlement until February / March 2021. The timescales make planning very difficult.</p> <p><b>Q. Are we in control of costs as much as we can be?</b> A. Yes, we are. A lot of work has been done across the Trust on savings for the 2020/21 Plan. The Plan for 2020/21 is prudent.</p> <p><b>Q. Have we reviewed the finances of Whitcliffe Mount yet?</b> A. Only a basic check has been done as they are only an Associate Member at this stage.</p> <p><b>RESOLVED:</b> That the 2020/21 Budget Plan be approved as presented with the caveat that further changes may be made for further cost savings identified.</p>	
419.	<p><b>Royds Hall de-amalgamation</b></p> <p>This was covered under the CEO’s report above.</p>	
420.	<p><b>Trust developments</b></p> <p>This was covered under the CEO’s report above.</p>	

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421.	<b>COVID-19 Responses</b>  This was covered under the CEO’s report above.	
422.	<b>Scheme of delegation update</b>  The Scheme of delegation has been updated for changes in budget approval for cost delegated authority for Executive Head Teachers and Head Teachers.  <b>RESOLVED:</b> That the changes to the Scheme of Delegation be approved.	
423.	<b>Approval of Policies</b>  <b>RESOLVED:</b> That the polices below be approved and adopted; <ul style="list-style-type: none"> <li>• SHARE MAT Attendance Management Policy (update)</li> <li>• SHARE MAT Health &amp; Safety Policy &amp; Procedure (new)</li> <li>• SHARE MAT Quality Assurance Policy &amp; Procedure (new)</li> <li>• SHARE MAT NQT Policy &amp; Procedure (new)</li> <li>• SHARE MAT Curriculum &amp; Assessment Policy (update)</li> </ul>	
424.	<b>Trust Governance</b>  The Chair updated the meeting; <ul style="list-style-type: none"> <li>• It is important that Local Governing Body issues can be raised at the Board of Directors meeting and that there is a two-way flow of communications.</li> <li>• There is a folder in Teams where all Local Governing Body minutes are stored. These are available for review by Directors.</li> <li>• It was noted that the meeting with Local Governing Body Governors held last week was very successful and more meetings should be held via MS Teams.</li> <li>• The CEO noted that he will discuss the separation of Primary and Secondary Local Governing Bodies at Royds Hall with the Chair of</li> </ul>	

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	<p>Governors.</p> <ul style="list-style-type: none"> <li>The Chair updated that a letter of thanks had been sent to staff from the Directors, thanking them for all their hard work over the period of the Covid-19 crisis.</li> </ul> <p><b>Q. Do Directors need to review Local Governing Body minutes before directors meetings?</b> A. Yes this would be helpful.</p> <p><b>ACTION:</b> Mrs J Newson to notify directors when new Local Governing Body Minutes are added to the folder on Teams.</p>	<p><b>JN</b></p>
<p><b>425.</b></p>	<p><b>Correspondence</b> None.</p>	
<p><b>426.</b></p>	<p><b>Any Other Business</b></p> <p>(a) <u>Chair's Action</u></p> <p>The Chair updated that it had been agreed with the CEO that actions relating to the reopening plans for September 2020 would be prioritised above any other actions. Less urgent actions will be deferred until after September 2020.</p> <p>(b) <u>Process to sign approved minutes</u></p> <p><b>ACTION:</b> The <b>Governor Clerking Service</b> to discuss options for signature of approved copies of the minutes with the Chair.</p>	<p><b>Governor Clerking Service</b></p>
<p><b>427.</b></p>	<p><b>Agenda, minutes and related papers – school copy</b></p> <p><b>RESOLVED:</b> That minute 416(d) 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 10.00am.