

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 6.00pm at on Thursday 8 October 2020.

Present

Mr A Kent (Chair), Mr M Day, Mr M Dunkley, Prof J Keay, Mr J McNally, Mr N Javaid, Mrs L Rawlinson, Mr D Quinn

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
428.	<p>Elections</p> <p>RESOLVED: That Mr A Kent be elected as Chair for a term of 2 years.</p> <p>RESOLVED: That Prof J Keay be elected as Vice Chair for a term of 2 years.</p> <p>RESOLVED: That Directors with specific responsibilities be appointed for a period of 2 years as listed below;</p> <ul style="list-style-type: none"> • Director of Safeguarding – Mrs L Rawlinson • Director of IT – Mr M day • Director of Looked After Children & Disadvantaged – Prof J Glazzard • Director of Equality & SEND – Mr N Javaid • Director of Training – Prof J Keay • Director of Health & Safety – Mr A Kent • Director of Behaviour & Attendance – Mr D Quinn <p>ACTION: The CEO and Mrs J Newson to put arrangements in place to organise meetings between Directors with Specific Responsibilities and key contacts in SHARE MAT.</p>	<p>CEO / Mrs J Newson</p>

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429.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • The Chair welcomed all to the meeting. • Mr D Quinn was welcomed to the meeting as a new Director • 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. 	
430.	<p>Matters for any other business</p> <p>The following items of any other business were notified;</p> <ul style="list-style-type: none"> • Succession Planning • Approval of Primary Academy Term dates • Marking and checking of pupil books • Name of Thornhill • DBS Checks • Academy Ambassadors Governors Programme • Date of next meeting • Remuneration Committee 	
431.	<p>Representation</p> <p>The following matters of representation were noted;</p> <ul style="list-style-type: none"> • Resignation Marilyn McMahon - Thornhill governor 22.7.20 • Resignation Amelia Booth - Shelley College governor 10.7.20 • Appointment of Daniel Quinn - Director 21.9.20 • Appointment of Caroline Bedford – Shelley College staff governor 1.9.20 <p>RESOLVED: That the re-appointment of trust governors as listed below be approved;</p> <ul style="list-style-type: none"> • Re-appointment of Vic White – HA/Millbridge trust governor 1.10.20 • Re-appointment of Tom Kitching – HA/Millbridge trust governor 6.11.20 	

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432.	<p>Minutes of the previous meeting held on 9 July 2020 and any matters arising from the minutes</p> <p>RESOLVED: That the minutes of the meeting held on 9 July 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>Any Other Business (minute 426(b) refers)</u></p> <p>It was noted that Governor Clerking Services are happy for minutes to be uploaded to the website if approval is confirmed in minutes.</p>	
433.	<p>Minutes of the previous meeting held on 14 July 2020 and any matters arising from the minutes</p> <p>RESOLVED: That the minutes of the meeting held on 14 July 2020 be approved and can be signed by the chair as a correct record of the meeting.</p> <p>There were no matters arising.</p>	
434.	<p>CEO Report for Directors</p> <p>The Chief Executive's Report 8 October 2020 had been circulated before the meeting.</p> <p>The CEO updated the meeting.</p> <p>(a) <u>Covid Update</u></p> <ul style="list-style-type: none"> - Things have gone well since the start of term. - Attendance is good at most schools but has been impacted by required isolation. - Contact tracing is working well in schools which allows isolation of smaller groups. - Cases at Thornhill and Royds Hall have been a little higher than other academies and a year 11 bubble may be sent home today. - All secondary pupils are wearing face coverings between classes. - Behaviour seems to have improved since the Covid situation perhaps because pupils aren't moving around school as much - A full curriculum is being delivered with the exception of some practical subjects. 	

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	<ul style="list-style-type: none"> - Remote learning is being set up using MS Teams or Class Dojo. Systems are working well when students in secondary school are sent home. - There are currently no pupil or staff positive cases in Primary Schools. <p>Q. Are teachers and staff maintaining social distancing? A. There were a couple of issues but rules have now been reinforced and are now well observed.</p> <p>Q. Have staff been communicated with about holidays at half term? A. A note has been sent out and there has been no push back.</p> <p>Q. Can Kirklees residents go away on holiday? A. Yes but there are quarantine implications on return if they travel out of the country.</p> <p>Q. Are processes in place for staff travelling around at half term? A. Yes. There is a distinction between holidays pre booked and new bookings. There has also been a disciplinary issue for a member of staff who behaved inappropriately during isolation.</p> <p>Q. How is PE being managed? A. The PE offer continues. This is important for wellbeing.</p> <p>Q. Are inter school leagues still operating? A. No.</p> <p>(b) <u>Centre Assessed Grades</u></p> <p>There was a robust process in place in all schools and grades were moderated rigorously. There should be caution when comparing results to previous years.</p> <p>It was noted that the process in August 2020 was very stressful for students and parents.</p> <p>Q. Do we know if exams will progress in 2021? A. Everyone is very keen that exams take place and that is government policy but the need for centre assessed grades cannot be ruled out at this stage.</p>	

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	<p>(c) DELETED – Minute 439 refers</p> <p>(d) <u>Whitcliffe Mount Partnership</u></p> <p>The Whitcliffe Mount Partnership is going well. The joint headteacher system is working well.</p> <p>(e) <u>Finance Report</u></p> <p>Mrs C Potterton updated the meeting.</p> <ul style="list-style-type: none"> • Work continues to identify further savings to reduce the in-year deficit. The deficit is currently forecast at £191k, a reduction from the £225k reported in July 2020. • 2019-20 reserves are forecast at £2.2m. • Catch up funding of £322k will be received and plans to spend catch up funding are currently being finalised. • There are challenges for the 2020-21 budget, these include; <ul style="list-style-type: none"> - Additional Covid cleaning costs of £63k - PPE supplies at £67k - We do not yet know whether these costs will be supported by additional funding from the government. <p>Q. Are there any constraints on how catch up funding can be spent?</p> <p>A. There is wide discretion and no issues are expected with current plans.</p> <p>(f) DELETED – Minute 439 refers</p>	
435.	<p>Verbal Updates</p> <p>The CEO updated that the Teaching School Hub bid is on track and is in a strong position.</p> <p>Q. Has the bid been written by the school?</p> <p>A. Yes. The bid requirements are to complete two relatively short questions and 2019 GCSE performance.</p>	

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	<p>Q. Is the competition just one other school? A. Probably.</p> <p>ACTION: Mrs J Newson to put Prof J Keay in touch with Lucy Sykes, Director of School Improvement to discuss the bid.</p>	<p>Mrs J Newson/ Prof J Keay</p>
<p>436.</p>	<p>Approval of Policies</p> <p>Q. Why are there differences in finance levels between Primary and Secondary? A. Differences are relative to the size of total budgets.</p> <p>Q. In the Primary structure, should the Executive Head be a level? A. Heads of School are accountable for school budgets. There is now clear accountability.</p> <p>Q. Is the structure working better with just one Executive Head? A. Yes it is.</p> <p>RESOLVED: That the following policies be approved and adopted;</p> <ul style="list-style-type: none"> - Safeguarding Policy - SHARE MAT Decision-making and accountability framework 	
<p>437.</p>	<p>Correspondence</p> <p>None.</p>	
<p>438.</p>	<p>Any Other Business</p> <p>a) <u>Succession Planning</u></p> <p>RESOLVED: That the Succession Planning proposed strategy be agreed and approved.</p> <p>b) <u>Approval of Primary Academy Term dates</u></p> <p>RESOLVED: That the proposed Primary Academy Term dates be approved.</p>	

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	<p>Q. Is the 6th January the correct date? A. This can be checked.</p> <p>ACTION: Mrs J Newson to check the 6th January date.</p> <p>c) <u>Marking and Checking of Secondary pupil books</u></p> <p>It was noted that a change to the Risk Assessment for school marking and checking of pupil books is proposed. Books can be checked without a 48 hour delay but gloves and masks need to be worn by teachers.</p> <p>RESOLVED: That the proposed changes to the Risk Assessment for secondary school marking and checking of pupil books be approved.</p> <p>d) <u>Name of Thornhill</u></p> <p>RESOLVED: That the change in name from ‘Thornhill Community A SHARE Academy’ to ‘Thornhill Community Academy A SHARE Academy’ be approved.</p> <p>e) <u>DBS Checks</u></p> <p>Mrs J Newson noted that the process for DBS checks will now be performed in house by SHARE MAT as the LA do not easily have access to all required information.</p> <p>RESOLVED: That governor and director DBS checks will be done every 5 year on a rolling programme or when appointed.</p> <p>f) <u>Academy Ambassadors Governors Programme</u></p> <p>The Chair has circulated information on the Academy Ambassadors Governors Programme and encouraged all to take up the opportunity.</p> <p>ACTION: All Directors to let the Chair know if they are taking part in the Academy Ambassadors Governors Programme.</p> <p>g) <u>Date of next meeting</u></p> <p>It was noted that meetings dates are saved in the online folder.</p>	<p>Mrs J Newson</p> <p>All Directors</p> <p>Mrs J</p>

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	<p>ACTION: Mrs J Newson to circulate the list of 2020-21 meetings dates.</p> <p>h) <u>Remuneration Committee</u></p> <p>Discussions took place and next steps were agreed.</p>	<p>Newson</p>
<p>439.</p>	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That minute 434(c) and 434(f) 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 8.15pm.