

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 Tuesday 12 February 2019.

Present

Mr A Kent (Chair), Mr M Day, Mr M Dunkley, Prof J Keay, Mr J McNally

In Attendance

Mr A Ahmed, Member
 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 (part)

Agenda Item	Discussion and Decisions	Action – who/by
307.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies for absence were received from Ms M Guest 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. 	
308.	DELETED – Minute 321 refers	

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309.	<p>Matters for any other business</p> <p>There were no items of other business for discussion.</p>	
310.	<p>Representation</p> <p>There were no matters of representation for discussion.</p>	
311.	<p>Minutes of the previous meeting held on 4 December 2018 and any matters arising from the minutes</p> <p>RESOLVED: That the minutes of the meeting held on 4 December 2018 be approved and signed by the chair as a correct record of the meeting.</p> <p>(a) <u>Vision and Values (minute 294(b) refers)</u></p> <p>ACTION: The CEO updated that KPI's will be presented to the next Directors meeting in April 2019 from part of the 2019/20 development plan.</p> <p>(b) <u>Directors with specific responsibilities (minute 304(a) refers)</u></p> <p>RESOLVED: That Directors with specific responsibilities be agreed as follows:</p> <ul style="list-style-type: none"> - SEN – Ms M Guest - Training (Board and staff CPD) – Prof J Keay - Health and Safety – Mr A Kent <p>ACTION: Directors with Specific Responsibilities to arrange initial meetings as required.</p> <p>(c) <u>CEO update on Trust (minute 304(b) refers)</u></p> <p>The CEO noted that there were no updates relating to previous approaches.</p> <p>A new approach has been received and the CEO will arrange a meeting to discuss.</p> <p>ACTION: The CEO to update directors as appropriate on Trust discussions.</p>	<p>JMcN</p> <p>Directors</p> <p>JMcN</p>

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312.	<p>CEO's report to Directors</p> <p>The Chief Executive's Report February 2019 had been circulated before the meeting. The CEO updated the meeting.</p> <p>(a) DELETED – Minute 321 refers</p> <p>(b) <u>School On A Page (SOAP) summary reports</u></p> <p>SOAP Reports January 2019 had been circulated before the meeting. The CEO updated the meeting.</p> <ul style="list-style-type: none"> - Attendance is an issue that needs to be worked on in a number of schools, particularly persistent absence. - Predictions for Beech and Cowlersley have improved. - Millbridge is a concern, there have been disruptions to staffing of key groups, such as the disadvantaged. It may be a challenge to improve results. <p>Q. Is there a new Headteacher at Beech? A. Yes there is.</p> <p>Q. Re attendance, is there a problem with parents not engaging with the school? A. Yes this can be the case. Usually it is easier to engage with primary school parents than secondary school parents.</p> <p>Q. Do we have a strong Deputy Headteacher at Millbridge? A. Assistant Head Teachers are stepping up to the challenge. We do have a potential candidate to replace the Headteacher if she chooses to leave.</p>	

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	<p>(c) <u>New Ofsted framework 2019</u></p> <p>The CEO updated that Ofsted have published a draft framework for inspections to be used from September 2019.</p> <p>Greater emphasis will be placed on curriculum design intentions.</p> <p>There is clarity that inspectors want to talk to directors rather than local governors.</p> <p>Q. Will there be less emphasis on locally prepared data? A. Yes in Ofsted meetings.</p> <p>Q. How would meetings with Directors be managed if inspections were at short notice as directors may not be available? A. Meetings can be by phone. Not all directors are required to attend.</p> <p><i>Mrs C Potterton joined the meeting.</i></p> <p>(d) <u>Restructure Plans</u></p> <p>The CEO updated that Phase 1 of the Royds Hall restructure consultation is complete and Phase 2 is about to start. Compulsory redundancies are expected to reduce in number. Overall plans are going well and are slightly ahead of schedule. Cost impacts are still to be confirmed and a summary will be presented at the next directors meeting in April 2019.</p> <p>Two unions have written to say that correct procedures have not been followed and a meeting has been arranged to discuss concerns. We are confident any issues can be resolved.</p> <p>(e) <u>Governance</u></p> <p>The Decision Making and Accountability Framework had been circulated. The CEO updated the meeting.</p> <ul style="list-style-type: none"> - Headteachers responses to the framework have been positive. - Local Governors have not responded. Responses have been chased. <p>Q. Have local governing body meetings been held to discuss the proposed framework? A. In some cases but all governors have been asked for feedback.</p> <p>Q. What has been delegated to local governing bodies? A. Complaints and behaviour issues are included in matters</p>	

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	<p>delegated.</p> <p>Q. What about budget approval? A. Directors approve budgets but Local Governing Bodies are encouraged to challenge and participate in working proposals.</p> <p>RESOLVED: That the SHARE Multi Academy Trust Decision-Making and Accountability Framework be approved and adopted.</p> <p>(f) <u>Financial Report</u> Mrs C Potterton updated the meeting.</p> <ul style="list-style-type: none"> • The consolidated budget approved by directors on 5 July 2018 has been revised based on current staffing levels. The Revised 5 Year Forecast Revenue Budget Plans Original and Revised Forecast was circulated before the meeting. • 2018-19 cumulative deficit is now £379k. • The revised 5 Year Forecast is based on known changes. Further restructure savings will be included when they are confirmed. • A revised view will be presented to the next Directors meeting in April. • As at 31 January 2019 (P5) there is an in year surplus of £142k. Spending is lower than expected, schools are being cautious. • The LA have requested that Thornhill take on an extra 20 pupils into Y7 next September <p>Q. Are we expecting the forecast to change by the end of this year? A. Yes, when savings are confirmed.</p> <p>Q. If savings are not made can we use reserves? A. We need to have a balanced budget which includes reserves. The Forecast uses prudent assumptions for income.</p> <p>Q. Will Thornhill require more staff for the increase in pupil numbers? A. Some increase may be required but it should be manageable in terms of receiving part time and temporary contracts.</p>	


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	<p>(g) <u>Marketing</u></p> <p>Mrs J Newson updated the meeting.</p> <p>A marketing meeting was held in January 2019. This was attended by Headteachers rather than representatives.</p> <ul style="list-style-type: none"> • Use of external companies has been considered but this is not being progressed due to the cost. • An audit of schools marketing and branding will be undertaken. • A report will be produced with a proposed way forward for a Trust strategic vision. • There are some quick wins which can be implemented. • Students will be involved. • There will be a focus on use of social media by schools to take full advantage of opportunities. • A trust wide strategy is required with guidelines for schools. • Options for logos were circulated for review. <p>Q. Do some schools still produce newsletters? A. Yes some do.</p> <p>Q. How do we provide school uniforms? A. Through local providers.</p> <p>ACTION: The next steps below were agreed:</p> <ul style="list-style-type: none"> - Logo designs to be revised based on Directors comments. - Headteachers to be consulted on revised designs. - Mock ups of revised designs of badges to be checked. - Final options to be presented to Directors for approval. 	<p>JN</p>
<p>313.</p>	<p>Draft Decision-making and Accountability Framework</p> <p>This matter was discussed under CEO's report to Directors above.</p>	
<p>314.</p>	<p>Governance</p> <p>This matter was discussed under CEO's report to Directors above.</p>	

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<p>315.</p>	<p>Centralised Services Proposal</p> <p>Ms D Howard updated the meeting on the proposal.</p> <ul style="list-style-type: none"> - The central team have proposed an approach to centralised services in other multi academy trusts. - Headteachers at all schools have been updated on the proposals. - It is estimated that as a result of proposals, the top slice would increase to 7.25%. This appears high but is a complete charge and could be split up as a top slice and service charge, which would be easier to explain to new schools joining the trust. - Cost savings are estimated at 1.3%, equating to circa £160k. This is significant. - Meetings with potential IT service providers are taking place. <p>Q. How will headcount be impacted? A. Minimal impacts with no compulsory redundancies.</p> <p>Q. Will there be changes in locations for existing staff? A. This has not yet been determined.</p> <p>Q. If staff are relocated, will they get expenses? A. This is not expected.</p> <p>ACTION: Mrs D Howard to provide an update on progress with proposals at the next meeting.</p> <p>RESOLVED: That the proposals for centralised services continue to be progressed.</p>	<p>DH</p>
<p>316.</p>	<p>Safeguarding</p> <p>There are no safeguarding incidents to report.</p> <p>ACTION: Safeguarding training links will be circulated to Directors by Mrs J Newson.</p> <p>ACTION: Directors should complete all required training before the next meeting on 9 April 2019.</p> <p>ACTION: Copies of all safeguarding training certificates should be sent to Mrs J Newson by all Directors.</p> <p>It was noted that Safer Recruitment is only required if Directors are taking part in a recruitment process.</p>	<p>JN</p> <p>Directors</p> <p>Directors</p>

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317.	<p>Approval of Policies</p> <p>RESOLVED: That the policies below be agreed and adopted:</p> <ul style="list-style-type: none"> - Complaints Policy - CCTV Policy - Management of Stress Policy - Attendance Policy (Pupil) - SHARE MAT Visions and Values <p>It was noted that Mrs J Newson is performing an audit of all websites to ensure that all old policies are removed.</p> <p>ACTION: It was agreed that policies would be revised in subsequent reviews to show separately policies, procedures and guidelines.</p> <p>ACTION: The Management of Stress Policy should be linked to the wellbeing policy at the next review</p>	<p>JN</p> <p>DH</p>
318.	<p>Correspondence</p> <p>None.</p>	
319.	<p>Any Other Urgent Business</p> <p>(a) <u>Agenda</u></p> <p>ACTION: That the agenda should note items that are a verbal update only and do not have a supporting paper.</p>	<p>JN</p>
320.	<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 April 2019 at 8.30am • Thursday 23 May 2019 at 6.00pm • Tuesday 9 July 2019 at 8.30am 	

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321.	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That minutes 308 and 312(a) should 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 8.30pm.


 Chair
 09.08.19
 Date

