



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 8.00am at Shelley College on 5 July 2018.

Present

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

In Attendance

Mrs S Aaron-Abel, Head Teacher of Millbridge Junior, Infant and Nursery School
 Mrs E Fitzpatrick, Interim Head Teacher
 Mrs R Hesmondhalgh, Director of Education
 Ms E Kilner (Minute Clerk)
 Ms M Lee, Head Teacher of Heaton Avenue Primary School
 Mrs J Newson, Executive PA, SHARE Multi Academy Trust
 Mrs C Potterton, Director of Finance
 Mr D Wadsworth, Principal of Shelley College

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| 247. | <p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies for absence were received from Mrs M Guest and Mr N Wilson, both with consent. • Professor Jeanne Keay was welcomed to the meeting. • 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. - The wife of Mr J McNally is employed by Thornhill Academy as a consultant. - The mother in law of Mr J McNally has been appointed at Cowlersley Primary School as an Interim Head Teacher. | |

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| 248. | <p>Election of a new Chair</p> <p>Q. How long will the Chair be appointed for? A. This can be agreed but usually for 1 year.</p> <p>RESOLVED: That the Chair would be elected for a 1 year term.</p> <p>Mr A Kent confirmed that he was willing to be considered as Chair of the SHARE MAT. Mr A Kent was nominated and seconded.</p> <p>RESOLVED: That Mr A Kent be elected as Chair of SHARE MAT.</p> <p>It was agreed the election of the Vice Chair should be discussed at the next meeting of the Board of Directors. This should be included on the agenda.</p> | Governor Clerking Service |
| 249. | <p>Matters for any other business</p> <p>The following matters are to be discussed under any other business.</p> <ul style="list-style-type: none"> • Availability check for directors over the summer in case required for signature of SHARE MAT documents. • Safeguarding Policy. • School on a Page review. • Directors Attendance at Health and Safety Committee meetings. | |
| 250. | <p>Representation</p> <p>RESOLVED: That attendance at the Board of Directors Meeting should include all directors, the CEO, the Executive PA, the Director of Finance and the Director of Operations. Other attendees would be by invitation to support specific agenda items.</p> | |
| 251. | <p>Business of Meeting</p> <p>The order of business was agreed as that of the agenda previously communicated to the attendees.</p> | |

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| 252. | <p>Minutes of the previous meeting held on 24 May 2018</p> <p>RESOLVED: That the minutes of the meeting held on 24 May 2018 be approved and signed as a correct record of the meeting.</p> | |
| 253. | <p>Matters arising</p> <p>(a) <u>Free School Update (minute 243(a) refers)</u></p> <p>Mr J McNally noted that he had communicated to the Department of Education that SHARE MAT would not be making an application in 2018.</p> | |
| 254. | <p>CEO's Report to Directors</p> <p>Mr J McNally presented the SHARE MAT Chief Executive's Report July 2018. Copies of the report were circulated at the meeting and electronic copies had been circulated before the meeting.</p> <p>The Directors noted that electronic copies of papers were sufficient and paper copies were not necessary.</p> <p>(a) <u>Conversion Updates</u></p> <p>The conversion process is on track for completion by 1 September 2018. The PFI contracts are still the most likely cause of delay.</p> <p>It has been agreed with the local authority that they will contribute £30k to PFI legal fees and SHARE MAT will pay a maximum £5k.</p> <p>It was confirmed that the Interim Head Teacher has started work at Cowlersley and Royds Hall.</p> <p>Q. How is Interim Head Teacher work going? A. Generally it is going well.</p> <p>(b) <u>HMI Visit to Thornhill Community Academy</u></p> <p>The HMI visit took place on 18th June as part of a Section 8 monitoring visit for 'requires improvement' schools. The inspector was very positive about the steps the leaders have taken to improve the school.</p> | |

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| | <p>(c) <u>Governance – Governing Bodies</u></p> <p>There is currently an issue with resignation of several governors at Royds Hall. It was noted that directors do have an overall responsibility for all schools in the SHARE MAT. A review is currently ongoing of governor skills and the organisation of governor bodies being performed by Mr M Day and Mrs M Guest. It was noted that Terms of Reference are required for school governing bodies that clearly set out the role and links to the SHARE MAT.</p> <p>Q. How will Royds Hall operate without a governing body? A. In an urgent situation the CEO and Chair would cover.</p> <p>Q. Could we change the name to ‘Academy Councils’? A. Keeping ‘Governing Body’ or ‘Local Governing Body’ may be better to attract people from the local community to be governors.</p> <p>Q. When do we expect the outcome of the current ongoing review? A. The aim is to complete in September and present to the October directors meeting with options and recommendations.</p> <p>Q. Can primary schools plan dates for governing body meetings in advance of the outcome of the current review? A. It was agreed that a clear statement was required for all schools and governing bodies to communicate the current position.</p> <p>RESOLVED: That the SHARE MAT Board of Directors will be the interim governing body for Royds Hall from conversion.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> The CEO will prepare a statement on the current status of the review in progress of governing bodies in the SHARE MAT. This will be sent to Directors for agreement before circulation and will be communicated before the end of summer term. | <p></p> <p>JMcN</p> |

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| | <ul style="list-style-type: none"> • Mr M Day and Mrs M Guest will complete the current review of governor skills and governor body organisation for presentation at the October meeting of the Board of Directors. The outcome should include a Terms of Reference for governing bodies, options and recommendations. • Mr J McNally will prepare an initial draft of governing body Terms of Reference and pass to Mr M Day and Mrs Marie Guest for inclusion in the ongoing review. • Mr J McNally will prepare a summary of governing body duties, responsibilities and skills requirement based on the National Guidelines and pass to Mr M Day and Mrs M Guest for inclusion in the ongoing review. <p>(d) <u>Governance – Scheme of Delegation – Appendix A</u></p> <p>The updated SHARE Multi-Academy Trust Scheme of Delegation June 2018 was included as an appendix to the Chief Executive’s Report July 2018.</p> <p>RESOLVED: That the SHARE Multi-Academy Trust Scheme of Delegation June 2018 be approved.</p> <p>RESOLVED: That Mr A Kent will be the Director responsible for GDPR.</p> <p>(e) <u>Performance Summaries</u></p> <p>Q. How do Directors find out about the results of KS2, GCSE’s and A Levels?</p> <p>A. Results will be circulated to Directors when available with any early comparisons. Royds Hall and Thornhill results will be included.</p> <p>(f) <u>Emerging Improvement Priorities 2018-19</u></p> <p>Q. Will exam results change priorities?</p> <p>A. Potentially. Priorities could change based on analysis of results. Improvement plans are finalised at the end of September. It unlikely that the plans for Royds Hall will change as these are basic priorities.</p> | <p>MD / MG</p> <p>JMcN</p> <p>JMcN</p> |

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| | <p>Q. Do we have a summary SHARE MAT improvement plan? A. Yes.</p> <p>It was agreed that the latest Summary Improvement plan would be emailed to all Directors.</p> <p>Q. Will we publicise exam results? A. This will be by press release on a school by school basis.</p> <p>(g) <u>Financial Report</u></p> <p>Mrs C Potterton presented the updates relating to the Financial Report.</p> <p>2017-18 Spending Review Report</p> <ul style="list-style-type: none"> • The trust is projecting a cumulative surplus of £813k which is £172k lower than the budgeted surplus of £986k. • Variances include £47k for Shelley college roof repairs (authorised by the governing body), £65k Early Years and SEN top up funding overstatement at Millbridge and Cowlersley and staffing cost variations. <p>Q. Could the Early Years and SEN overstatement have been avoided? A. It was based on projected pupil numbers which changed.</p> <p>Q. Could this overstatement happen again? A. We now take a more prudent approach.</p> <p>Q. Do we need to build in margin for error for an overall variance? A. Some of the impacts were known and due to governing body decisions.</p> <p>Q. Can governing bodies approve spend outside budget going forward? A. Out of budget spend controls need to be clarified for all governing bodies to ensure the SHARE MAT has the final decision. Changes to budgets must be approved by directors.</p> | <p>JMcN</p> |

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| | <p>National Funding Formula</p> <p>This has been introduced by the government to make funding fair for schools. Kirklees took the decision to implement a 'soft' approach for 2018-19 and 2019-20 transitioning to the full impact in 2020-21.</p> <p>2018-19 Top sliced central costs</p> <p>The fund consists of a fixed percentage from each academy. The top slice percentage was agreed at the directors meeting of 16 March 2018. Some central charges would no longer be included but these are offered as purchasing options. This allows schools more autonomy on absence insurance, ICT technical support and APSO support.</p> <p>2018-19 Consolidated Budget Plan</p> <p>Mrs C Potterton circulated the SHARE Multi Academy Trust 2018-19 Budget Plan and Medium Term Plan.</p> <ul style="list-style-type: none"> • Projected total surplus at the end of 2018-19 is £1,130,828 based on worst case assumptions. • Proposals for cost savings plans are currently under review to reduce 2018-19 in year deficits. These plans include restructures at Royds Hall and Cowlersley. • Grants have been received from MDIF £60,651, LA School Improvement Grant £12,000 and Royds Sponsorship Grant £115,000. • Potential redundancy and associated costs are estimated at £227k. <p>Q. Will school governing bodies be involved in setting budgets? A. Governing bodies will be involved in early stages but final approval will be by the SHARE MAT directors.</p> <p>Q. Will budget agreement be earlier next year? A. Hopefully, this has been a very challenging year.</p> <p>Q. How have schools got into current deficit situations? A. It is a result of staff appointment and decreasing pupil numbers.</p> | |

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| | <p>Q. Are we confident of Royds Hall data? A. There are still risks but the LA have to confirm the deficit / surplus within 3 months of conversion. Going forward, Royds Hall will be on the same accounting system and monitoring process as other schools in the trust.</p> <p>Q. Do we have a target staff cost to total income ratio? A. We would target this ratio to be below 80%</p> <p>Q. Could we reduce potential redundancy costs by redeployment? A. Potentially but most schools in the trust are in the same position.</p> <p>Q. Has the Head Teacher at Cowlersley gone? A. The Head Teacher at Cowlersley has resigned.</p> <p>Q. What about the position at Royds Hall? A. This is included in redundancy cost estimates.</p> <p>Q. Is there any possibility of getting increased funding for Royds Hall? A. There is limited possibility that more funding can be gained.</p> <p>RESOLVED: That the SHARE Multi Academy Trust 2018-19 plan and Medium Term Plan should be approved for submission to the EFSA subject to the agreed changes detailed by Mrs C Potterton.</p> <p>It was agreed that there would be regular monitoring of the consolidated budget at SHARE MAT Directors meetings throughout 2018-19 year.</p> | <p>CP</p> |
| 255. | <p>Constitution of governing bodies Covered under CEO's Report to Directors above.</p> | |
| 256. | <p>2018/19 Budget and Medium Term plan Covered under CEO's Report to Directors above.</p> | |

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| 257. | <p>National Funding Formula update Covered under CEO’s Report to Directors above.</p> | |
| 258. | <p>Approval of Policies</p> <p>Mrs c Potterton circulated the Draft Trustee Allowances Policy 2018-19. It was noted that the policy was recommended to directors for approval by the Audit and Risk Assurance Committee 5 June 2018.</p> <p>RESOLVED: That the Draft Trustee Allowances Policy 2018-19 be approved.</p> <p>It was agreed that the approved policy should be communicated to all governors and directors in the trust,</p> <p>Q. Does this replace any existing policies for governor expenses? A. Yes.</p> <p>Q. Are we happy to release the Trustee Allowances policy given the current budget pressures? A. The policy is fair and reasonable so should be communicated. Any expenses claimed will be reported in the annual accounts and summary reports will reviewed by directors.</p> <p>It was noted that this policy resolves a long standing issue and that all directors of the SHARE MAT are keen to ensure that expenses claimed are kept to a minimum and only relate to essential costs.</p> <p><i>Professor J Keay left the meeting.</i></p> | CP |
| 259. | <p>Any Other Urgent Business</p> <p>(a) <u>Directors attendance at Health and Safety Committee Meetings</u></p> <p>Q. What committees do we have? A. We have Health and Safety, Audit and Risk and Remuneration.</p> <p>Q. Can Directors attend any meeting if they wish. A. Yes.</p> <p>Q. What does the Health and Safety Committee cover.</p> | |

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| | <p>A. An overview of compliance and Health and Safety issues across the SHARE MAT including Health and Safety Audit, Premises Audit, PFI issues and Fire Drills.</p> <p>Q. Does the committee include wellbeing aspects of Health and Safety? A. Yes it should.</p> <p>Q. Do we have a Terms of Reference for the Health and Safety committee? A. No, this needs to be developed.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • A Terms of Reference for the Health and Safety Committee should be developed and recommended to the directors at the next Board of Directors meeting. • A director responsible for Health and Safety should be agreed at the next Board of Directors meeting. • The Health and Safety Director should attend the Health and Safety Committee meetings. <p>(b) <u>Safeguarding Policy</u></p> <p>Mr J McNally updated on the new DfE guidance 'Keeping Children Safe in Education (September 2018). An updated Safeguarding Policy – July 2018 was circulated to the meeting.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • All schools should adopt the Kirklees revised Safeguarding policy, This is expected to be available mid August 2018. • Schools should publish the revised Kirklees Safeguarding policy as soon as it becomes available from Kirklees. | <p>Director of Operations</p> <p>Governor Clerking Service</p> <p>JMcN / JN</p> |
| | <ul style="list-style-type: none"> • All Head Teachers should ensure that on an annual basis, all staff read Part 1 of 'Keeping Children Safe in Education' (September 2018) and sign to confirm that they understand their responsibility. | |

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| | <ul style="list-style-type: none"> • The updated Safeguarding Policy – July 2018 should be circulated to all Head Teachers with key policy changes highlighted as an early communication of changes to be expected in the updated Kirklees policy. <p>(c) <u>School on a Page data</u></p> <p>Mr J McNally summarised the School on a Page Performance Summary.</p> <p>It was agreed that this data will be presented at the Board of Directors meeting four times a year.</p> <p>Q. Where is this format from? A. This has been designed by the CEO for use in the SHARE MAT.</p> <p>Q. How is this data compiled? A. Data is collected from reports by Head Teachers. The process of data collection is not automatic.</p> <p>(d) <u>Notes of thanks</u></p> <ul style="list-style-type: none"> • The Chair thanked the SHARE MAT directors who are standing down for their leadership and commitment to the school and asked that a letter of thanks should be sent by the CEO. • The Chair thanked the CEO and the Senior Leadership Teams for the Trust and all schools for their hard work and wished them a happy summer holiday. | <p>JMcN</p> |
| <p>260.</p> | <p>Correspondence</p> <p>None.</p> | |
| <p>261.</p> | <p>Dates of meetings for the 2018 – 2019 academic year</p> <p>RESOLVED: That the next meeting of the SHARE MAT Board of Directors will take place on:</p> | |

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| | <ul style="list-style-type: none"> - Tuesday 23 October 2018 at 6.00pm at Shelley College - Tuesday 4 December 2018 at 10.00am at Shelley College - Tuesday 12 February 2019 at 6.00pm at Luck Lane - Tuesday 9 April 2019 at 8.30am at Heaton Avenue - Thursday 23 May 2019 at 6.00pm at Thornhill - Tuesday 9 July 2019 at 8.30am at Millbridge <p>It was agreed that all Audit and Risk Assurance Committee meetings in the next academic year will start at 5.00pm rather than 4.00pm as stated on the SHARE MAT Meeting Schedule 2018/19.</p> <p>Q. Can we agree end times for meetings? A. We should aim for meetings to last 2 hours.</p> | <p>Governor Clerking Service</p> |
| 262. | <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 11.00am.


Chair

Date