

**SHARE MAT TRUST COPY****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 Thursday 6<sup>th</sup> July 2017.**PRESENT

Mr N Wilson (Chair), Mrs A A Cooper, Ms M Guest, Mr T Kitching, Ms M Lee, Mr J McNally, Mr V White

In Attendance

Mrs H Tones, (Minute Clerk)  
Ms Su Aaron-Abel, Headteacher, Millbridge J,I &N School  
Mrs C Potterton, Director of Finance, SHARE Multi Academy Trust  
Mrs N Pritchard, Chair of Governors, Millbridge  
Mr D Wadsworth, Associate Principal, Shelley College

Meeting commenced at 8:05am.

**155. APOLOGIES FOR ABSENCE, DELEGATION OF VOTING RIGHTS, LAAPS AND BUSINESS INTERESTS**

- (a) Apologies received from Directors - Mr M Day (Consent given).
- (b) Apologies also received from Ms M Best and Mr S Washington.
- (c) Mr M Day had delegated his voting rights to Mr V White.
- (d) No one was declared as a LAAP.
- (e) The Chair registered that he was a supplier of stationery products to Shelley College.
- (f) Two directors, Mr J McNally and Ms M Lee, registered that they were employed by SHARE MAT.

**156. BUSINESS OF MEETING**

The order of business was agreed as that of the agenda previously communicated to attendees except for:

Items for Any Other Business

- (a) Heaton Avenue – it was agreed to take this item after approval of minutes of previous meetings.

**157. MINUTES OF THE PREVIOUS MEETINGS HELD ON 14<sup>TH</sup> MARCH AND 19<sup>TH</sup> JUNE 2017**

- RESOLVED:**
- (i) That the minutes of the Directors' meeting held on 14<sup>th</sup> March 2017 be approved subject to the following amendment:  
Meeting time was 6pm. (Unanimous)**
  - (ii) That the minutes of the Directors' meeting held on 19<sup>th</sup> June 2017 be approved. (Unanimous)**



158. HEATON AVENUE

*The item was deemed confidential*

159. MATTERS ARISING FROM THE PREVIOUS MINUTES

(a) CCOOSC (minute 152(a) refers)

The CEO had met with CCOOSC and an agreement in principle had been reached. Legal involvement was taking place on this matter.

160. GOVERNOR APPOINTMENTS

(a) Appointments

It was noted that the following appointments had been made:

Ms Marie Guest, Director, effective 31<sup>st</sup> March 2017.

161. CEO REPORT TO DIRECTORS

The CEO referred to his report that had been circulated prior to the meeting. Hard copies were available in the meeting. Highlights included:

(a) Summary

- a. Regional Schools Commissioner (RSC) feedback reports for Cowlersley Primary School, Millbridge Junior Infant and Nursery School and Shelley College were included. Actions were in place to address priorities identified.
- b. Mike Ion had visited Heaton Avenue and had encouraged the trust to put in a bid for a free school in the area.

The CEO advised that the RSC would make the decision regarding the opening of a free school. Careful consideration will need to be given to leadership capability for writing the bid.

**Q: Is some local knowledge research needed?**

**A: The Local Authority had already started a review and three sites were big enough. Two of these sites were known to Ms M Lee.**

**Q: Is the impact of a new free school in the trust plan?**

**A: Work had been done before but requires further work. Funding from the RSC for the initial bid was available but not thereafter.**

**Q: What would be the timescale for a new free school?**

**A: Approximately 2 years, though there is a need for a new school in 2018/19.**

**Q: Would the trust employ someone to write the bid?**



**A: This required further discussion as dependent on resource available to submit such a bid.**

The CEO advised that he was meeting with Thornhill Community Academy on 6 July 2017 and should know the outcome of this meeting the week commencing 10th July.

**RESOLVED: The Directors supported the trust to progress further with regards to a new free school. (Unanimous)**

(b) Primary school data

The CEO circulated the expected Year 6 SATs results. The report did not include progress data. Very positive improvements were reported and the CEO recorded his thanks to the Headteachers.

**Q: Were the positive results due to the AET Maths system impact?**

**A: The AET Maths system has had a massive impact at Heaton Avenue as this had helped staff with subject knowledge. It was expected better impact would also been seen next year.**

Directors observed that Writing was down in all schools compared to 2016. Ms M Lee advised that one child's performance equated to about 3% impact.

Ms S Aaron-Abel reported that phonics at Millbridge was nearly at national average of 81%.

The Board congratulated the Headteachers and staff for their positive improvements.

(c) Shelley College

English & Maths students had given more positive feedback on these exams than that seen in forums.

(d) SHARE MAT Development plan

- a. Surveys of schools were being pulled together to assist in rapid progress.
- b. Excellent Practitioners - we will seek to appoint excellent Practitioners across the trust.
- c. A scorecard will be developed with RAG ratings for each school in the trust.

(e) New Partnerships

- a. No change regarding current status of Castle Hall was reported.
- b. Impact of taking on other schools on as part of the trust was discussed.

(f) National Teaching Schools

Rebecca Hesmondhalgh had been promoted to run the National Teaching School.

**162. STRATEGIC PLAN UPDATE FOR SHARE MAT 2017-18**

The CEO gave a verbal update to his report that had been circulated prior as part of the CEO's report. No questions were asked.



**163. UPDATE ON DIRECTORS WORKING PARTY**

Mr V White gave a verbal update. Ms M Guest had appointed as a Director and her background was HR. Mr V White was looking at Governors One shop as a source and work was ongoing.

**164. SCHOOL PERFORMANCE REVIEW**

This had been covered under minutes 158 and 161(b) and (c).

**165. REVIEW IMPROVEMENT PRIORITIES FOR SHARE MAT MEMBER SCHOOLS**

The CEO advised that he was to speak to schools on this matter.

**166. FINANCE UPDATE****(g) Finance Directors Report**

Mrs C Potterton spoke to her report that had been circulated prior.

**a. 2016-17**

- i. Consolidated spend and income across trust was reported as stable as at Period 10.
- ii. Cumulative surplus is budgeted at £1.6million (13% of all income)
- iii. Current surplus variance of £42k

**b. 2017-18 consolidated budget plan**

- i. National context was that more than 50% of academy trusts had in year deficits in 2014-15. SHARE MAT however had maintained a positive budget.
- ii. The average spend on teaching staff is 48.9% (of total expenditure)
- iii. The 2017-18 budget was subject to the local Governing Bodies ratifying their 2017-18 budget plans.
- iv. There was an in year surplus of £34k.
- v. Top slice for SHARE central fund had increased to 5.5% from 4.2%.
- vi. Director of Operations was temporarily not to be replaced.
- vii. Teaching costs were 54.1% of total expenditure
- viii. 2017-18 budgeted cumulative surplus equates to 15% of the total General Annual Grant (GAG).
- ix. 2017-18 Reserves were £1.567m
- x. Reference to including the cost of a new accounting package is built into the 2017-18 plan, though as a capital cost it will be spread over 3 years.

**Q: Is Cowlersley's projected deficit the result of falling roll?**

**A: Yes.**

**Q: What would encourage new pupils to start at Cowlersley?**

**A: Breakfast club and Out of schools club and early years. School environment has also improved. A 20% increase in pupil numbers will lead to breakeven.**



**167. RATIFICATION OF 2017/18 BUDGET APPROVAL**

The 2017-18 Budget has been discussed (minute 161(h)b refers)

**RESOLVED: That the Directors ratify the 2017-18 SHARE MAT budget (unanimous)**

**168. 3 YEAR FINANCIAL FORECAST (CONFIDENTIAL)**

This had been already been covered (minute 161(h) refers).

**169. OPERATIONS PLAN AND HR UPDATE****(a) Operations Plan**

- a. Mrs C Potterton was to visit schools in the autumn term.
- b. Health & Safety (H&S)
  - i. Mrs C Potterton was meeting with the trust's independent H&S Advisor (Gallaghers) to review the support provided.
  - ii. The Audit & Risk committee recommended that H&S needs to be trust wide.
  - iii. The CEO advised that schools needed to work on their H&S as some required actions have not been effected.

**Q: Why had H&S matters not been resolved?**

**A: This was due to ownership of issues identified.**

- c. Training on Risk management was taking place.
- d. Mrs C Potterton was meeting with GRC ONE regarding risk register software, with the remainder of training for business managers scheduled.
- e. Ms M Lee reported that she had written to SPIE regard risk management relating to cladding. Shelley have undertaken an assessment of cladding risk.
- f. Directors discussed Health & Safety. It was agreed that Health & Safety was to be a standing item on the Directors' meeting and individual Governing Body agendas.
- g. Mrs C Potterton advised that a trust wide Health & Safety committee needed a Chair and attendees from each school. It was proposed that attendees be the school Business Managers which Directors agreed to. The Business Managers were to be the Health & Safety gate keepers and had ownership of the risk register.
- h. It was agreed that the Shelley College Health & Safety committee meeting due to be held on 19<sup>th</sup> October 2017 at 3.30pm would be a trust wide- meeting.
- i. The Minute clerk gave dates for the committee meetings in 2017-18.
- j. Mr T Kitching offered to set up telephone conference call facilities if required.
- k. Ms B Stapleton had temporarily assumed responsibility for Health & Safety at an operational level. Quarterly audits by Ms B Stapleton for each trust school were in plan.
- l. Mrs C Potterton was to finish the risk matrix on 7<sup>th</sup> July 2017 and then bring this back to the Audit & Risk committee for review at an additional meeting to be held on 3<sup>rd</sup> October 2017.



- ACTION:**
- (i) Mrs N Pritchard to make enquiries outside of school for committee membership.**
  - (ii) Mrs C Potterton to provide an update by the next directors' meeting on 7<sup>th</sup> November 2017.**
  - (iii) Mrs C Potterton to advise the Minute Clerk of the Health & Safety committee membership.**
  - (iv) Mrs C Potterton to complete the Risk matrix and submit to Audit & Risk committee for review.**

(b) Human Resources

a. Apprenticeships

- i. The apprenticeship levy cost the trust £15k per year.
- ii. The apprenticeship levy was based on the pay bill.
- iii. The cost of employing apprenticeships would be borne by individual schools.

**Q: Were there any apprenticeships in place?**

**A: In the past Shelley College has had apprentices. Shelley College was looking to appoint two Business Administrators.**

- b. Ms M Best, Cowlersley was on sick leave and earliest return will be September. Rebecca Gough, Assistant Headteacher, is currently acting up and two Assistant Heads had been appointed.

170. REVIEW SHARE MAT AUDIT & RISK COMMITTEE LETTER

A copy of the letter from Mrs A Poppleton, Chair of the Audit & Risk committee dated 2nd July 2017 had been circulated prior. Copies were available in the meeting. Directors reviewed.

**ACTION:** **The Chair to invite Mrs A Poppleton to part attend the Directors' meeting to be held on 7<sup>th</sup> November 2017 to report and receive feedback on the Audit & Risk committee's work.**

171. CEO PERFORMANCE APPRAISAL REVIEW

The Chair and Ms M Guest volunteered to undertake the CEO's annual appraisal.

**ACTION:**

- (i) Mrs J Newson to ask Mr M Day if he wished to participate in the CEO's annual appraisal.**
- (ii) Mrs J Newson to arrange the CEO annual performance review date with Mr N Wilson, Ms M Guest and Mr M Day (subject to his agreement).**

172. HEALTH & SAFETY

This had already been covered (minute 161(i) refers)



173. POLICY APPROVALS

Mrs C Potterton circulated in the meeting four policies for review:

- (a) Accounting Policies - Academic Year 2017-18
- (b) Financial Regulations - Academic Year 2017-18
- (c) Draft Procurement Policy - Academic Year 2017-18
- (d) Charging and Remissions Policy - Academic Year 2017-18

**ACTION: Directors to review the proposed policies and feedback to Mrs C Potterton before the next Directors' meeting.**

174. DIRECTOR RESPONSIBILITIES

(a) Safeguarding

Mr N Wilson was the director currently responsible for Safeguarding.

Ms M Lee suggested using reports from the SENCO network (DSL network).

(b) Health & Safety

The director responsible was to be agreed at the Health & Safety committee meeting on 19<sup>th</sup> October 2017.

175. ANY OTHER URGENT BUSINESS

None

176. CORRESPONDENCE

None

177. DATE OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED: That the next meeting of the Board of Directors be held at 8am at Heaton Avenue on Tuesday 7<sup>th</sup> November 2017.**

Agenda Items to include:

- Appointment of Chair
- Appointment of Vice Chair
- Appointment of Directors with specific responsibilities
- Review Scheme of Delegation
- Audit & Risk - Chair of Audit & Risk to attend for review and back and review.
- Health & Safety (standing item)
- Policy approvals
  - Accounting Policies - Academic Year 2017-18
  - Financial Regulations - Academic Year 2017-18
  - Draft Procurement Policy - Academic Year 2017-18
  - Charging and Remissions Policy - Academic Year 2017-18



Other Director meetings to be held:

- Monday 5<sup>th</sup> December 2017 (AGM) at 8.30 am at Shelley College - Approval of 2016-17 Annual Report & Financial Statements.
- Tuesday 6<sup>th</sup> March 2018 at 6pm, location tbc
- Thursday 5<sup>th</sup> July at 8am, location tbc

Agenda Items to include:

TBA

178. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That the Minute 158 and copies of the associated Finance papers of the agenda be excluded from the copy to be made available at the trust, in accordance with the Freedom of Information Act.

Meeting closed at 9.27am.

N. WILSON

Name



Signature

7<sup>th</sup> November 2017

Date