

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 8.00am on Thursday 10 December 2020.

Present

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

In Attendance

Ms D Howard, Director of Operations - part  
 Ms E Kilner, Minute Clerk  
 Mrs J Newson, Executive PA, SHARE Multi Academy Trust - part  
 Mrs C Potterton, Director of Finance – part

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
440.	<p><b>Apologies, consent and declarations of LAAPs and interests</b></p> <ul style="list-style-type: none"> <li>• The Chair welcomed all to the meeting.</li> <li>• There were no apologies for absence.</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 for SHARE Multi-Academy Trust.</li> </ul> </li> </ul>	
441.	<p><b>Matters for any other business</b></p> <p>The following items of any other business were notified:</p> <ul style="list-style-type: none"> <li>• Observations and Review of Senior leadership</li> <li>• Remuneration Committee update</li> </ul>	
442.	<p><b>Representation</b></p> <p>The following matters of representation were noted:</p>	

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	<ul style="list-style-type: none"> <li>• Appointment of Philip Marshall – Member 17.11.20</li> <li>• Resignation from Laura Wagstaff – Governor, Woodside Green 12.10.20</li> <li>• Resignation of Haley Lomas as governor and Chair and Royds Hall effective from 3.12.20</li> <li>• Resignation of Martin Caufield as Governor at Royds Hall effective from 4.12.20</li> <li>• Appointment of Michelle Wood as the new Chair of Royds Hall effective from 3.12.20</li> </ul>	
<p><b>443.</b></p>	<p><b>Minutes of the previous meeting held on 8 October 2020 and any matters arising from the minutes</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 8 October 2020 be approved and can be signed by the chair as a correct record of the meeting.</p> <p>It was noted that minutes that are verbally agreed will be included on the Trust website. Copies of minutes will be signed when current restrictions for Covid allow.</p> <p>The following matters arising were discussed;</p> <p>(a) <u>Any Other Business (minute 438(f) refers)</u></p> <p>It was noted that Prof J Keay and Mrs M Campbell had attended Academy Ambassador training but this had been very basic.</p> <p><b>Q. Was the presentation basic?</b> A. Yes it was.</p> <p><i>Mr N Javaid joined the meeting.</i></p>	
<p><b>444.</b></p>	<p><b>CEO Report for Directors</b></p> <p>The Chief Executive’s Report December 2020 had been circulated before the meeting.</p> <p>The CEO updated the meeting.</p>	

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	<p>(a) <u>COVID Update</u></p> <ul style="list-style-type: none"> <li>• We still have some positive cases each week in secondary schools and some staff absence.</li> <li>• Some students have had to self-isolate multiple times.</li> <li>• We think the majority of cases have not been transmitted in schools.</li> <li>• The government will allow the final day of term to be an Inset day to avoid Track and Trace being required on Christmas Eve. The Trust will not take this inset day in line with many other trusts.</li> <li>• We do not expect schools to return to normality until September 2021.</li> </ul> <p>(b) <u>School on a Page (SOAP)</u></p> <ul style="list-style-type: none"> <li>• Secondary schools are being optimistic about performance but the mock exams in January will give a more accurate picture</li> <li>• Primary schools are more cautious because a full past paper was used to generate the grades.</li> <li>• Fixed Term Exclusions have dropped significantly. Tight controls are probably having a positive impact on behaviour.</li> <li>• It is difficult to describe a pattern in safeguarding cases. Some schools are reporting an increase in referrals to other agencies, others are not. The most likely explanation is the frequency of cases remains stable but problems have been exacerbated by COVID.</li> <li>• Attendance is an issue. Some families have a loss of confidence when bubble closures occur. A small number are not fulfilling their responsibilities to send their children to school.</li> </ul> <p><b>Q. KS2 data is disappointing. Is there any comparison data?</b>  A. There is no national comparison data because schools adopt different approaches to internal assessments.</p> <p><b>Q. Is remote learning classed as non attendance?</b>  A. 'x' indicates being educated offsite. In final figures, it will count as attendance. All secondary schools are doing live lessons via teams and the direction has been given that primary schools year 5 and 6 should be using teams.</p> <p><b>Q. Is Whitcliffe Mount included in the remote learning update?</b>  A.. Remote learning is up and running in years 9 to 11 but delayed in 7 and 8.</p>	

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	<p>The caveat is that live lessons are in place except where staff are unable to provide due to COVID.</p> <p><b>Q. What is the issue with Laptops issued by the DfE?</b>            A. The Trust received 1500 laptops from the DfE (more than expected). The DfE have asked for 1000 to be returned. We are hoping to keep 700 which will meet the requirement in the Trust.</p> <p>(c) <u>Trust Improvement Plan</u></p> <p>The CEO has adjusted the plan, to focus on our response to COVID. This includes a focus on disadvantaged students, special needs students and keeping the curriculum moving forward.</p> <p>(d) <u>Examinations 2021 and Ofsted 2021</u></p> <ul style="list-style-type: none"> <li>• Public exams will go ahead. Exam boards will share some content that will be tested in January 2021.</li> <li>• The timing of exams has been moved with the start in June not May. There will be exam mop up sessions for anyone who misses due to Covid. If the second exam is missed then teacher assessment may still be used.</li> <li>• Ofsted will do no inspections in January 2021. They will resume monitoring visits and Covid check visits.</li> </ul> <p><b>Q. Will results day change?</b>            A. No, the date will be as planned.</p> <p>(e) <u>Academy SEF and SIPs</u></p> <p>The Academy SEFs and SIPs are all uploaded and have been reviewed by the CEO.</p> <p>(f) <u>Pupil Premium Spending and Catch up Plans</u></p> <p>All Pupil Premium Spending Plans and Catch up Plans are available for review.</p> <p>(g) <b>DELETED – Minute 451 refers</b></p> <p>(h) <b>DELETED – Minute 451 refers</b></p>	

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	<p>(i) <u>Finance Report</u></p> <p>Mrs C Potterton updated the meeting.</p> <ul style="list-style-type: none"> <li>• <b>2019-20 – Annual Report and Financial Statements</b> <ul style="list-style-type: none"> <li>- The Annual Report and Financial Statement 31 August 2020 will be proposed for approval at the AGM on 10 December 2020.</li> <li>- Reserves carried forward to 2020-21 are £3m, increased from £2m in the prior year.</li> </ul> </li> <li>• <b>2019-20 Outturn Results – Key variances</b> <ul style="list-style-type: none"> <li>- Variances by school were summarised. Savings have been made in relation to refunded exam fees, agency and cover costs, educational resources and capital spend.</li> <li>- The significant savings made were noted by governors.</li> <li>- It was confirmed that credit notes had been received and processed in relation to refunded exam fees.</li> </ul> </li> <li>• <b>2020-21 Consolidated Budget Plan</b> <ul style="list-style-type: none"> <li>- Based on brought forward reserves of £3m and the planned budget deficit of £0.5m, the forecast reserves at 31 August 2021 are £2.5m. This is equivalent to 9% of the General Annual Grant.</li> </ul> </li> <li>• <b>2020-21 Spending Review</b> <ul style="list-style-type: none"> <li>- Current spend is in line with the budget with no significant variances.</li> <li>- Consultation will progress in relation to proposed staff restructures.</li> <li>- Schools are spending more on supply teachers in this academic year. Spend is being monitored.</li> </ul> </li> </ul> <p><b>Q. What will the plan be in relation to the Woodside Green deficit?</b></p> <p>A. Staff structures will be reviewed as the school is not at capacity.</p> <p><b>Q. Monthly Management Account reporting and review is required. The Board of Directors are required to review management accounts at least 6 times a year.</b></p> <p>A. A process is being put in place to ensure that review takes place as required by the guidelines. Mr A Kent and Mr M Dunkley will be invited to monthly meetings.</p>	

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	<p><b>ACTION:</b> The DoF to ensure Mr A Kent and Mr M Dunkley are invited to Management Account Review meetings.</p> <p>(j) <u>Operations Report</u></p> <p>Mrs D Howard updated the meeting.</p> <ul style="list-style-type: none"> <li>• Work is almost complete on the improvements to Wi-Fi at Thornhill Community Academy.</li> <li>• The plans for a perimeter security fence at Royds Hall are progressing to fixed costs quotes. The fence will be paid for by the School Condition Fund.</li> <li>• Staffing reviews are progressing with a focus on best value.</li> <li>• Judicial Mediation has been requested by both parties in the employment tribunal. This may avoid the need for a court case.</li> </ul> <p><b>Q. Are all Covid measures progressing well?</b> A. Yes. It has been very helpful to have a Compliance Office in role during the Covid crisis.</p> <p><b>Q. Are all Risk Assessments and Risk Registers up to date?</b> A. Yes, they are.</p> <p>(k) <u>Governance Report</u></p> <p>The Governance Report was included for information</p> <p>(l) <u>Observation and Review of Senior Leadership</u></p> <p>The Chair had circulated proposals for CEO cost of living increases and these had been approved by Directors via email.</p> <p><b>RESOLVED:</b> That the Chairs' proposals for CEO cost of living increase be approved.</p>	DoF
445.	<p><b>Finance, Operations and HR Reports</b></p> <p>Finance, Operations and HR reports were covered under CEO report for Directors above.</p>	
446.	<p><b>Verbal Updates</b></p> <p>Updates were provided as follows:</p>	

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	<ul style="list-style-type: none"> <li>• <b>Safeguarding</b> (Mrs L Rawlinson) – There are no updates as it is currently not possible to go into schools for visits.</li> <li>• <b>Health and Safety</b> (Mr A Kent) – The annual health and safety audits are on track and will be submitted to the A&amp;RA Committee for review.</li> <li>• <b>Behaviour and Attendance</b> (Mr D Quinn) – Induction for Mr D Quinn is progressing. Meetings will be arranged as required.</li> <li>• <b>Disadvantaged and LAC</b> (Mr J Glazzard) – no update as Mr J Glazzard was not at the meeting.</li> <li>• <b>Equality and SEND</b> (Mr N Javaid) – Meetings will be set up with the CEO.</li> <li>• <b>Training</b> (Prof J Keay) – Training opportunities and CPD are progressing well.</li> <li>• <b>IT</b> (Mr M Day) – Laptops have been received by the Trust from the DfE, ICT support is being provided to Whitcliffe Mount, new desktops have been provided for Royds Hall and work has been done to improve Wi-Fi at Thornhill. The internal resource for IT is working well and this is the right approach for the Trust.</li> </ul> <p><b>ACTION:</b> Mrs J Newson to contact Mr J Glazzard to confirm that there are no issues with attendance at directors' meetings.</p> <p>The Chair noted thanks to the ICT team for all the work they are doing.</p>	<p><b>Mrs J Newson</b></p>
<p>447.</p>	<p><b>South Cluster Primary Academy Governance Structure</b></p> <p>The CEO updated the meeting.</p> <ul style="list-style-type: none"> <li>• The governing body for Royds Hall through school has been separated into two: secondary and primary (one governing body for three primary schools). The primary school governing body is aligned with the management structure oversight of primary schools.</li> <li>• There are some concerns with the primary governing body but the structure of the governing body is the right one in the current circumstance.</li> <li>• Officially there is still one governing body for the through school. The primary governors will have to join the overall governing body from time to time.</li> </ul>	

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	<ul style="list-style-type: none"> <li>It should be noted that in the Trust, legally, all governing bodies are committees of the Board of Directors.</li> </ul> <p><b>RESOLVED:</b> That the South Cluster Primary Academy Governance Structure be approved.</p>	
448.	<p><b>Approval of Policies</b></p> <p><b>Q. Do schools have their own policies?</b> A. There are Trust policies and there are Trust standard templates for some policies which schools adopt and add specific school details.</p> <p><b>Q. Are policies on school websites reviewed?</b> A. Yes, this is done by Mrs J Newson. There is a trust register of policies and renewal dates and reviews are performed on policies on school websites. Review of policies on school websites would also be covered in external peer reviews.</p> <p><b>Q. How is compliance with policies in the Trust maintained? Are staff informed when policies are updated?</b> A. Headteachers and admin managers are contacted when policies are updated to make sure they are familiar with the changes and also that policies are uploaded to school websites.</p> <p><b>Q. How do we ensure policies are consistent with government guidance?</b> A. Directors could do a review of policies in their area of responsibility.</p> <p><b>Q. Do we need to amend policies for the impacts of Covid?</b> A. We deliver specific communications where appropriate. For example, all staff were written to in relation to performance management and targets to inform them that allowances would be made for Covid impacts.</p> <p><b>ACTION:</b> Mrs J Newson to prepare a list of policies aligned to directors' areas of specific responsibility. The list is to be circulated to directors together with government guidance.</p> <p><b>ACTION:</b> Directors to review policies, particularly in their areas of responsibility, to ensure consistency with government guidance.</p> <p><b>RESOLVED:</b> That the following policies be approved and adopted;</p>	<p><b>Mrs J Newson</b></p> <p><b>Directors</b></p>



Agenda Item	Discussion and Decisions	Action – who/by
	<ul style="list-style-type: none"> <li>- Student Mental Health &amp; Wellbeing Policy &amp; Procedure SECONDARY ACADEMY TEMPLATE (new)</li> <li>- Student Mental Health &amp; Wellbeing Policy &amp; Procedure PRIMARY ACADEMY TEMPLATE (new)</li> <li>- Relationships &amp; Sex Education Policy &amp; Procedure SECONDARY ACADEMY TEMPLATE (new)</li> <li>- Relationships, Sex &amp; Health Education Policy &amp; Procedure PRIMARY ACADEMY TEMPLATE (new)</li> <li>- Scheme of Delegation (update)</li> <li>- Decision Making &amp; Accountability Framework (update)</li> <li>- ICT Policy &amp; Procedure (update)</li> <li>- Appraisal Policy &amp; Procedure (update)</li> <li>- Teacher Pay Policy (update)</li> <li>- Support Staff Pay Policy (update)</li> <li>- Reserves Policy, Procedure &amp; Guidance (update)</li> <li>- Remuneration Committee Terms of Reference (update)</li> <li>- Attendance Management Policy &amp; Procedure (update)</li> </ul>	
449.	<b>Correspondence</b> None.	
450.	<b>Any Other Business</b>  <i>Mrs J Newson, Mrs C Potterton and Mrs D Howard left the meeting.</i>  <b>a) DELETED – Minute 451 refers</b>  <b>b) DELETED – Minute 451 refers</b>	
451.	<b>Agenda, minutes and related papers – school copy</b>  <b>RESOLVED:</b> That minute 444(g), 444(h), 450(a) and 450(b) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	

The Chair closed the meeting at 10.05am.