



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 12.30pm at Shelley College on Friday 16 March 2018.

Present

Mr N Wilson (Chair), Ms Su Aaron-Abel, Ms M Best, Mr M Dunkley, Ms M Guest, Mr A Kent, Ms M Lee, Mr J McNally, Mrs C Potterton, Mrs N Pritchard, Mr D Wadsworth, Mr V White

In Attendance

Ms E Kilner (Minute Clerk)  
Mrs J Newson, Executive PA, SHARE Multi Academy Trust

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
<b>219.</b>	<p><b>Apologies, consent and declarations of LAAPs and interests</b></p> <ul style="list-style-type: none"> <li>• Apologies for absence were received from Mr M Day with consent.</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 Chair registered that he was a supplier of stationery products to Shelley College.</li> <li>- The wife of Mr M Dunkley works at Shelley College.</li> </ul> </li> </ul>	
<b>220.</b>	<p><b>Matters for any other business</b></p> <p>The following matters are to be discussed under any other business.</p> <ul style="list-style-type: none"> <li>• Ratification of the appointment of Vice Chair at Heaton Avenue school.</li> <li>• Appointment of a new SHARE MAT member.</li> </ul>	
<b>221.</b>	<p><b>Representation</b></p> <p>There were no matters of representation to be noted.</p>	

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222.	<p><b>Business of Meeting</b></p> <p>The order of business was agreed as that of the agenda previously communicated to the attendees.</p>	
223.	<p><b>Minutes of the previous meeting held on 8 February 2018</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 8 February 2018 be approved and signed as a correct record of the meeting.</p>	
224.	<p><b>Matters arising</b></p> <p>There were no matters arising.</p>	
225.	<p><b>CEO's Report to Directors</b></p> <p>Mr J McNally presented the SHARE MAT Chief Executive's Report March 2018. Copies of the report were circulated.</p> <p>(a) <u>Trust growth – Royds Hall Community School</u></p> <p>The Regional Schools Commissioner (RSC) has confirmed SHARE as the sponsor for Royds Hall and the conversion has now entered the project management stage. Meetings have taken place with the local authority and Royds Hall leaders to plan the next stage in the conversion process.</p> <p>Mrs J Carr will be seconded to Royds Hall School as acting Headteacher.</p> <p>A case is being presented for Royds Hall to receive full sponsorship funding because of current challenges.</p> <p><b>Q. Will the Royds Hall PFI contract have an adverse impact on financial budgets?</b></p> <p>A. Royds Hall has the same PFI contract as Heaton Avenue school and will transfer with extra funding from the Local Authority to cover the extra cost of the PFI contract.</p> <p><b>Q. How is application for funding progressing?</b></p> <p>A. Confirmation of funding has not yet been received.</p> <p><b>Q. What is the impact if we do not receive the additional funding?</b></p> <p>A. We will receive some standard funding for legal costs and software changes. Not receiving the additional funding would not stop the conversion progressing.</p>	

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	<p><b>Q. When will the planned restructure start?</b> A. Restructure planning is starting now and implementation will commence in September 2018. It is expected that the restructure will be fully complete by December 2018.</p> <p><b>Q. Would it be possible for the Local Authority to pick up any of the redundancy costs related to restructure?</b> A. This may not be possible due to timing.</p> <p><b>Q. How will curriculum gaps be resolved.</b> A. The school will need support with curriculum gaps. Support will be provided from Shelley College but this will be on a temporary basis.</p> <p><b>Q. Why is this the right school for the SHARE MAT?</b> A. There are good working relationships with Royds Hall. It is felt that the SHARE MAT has got a responsibility to work with and help struggling schools. The SHARE MAT has been directed towards Royds Hall because it is a failing school. It should also be noted that Royds Hall can bring benefits to SHARE MAT from its welfare and pastoral expertise which is transferrable across the trust.</p> <p><b>RESOLVED:</b> That Royds Hall Community School can join the SHARE MAT (Unanimous).</p> <p>(b) <u>Trust growth – Thornhill Community Academy</u> Thornhill Academy’s request to join the trust has been approved by the RSC. Thornhill Academy is in a much stronger position than Royds Hall with good Finance and HR. The Senior Leadership Team are taking the correct steps to deliver the required improvements in Science and Maths. Thornhill Academy have expertise in English as an Additional Language which will be useful to the SHARE MAT.</p> <p><b>Q. Why is there such a significant deterioration in the financial deficit in year 2020 / 2021 and 2021 / 2022?</b> A. A prudent approach has been taken as the impacts of the National Funding Formula are not yet known. The projections include all year on year cost increases relating to staff.</p>	

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	<p><b>Q. Are we comfortable we will be able to manage the projected deficit?</b></p> <p>A. We have two years to plan for the potential deficit. There is currently a high level of uncertainty in all school 3 year plans due to the National Funding Formula.</p> <p>It was <b>agreed</b> that Impacts of the national Funding Formula should be included on the agenda of the next Board of Directors meeting.</p> <p><b>Q. Does the school have the capacity for increasing numbers of students?</b></p> <p>A. The population in the area is increasing and the expectation is that the school roll will at least stay stable.</p> <p><b>RESOLVED:</b> That Thornhill Community Academy can join the SHARE MAT (Mr A Kent abstained as he is a governor of Thornhill Community Academy).</p> <p>The Chair and Board congratulated Mr J McNally and the Senior Leadership Team on the expansion of the trust.</p> <p>(c) <u>Future trust structure</u></p> <p>It was agreed that the future trust structure will be discussed with directors in a separate meeting. The aim will be to create a stronger community of schools.</p> <p>(d) <u>Trust Community</u></p> <p>A training day will take place on 3<sup>rd</sup> September for all staff of the SHARE MAT.</p> <p>It was proposed that the governors and directors should consider similar events to further strengthen the trust community.</p> <p>It was noted that all governors and directors will be invited to the training day planned for 3<sup>rd</sup> September 2018.</p>	<p><b>Governor Clerking Service</b></p>

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	<p>It was <b>agreed</b> that Mr N Wilson and Mrs J Newson would liaise on planning for Director and Governor trust events to strengthen the trust community.</p> <p>(e) <u>Ofsted Inspection at Millbridge, I &amp; Nursery School</u></p> <p>Millbridge was inspected on 7<sup>th</sup> and 8<sup>th</sup> February 2018. The school was judged to require improvement in all areas except personal development &amp; wellbeing and early years, which were both good.</p> <p>The Directors expressed thanks to the Headteacher for moving the school out of special measures and congratulated the school on improvements made.</p> <p>Mr J McNally updated that there were flaws in the inspection process and a complaint has been submitted.</p> <p><b>Q. How long is the complaints process expected to last?</b> A. The process could be lengthy.</p> <p><b>Q. What is the likelihood of success?</b> A. There is a reasonable chance of success.</p> <p>It was <b>agreed</b> that Mrs J Newson would circulate the Ofsted report to the Directors.</p> <p>(f) <u>Financial Report</u></p> <p>Mrs C Potterton updated the meeting on the 2017-2018 Spending Review Report for period 6.</p> <p>The performance to date against the consolidated budget set for 2017-18 is stable. Headline figures are for period 6 (Feb 18).</p> <p>The 2017-18 cumulative surplus is budgeted at £998k.</p> <p>At Period 6 there is an in year variance of £1k.</p> <p>Budgets are carefully monitored on a monthly basis by all trust schools. Business managers prepare detailed exception reports for governing bodies, headteachers and the finance director.</p>	<p><b>NW / JN</b></p> <p><b>JN</b></p>

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	<p>(g) <u>Human Resources Report</u></p> <p>Mr J McNally summarised the Human Resources Report.</p> <ul style="list-style-type: none"> <li> <p>• <b>The Gender pay Gap Report 2017</b></p> <p>In 2015, the UK’s gender pay gap for all employees was 19.2%. In 2017 for SHARE MAT, the difference in mean hourly pay is currently 14.88% and 22.75% for median hourly pay.</p> <p>It was noted that the trust does pay similar rates for similar roles and that year on year comparisons will be able to be made ongoing.</p> <p><b>Q. Does the gap reflect the trust profile of primary and secondary schools?</b></p> <p>A. Yes and also the mix of teachers and teaching assistants.</p> <p><b>Q. Does the trust pay the living wage?</b></p> <p>A. Yes we do. The Kirklees model is followed.</p> </li> <li> <p>• <b>General data Protection Regulations (GDPR)</b></p> <p>The current Data Protection Regulations are due to change from May 2018.</p> <p>The Data Compliance Team including representatives from ICT, finance, HR, data, exams and administration are currently working to complete their individual action logs to ensure compliance with the new regulations which will then be brought together to create a master action log for the trust.</p> <p>We are required to show that we have a plan and are making good progress by May 2018.</p> <p><b>Q. Do all Directors have a trust email address and a shared drive?</b></p> <p>A. This is on the action log. Mrs J Newson is currently investigating the use of Office 365 for emails and a shared drive.</p> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>HR / Payroll Audit.</b> Mrs C Potterton updated the meeting on the HR / Payroll audit.  A draft report has been completed which concludes that the payroll function is operating satisfactorily. Responses and comments to audit report recommendations are currently being drafted. The report will be discussed at the Audit and Risk Committee before being brought back to the Directors meeting. There is some concern that the report concentrated on Payroll and did not review HR in sufficient depth. It was noted that the payroll system is robust, concerns are about the HR function and that HR is particularly important as the trust expands.  <b>Q. Could we consider outsource of the HR function?</b> A. There are concerns about the function and a review of the structure is required.  <b>Q. Do we have skills coming into the trust from the new schools?</b> A. Yes we do.  <b>Q. Can we use these skills before the formal transfer date?</b> A. Yes. Two days a week have been agreed.  <b>Q. Do we have plans to cover maternity leave in HR?</b> A. Yes, a post has been advertised.</li> </ul> <p>(h) <u>Operations Report</u> Mrs C Potterton updated the meeting on the roofing repairs which are currently work in progress with a planned completion date of April 2018.  Operational Developments for the spring term were also summarised.</p>	

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	<p>All trust employees left the meeting before the Remuneration Committee discussion.</p> <ul style="list-style-type: none"> <li>• <b><u>DELETED – Minute 230 refers</u></b></li> </ul> <p>Trust employees re joined the meeting after the completion of the Remuneration Committee discussion.</p>	
226.	<p><b>Approval of Policies</b></p> <p>Mr J McNally advised there were no policies for review and approval at this meeting.</p>	
227.	<p><b>Any Other Urgent Business</b></p> <p>(a) <u>Ratification of the appointment of the Vice Chair of Heaton Avenue School</u></p> <p><b>RESOLVED:</b> The Directors ratified the appointment of the Vice Chair of Heaton Avenue school.</p> <p>(b) <u>Appointment of a new SHARE MAT member</u></p> <p>The approval of the new SHARE MAT member would be completed via email by members.</p>	
228.	<p><b>Correspondence</b></p> <p>None.</p>	
229.	<p><b>Dates of meetings for the 2017 – 2018 academic year</b></p> <p><b>RESOLVED:</b> That the next meetings of the SHARE MAT Directors will take place on:</p> <ul style="list-style-type: none"> <li>- Tuesday 15<sup>th</sup> May at 6.00pm <b>(to be confirmed)</b></li> <li>- Thursday 5<sup>th</sup> July at 8.00am</li> </ul>	



<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
230.	<p><b>Agenda, minutes and related papers – school copy</b></p> <p><b>RESOLVED:</b> That minute 225(i) be excluded from the copy to be made available at the School.</p>	

The Chair closed the meeting at 2.30pm.

Chair *[Signature]*  
Date 24/05/2018

