

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 6pm on Thursday 7 October 2021.

Present

Mr A Kent (Chair), Mr M Day, Mr M Dunkley, Prof J Keay, Mr J McNally, Mrs L Rawlinson, Mr D Quinn, Mrs J Glazzard

In Attendance

 Mrs D Howard, Director of Operations
 Mrs A Eastham, Executive PA, SHARE Multi Academy Trust
 Mrs C Potterton, Director of Finance
 Ms E Kilner, Minute Clerk

Agenda Item	Discussion and Decisions	Action – who/by
493.	<p>To confirm the appointment of Chair and Vice Chair</p> <p>RESOLVED: That Mr A Kent be confirmed as Chair for the remainder of the 2 year term.</p> <p>RESOLVED: That Prof J Keay be confirmed as Vice Chair for the remainder of the 2 year term.</p>	
494.	<p>To confirm the appointment of Directors with specific responsibilities</p> <p>RESOLVED: That the Directors with specific responsibilities be confirmed as follows;</p> <ul style="list-style-type: none"> • Director of Safeguarding – Mrs L Rawlinson • Director of IT and Employee matters – Mr M Day • Director of Looked After Children & Disadvantaged - Prof J Glazzard • Director of Equality & SEND – Mr N Javaid • Director of Training – Prof J Keay • Director of Health & Safety and Operational matters – Mr A Kent • Director of Behaviour & Attendance – Mr D Quinn 	

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	<p>ACTION: The CEO to clarify roles for Directors with Specific Responsibilities. Terms of Reference for each of the roles including the Chair of The Audit and Risk Assurance Committee to be circulated.</p>	<p>CEO</p>
<p>495.</p>	<p>Apologies, Consent and Declarations of LAAPS and Interests</p> <ul style="list-style-type: none"> • The Chair welcomed all to the meeting. • There were apologies for absence from Mr N Javaid (with consent). • The following declaration of interest was made <ul style="list-style-type: none"> - The wife of Mr M Dunkley works for SHARE Multi-Academy Trust. 	
<p>496.</p>	<p>Matters for any Other Urgent Business</p> <p>The following items were raised as Any Other Business:</p> <ul style="list-style-type: none"> • Shelley College cleaning contract • Millbridge Ofsted inspection • Appointment of Chair and Vice Chair for Heaton and Millbridge Primary cluster. 	
<p>497.</p>	<p>Representation</p> <p>There were no matters of representation.</p>	
<p>498.</p>	<p>Minutes of the Previous Meeting held on 1 July 2021 and Any Matters Arising from the Minutes</p> <p>RESOLVED: That the minutes of the meeting held on 1 July 2021 be approved and can be signed by the chair as a correct record of the meeting subject to the amendment below.</p> <p style="text-align: center;"><u>Agenda, minutes and related papers – school copy</u></p> <p>There were no matters arising.</p>	
<p>499.</p>	<p>Confirmation of Meeting Structure</p> <p>The SHARE MAT directors' meeting structure 2021 22 document had been circulated before the meeting.</p>	

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	<p>RESOLVED: That the SHARE MAT directors' meeting structure 2021 22 be agreed.</p>	
<p>500.</p>	<p>CEO Report for Directors</p> <p>The Chief Executive's Report October 2021 had been circulated before the meeting.</p> <p>The CEO updated the meeting on key areas in the report.</p> <p>(a) <u>Start of the year, including impact of COVID</u></p> <ul style="list-style-type: none"> • We have relatively high numbers of Covid cases in children and staff across the trust. • Public Health England are now taking a different approach. There are no bubbles. Assemblies are still suspended for schools in the Trust. • Covid is still impacting on our work and learning. • Impacts of lockdown are possibly most significant for children under 7 with a lack of vocabulary, communication issues and that school is an unfamiliar environment. <p>Q. How are vaccinations for 12 to 15 year olds going? A. Thornhill and Shelley are completed. Uptake at Thornhill was one third of pupils compared to two thirds at Shelley.</p> <p>Q. Are young people only able to get the vaccine via school? A. Yes, in the first instance. After that they have to liaise with health practitioners.</p> <p>Q. What are we doing in the Mental Health Curriculum to help young people regulate their emotions and feelings? A. The uptake for the Leeds Carnegie scheme is very good. All schools are engaged and are sharing good practice. The award encourages schools to assess themselves and set goals for improving mental health. It can be more challenging for complex needs. It is hard to find enough places on good quality support programmes or appoint suitably qualified staff.</p> <p>Q. Can we access Education and Mental Health Practitioners? A. Some staff are doing training.</p> <p>Q. Are we still doing remote learning for pupils in isolation?</p>	

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	<p>A. Currently, most pupils are in school. It is staff who are isolating. Supply teachers are being used to cover absence. If pupils are absent, work is being set remotely. In Secondary schools there is access to live lessons.</p> <p>(b) <u>Safeguarding – Keeping Children Safe in Education 2021</u></p> <ul style="list-style-type: none"> • All Trustees must be aware of Safeguarding and be aware of the regulations. • Sexual Harassment and Harmful Sexual Behaviour is a huge concern nationally and is covered in KCSIE 2021. • We do need to actively educate students and ensure all are comfortable to raise issues and concerns. • The following actions have taken place in the trust; <ul style="list-style-type: none"> - Rewritten the trust's Safeguarding and Child Protection Policy template - Written a new, Online Safety Policy - Updated the staff Code of Conduct, Recruitment and ICT policies - Briefed staff on the main changes - Planned and started to deliver a staff training programme for the year ahead - Encouraged leaders to review academies' personal development programme <p>Q. Do we check that policies are adhered to in the trust? A. Yes. CPOMS is used to record concerns at any point. CPOMS ensures that all staff view training. There are weekly safeguarding quizzes. Behaviour and safeguarding reviews are done at all schools in the trust.</p> <p>Q. How do we recognise vulnerable pupils and give them an enhanced safeguarding experience? A. Staff are aware that SEN pupils may be vulnerable. Staff training is very important. Safeguarding Leads ensure that vulnerable students are looked after. Materials can be adapted for SEN children to ensure understanding.</p> <p>Q. Are we doing enough to educate parents and can parents access guidance? Do we plan to do more with parents re safeguarding? A. We subscribe to the National Online Safety programme which includes videos on safeguarding. Parents are able to log in and complete modules online.</p>	

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	<p>Q. Do we monitor how pupils use the internet? A. We can only monitor on school systems. Secure filters are in place. We are unable to monitor what students do on their personal phones.</p> <p>Q. How are issues identified by the filters reported by IT? A. IT report to DSLs in schools.</p> <p>ACTION: All Trustees to read KCSIE Part 1</p> <p>ACTION: All Trustees to read Review of Sexual Abuse in Schools and Colleges (link shared by Mr J Glazzard)</p> <p>ACTION: All Trustees to sign and return the safeguarding declaration form to confirm that they have read and understood the SHARE MAT Child Protection and Safeguarding Policy 2021/22 and Keeping Children Safe in Education September 2021</p> <p>(c) <u>Whitcliffe Mount</u></p> <ul style="list-style-type: none"> • Governors of Whitcliffe Mount School have voted to join the trust. • The application will be submitted to the RSC, approval could take up to 6 weeks. • Solicitors will be appointed by the trust. • TUPE will be the next step. • We expect the process to complete between 1 February 2022 and 1 April 2022. • Whitcliffe Mount is now being treated as part of the trust. <p>(d) <u>Royds Hall restructure plans – confidential</u></p> <ul style="list-style-type: none"> • We have received some questions from the RSC. • We expect that this could go to a Minister by early December 2021. • Staff communications are in progress. <p>(e) <u>Centre assessed grades</u></p> <ul style="list-style-type: none"> • No appeals have been upheld. • We had a very tight process. • We expect a normal exam season for 2022. We have already been told about some modifications to assessments and we 	<p>ALL</p> <p>ALL</p> <p>ALL</p>

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	<p>will get further communication in February 2022 on areas that exams will cover.</p> <ul style="list-style-type: none"> We do need a backup Teacher Assessed Grades process just in case it is needed. <p>Q. How confident are you that performance measures give an accurate view of progress?</p> <p>A. There will be some grade inflation but progress is in the right direction overall in secondary schools in the trust.</p> <p>Q. Are Primary Academies KS2 performance vs 2019?</p> <p>A. Yes. Primary assessment was very unstructured nationally and comparisons are difficult. In the trust, four KS2 assessment papers were used.</p> <p>(f) <u>Ofsted Updates</u></p> <p>Updates are included in the CEO's report for information.</p> <p>(g) <u>Trust diagnostic with Ambition Institute</u></p> <ul style="list-style-type: none"> Surveys took place over the summer, The next step will be to further investigate and to agree actions for key areas of focus. <p>Q. There were very different scores for Communication and Change?</p> <p>A. We do need to further investigate to understand the context of responses.</p> <p>Q. Have we got a Management Summary of outcomes?</p> <p>A. There is an indication of how we compare to other Trusts. This is the start of a 12 month process and we expect to receive a Management Summary at the end of the process.</p> <p>(h) <u>Pupil premium, recovery and catch-up strategies</u></p> <p>Action plans are now being developed by Headteachers.</p> <p>ACTION: Recovery and Catch up plans review to be included on the next Directors meeting agenda.</p> <p>(i) <u>Quality Assurance activities</u></p>	<p>Chair</p>

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	<ul style="list-style-type: none"> • Peer reviews continue in the trust. • An Ofsted inspection of Millbridge school has taken place, we are waiting for the Ofsted report. The Ofsted inspection went well. <p>(j) <u>Teaching School Hub</u></p> <ul style="list-style-type: none"> • The Teaching School Hub has been a huge success with teachers registered with the Early Career Training (ECT) programme. • We have had 100 teachers registered for the first round of NPQs, starting in November. The next round is February 2021. <p>Q. Are ECT’s just in trust schools? A. No, this is for Kirklees and Calderdale.</p> <p>Q. Is it recognised in schools that ECT support is a big commitment? A. Yes, it is but the support has to be given. It could play a huge role in keeping new recruits in the profession.</p> <p>(k) <u>Trust Leadership Structures</u></p> <p>This is still in development. More time is needed due to the changes for Whitcliffe Mount.</p> <p>(l) <u>Finance</u></p> <p>The Director of Finance updated the meeting.</p> <ul style="list-style-type: none"> • The report has been prepared for information. • We are currently preparing for the External Audit. No significant issues have been identified at this stage. • It is important that the Directors consider the Trust Going Concern Judgement. In summary, trust reserves are 13% of total revenue income, trust reserves are healthy, and give assurance that the trust continues to operate as a going concern, i.e. we have the resources to operate and remain financially viable in the foreseeable future. <p>RESOLVED: That the Directors have considered the Going Concern Judgment for the trust and based on reserves being 13% of total revenue income, are assured that the trust continues to operate as a going concern.</p>	

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	<p>Q. How is the relationship with the new External Auditors going?</p> <p>A. The process is tighter and systems are different but the process in going very well and the relationship is good.</p> <p>Q. Will there be an impact on budgets from the costs of supply teachers?</p> <p>A. All budgets include a contingency for cover and supply costs. This is in addition to the general contingency. We do not have any overall budget concerns at this stage.</p> <p>(m) <u>Operations – Pay Award</u></p> <p><u>Teachers</u></p> <p>The School Teachers’ Review Body recommended there should be a pay freeze in 2021-22, except for unqualified teachers earning under £24,000 per year, who are to receive an extra £250. The government accepted this recommendation and following a period of statutory consultation, the decision was ratified. Despite the pay award being hugely disappointing for many teachers, we feel it is important, as a trust, to remain in line with national pay scales.</p> <p>Q. This does not recognise all the hard work done by teachers during the pandemic?</p> <p>A. We have communicated with staff to acknowledge all the hard work done and a further communication can be sent from the Trust Board.</p> <p>RESOLVED: That Directors approve the pay award as proposed in line with national pay scales.</p> <p><u>Support Staff</u></p> <p>For Support Staff, the National Employers for local government services has offered an increase of 1.75% on all but the lowest pay band. This lowest band on the National Joint Council (NJC) pay scales is not applicable within the trust. Unions have consulted with their members and the offer has been rejected. Further negotiation is taking place. Directors will be informed at the point an agreement is reached and will be asked to approve the pay award at that time. Any increase will be backdated to 1st April 2021.</p>	

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	<p style="text-align: center;">RESOLVED: That the proposed approach to Support Staff pay increase is approved.</p> <p>(n) <u>Operations – Additional bank Holiday</u></p> <p>The government has announced an extra bank holiday for the Queen’s Platinum Jubilee on 3 June 2022. The DfE has therefore amended the Education Regulations to reduce the school year to 189 days in order for schools to close on that day or another day. As the trust (and most other schools) will be on half term holiday on that date, the regulations allow for schools to be able to close at another time during the academic year to give staff and students an extra day off. Schools within the trust have each chosen their own date for the additional bank holiday. Shelley College has chosen 6th December 2021 and therefore its site will be closed all day. Given that the central team is located within Shelley College, it is proposed that central services staff fall in line and also take 6th December 2021 as the additional bank holiday and we seek directors' approval for this.</p> <p>Q. Is the 6 December significant? A. No not really, it is part way through half term and potentially could be used for Christmas Shopping.</p> <p>Q. Why is the Bank Holiday not being taken in June? A. Because it falls in a school holiday and the DfE have reduced the number of school days in the year by 1.</p> <p style="text-align: center;">RESOLVED: That central services take 6th December 2021 as the additional bank holiday.</p> <p>(o) <u>Operations – Premises</u></p> <ul style="list-style-type: none"> • The proposal to install a 3G Synthetic Surface Sports Pitch (SSSP) at Shelley College has progressed. • The College plans to utilise the pitch to deliver the P.E. curriculum and facilitate after school activities all year round. Currently, the College is struggling to do this due to severe drainage issues across large parts of its playing fields rendering them unfit for purpose for many months of the year due to health & safety concerns. 	

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	<ul style="list-style-type: none"> • Out of school hours, the College plans to offer the new pitch to the wider local sports community who will be able to enjoy the sustainable facility for training and match play. • This lettings arrangement will generate an income for the College, although this is not the primary purpose of the pitch, nor will the income be relied upon. • A Justification of Need Report, carried out by TRI-Sports Consultancy, has delivered the following key findings: • The 3G pitch would address the site-specific requirement <ul style="list-style-type: none"> - There is urgent need to increase the number of 3G SSSP within Kirklees - It is estimated that a figure between £650k to £700k would be required to deliver a scheme in its entirety (approximately 8% of this is design and planning cost, and 92% build cost) - The College will employ a part time Lettings/Grounds Officer at a cost of £9k per annum to oversee the running of the facility. - Although explored as part of the business case, a loan arrangement is not being considered given that the College has sufficient in reserve to fund the project and is therefore able to avoid costly interest payments. <p><u>Finance Option: 1. Fully funded from reserves:</u></p> <ul style="list-style-type: none"> • Shelley College has sufficient reserves to pay for the 3G pitch outright. If it does so, the amount remaining in reserve will be in excess of the threshold within the trust's Reserves Policy. • The benefit of using the College's own funds are; <ul style="list-style-type: none"> - Quick turnaround - The College would retain full control of the asset - no caveats would be imposed that are associated with grant funding, nor would a legal charge be imposed over the asset. - There would be no requirement for the College to comply with stringent monitoring and evaluation that is necessary with grant funding. - The College would be free to let out the facility to local sport groups of its choosing. <p><u>Finance Option: 2. Funded partially from reserves and possible grant award</u></p>	

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	<ul style="list-style-type: none"> • Shelley College could apply to the Football Foundation (FF) for a grant of around 50% of the total project cost. • There is extensive demand on the Football Foundation’s resources and the earliest they would consider an application for the scheme would be late 2022, for delivery 2023. • This would mean the PE department facing yet another year of adversity in respect of curriculum delivery. • If the grant application was successful, the College would retain a significant portion of their reserve to spend on other capital projects. • Other considerations if the grant route is explored: <ul style="list-style-type: none"> - There is a risk that the application would be refused - If a grant is approved, a restriction on the school’s title would be registered at Land Registry to secure the funding (similar to a first charge). Legal costs to be paid for by Shelley College. - Shelley College must adhere to the T&C’s of the grant (20 pages) - including that delivery of the project must comply with Project Specifications agreed by the FF. - The College would not be in the driving seat regarding the specification and design of the facility. - The pitch must be maintained to the standard of FIFA Quality Concept and be available for use by specified groups. - Shelley College must also employ the services of a Community Officer to manage the facility at a cost of around £16k per annum, this non-negotiable role is £7k per annum more expensive than the none grant funded plan. - All publicity relating to the 3G pitch would be directed by the Football Foundation. - Shelley College would be required to monitor and review usage of the facility against agreed targets and report data to the Football Foundation along with externally audited accounts and records. - The grant would be subject to a clawback period, repayable should a breach of the T&C’s occur. <p>It was noted that fully funded option would spend up to 20% of the total Trust reserves. This is a substantial investment for the trust. There is an opportunity to save half of this investment if the Football Foundation grant were applied for and awarded.</p>	

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	<p>Q. Would the pitch be for all sports, not just football? A. Yes, it is for all sports.</p> <p>Q. Do we think that retaining control of the facility is a soft benefit? A. If we fully fund the facility, we have control and can ensure that the local community benefits. With the Grant option, the Football Foundation would be in control of who has use of the facility.</p> <p>Q. With the Grant option would there be limits on use by clubs for anything other than football? A. It would be all football.</p> <p>Q. Could we get potentially higher letting income if we retain control? A. Yes. With the Grant option the pitch would just be a school facility in hours allocated to the school.</p> <p>Q. Is full control better for safeguarding in light of KCSIE 2021? A. Yes.</p> <p>Q. How secure would the pitch be? A. There will be fencing.</p> <p>Q. Who would receive the rental income with the Grant option? A. The school would receive rental income.</p> <p>Q. Has Return on Investment been calculated? A. There is a full Business Case based on assumptions.</p> <p>Q. If the Grant option were to be successful, how would the remaining funding be spent? A. We do need a plan and prioritisation for how reserves should be spent.</p> <p>Q. Could other schools in the trust use the facility? A. It would be primarily Shelley College and nearby schools.</p> <p>ACTION: Consider a strategic plan for the spend of trust reserves and capital.</p>	<p style="text-align: center;">CEO</p>

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	<p>It was noted that trust reserves are for the benefit for the young people at the school and the improvement of facilities to support the curriculum.</p> <p>It was noted that there are 3 options;</p> <ul style="list-style-type: none"> - Reject the proposal. - Finance Option 1 - Fully funded from reserves - Finance Option 2 - Funded partially from reserves and possible grant award <p>RESOLVED: That the Finance Option 1 - Fully funded from reserves should be progressed as this is the best option for the benefit of young people at the school.</p> <p>It was noted that the project would be progressed using the normal procurement process, a professional consultancy company and with a full tender process.</p> <p>Q. Has the fencing at Royds Hall been completed? A. Not yet but it is progressing. Delay has been caused by the requirement for a planning decision.</p> <p>(p) <u>Governance</u></p> <p>The chair of governors at Royds Hall, Michelle Wood, is actively trying to recruit new governors. The LA have informed that there is a shortage of interest coming through and that other schools are in a similar situation and it is reported that governors are at an all time low in numbers. Through Michelle’s efforts she has been able to gain interest from a couple of potential candidates, one with a background in HR and one from education. Both these candidates could be a great addition as they don’t currently have any governors on board with this background of expertise. The potential candidate with HR experience is an ex Royds Hall pupil. However, they have relocated to London and would therefore struggle to attend physical meetings. It has been suggested that they move forward with a blended approach to meetings and predominantly meet virtually but ensure they have at least one face to face meeting per year. They seek approval from the board on this approach.</p> <p>RESOLVED: That Royds Hall Local Governing Body can use a blended approach to meetings and predominantly meet virtually but ensure they have at least one face to face meeting per year.</p>	

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501.	<p>Verbal Updates from NE Directors:</p> <p>There were no verbal updates from NE Directors.</p> <p>The Chair noted that he has regular meetings with the CEO.</p>	
502.	<p>Approval of Policies</p> <p>RESOLVED: That the following policies be agreed and adopted subject to agreed amendments.</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy Template • Online Safety Policy & Procedure Template • SHARE MAT Staff Code of Conduct • SHARE MAT Recruitment Policy & Procedure • SHARE MAT ICT Policy & Procedure • Equality Statement & Objectives • SHARE MAT Scheme of Delegation 	
503.	<p>Correspondence</p> <p>The Chair has been invited to a Teams meeting with the deputy RSC. This has been arranged for 15 November 2021.</p>	
504.	<p>Any Other Business</p> <p>(a) <u>Shelley College Cleaning Contract</u></p> <p>Shortlisting for the tender of cleaning services at Shelley College has taken place. The YPO framework has been followed throughout the whole procurement process, which ensures our process is legally compliant. Seven companies submitted a bid, one of which was Churchill, the incumbent provider. Price, quality, delivery & customer service and added value were thoroughly assessed and the company which scored the highest overall was Bulloughs Cleaning Services Ltd, a relatively local business with over 50 years industry experience. The cost of the cleaning service offered by Bulloughs is £161k per annum, rising by 2% per annum over a term of five years (initially three years with an option to extend for two years). This contract represents a saving of around £30k per annum for Shelley College, however, this is due in part to the fact that the number of weeks of cleaning has been reduced from 46 to 44 per year.</p>	

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	<p>The contract with Bulloughs Cleaning Services Ltd has a commencement date of 1 January 2022.</p> <p>Bulloughs will replace the current contractor, Churchills, and they will undertake a TUPE process.</p> <p>RESOLVED: That Bulloughs Cleaning Services Ltd be appointed by Shelley College to provide cleaning services at the school. The contract will start from 1 January 2021 and the value of the contract is £161k per annum.</p> <p>(b) <u>Heaton and Millbridge Primary Cluster</u></p> <p>RESOLVED: That Mr V White be appointed as Chair of the Heaton and Millbridge Primary Cluster.</p> <p>RESOLVED: That Mrs K Cardwell be appointed as Vice Chair of the Heaton and Millbridge Primary Cluster.</p> <p>(c) <u>SHAREMAT Meeting Structure</u></p> <p>RESOLVED: That the Directors Meeting and AGM to be held on 9 December 2021 starting at 8am will be a face to face meeting held at Shelley College.</p> <p>RESOLVED: That ongoing, Directors Meetings will be a blend of face to face and remote meetings.</p> <p>ACTION: The Director of Operations to check if facilities in the board room are suitable to host a blended face to face and remote meeting using microphones, cameras and a large screen.</p>	<p>DoO</p>
<p>505.</p>	<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 Trust, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 8.25pm.