



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 6.00pm at Shelley College on 11 September 2018.

Present

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

In Attendance

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

Agenda Item	Discussion and Decisions	Action – who/by
263.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • There were no apologies for absence. • 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 mother in law of Mr J McNally has been appointed at Cowlersley Primary School as an Interim Head Teacher. 	
264.	<p>Matters for any other business</p> <p>The following matter is to be discussed under any other business.</p> <ul style="list-style-type: none"> • Resignation of the chair of the Audit and Risk Committee and committee membership. 	
265.	<p>Representation</p> <p>RESOLVED: That the Chair and Vice Chair of the Board of Directors will remain in position until September 2019</p>	

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266.	<p>Minutes of the previous meeting held on 5 July 2018 and any matters arising from the minutes</p> <p>RESOLVED: That the minutes of the meeting held on 5 July 2018 be approved and signed by the chair as a correct record of the meeting.</p>	
267.	<p>Thornhill and Royds Hall conversion update</p> <p>Mr J McNally provided an update on the conversion of Thornhill and Royds Hall.</p> <ul style="list-style-type: none"> • Conversion did not take place on 1st September 2018 due to issues with PFI contracts. • Conversion is expected to complete on 1st October 2018. • Schools are progressing 'as if they have joined SHARE MAT'. • Additional costs could be incurred for insurance. There will be additional audited accounts estimated at £4k and there is a potential cost for additional HR support from Kirklees. <p>Q. Are there any risks with payroll? A. No, issues have been resolved.</p> <p>Q. Could the schools convert at different times? A. Potentially but this may not be cost effective.</p>	
268.	<p>Staff Training Day Presentation – aims and values</p> <p>Mr J McNally summarised the Staff Training Day Presentation.</p> <p>(a) <u>Brief Results Summary</u></p> <p>Mr J McNally summarised results for Key Stage 2 at Cowlersley, Heaton Avenue, Millbridge and Royds Hall. Key issues and improvement plans were highlighted.</p> <p>Key Stage 4 Results were also summarised for Royds Hall, Shelley and Thornhill.</p> <p>(b) <u>Our Values and Goals as a Trust</u></p> <p>Our Values as a Trust and Our Goals as a Trust were summarised. Mr J McNally noted that this was an initial view for discussion and refinement and that feedback from schools had been requested.</p>	

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	<p>Q. Are we proposing to use the Values and Goals across all schools? A. Yes. These are intended to be used to drive values across the whole organisation.</p> <p>Q. Are the three words for Pupils, Staff and Central Team the Values? A. Yes these are the values.</p> <p>Q. Will the values be linked to tangible actions that can be measured? A. Yes, over time.</p> <p>Q. Do we also need a vision, where we want to get to? A. Yes, this will be developed over time.</p> <p>Q. Could we show all goals and values on a single page? A. Yes, we can try to present a summary on a single page.</p> <p>It was agreed that an updated and refined summary of Goals and Values will be presented at the next meeting on 23rd October 2018.</p> <p>It was agreed that examples from other organisations would be sent to Mr J McNally where possible.</p>	<p>JMcN</p> <p>JK, MD & MD</p>
269.	<p>Governance</p> <p>(a) <u>Skills Audit</u></p> <p>Mr M Day updated that the skills audit was progressing but not yet complete. A reminder will be sent out to chase outstanding returns.</p> <p>(b) <u>Governance Structure Recommendations</u></p> <p>Mr M Day and Ms M Guest presented governance structure recommendations to the meeting. The recommendations aim to balance control and local input and recognise that different schools are at different stages.</p>	


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	<p>Four models for governance were summarised together with benefits and challenges.</p> <ol style="list-style-type: none"> 1. SHARE MAT Board and committees with delegated authority to academy committees. 2. SHARE MAT Board and committees with academy committees with limited delegated authority. 3. SHARE MAT Board and committees with delegated authority to cluster academy committees. The cluster academy committees would cover a number of schools. 4. Two Tier governance with a SHARE MAT Board and Committees, some academy committees with delegated authority and some academy committees with limited delegated authority. <p>It is recommended that a governance structure be developed including both two tier governance and clusters. The results of the skills audit should help with developing appropriate levels of delegated authority. There will need to be a clear matrix of delegated authority.</p> <p>Q. What is enhanced delegated authority? A. This would be full decision making power, as described in the scheme of delegation.</p> <p>Q. Could we find a different way to involve parents? A. A Parents Council could be investigated.</p> <p>Q. Could we include students in governing bodies? A. This can be investigated.</p> <p>Q. How urgently do we need a decision on the governing body structure? A. We need to agree an interim structure and then transition to a new structure when it has been agreed.</p> <p>The proposed Interim Structure would be to continue with all existing schemes of delegation and a governing body structure as follows:</p> <ul style="list-style-type: none"> - Heaton Avenue and Millbridge will have a combined governing body. - 	

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	<ul style="list-style-type: none"> - Royds Hall governing body will be separated into Secondary and Primary with the Royds Hall governing body continuing for Secondary education - Cowlersley governing body will continue and include Royds Hall primary education. - Thornhill governing body will continue as is. - Shelley governing body will continue as is. <p>RESOLVED: That the proposed Interim Structure for governing bodies be agreed and adopted.</p> <p>It was agreed that the Chair and Mr J McNally would communicate the Interim Structure for governing bodies by letter.</p> <p>It was agreed that Mr J McNally would present a paper with responses to recommendations and options for a new governance structure to the next meeting of directors on 23rd October 2018. This will include consideration of a Parents Council.</p> <p>(c) <u>Governance Handbook and Appendices</u></p> <p>Comments on the Governance Handbook have been received from Nick Wilson.</p> <ul style="list-style-type: none"> - It has been confirmed that governors do not need to pay for DBS checks. - - Governors requirements have been reviewed to ensure equalities legislation is not breached. - Consideration will be given to the time limit of 8 years for service as this may not be practical. <p>RESOLVED: That the Governance Handbook – Version 1 can be sent to Kirklees Governor Clerking Service.</p>	<p>AK / JMcN</p> <p>JMcN</p>
	<p>It was agreed that Mrs J Newson would send the Governance Handbook to Kirklees Governor Clerking Service.</p>	<p>JN</p>

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270.	<p>Proposed Teachers’ Pay Increase</p> <p>Mr J McNally updated that formal communication of the national recommendations for teachers pay increase had not yet been received but asked the directors to confirm that national recommendations should be adopted by SHARE MAT.</p> <p>Q. Have the national recommendations for pay increase been included in SHARE MAT budget?</p> <p>A. Yes.</p> <p>RESOLVED: That the national recommendations for Teachers’ Pay increase be approved and adopted by SHARE MAT.</p>	
271.	<p>Approval of Policies</p> <p>The Safeguarding and Child Protection Policy - Version - 1 September 2018 was circulated before the meeting for review.</p> <p>RESOLVED: That the Safeguarding and Child Protection Policy - Version 1 - September 2018 be approved and adopted.</p>	
272.	<p>Formation of a Chairs’ Group and communication between governors and directors</p> <p>The Chair updated on a proposal to set up a a Chairs’ Group to assist communication between governors and directors across SHARE MAT.</p>	
273.	<p>Any Other Urgent Business</p> <p>(a) <u>Audit and Risk Committee</u></p> <p>The Chair of the Audit and Risk Committee has resigned but offered to continue until a replacement Chair is put in place.</p> <p>Mrs S Strafford has also resigned from the Audit and Risk Committee.</p> <p>It was noted that the SHARE MAT Members have been invited to attend the Audit and Risk Committee and are expected to attend the meeting on 18th September 2018.</p>	
274.	<p>Correspondence</p> <p>This has been covered under governance above.</p>	

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275.	<p>Dates of meetings for the 2018 – 2019 academic year</p> <p>RESOLVED: That the next meetings of the SHARE MAT Board of Directors will take place on:</p> <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 noted that Prof J Keay will not be able to attend the meeting on 23 October 2018 and that Ms M Guest will be able to attend via skype or conference call if this can be set up.</p>	
276.	<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 7.45pm.

Chair 
 Date 23.10.18

