



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 Shelley College at 6.00 pm on Thursday 17 March 2022.

Present

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

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
521.	<p>Apologies, Consent and Declarations of LAAPS and Interests</p> <p>The Chair welcomed all to the meeting.</p> <p>There were no apologies for absence.</p> <p>There were no declarations on interest.</p>	
522.	<p>Matters for any Other Urgent Business</p> <p>It was noted that Mr M Day, Mr M Dunkley, Mr A Kent and Prof J Keay will come to the end of their 4-year term of office in July. Re appointment of Directors will be discussed at the next meeting.</p> <p>ACTION: Re appointment of Directors to be on the agenda of the next Trust Board meeting.</p>	Chair
523.	<p>Representation</p> <p>There were no matters of representation for discussion.</p>	

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524.	<p>Minutes of the Previous Meeting held on 9 December 2021 and Any Matters Arising from the Minutes</p> <p>RESOLVED: That the minutes of the meeting held on 9 December 2021 be approved and can be signed by the chair as a correct record of the meeting.</p> <p>Matters arising are noted below:</p> <p>(a) <u>Safeguarding – Keeping Children Safe in Education 2021 (Minute 509 (b) refers)</u></p> <p>ACTION: Mrs A Eastham to contact Mr J Glazzard and ask him to confirm that he has read and understood the SHARE MAT Child Protection and Safeguarding Policy 2021/22 and Keeping Children Safe in Education September 2021, by signing and returning the declaration form.</p> <p>The Chair to contact Mr J Glazzard regarding his role as a Director of the Trust Board.</p> <p>Governors noted that they were very impressed with the presentation by the new auditors.</p> <p>ACTION: The DoF to pass comments on to the new auditors.</p>	<p>Mrs A Eastham</p> <p>Chair</p> <p>DoF</p>
525.	<p>CEO Report for Directors</p> <p>The Chief Executive’s Report March 2022 had been circulated before the meeting.</p> <p>The CEO updated the meeting on key areas in the report.</p> <p>(a) <u>Whitcliffe Mount</u></p> <p>A meeting is planned for next week with the RSC office and the LA.</p> <p>The CEO has suggested the Chair and Vice Chair at Whitcliffe Mount should meet with members of the Trust Board.</p> <p>Q. Will there be a trust restructure to build capacity?</p> <p>A. There is a new SLT in place. There will be a review of the finance, admin and ICT functions after TUPE has taken place. We are looking at the Trust School Improvement structure and top slice and there may be an option for Deputy Head Teachers to work on School Improvement.</p> <p>Q. If Deputy Head Teachers work on School improvement, how will this be paid for?</p>	

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	<p>A. This will work through in the top slice, but we will ensure the status of the role is reflected. Proposals will be made at the next Trust Board meeting.</p> <p>Q. When do we expect Whitcliffe Mount to join the Trust? A. We will aim for 1 July 2022, but it could be 1 September 2022.</p> <p>ACTION: Mrs A Eastham to arrange a meeting between members of the Trust Board and the Chair and Vice Chair of Whitcliffe Mount governing body.</p> <p>RESOLVED: That the Directors are happy to proceed with the conversion process in the knowledge that board members will ultimately sign the agreement. Any unexpected concerns raised by solicitors will be shared with Directors.</p> <p>(b) <u>Royds Hall de-amalgamation</u></p> <p>There have been no further updates from the RSC Trust Relationship Manager.</p> <p>(c) <u>National developments</u></p> <p>The Department for Education is going to be restructured. The new structures will align with the regions used by other government departments. The Lancashire and West Yorkshire RSC region will cease to exist and we will fall under the Yorkshire and Humberside region.</p> <p>Regional Schools Commissioners or equivalent roles will remain in the system. There will also be a clearer separation of duties between the Education and Skills Funding Agency (ESFA) and the Department for Education. The ESFA will focus more tightly on funding.</p> <p>(d) <u>COVID-19 latest</u></p> <p>Absences due to COVID were much lower at the start of this half term than after the Christmas break. Overall attendance is improving. Staff absence is also falling.</p> <p>Q. What are the rules for staff, do they still need to test? A. People with suspected COVID are now asked to isolate and book a PCR test if they have symptoms. Free testing will end from 1 April 2022.</p>	<p>Mrs A Eastham</p>

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	<p>(e) <u>Ukraine conflict</u></p> <p>Our leaders have prepared assemblies and form-time materials to share with pupils. We are making use of guidance provided by the DfE and respected charities.</p> <p>(f) <u>Strategic plan</u></p> <p>The following documents had been circulated before the meeting.</p> <ul style="list-style-type: none"> - Strategic Plan 2022 - One- page strategic plan - Strategic Plan with detailed objectives <p>The CEO summarised the Strategic Plan 2022.</p> <p>Q. What is the RAG rating? A. The RAG rating will be used with the priority rating to determine the objectives we will focus on. The RAG rating would indicate the current standard.</p> <p>Q. Is there a timescale for the Strategic Plan? A. Circa 5 Years.</p> <p>Q. Will we set measures, timescales and targets for the 3 goals? A. Yes when we have agreed the final goals.</p> <p>Q. The One Page Strategic Plan is very good but can we add bullet points to give more clarity? A. Yes, we can.</p> <p>Q. Do we know what success looks like? What would tell us we have been successful? A. This will be based on ‘where we are now’ and ‘where we want to be’.</p> <p>Q. It will be very important to have a ‘line in the sand’ for where we are now? A. Agreed. ImpactEd are helping the Trust with surveys.</p> <p>Q. Will the Strategic Plan be complete for the next Trust Board meeting? A. Yes. This will allow other plans to be developed based on the Strategic Plan.</p> <p>Q. It will be good if we can keep the strategic plan as simple as possible. This helps everyone to remember the plan objectives? A. Noted.</p>	

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	<p>Q. Will the Strategic Plan be reviewed every year to make sure it stays current? A. Yes, the RAG rating will help with this.</p> <p>Q. Will schools in the Trust be able to link their plans to the Strategic plan and say what they are doing to achieve the Strategic Plan? A. Yes.</p> <p>Q. The Trust Board do need to own the Strategic Plan. Does the plan need to be a strategic overview rather than operational? A. We need an operational view which we can simplify afterwards. This is a framework for us all to work to.</p> <p>Q. The Strategic Plan needs to be a pyramid. Everything feeds down from the top? A. Agreed. We will go down and then go back up as a sense check.</p> <p>Q. Do the Trust Board need a separate session to discuss the Strategic Plan? A. Yes. We need to identify the key priorities of the Trust.</p> <p>Q. Who would facilitate the meeting? A. If it were ImpactEd it would have to be online. Otherwise, it could be face to face</p> <p>ACTION: A Trust Board meeting to discuss the Strategic Plan in detail to be arranged post Easter.</p> <p>(g) <u>Academy evaluation and improvement plans</u></p> <p>Heads completed improvement plan updates and amended their academy evaluation forms just before the February half-term.</p> <p>Work is ongoing and there is still some work to do.</p> <p>(h) <u>Current and predicted pupil performance</u></p> <p>It is very difficult to make predictions and we do expect some unexpected results at some schools.</p> <p>Q. Is there a lack of comparison data? A. Yes, the last data was for 2109.</p> <p>(i) <u>Teaching School Hub</u></p> <p>Our current programmes continue to be very successful. Feedback from participants is very positive. We have recruited over 250 teachers onto National Professional Qualification programmes and</p>	<p>Mrs A Eastham</p>

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	<p>there are over 500 participants in the Early Careers Teacher programmes. Lucy Sykes and her team have performed brilliantly.</p> <p>We submitted a detailed application to become a lead provider for Initial Teacher Training. If successful, we will write the curriculum trainees will follow and appoint lead mentors to oversee the programme. If successful, we will form a partnership with other local trusts.</p> <p>Q. Is the Trust seeing benefits from the Teaching School Hub? A. Yes in that more systematic approaches to school improvement are being used but we do not yet have data.</p> <p>Q. Deleted. Minute 534 refers. A.</p> <p>Q. Deleted. Minutes 534 refers. A.</p> <p>(j) <u>Local SEND inspection</u></p> <p>We have not yet had any update in respect of the Local SEND inspection.</p> <p>(k) <u>Finance</u></p> <p>The DoF summarised the 2021-2022 Spending Review. It was noted that there are no significant variances at the end of period 4.</p> <p>The DoF updated on the progress on the 2022/23 Budget.</p> <ul style="list-style-type: none"> • Allocations from the ESFA are being received with a circa 2.5% increasing in funding. • The budget process for the Trust is currently ongoing together with top slice analysis. • 6th form funding has been increased by 8.5% per pupil which is more than we expected. • Pay rises are uncertain but we have budgeted 3% for teachers and 2% for support staff. <p>Q. What is the impact of the Shelley 3G pitch on reserves? A. The cost of £700k is not reflected in reserves numbers presented.</p> <p>Q. Do reserves include the costs of work on Royds Hall toilets? A. No as this will be paid for from the Capital pot.</p> <p>(l) <u>Operations</u></p>	

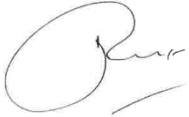
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	<p>The DoO updated the meeting.</p> <ul style="list-style-type: none"> • A Cyber Security action plan is now in place in response to the audit report. The Cyber Security report was discussed in detail at the A&RAC meeting. Mr M Day will review the Cyber Security action plan. • The Chair has booked a date to perform a Health and Safety review for the Trust. <p>Q. What is the completion date for the 3G pitch?</p> <p>A. We are still on track for September 2022. The Planning application has now been submitted and the detailed design stage is in progress. We will then go to tender.</p>	
526.	<p>Verbal Updates from NE Directors</p> <p>(a) <u>Safeguarding</u></p> <p>Mrs L Rawlinson updated the meeting.</p> <ul style="list-style-type: none"> • Mrs L Rawlinson has been working with safeguarding leads. School websites have been reviewed to ensure adequate reference to Safeguarding and the Safeguarding policy. • The new Safeguarding tool (Power Bi) is a very good tool providing detailed information about safeguarding incidents and can be used to help DSL's recognise trends and spikes. • On review of data there are no significant incident spikes currently. • Mrs L Rawlinson has started to contact Safeguarding leads on Local Governing Bodies to arrange meetings to discuss and review their active role and responsibilities as a Safeguarding lead. <p>(b) <u>Health and Safety</u></p> <p>The Chair updated that a date for a Trust Health and Safety review has been booked.</p> <p>(c) <u>Training</u></p> <p>Prof J Keay updated that there is still some confusion about the scope of the responsibility for the Director with Specific Responsibility for Training.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Work is being done in the Trust to identify training packages for Governors and a more systematic approach to monitoring is required. 	

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	<ul style="list-style-type: none"> • We do need to improve communications between the Trust and Local Governing Bodies. • The Ambition Institute has asked for the CPD Strategy for the Trust. We currently do not have a separate one although CPD is planned throughout the year. A CPD strategy for the Trust may be a gap. <p>ACTION: Prof J Keay to meet with Lucy Sykes and Rebecca Hesmondhalgh to agree responsibilities for the Director with Specific Responsibility for Training.</p> <p>(d) <u>IT</u></p> <p>Mr M Day updated that a meeting has been booked for the review of the Cyber Security action plan.</p>	Prof J Keay
527.	<p>A&RAC Update</p> <p>Mr M Dunkley updated the meeting and summarised discussions that took place at the A&RAC Committee. Discussions included:</p> <ul style="list-style-type: none"> • Health and Safety • Fire Risk Audit • Risk Assessments • Risk Register • Cyber Risk and action plan • Policy review and approval • Internal Audit of GDPR and Data Protection 	
528.	<p>Approval of Policies</p> <p>RESOLVED: That the policies below be approved and adopted.</p> <ul style="list-style-type: none"> • WYPF Discretions Policy & Procedure • ICT Policy 	
529.	<p>Decisions to minute</p> <p>RESOLVED: That the non-teaching Support Staff pay award be approved at 1.75% backdated to 1 April 2021 and applied in the March pay run.</p> <p>RESOLVED: That an additional payment of £1.00 is paid to all Teachers (including those on Leadership) in March 2022, in order to trigger indexation of benefits relating to the Teachers' Pension Scheme.</p> <p>RESOLVED: That the appointment of Mr M Castle as a governor at Royds Hall be approved.</p>	

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530.	<p>Feedback from Governance Group</p> <p>It was noted that attendance at the last Governance Group has improved but was still not as good as we would expect it to be. There may be an issue of governors using personal emails rather than Trust emails and not seeing invitations to Governance Groups.</p>	
531.	<p>CEO Appraisal and report from the remuneration committee</p> <p><i>Mrs D Howard, Mrs C Potterton and Mrs A Eastham left the meeting.</i></p> <p>(a) <u>Non-teaching Senior Leadership Roles – Pay Scales</u></p> <p>RESOLVED: That the proposed 3 point pay scale in line with current salary levels be approved.</p> <p><i>Mr J McNally left the meeting.</i></p> <p>(b) <u>CEO Appraisal and report from the remuneration committee</u></p> <p>RESOLVED: That the proposal from the remuneration committee in relation to the CEO be approved.</p>	
532.	<p>Correspondence</p> <p>There was no correspondence for discussion.</p>	
533.	<p>Any Other Business</p> <p>(a) <u>Director with responsibility for Looked After Children (LAC)</u></p> <p>The CEO noted that, if Mr J Glazzard steps down as a director, a new Director with responsibility for LAC will need to be appointed.</p> <p>ACTION: The Chair to ensure that a Director with specific responsibility for LAC is appointed if required.</p> <p>(b) <u>Ambition Institute Review</u></p> <p>The CEO updated that Ambition Institute would like a discussion with a group of Directors as part of their review.</p> <p>ACTION: Mrs A Eastham to arrange a meeting between a group of Directors and Ambition Institute.</p>	<p>Chair</p> <p>Mrs A Eastham</p>
534.	<p>Agenda, minutes and related papers – school copy</p>	

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	RESOLVED: That part of minute 525 (i) be excluded from the copy to be made available at the Trust, in accordance with the Freedom of Information Act.	

The Chair closed the meeting at 8.10pm.



_____ Chair

_____ 19.05.22 _____ Date