



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 23 October 2018.

Present

Mr A Kent (Chair), Mr M Dunkley, Ms M Guest (via Skype), Mr J McNally

In Attendance

Ms D Howard, Director of Operations
Ms E Kilner (Minute Clerk)
Miss L McArdle (Executive Head)
Mrs J Newson, Executive PA, SHARE Multi Academy Trust

Agenda Item	Discussion and Decisions	Action – who/by
277.	<p>Apologies, consent and declarations of LAAPs and interests</p> <ul style="list-style-type: none"> • Apologies for absence were received from Mr M Day and Prof J Key both with consent. • 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. 	
278.	<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"> • Fixed Term Headship at Thornhill and Royds Hall 	
279.	<p>Representation</p> <p>RESOLVED: That the Board of Directors approved the following Local Governing Body governor appointments:</p>	

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	<ul style="list-style-type: none"> • Victor White – Chair Heaton Avenue Primary / Millbridge J,I&N Local Governing Body • Nicola Pritchard - Vice Chair Heaton Avenue Primary / Millbridge J,I&N Local Governing Body • Nick Wilson – Chair Shelley College Local Governing Body • Guy Davis – Vice Chair Shelley College Local Governing Body • Marilyn McMahon – Chair Thornhill Community Academy Local Governing Body • Josephine Evans – Vice Chair Thornhill Community Academy Local Governing Body • Laura Wagstaff – Governor Cowlersley Primary <p>Q. What is the limit on a Chair term of office? A. It should be a maximum of two years before re-election. Governors will normally serve a maximum of two terms of office.</p>	
280.	<p>Minutes of the previous meeting held on 11 September 2018 and any matters arising from the minutes</p> <p>RESOLVED: That the minutes of the meeting held on 11 September 2018 be approved and signed by the chair as a correct record of the meeting.</p>	
281.	<p>Thornhill and Royds Hall conversion update</p> <p>(a) <u>Conversion Update</u></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 October 2018 due to issues with PFI contracts. • Conversion is now expected on 1st November 2018 or 1st December 2018. • Key impacts of the delay are: <p>(i) Payroll</p>	
	<p>It was agreed that Ms D Howard will review and advise on the best date to transfer payroll if conversion does not take place on 1st November.</p>	DH

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	<p>leave. It was noted that behaviour is very bad.</p> <p>Cowlersley is a current risk as an Ofsted inspection is expected soon.</p> <p>Q. Re Luck Lane teachers, who will replace the dismissed teachers?</p> <p>A. There are several Senior Leaders in school who do not teach a class. These resources will be used as well as a new NQT.</p> <p>It was noted that the Executive Head is progressing with required actions and the Senior Leadership Team are responding well.</p> <p>Royds Hall Secondary is currently inadequate but improvements have been made compared to the same period last year:</p> <ul style="list-style-type: none"> - Fixed Term Exclusion days have reduced from 76.5 last year to 18.5. - Disadvantaged students persistent absence has reduced from 25% to 16%. - English and Maths teaching has improved. - Science is still a problem area but actions are in place to improve with an emphasis on making sure that in a good lesson, every pupil has made progress. <p>(b) <u>KS2 and KS4 unvalidated data</u></p> <p>In primary schools there are currently issues in Reading and Writing. Miss L McArdle updated that data for the current year 6 was looking much more positive. It was noted that significant changes had been made in schools.</p> <p>Secondary schools are showing better performance with Shelley being very strong. The CEO noted that English at Thornhill was a relative weakness and actions are in place with the Director of English. Royds Hall needs to make improvements overall but actions are in place.</p> <p>(c) <u>School on a page summary</u></p>	
	<p>School on a page summary had been pre circulated. The CEO noted that pastoral data such as attendance and exclusion statistics are a good indicator of performance, particularly early in an academic year. Predicted outcomes and progress scores are currently historic data for 2018.</p>	

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	<p>Q. What are the Key Indicators to focus on? A. Focus should be on absence, persistent absence and fixed term exclusion at this stage</p> <p>Q. Do we have targets in mind for financial data? A. We should aim to have staffing as % of total costs (GAG) below 80%, especially in the 3 year trends.</p> <p>Q. Can we do benchmarking to other schools? A. The challenge with benchmarking is making sure that the peer groups picked are comparable.</p> <p>The CEO noted that teacher contact ratio and curriculum bonus are important measures to review and will be used more frequently in the future</p> <p>(d) <u>Financial Report, Human Resources Report and Operations Report</u></p> <p>The CEO asked if there were any questions on the remainder of the CEO's report.</p> <p>Q. What was the referral to the Teaching Regulations Agency in relation to? A. This related to a new teacher who was dismissed during the probation period due to a potential safeguarding issue at a previous school.</p> <p>Q. Is dismissal secure from an HR point of view? A. Yes because it was in probation the period.</p> <p>Mrs D Howard updated that she is reviewing the status and timing of Condition Improvement Fund applications to ensure that the trust does not miss out on applications for funding. This is further complicated by the timing of the conversion.</p>	
283.	<p>Parent, staff and pupil questionnaire</p> <p>The CEO provided an overview of the questionnaire results. Results had been circulated prior to the meeting.</p> <p>(a) <u>Parent questionnaire</u></p> <p>Key measures to review include bullying, behaviour, safe at</p>	

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	<p>school and happy at school. There are concerns about the results from Millbridge, Luck Lane, Cowlersley and Royds Hall. The outcomes of the questionnaire will lead to more questions and discussion with parents.</p> <p>(b) <u>Pupil questionnaire</u></p> <p>The key measure to review is bullying.</p> <p>(c) DELETED – Minute 291 refers</p>	
<p>284.</p>	<p>SHARE MAT vision, values and goals</p> <p>Mr J McNally presented the latest draft of Our Vision and Values. The document had been pre circulated.</p> <p>It was agreed that Our Vision should be a combination of option 3 and option 4 with the regional reference removed. In option 4, 'warm' should be replaced with 'safe'.</p> <p>It was agreed that our Mission should be redrafted to the present tense and include 'we provide' and 'we will' at start of paragraphs.</p> <p>It was noted that Our Values and Our Strategic objectives are progressing well.</p> <p>It was agreed that the CEO will bring back a revised draft to the next Directors meeting.</p>	<p>JMcN</p> <p>JMcN</p> <p>JMcN</p>
	<p>Q. Will the School Improvement Plans and measures link back to Our Objectives?</p> <p>A. Yes, but detailed measurement will be for internal use only.</p>	

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285.	<p>Proposal for local governance</p> <p>The proposals for local governance had been circulated before the meeting. The CEO summarised the proposals.</p> <p>It was noted that clarity is required about the Local Governing Body role, at schools and that parental involvement is very important to get parents views.</p> <p>It was agreed that a meeting should be arranged with all chairs, vice chairs and governors from all local governing bodies to present the proposals for local governance. The meeting should include presentation of proposals and a Q&A session. This meeting should be held before Christmas if possible.</p> <p>Q. What are the timings for the change in governance? A. The aim would be to implement the changes early in the summer term (sometime after Easter 2019).</p>	JMcN
286.	<p>The future of the H&S Committee</p> <p>Mrs D Howard proposed that the Health and Safety Committee is no longer required as a separate committee.</p> <p>Health and safety reviews across the trust are undertaken by external companies and there is an internal team to focus on health and safety.</p> <p>Health and safety is included in reporting to the director’s meetings and the Audit and Risk Committee ensure procedures and policies are in place.</p> <p>Q. Do we need local governing body leads for health and safety? A. It should be sufficient to have the health and safety checks which are done by external parties and the internal health and safety team.</p> <p>RESOLVED: That the Health and Safety Committee meetings are no longer required with immediate effect. Health and safety reporting will be included in reports to the director’s meetings and the Audit and Risk Committee will be responsible for policies and procedures.</p>	

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288.	<p>Correspondence</p> <p>None.</p>	
289.	<p>Any Other Urgent Business</p> <p>(a) <u>Fixed Term Headship at Thornhill and Royds Hall</u></p> <p>The CEO updated as follows:</p> <ul style="list-style-type: none"> • Thornhill headteacher was appointed from September 2018 to Easter 2019. The CEO will look to confirm permanent appointment as soon as possible after conversion. <p>Q. Will the appointment be to the school or the Trust? A. The appointment will be to the Trust.</p> <ul style="list-style-type: none"> • Royds Hall headteacher was appointed from September 2018 to Easter 2019. The CEO will look to confirm permanent appointment as soon as possible after conversion. <p>RESOLVED: That the CEO has the responsibility to appoint headteachers across the trust.</p> <p>The Chair noted that after conversion he will visit both Thornhill and Royds Hall within a week to meet the Chairs of Local Governing Bodies.</p>	
290.	<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 4 December 2018 at 10.00am • Tuesday 12 February 2018 at 6.00pm • Tuesday 9 April 2019 at 8.30am • Thursday 23 May 2019 at 6.00pm • Tuesday 9 July 2019 at 8.30am <p>It was noted that the Chair meets with the CEO each month.</p> <p>It was agreed that directors are to be sent details of all school events and attend where possible.</p>	<p>JN</p>

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	<p>Q. Re questions received by email from auditors, are directors required to respond individually?</p> <p>A. Yes individual responses are required.</p> <p>JN to forward the request to Marie Guest.</p> <p>It was agreed that directors will be informed if requests are expected from the auditors etc. in future.</p>	<p>JN</p> <p>JN</p>
291.	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That minute numbers 283(c) and 287(b) 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 8.20pm.

Chair

Date

04.12.18