

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 1.00pm at on Thursday 4 June 2020.

Present

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

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
401.	Apologies, consent and declarations of LAAPs and interests <ul style="list-style-type: none"> • The Chair welcomed all to the meeting. • Apologies for absence were received from Prof J Keay and Mr N Javaid, 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. 	
402.	Matters for any other business The following items of any other business were notified; <ul style="list-style-type: none"> • New Member • Confederation of Schools Trust • Covid 19 costs • External Audit Tender Process • Trust Improvement Plan 	
403.	Representation There were no matters of Representation for discussion.	

Agenda Item	Discussion and Decisions	Action – who/by
404.	<p>Minutes of the previous meeting held on 13 February 2020 and any matters arising from the minutes</p> <p>RESOLVED: That the minutes of the meeting held on 13 February 2020 be approved and be signed by the chair as a correct record of the meeting.</p> <p>The following matters arising were discussed;</p> <p>(a) <u>Matters Arising (minute 392 refers)</u></p> <p>Mr R Milthorpe and Mrs K Cardwell were contacted but there was no response.</p> <p>ACTION: Mr M Dunkley to contact Mr R Millthorpe and Mrs K Cardwell to ask them if they would consider joining the Audit and Risk Committee.</p> <p>(b) <u>Reports for Directors (minute 393 refers)</u></p> <p>ACTION: Mrs C Potterton will re-circulate the questionnaire to Directors and Members and bring back the results to the next meeting.</p> <p>(c) <u>Trust Growth (minute 395(b) refers)</u></p> <p>The CEO updated that due to the number of applications for Beech school, the plans for de-amalgamation will now be progressed.</p> <p>(d) <u>Any Other Business (minute 399(b) refers)</u></p> <p>ACTION: Mr M Dunkley to consult the Confederation of Schools Trust for advice on the remuneration of CEO's.</p> <p>(e) <u>Royds Hall grounds</u></p> <p>Q. Are actions being taken in relation to access through Royds Hall grounds?</p> <p>A. We are working on signage and restricted access at the front of the school. Actions are being taken but there may be an issue with funding.</p> <p>ACTION: Actions to resolve access issues through Royds Hall grounds will be taken.</p>	<p>MD</p> <p>CP</p> <p>MD</p> <p>DH</p>

Agenda Item	Discussion and Decisions	Action – who/by
405.	<p>CEO Report for Directors</p> <p>The Chief Executive’s Report 4 June 2020 had been circulated before the meeting.</p> <p>The CEO updated the meeting.</p> <p>(a) <u>School Reopening</u></p> <p>Re opening of primary schools has started. Numbers are currently low. Approximately half of expected pupils have returned. We have made a successful start. The longer term issue may be parents not wanting to send children to school.</p> <p>Q. Is the problem where parents and members in households have medical conditions?</p> <p>A. We do not have specific data. We have had more children of key workers and vulnerable children returning. Some parents of vulnerable children are struggling to cope at home.</p> <p>Q. Do we think numbers will grow as parents become more reassured that risks are low?</p> <p>A. Possibly, numbers are currently stable. There was a slight increase in the second week and there may be more from 15th June as more parents return to work. We are prepared for increased numbers.</p> <p>Q. Is it parental choice not to send children?</p> <p>A. We will encourage children to return to school via letters to parents. We will use gentle persuasion. The official DfE position is that we should encourage parents.</p> <p>Q. Do we have an issue with staff not wanting to return to school?</p> <p>A. We have a small number of specific issues due to medical conditions and nervousness. Concerns are being discussed with staff and individual Risk Assessments are being done with staff which has given reassurance.</p> <p>(b) <u>GCSE and A level grades</u></p> <p>Work is progressing to ensure GCSE and A Level grades submitted are accurate. The GCSE and A Level results summarised in the report will be submitted.</p>	

Agenda Item	Discussion and Decisions	Action – who/by
	<p>Results will be on the usual days in August and will either be available online or posted to students.</p> <p>Q. Will students have a right of appeal? A. Appeals will be possible for clerical mistakes and resits will be possible in the Autumn. Generally, there will be no right of appeal against teacher’s assessments.</p> <p>Q. Who pays for resits? A. Normally it would be parents.</p> <p>Q. Do the school still have to pay fees for exams? A. These have been paid already but there may be some refunds.</p> <p>Q. Are we comfortable with the A Level grades being submitted? A. Yes. Investigations are complete and the grades submitted are evidenced. The required process has been followed.</p> <p>Q. Why are exam boards still charging fees? A. They have said they will make refunds later in the year but they will still have some work to do.</p> <p>(c) DELETED – Minute 411 refers</p> <p>(d) DELETED – Minute 411 refers</p> <p>(e) DELETED – Minute 411 refers</p>	
406.	DELETED – Minute 411 refers	
407.	<p>School Condition Allocation Fund (SCA)</p> <p>The School Condition Allocation (SCA) Fund proposal was circulated before the meeting. Mrs D Howard updated the meeting.</p> <p>The total allocation for SHARE MAT 2020/21 is £493k. This is capital not revenue.</p>	

Agenda Item	Discussion and Decisions	Action – who/by
	<p>Some items of spend have already been approved including ICT Infrastructure £91.5k. Central Team establishment £65.3k and Shelley Car Park £50k.</p> <p>Condition surveys have been performed at each school by the DfE. Priority 1 indicates urgent work and Priority 2 indicates work that should be completed within 1 year.</p> <p>Some of the work will be completed by in house technicians where possible. Where contractors are being used, quotes will be obtained.</p> <p>Spend of £400k has been prioritised, the remaining allocation will be a contingency fund for any unforeseen circumstances during the year.</p> <p>Q. How is money divided between schools in the Trust? A. This is based on prioritisation from the condition surveys performed by the DfE. There is also Devolved Capital Funding which goes directly to schools.</p> <p>Q. Why is spend allocated to PFI schools? A. Some schools are not wholly in PFI contracts so some allocation is required for essential works.</p> <p>Q. Are all Priority 1D items of work covered in the allocation? A. Yes. Some Priority 2 items of work will be picked up in year 2 and year 3 plans.</p> <p>Q. Do we expected the SCA funds allocated to the Trust to stay the same year on year? A. Yes. The SCA fund would increase if new schools joined the MAT.</p> <p>Q. Is Whitcliffe Mount a PFI school? A. Yes, it is a 'new' PFI but full details are not known.</p> <p>RESOLVED: That the SCA Spend proposals for 2020/21 be approved.</p>	
408.	<p>Approval of Policies</p> <p>RESOLVED: That the SHARE Multi Academy Trust Appraisal Policy and Procedure be approved and adopted.</p>	

Agenda Item	Discussion and Decisions	Action – who/by
409.	Correspondence None.	
410.	Any Other Business (a) <u>New Member</u> It was noted that Katie Wallett is a new member of the Trust. Katie works in geotechnical services and is doing a business management course with the Open University. (b) <u>Confederation of Schools Trust (CST)</u> The Chair updated that CST provides valuable support for Trusts. The CEO has participated in CST webinars and the Chair has attended a Chairs course. CST provides opportunities for networking and training. There is a training programme providing leadership for governors. ACTION: All governors interested in CST training should contact Mrs J Newson. (c) <u>Covid 19 Costs</u> Mrs C Potterton updated on Covid 19 related costs. <ul style="list-style-type: none"> • In preparation for schools reopening, £18k has been spent on PPE. PPE was very difficult to source and staff helped with this. • Costs of increased cleaning in the period June to August are expected to be up to £20k. • A government grant of at least £25k is expected to be paid, more may be able to be claimed. • Further updates will be provided at the next Directors meeting scheduled for July 2020. (d) <u>External Audit Tender Process</u> Mrs C Potterton updated that the original timescales for the External Audit tender process have now slipped due to the Covid 19 crisis. A further update on the process will be provided at the Audit and Risk meeting scheduled for 18 June 2020. Internal Audit reviews have not yet been completed. The possibility of	All Governors

Agenda Item	Discussion and Decisions	Action – who/by
	<p>remote reviews is being investigated as the reviews will need to be completed in time for the Annual Accounts.</p> <p>Q. Have the ESFA relaxed any of their deadlines? A. There was some relaxation in the date for the budget forecast. The 3 Year Budget is still due in July 2020 and the Annual Accounts date is still the 31 December 2020.</p> <p>(e) <u>Trust Improvement Plan</u></p> <p>The Trust Improvement Plan was circulated by the CEO.</p> <p>Q. Do we have any guidance for opening of schools in September 2020? A. CST are pushing for guidance to be issued in the next two weeks for Opening in September 2020 with Covid 19, the Curriculum and Exams. Hopefully there will be further updates at the next meeting in July 2020.</p> <p>Q. Will we set up a log for teacher Covid 19 testing? A. There may be GDPR issues. Risk Assessments have been put in place for staff and there is training re symptoms.</p> <p>Q. Will we have a log of the number of tests in the trust? A. We will have a record of staff absence and follow all advice from the DfE.</p> <p>RESOLVED: That the Trust Improvement Plan be approved.</p>	
411.	<p>Agenda, minutes and related papers – school copy</p> <p>RESOLVED: That minutes number 405(c), 405(d) 405(e) and 406 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 3.25pm.