

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 9.10am at Shelley College on Tuesday 4 December 2018.

Present

Mr A Kent (Chair), Mr M Day, Mr M Dunkley, 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

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	<b>Action – who/by</b>
292.	<p><b>Apologies, consent and declarations of LAAPs and interests</b></p> <ul style="list-style-type: none"> <li>• Apologies for absence were received from Ms M Guest and Prof J Keay both with consent.</li> <li>• No one was declared as a LAAP.</li> <li>• The following declarations of interest were made                             <ul style="list-style-type: none"> <li>- The wife of Mr M Dunkley works at Shelley College.</li> </ul> </li> </ul>	
293.	<p><b>Matters for any other business</b></p> <p>There were no items of other business for discussion.</p>	
294.	<p><b>Representation</b></p> <p>The following matters of representation were noted:</p> <ul style="list-style-type: none"> <li>• Mr Martin Caulfield has been elected Vice Chair of Royds Hall Local Governing Body.</li> <li>• Mr Robert Iredale has been elected Chair of Cowlersley Local Governing Body</li> </ul>	

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	<p><b>Q. Does Cowlersley Local Governing Body have enough governors?</b>  A. Yes. Three is sufficient with the CEO as a fourth but they do not have capacity to oversee other primary schools.</p> <p>The CEO proposed that in the short term, Royds Hall Local Governing Body should be responsible for Royds Hall primary schools.</p> <p><b>Q. Will the Local Governing Body at Cowlersley be adequate for the impending Ofsted visit?</b>  A. The CEO will support and explain to Ofsted why changes were required to improve standards.</p> <p><b>Q. Is there a minimum number of governors on a Local Governing Body?</b>  A. If less than 3 governors attend the next meeting, direct governance from the SHARE MAT would be required.</p> <p>It was noted that a long-term governance structure for the Cowlersley primary cluster is required.</p>	
295.	<p><b>Minutes of the previous meeting held on 23 October 2018 and any matters arising from the minutes</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 23 October 2018 be approved and signed by the chair as a correct record of the meeting.</p>	
296.	<p><b>CEO's report to Directors</b></p> <p>The Chief Executive's Report December 2018 had been circulated before the meeting. The CEO updated the meeting.</p> <p><b>(a) DELETED – Minute 306 refers</b></p> <p><b>(b) <u>Vision and Values</u></b></p> <p>The latest draft Vision and Values had been circulated.</p> <p><b>ACTION:</b> It was agreed that 'over subscribed' should be replace with 'fully subscribed'</p>	<p><b>JMcN</b></p>

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	<p><b>Q. Do the Vision and Values align with strategic objectives and the School Improvement Plans?</b> A. Yes. KPI's will be set up to allow measurement and tracking.</p> <p><b>ACTION:</b> The CEO to develop KPI's and bring back to the next Directors meeting in February for review.</p> <p><b>(c) DELETED – Minute 306 refers</b></p> <p><b>(d) <u>Peer Reviews</u></b> Peer reviews are now complete. Rob Jones, an Ofsted Inspector, has mostly agreed with SHARE MAT assessments. Millbridge assessment is low due to the behaviour issues.</p> <p><b>Q. Have we taken action relating to the behaviour issues?</b> A. Yes. Behaviour Visits and Learning walks have been performed. Further work needs to be done to improve teacher skills.</p> <p><b>(e) <u>School on a Page (SOAP) reports</u></b> The latest versions have been updated on the shared area. Some inconsistencies in data have been identified and these will be improved. It was noted that persistent absence for key groups of pupils is high but this is reducing and is partly because it is easier to fall into this category earlier in the year.</p> <p><b>(f) <u>Restructure Plans</u></b> Restructure plans are on track to start consultation in January 2019. Some savings have already been made through resignations.</p> <p><b>Q. What is the time horizon for the required saving?</b> A. We need to make the savings this year.</p> <p><b>Q. Will the current restructure plan resolve the in-year deficit?</b> A. Yes.</p>	<p><b>JMcN</b></p>

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	<p><b>Q. There seem to have been a significant number of non teaching roles identified?</b> A. Yes there were a lot of roles that may not be required.</p> <p><b>Q. What percentage of staff are potentially impacted?</b> A. Circa 10%.</p> <p>(g) <u>Governance</u></p> <p>The CEO updated on the Governors Conference held on 29 November 2018.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• Some governors are uneasy with the proposals.</li> <li>• Governance structures should be for the long term.</li> <li>• We need a draft proposal to discuss with governors.</li> </ul> <p><b>ACTION:</b> The CEO to develop a draft Scheme of Delegation for review at the directors meeting on 12 February 2019.</p> <p><b>ACTION:</b> The Chair’s Forum needs to be set up.</p> <p>(h) <u>Financial Report</u></p> <p>Mrs C Potterton updated the meeting.</p> <ul style="list-style-type: none"> <li>• The 2017-18 Annual Report and Financial Statements were reviewed and agreed in the Members meeting.</li> <li>• The 2018 – 19 consolidated budget plan now shows a cumulative surplus of £623k. Reviews of staffing structures are continuing at Royds Hall, Beech, Luck Lane, Cowlersley and Millbridge. A Revised budget will be presented to the next directors meeting.</li> <li>• Mrs C Potterton updated that the review of financial efficiency had taken place by an external professional body and the outcome was that the trust finances are managed in a robust and efficient manner with effective and consistent practices.</li> </ul> <p>Mrs C Potterton is currently reviewing options for an ICFP tool for use in secondary schools.</p> <p><b>Q. Do Outwood have a tool we can use?</b> A. Yes, we will review. There are other versions, e.g. from ASCL</p>	<p><b>JMcN</b></p> <p><b>AK</b></p>

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	<p><b>ACTION:</b> Mrs C Potterton to send a copy to the CIPFA report to Mr M Dunkley.</p> <ul style="list-style-type: none"> <li>The school resource management self- assessment tool will be reviewed at the next directors meeting in February 2019 in the meantime Mrs C Potterton to email a copy to directors.</li> </ul> <p>(i) <u>Human Resources and Operations Report</u></p> <p>Mrs D Howard updated the meeting.</p> <p>There are problems with service from the Payroll outsource provider. The current contract is for 3 years ending December 2019.</p> <p>It was noted that alternatives should be considered including change in provider and bringing the service in house.</p> <p><b>Q. What are the issues?</b> A. There are issues with the online system set up and structure. Views do not always match.</p> <p><b>Q. Are we now in a period of payroll stability as the conversion is complete?</b> A. Yes but there are still concerns with the system.</p> <p><b>Q. Have issues been discussed with account management?</b> A. We are struggling to find a single point of contact.</p> <p>(j) <u>GDPR Action Tracker update</u></p> <p>Ms D Howard circulated that latest version of the GDPR action tracker.</p> <p>The improvements were noted in the RAG status. Progress is being made but there are still concerns about Cowlersley. The aim is to have all RAG status's green by the end of the year.</p> <p><b>Q. Who is responsible for walk round audits of GDPR compliance?</b> A. Business Managers are responsible. The DPO ensures that checks are evidenced as being performed.</p> <p><b>Q. Who are Subject Access requests being received from?</b> A. Mainly from parents and ex-students</p>	<p>CP</p> <p>CP</p>

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	The CEO thanked Mrs D Howard and the HR team for all their work and support during the conversion process.	
297.	<p><b>Plans for restructure</b></p> <p>Restructure plans were covered in the agenda item above.</p> <p><b>Q. When do we review all schools in the SHARE MAT?</b></p> <p>A. This will take place in the 2019/20 budget setting process which will start in the new year.</p>	
298.	<b>DELETED – Minute 306 refers</b>	
299.	<p><b>Governance</b></p> <p>Governance was covered under CEO's Report to Directors above.</p>	
300.	<p><b>Safeguarding</b></p> <p>There are no specific items for discussion.</p> <p>It was noted that governor training for safeguarding is required.</p> <p><b>Q. Is online training for governors available?</b></p> <p>A. This can be investigated.</p> <p><b>ACTION:</b> Mrs J Newson to investigate the availability of online training.</p>	<b>JN</b>
301.	<p><b>Remuneration Committee update &amp; CEO appraisal</b></p> <p>The Chair updated that the CEO appraisal meeting will take place on 17<sup>th</sup> December 2018. The Chair and Prof. J Key will attend.</p> <p>The CEO will prepare a summary of key objectives for the year. This will be circulated to directors by the Chair for comment.</p>	

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	<p>It was noted that CEO appraisals will take place every 6 months ongoing.</p> <p><b>Q. Is the remuneration committee just for the CEO or does it include the senior leadership team?</b> A. This will be discussed with the HR manager.</p> <p><b>Q. Is the CEO on teachers terms and conditions?</b> A. Yes and this is correct.</p>	
302.	<p><b>Approval of Policies</b></p> <p>Approval of the Complaints Policy will be deferred to the next meeting.</p>	
303.	<p><b>Correspondence</b></p> <p>None.</p>	
304.	<p><b>Any Other Urgent Business</b></p> <p>(a) <u>Directors with specific responsibilities</u></p> <p>There is a requirement to appoint directors with responsibility for</p> <ul style="list-style-type: none"> <li>- training contact</li> <li>- SEN</li> </ul> <p><b>ACTION:</b> Mrs J Newsome to circulate a proposal to Directors.</p> <p>(b) <b>DELETED – Minute 306 refers</b></p>	JN
305.	<p><b>Dates of meetings for the 2018 – 2019 academic year</b></p> <p><b>RESOLVED:</b> That the next meetings of the SHARE MAT Board of Directors will take place on:</p> <ul style="list-style-type: none"> <li>• Tuesday 12 February at 6.00pm</li> <li>• Tuesday 9 April 2019 at 8.30am</li> <li>• Thursday 23 May 2019 at 6.00pm</li> <li>• Tuesday 9 July 2019 at 8.30am</li> </ul>	

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306.	<p><b>Agenda, minutes and related papers – school copy</b></p> <p><b>RESOLVED:</b> That minute 296(a), 296(c), 298 and minute 304(b) should 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 12.25pm.

Chair



Date

12.02.19