

Academy: The Aspire Multi- Academy Trust
Meeting title: Meeting of the Board of Directors
Date and time: Thursday 6th February 2020 (started at 6.15pm)
Location: At East Bridgford St. Peter's Academy

Membership

<p>'A' denotes absence</p>	<p>A</p>	<p>Dr M Wilson Mr K Daniell Mr M Skinner (CEO) Mr P Golightly (Chair) Mrs C Meese (arrived at 7 pm) Mr M Fielding Mr C Anderson Mr R Sewell</p>	<p>MW KD MS PG CM MF CA RS</p>
<p>In attendance</p>		<p>Sue Harrison Clerk to the Board Mrs H Detheridge – MAT Finance and Business Manager</p>	<p>Clerk MFBM/HD</p>

Glossary

<p>ABC ABM BJ CEO DBE EBSP FWC GPS KWS LA LGB MAT MFBM RSC SJS SoD OTP</p>	<p>Archbishop Cranmer CofE Academy Academy Business Manager Brown Jacobson (Solicitors) Chief Executive Officer Diocesan Board of Education East Bridgford St Peter's CofE Academy Finance & Workforce Committee Gunthorpe CofE Primary School Kirkby Woodhouse Primary School Local Authority Local governing body Multi-Academy Trust MAT Finance & Business Manager Regional Schools Commissioner Sir John Sherbrooke Junior School Scheme of Delegation Oak Tree Primary school</p>
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BD/20/01 Apologies for absence**Action**

Apologies had been received from MW. PG informed Directors that MW had resigned from the Board with immediate effect due to the demands of his position as chair of KWS LGB, and a change in his work commitments. CM had sent apologies as she would be late arriving.
The apologies were accepted.

PG welcomed RS to the Board and introductions made.

BD/20/02 Conflicts of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

BD/20/03 Minutes of the last Board meeting –3rd December 2019

The minutes of the previous Board meeting held, Tuesday 3rd December 2019 having been previously circulated, were **APPROVED**.

BD/20/04 Matters Arising (not otherwise on agenda)

BD/19/75- DBS checks- MS informed that Anthony Collins solicitors had advised that as the schools are legally all part of the MAT, there were no issues with sharing data. If an employee moves between schools, the employer remains the same.

Directors discussed that centralisation of DBS is a principle that they are interested in, however acknowledged that it could not be managed with the current centralised staffing levels. KD asked if it would be viable to start the process with new staff to the MAT and this would then become centralised, organically over time. MS responded that this would result in some records being kept in school and some kept centrally and this could create an issue in the event of an Ofsted inspection as there would not be a Single Central Record (SCR).

KD reiterated that at some point DBS would need to be administered more centrally.

PG concluded that this remain under review over the next one to two terms with a view to centralising DBS from September 2020 with at least new people if feasible.

PG

BD/19/77 – See confidential item

CM arrived at 6.22 pm

BD/19/64 – PG reported that he had acquired one other example of a SoD, so would seek out further examples and bring to the next meeting.

PG

BD/19/82 – Maternity, Paternity, Adoption & Shared Parental leave Policy -There had been no comments received from staff. The policy would therefore be signed off and uploaded to the website.

PG/MS

BD/19/82 – MS informed that he was now going into all schools to deliver safeguarding training to ensure consistency and was also reviewing the school's SCR and looking at website compliance.

BD/19/82 - Risk management strategy – A meeting was to be scheduled to address this.

**PG/HD/
MS**

BD/19/84 – CA requested an update of the heating problem at EBSP. HD responded that one of the CIF bids was for renewing the heating system however the outcome of the bid would not be known until the end of March/April, and the outcome of the appeals process would not be known until July.

BD/19/84 - See confidential item

BD/20/05 CEO's report

The CEO spoke to his report which had already been circulated and was available to view on the Hub. He invited questions from Directors on any aspect with the exception of KWS which would be covered separately.

CA suggested that MS cover some of the matters arising from the previous meeting in his report so that they would not then need discussion during the meeting. MS agreed to include this in future reports.

MS

A review of the MAT by the RSC is planned for March 24th, to discuss the position of the MAT with a view to being considered for another sponsored academy; this had been delayed due to the general election.

Winthorpe academisation is now progressing, the FGB have positively reaffirmed their intention to join the MAT and have submitted to the DfE for an academy order. This had been delayed due to the election and should now be concluded by the end of year .

See confidential item.

MS was thanked for his report.

BD/20/06 CEO Performance Appraisal (confidential item)

MS and HD left the meeting for this item

BD/20/07 Finance & Workforce

7.1 -Current budget status of academies and MAT (HD)

The Management Accounts Report had previously been circulated to Directors. HD summarised that all schools were now moving into the process of reforecasting, they needed to have time to look at the revised budgets, and a date would be agreed for them to be submitted in March.

Two new business managers were now in post, they were managing the systems well and producing the level of reporting required.

PG asked if there were any significant issues expected. HD informed that GPS had experienced some unforeseen property costs which was significant to the school; as a small school they are on a tight budget, however this was not significant at MAT level.

KD commented that he understood that schools were not allowed to submit a negative budget. HD responded that they are not, however this does not mean that they will not go into deficit.

7.2 -SMRA visit.

The visit is planned for 25th and 26th February. This is viewed as an advisory process, and a report will be produced which will provide independent advice on how to maximise resources to improve educational outcomes.

7.3 -Finance & Workforce Committee

The minutes of the committee meeting held on Monday 18th December 2019 had been previously circulated for Directors to view. Directors did not raise any questions.

7.4 -Other finance and workforce issues

There were no issues raised during the meeting.

BD/20/08 Standards Committee

The committee did not meet due to the KWS Ofsted inspection. MS had circulated an updated Pupil Performance Overview January 2020 to Directors. To defer until next meeting.

Agenda

BD/20/09 Oak Tree IEB

A new member of the IEB had been approved. The IEB would look to expand gradually and can then be the foundation of the LGB when the school comes out of special measures.

KD noted that 181 staff days had been lost to absences and queried the reasoning for this. MS informed that one staff member was on long term sick leave which was being managed by HR and accounted for a lot of those days; there was not a problem with absence in the school.

OTP had been approached last summer about being the focus for a TV documentary, A BBC producer/director had informed that the project was being led by the headteacher

of a pupil referral unit and was looking at behaviour management strategies to deal with challenging behaviours and not family based attachment difficulties, as had been previously thought.

Directors discussed the pros and cons of this for the children, the school, the teaching staff and the MAT. The school had been informed that they would have limited editorial sign offs, and the producer would not allow the school to steer the narrative, Directors concluded that if the programme had been made one year ago then it would have been useful, however behaviour was no longer an issue, and behaviour management strategies were well embedded in practice. The children need the consistency of what is already working well and they do not need an alternative approach if the system already used is effective.

Following careful consideration and discussion Directors unanimously agreed that they would not be supportive of the proposal due to the risks to the children, the staff and the MAT.

BD/20/10

Pupil attendance (KD)

KD informed that attendance was an issue at OTP. It was agreed that the headteacher be invited to attend the next Board meeting to discuss and support with this issue.

MS

BD/20/11

Board role in local decision making

PG explained that CA had raised this issue in respect of the Board's decision making role in areas which are not clearly defined by the SoD.

CA identified a need to clarify if it was the Board's function to check if an LGB had considered an issue carefully, or to start consideration of the issue again.

PG highlighted that the MAT had always respected the autonomy of the LGB's if they were rated as good or outstanding schools.

HD queried if the SoD should have reference to TV opportunities.

CM noted that LGB's were sub committees of the Board and as MATs grow it was not uncommon for the SoD to be reviewed

It was agreed that discussion around this be deferred until the next meeting to allow Directors time to consider the issues.

Agenda

BD/20/12

MAT policies

12.1 -Health & Safety Policy (core)- The current SoD defines that the policy is locally determined however other MATs have a central policy with an appendix for local issues to ensure consistency.

Directors discussed ultimate responsibility for any issues. Some LGBs like to keep responsibility for issues as may have governors who have specific skills in this area, and some would prefer for it to be managed centrally.

MS explained that this would be a core policy which LGBs could add to but would not be able to take anything away from, which would ensure consistency and flexibility.

The policy had been out to headteachers and business managers for comments and no comments had been received.

The SoD states that the Board does not make this decision. PG offered to take this to the LGB Chairs' Forum and present it with the information that the Board approves it. Directors noted that transition time may be needed for all schools to be able to comply with the policy, and resources may be needed to enable compliance.

PG

The policy to be taken to the site managers meeting for comments.

MS

12.2 - Performance Management Policy- all staff – The draft policy had previously been circulated for Directors to view. The MAT is not bound to appraise all staff; however, it is good practice and values people. MS to present to the unions for discussion this term and it will then go to staff for consultation. CA noted that point 5.2 of the policy should read as gender neutral rather than his/her.

Discussion took place relating to the number of objectives staff should have, the variance in the type of objectives for staff in different roles to teachers, the need for it to be a supportive process. As teachers currently had 3 objectives this was considered to be equitable.

Directors unanimously **APPROVED** the performance management for all staff policy in principle

12.3 - Medical Conditions Policy - The updated policy had previously been circulated for Directors to view. PG informed that he would be adding medicines management to the policy in the future.

BD/20/13 Directors unanimously **APPROVED** the Medical Conditions policy.

Approval of new LGB members

Directors **APPROVED** the following LGB members:

ABC - Sarah Rowe- elected parent governor.

BD/20/14 ABC – The application for the elected staff governor had not yet been received therefore to be circulated by email for approval when received.

Board recruitment

Directors were encouraged to think about potential new Board members considering skills base, and diversity /gender balance. Directors discussed the need to identify the skills that the Board needed and discussed possible ways to attract applications, including advertising through the MAT schools and using Academy Ambassadors.

BD/20/15

AOB

ABC- SIAMS inspection had taken place and the outcome was excellent

CA informed that he had tried to access training courses for MAT Directors, however had experienced difficulties with the website and had received no response to his emails.

BD/20/16 Confidentiality

Members **AGREED** that the following would be deemed confidential-

BD/20/04 – Matters Arising -two items. (BD/19/77, BD/19/84)

BD/20/05 – CEO’s Report – one item

BD/20/06 - CEO Performance Appraisal

BD/20/17 Date and venue of Board meetings for 2020

- Thursday 30th April 2020 at 6 pm
- Thursday 16th July 2020 at 6 pm

All meetings to be held at East Bridgford St. Peter’s Academy although consider moving meetings around the MAT academies if access is viable.

Meeting closed 21. 05 pm

Signed(Chair) Date