

**The Heath Family (NW) Multi Academy Trust  
Minutes of the MAT Board meeting held on  
Thursday, 17<sup>th</sup> July 2014 at 9.00 am**

<u>Present:</u> Jane Ainsworth, Paula Cain, Heather Mullaney, Alicia Parry		<u>Apologies:</u> Peter Cook, Stephen Dewhurst, Nigel Peet		Non attenders:	Paul Holloway (BWP) Jamie Jardine (THS) Wayne Trafford (SWS)
					Clerk: Trish Roberts
<b>Items</b>	<b>Discussion</b>	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Notes:</b>
Introductions and welcome	Heather reported that Peter was recovering in hospital following an operation. All board members wished him a speedy recovery and agreed that a basket of fruit be sent to him with their best wishes.	Basket of fruit to be sent to Countess of Chester hospital	Trish Roberts to arrange	ASAP	
1. The Heath School  Principal's report on year gone by (to include successes, areas to improve and future plans)	<p>A new marking policy has been implemented. Mr S Byrne is leading on this; and staff and students are involved in this process. It was reported that some staff are struggling and that there will be a review at the end of this term. The review will take place via the WSV forum.</p> <p>Q. Have you got any evidence of its having an impact on student progress? A. Unqualifiable at present. There has been some progress in staff marking, but it has flagged up areas where some staff have in the past been outstanding, but when judged in relation to the new policy have come out as inadequate. Taking this into account though, the improvement in marking is still amazing.</p> <p>Q. What about parental involvement? A. Currently looking into this, as communication to parents regarding the new marking policy could have been better.</p>				

	<p>Clive Hurren has been appointed as the new SIP, replacing Chris Wilkinson. The rationale behind this new appointment is that the MAT needed someone who has got current Ofsted knowledge.</p> <p>Parental Information Evenings are due to take place during the Autumn term. It creates an opportunity to give parents an overview of the year ahead and to highlight any key dates specific to their children. These evenings worked well last year and the school is currently looking at ways to engage the parents who notoriously do not attend.</p> <p>Sixth Form – only when you start the work on timetables etc do you then see the true nature of the massive challenge of starting a new sixth form. Without the appointment of the Head of Sixth Form (Jane Gargan) the school couldn't have done it. Staffing – numbers recruited haven't been significantly increased; but where any staff are under allocation they will be going out and working with other schools within the MAT. Student Numbers – we have a good number of sixth form students starting in September, but more may arrive when we open. Heather reported that good support have been given by the local Sixth Forms, there are been some good networking taking place and sharing of good practice. Accommodation – there will be some temporary accommodation put in place during the Summer holidays, extra classrooms will also be created down in Science and the Business Park will also be utilised.</p>				
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	<p>Also looking at the possibility of creating a small intervention area up by the Library, this is being priced up at the moment.</p> <p>Key focus for the Sixth Form next year is to look at ways to drive retention.</p> <p>Q. Target Setting – How do you factor in A and AS A. Similar model from 2 to 4. SISRA have also moved into this sphere. Also trust Nikki McNamee completely.</p> <p>Q. Has there been any political fallout or issues with relationships with local schools following the decision to open the Sixth Form? A. Relationship with OBA has become a little bit odd, especially considering there had been talk about collaboration. Priestley have been absolutely superb; discussions have taken place regarding our students going to Priestley for Vocational Science via a joint SLA. Also if we couldn't have opened our own Sixth Form at The Heath, a satellite Sixth Form would have been considered as an option. The support that Sir John Dean's have offered has also been good.</p> <p>SIP Report – really pleased in the way this has moved forward; confident results will be where they need to be, focus on curriculum and getting Teaching &amp; Learning right, and that alternative provision is provided to those students who need it.</p>				
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	<p>Q. Whilst we are keeping consistently high standards, what are we doing to enhance support to teachers?  A. Work Life Balance weeks, free Staff Health &amp; Well Being sessions offered to all staff; the key loci is on Mindfulness. There was a good staff turn out at the Mindfulness session. The sessions were run by an external provider and we are looking to train 3 of our support staff to be able to deliver these sessions in house. For the future – would to look to invite staff to these sessions from the other schools within the MAT.</p> <p>HM – this falls in with Investors in People – and all schools should look to achieve IIP or IIP Gold.</p>				
<p>2. Sir William Stanier Community School</p> <p>Principal’s report on year gone by (to include successes, areas to improve and future plans)</p>	<p>Following the new regime, some of the staff have struggled to cope with the pressures at SWS. Some staff had found that they were happier when the school was failing; they had the impression that they were Good-Outstanding when in fact they were nearly in Special Measures. A staff communications committee has now been set up, which is an open forum in which perceptions can be challenged.</p> <p>Performance Management (PM) – continuing to push on with this. Also picking up systems for marking and quality of teaching. 2 years ago teaching quality was graded as requires improvement, this has been driven back up; there is now a real level of quality teaching. PM has created pressure in school; moving from inadequate teaching; learning how to either improve teachers or remove them, through demotion or capability. The same coaching arrangement as is currently used at The Heath</p>				

	<p>has been adopted at SWS, whereby a group of teachers support other staff within the school. Currently using a fairly robust system (Blue Sky). Standardised school improvement based targets have been set for everyone, geared to national performance targets. As Performance Related pay kicks in, it will result in a difficult year ahead; resulting in appeals if staff do not receive their increment.</p> <p>The SLT has been restructured during the year. 4 members of staff have been demoted and the Deputy Head retired, plus a new Assistant Principal has been appointed.</p> <p>Following the demotion of the Head of Science, Science is now managed via a 3 way subject lead (Biology, Chemistry &amp; Physics).</p> <p>There has also been a change with the Business Manager – Judith McConville. There is now a different way in thinking, resulting in clarity coming out of business and finance, especially in relation to budget, accountability and planning. One concern is that the budget is now being affected by the down-size in student numbers.</p> <p>Q. What is the outlook in relation to pupil numbers?  A. Next year’s numbers are due to increase. As the school’s reputation has improved there has been a significant increase in numbers for Year 7 this year. New homes are also being built close to the school which could have an impact on pupil numbers.</p>				
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	<p>Once the product is right, things will improve. Ofsted have been in a couple of times and the target is now to reach “Good” for the next Ofsted inspection. Progress in English/Maths is approaching national levels. Next Ofsted SWS will be pushing the Behaviour to be rated 2, and Achievement to be rated 3 → 2. Wayne spoke about the work that has been done around getting ready for the next Ofsted inspection.</p> <p>Exclusions – Support Centres have now been set up. Permanent exclusions don’t happen, and de-escalation skills are being used to decrease the amount of internal exclusions.</p>				
<p>3. Bridgewater Park Primary School</p> <p>Head of School’s report on year gone by (to include successes, areas to improve and future plans)</p>	<p>The biggest success has been in the setting up of the new Governing Body. Governance issues have started to be addressed and a high quality learning environment has been created.</p> <p>The biggest challenge has been to bring in Performance Management which is something that has not been in place at the school before. Currently 1 member of staff is on long term sick leave, and 1 is on a support plan. If the support plan is not successful then will look at going down the Capability route.</p> <p>Q. What has been put in place to support the member of staff?  A. CPD, lesson obs, partnerships with outside agencies, such as Everton Nursery, The Heath, The Brow etc.</p>				

	<p>2 members of staff are approaching Outstanding (Becky Horan &amp; Claire Atar). Currently 50% of the children are at Level 5 in Maths. This is a result of bringing expert staff in.</p> <p>The Office Manager is in the process of leaving, following the uncovering of huge data issues. Lesley Davies (Business Manager at Weston Primary) has agreed to become the MAT Primary Business Manager. The LA will take out SLA for the work Lesley completes for Weston.</p> <p>Parent Partnership – a really positive meeting has taken place, a core group of parents (similar to a PTA) attended.</p> <p>Moira Bethell (HTLA) is in the process of completing a degree in her own time. The MAT will fund the degree, with a view to Moira becoming a teacher at BWP within 2 years.</p> <p>After school clubs have been brought in. One of the Food Technology teachers from The Heath is working with BWP on the topic of Healthy Eating. Madame Leila is running French Club, Janet Whittingham is running Music club and there are various PE events/competitions taking place.</p> <p>BWP unfortunately did not hit floor standards. This was due to 1 child not hitting Level 4 on the day of the test. Attendance has improved. Regular meetings take place with the EWO.</p>				
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	<p>Key Challenges: To be graded as “Good” in a year’s time. Quality of teaching across the school. Early Years – to be graded separately due to member of staff being on a support plan.</p> <p>NQT – recruitment through a supply agency. Worked with KS2-KS3.</p> <p>Lesson Observations have been completed. Becky learnt a lot from working with The Heath staff, and is now pushing for the children to achieve Level 6.</p> <p>SPAG – above national level.</p>				
4. MAT Policies	<p>A suite of MAT policies have been produced. Some are statutory, some recommendations and some will just help. Peter is currently looking at them.</p> <p>The Safeguarding policy started life as The Heath School’s policy and it has then been checked in relation to all the LA’s within the MAT.</p> <p>A list of policies will be sent out via email to the Principals / Head of School of all the school within the MAT.</p> <p>Once the policies have been ratified by the MAT they will be adopted by all the schools.</p>	List of policies to be emailed to Principals / Head of School within the MAT	Trish Roberts	ASAP	

<p>5. Any Other Business</p>	<p><b>Hill Dickinson</b></p> <p>Heather asked everyone present for their views in relation to the services/support received from Hill Dickinson.</p> <p>J Jardine – dealing with a few issues with support from Luke Green. Feels that service is far better than the service supplied by the LA. Felt there is no ambiguity, and is reassured by them. They are very productive; a responsible organisation.</p> <p>W Trafford – had 3 / 4 specifics – settlements. Efficiently handled.</p> <p>P Holloway – Hill Dickinson are quick at answering any queries and good at replying back.</p> <p>H Mullaney – feels that she has received the same service in relation to the MAT.</p> <p><b>Future Schools joining the MAT</b></p> <p>1 primary school (Weston Primary – Runcorn) – next year</p> <p>1 sponsored – we have been approached by 2:</p> <p>Hillside (approached The Heath &amp; the Dean Trust) Litherland (on a IEB – 17.07.14 – Wade Deacon have also been approached)</p> <p>5 people from Hillside will be visiting on 26<sup>th</sup> September 2014; they will meet Jamie Jardine and tour the school. A 2 day Due Diligence will need to take place in both schools</p>	<p>Financial update and breakdown for Pupil Premium numbers to be brought to the next meeting.</p>	<p>Heather Mullaney</p>	<p>Next meeting</p>	
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	<p>(Steve Dewhurst and Karen Boyle will be asked to attend). Both schools have made huge progress since going into Special Measures)</p> <p><b>Planning Enquiry</b></p> <p>The Planning Enquiry will last for 7 days, from 16-23 September. It will take place at Town Hall/Stobart Stadium. Heather Mullaney will be called as a chief witness for Carrillion.</p> <p>It would be good if at least one member of the Board could be in attendance on each of the days.</p> <p>Heather will inform the Board members when she is expected to attend, and then everyone can give Trish details of their availability.</p>				
6. Date and time of next meeting	Discussed and agreed.	Next meeting to be arranged for Thursday 11 <sup>th</sup> September at 9 am.	Peter Cook		

Meeting closed at 10.45 am.

These minutes are approved as a true record of the meeting

Signed: .....

**[Peter Cook]**

Date: 13<sup>th</sup> November 2014

Chair's initials to record approval of minutes: .....

Date: 13.11.14