

The Heath Family (NW) Multi Academy Trust
Minutes of the MAT Board meeting held on
Thursday, 12th March 2015 at 9.00 am

Present: Peter Cook, Paula Cain, David Cooper, Jane Ainsworth, Stephen Dewhurst, Rob Pritchard, Kris Billington, Heather Mullaney		Apologies: Alicia Parry, Mark Dale		Non attenders:	
					Clerk: Trish Roberts
Items	Discussion	Action	Who	When	Notes:
1. Introductions and welcome	Peter Cook welcomed everyone to the meeting and introduced Rob Pritchard and Kris Billington.				
2. To receive/ratify: Minutes from the MAT Board meeting held on 13 th November 2014	Item 4 – Unions - HM updated the Board regarding this item. HM reported that the feedback from the union meeting that took place at SWS on 17.11.14 was very positive. Since this meeting the JCNC have also met, HM reported that feedback from this group was also positive. Following discussion the minutes were accepted as a true record.				
3. To receive: The Heath School SIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board: SIP Report – 10.11.14 FGB Minutes – 13.11.14 (ratified)	Jane Ainsworth reported: Key Issues that were discussed: Sixth Form: Numbers for September 2015, Mock Results, Exam Resits, Critical Friend Visits This year it was decided that the first Governing Body meeting of the school year would be a one item agenda, which would concentrate on Exam Results and the New Curriculum. Mrs McNamee gave the presentation to Governors. JA reported				

<p>27.11.14 (ratified) 15.01.15 (ratified) Finance Minutes – 27.11.14 (ratified)</p>	<p>that the Governors found this new arrangement extremely useful.</p>				
<p>4. Sir William Stanier Community School SIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board:</p> <p>SIP Report – 06.02.15</p> <p>FGB Minutes – 13.10.14 (unratified)</p> <p>Strand 1 Minutes – 07.10.14 Stand 2 Minutes – 23.09.14 Strand 3 Minutes – 16.09.14 & 04.11.14 Strand 4 Minutes – 30.09.14 & 06.11.14</p>	<p>David Cooper reported:</p> <p>Ofsted – the inspection has taken place and the inspectors have graded the school as Good. DC reported that this was a remarkable achievement by the staff and students. Governance was also graded as Good. DC reported that it was a very emotional day yesterday when the news was given to the staff. HM stated that thanks needed to be passed on to the school on behalf of the MAT. She also suggested that once the results were official, cakes should be bought for the staff, as a thank you gesture from the MAT. Everyone agreed.</p> <p>HM reported that Wayne Trafford, Principal of SWS, retired on 31.12.14, and Jason has worked hard since taking over in January. A new Vice Principal has also been appointed. HM said that the future is looking good for SWS and that she is delighted with the new appointments.</p> <p>HM also spoke about the work of the SIP (Clive Hurren), and the support that has been put in place.</p> <p>Unions – DC reported that the first Health Safety & Welfare meeting has taken place, but due to the Ofsted Inspection the second meeting, that was due to take place yesterday, had been postponed. DC reported that the Unions are happy with the process going forward.</p>				

<p>5. Bridgewater Park Primary School SIP Report & Full Governing Body Minutes (plus any actions). Documents formally received by the Board:</p> <p>SIP Report – 24.11.14</p> <p>FGB Minutes – 20.10.14 24.11.14 12.01.15</p>	<p>Heather Mullaney reported:</p> <p>The process of putting in a local Governing Body is underway. Once the local GB is in place the MAT Board will step back.</p> <p>Paul Holloway will be appointed as Principal as of 01.04.15. HM reported that he is driving the improvement programme throughout the school.</p> <p>A new Assistant Principal (Ami McNamee) has also been appointed as of 01.01.15.</p> <p>Parents’ Evening – during the recent Parents’ Evening a parental survey took place. Nearly 100% of parents responded. Generally all the comments were positive regarding their children’s experience at BWP.</p>				
<p>6. Update on Litherland</p>	<p>Heather Mullaney reported:</p> <p>Thanks to the hard work of David Rawlinson (Hill Dickinson), Sefton Council and Steve Dewhurst the conversion happened on 01.03.15. There were a couple of complications, which included the Multi-Use Sports Area and the Free hold of land (Sefton held the free hold, which has now been passed to the MAT).</p> <p>3 / 4 weeks before LHS joined the Trust, a HMI report was completed. The results were very positive.</p> <p>Rob Rogers, Vice Principal at The Heath School, has moved to Litherland as Co-Principal</p>				

	<p>NLG support has also been put in place.</p> <p>Rob Pritchard is the Chair of the IEB. Mark Dale, the Headteacher of a local school has also joined the IEB. Rob and Mark will be staying until the restructuring has been completed. Elections for Teaching, Non-Teaching and Parent representatives are imminent. The next IEB meeting is due to take place on 19th March 2015.</p> <p>Funding that has been received from the EFA is as follows:</p> <p>£25K – Conversion Grant (this can be used to obtain legal advice in respect of the conversion process, the costs of software licence transfers, HR/TUPE advice, rebranding costs and expenses incurred in setting up the academy.</p> <p>£55K – Combined Fast Track Intermediate Project Grant (to facilitate school improvement, through any of the following activities: Leadership support, Teaching & learning Interventions, Systems improvement, Pupil focused interventions, Curriculum re-design, Staff restructuring, School premises improvements)</p> <p>The legal costs have come in at £25K, therefore everything else will need to be funded from the £55K.</p> <p>David Donnelly managed the consultation process, including arranging the consultation meetings, updating the website etc.</p>				
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	<p>A lot of support has been put in place, for example, Maths SLE support, and one of the part time Maths teachers at The Heath is working one day a week at LHS.</p> <p>Staffing at LHS has also been discussed. RP spoke about the need to recruit in Maths and possibly English. HM also reported that LHS have got a lot of very strong MFL teachers. As a result, SWS are linking with LHS in this area. HM stated that this is one of the many areas where the MAT can evidence cross-fertilisation across the Trust. As the Trust grows the opportunities for this kind of work will increase.</p>				
7. Finance Update	<p>The Board received the following financial/audit reports:</p> <p>MAT Income/Expenditure to February 2015 Heath Income/Expenditure to February 2015 SWS Income/Expenditure to February 2015 Bridgewater Park Income/Expenditure to February 2015 Year to Date – February 2015 (Consolidated Report)</p> <p>BDO Report – Final Report to Finance Committee (Year ended 31st August 2014 Annual Report and Financial Statements – Year ended 31 August 2014</p> <p>Stephen Dewhurst reported:</p> <p>SD spoke about the budget overspends that have arisen due to the large one-off payments, ie insurance, licences etc that come in at the beginning of the year (Eg The Heath School have had to pay £46K on insurance in September). SD said that he needed to approach the companies to see if we can</p>				

	<p>move to monthly payments. SD also reported that Litherland High School currently have risk protection cover, which the EFA accept as an alternative to insurance cover. This will be discussed in further detail during Item 14 on the Agenda.</p> <p><i>Q: The income on the individual school reports is shown as a lump sum; can this be broken down in future reports?</i> <i>A: The accountant has already been asked to do this for future reports.</i></p> <p>Discussion moved onto the individual school expenditure reports.</p> <p>The Heath At the 6 month stage the figures are currently showing an overspend. This is largely due to increased costs relating to setting up the new Sixth Form, and additional staffing costs. As part of the school's succession planning 2 new admin staff have been employed (Office Manager and Data Manager/Exams Officer)</p> <p>Sir William Stanier There are a couple of areas of overspend, but SD has received reassurances from the Business Manager at SWS that there are no major concerns. SD will seek further clarification.</p> <p>Bridgewater Park SD and the Company Accountant have looked at the budget and have gone through every cost centre to see if there are any areas where spending can be cut. They have adjusted budgets where possible, but there is very little scope for manoeuvre,</p>				
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	<p>MAT The MAT budget is showing a slight underspend, but as reported earlier the situation will still continue to be tight until we get into the summer months. Then perhaps there will be some scope to fund other work, ie financial support.</p> <p><i>Q: Do all the schools within the MAT produce their financial reports in the same format?</i></p> <p><i>A: Yes, apart from Litherland at the moment. Finance is one of the most significant areas of change when becoming an Academy. It was thought that it was in the staff's best interests to keep Sims in place during the conversion and for a couple of months thereafter. We are looking to get PSF in place for September 2015 and this will give us time to put training/support in place for the finance team. Judith McConville is the Business Manager at SWS, but a fifth of her salary is funded by the MAT, therefore as part of her MAT role she will be providing this support/training.</i></p> <p><i>Q: Once Kris Billington has embedded into the Trust, will balance sheets start to be produced?</i></p> <p><i>A: One of the reasons for the appointment of KB is so that he can provide support as a 'critical friend' in relation to financial/audit systems. SD has already asked him about ways of improving reporting systems that are currently in place.</i></p> <p><i>Q: Schools currently have Finance Committees within their Governors. Could this not be run at MAT level and the linked down to schools?</i></p> <p><i>A: HM/SD explained that each school controls their own budgets and this is why there is a need for schools to have</i></p>				
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	<p><i>their own Governors Finance Committees. HM also explained that succession planning is currently being looked at, this will result in a 3 and 5 year business plan being produced. This process will concentrate on what will need to be managed at both MAT level and at local level.</i></p> <p><i>Q: Is there expected to be a carry forward?</i> <i>A: Yes, but the schools that are expecting to carry forward any money, will have been planning for it. This is so that they can fund future projects within the coming year.</i></p> <p>Discussion moved on to the audit reports:</p> <p>Misappropriation of Funds – as expected this area was highly visited within these reports. HM has previously reported to the Board regarding this issue. HM told the Board that the EFA were notified as soon as the issue was raised and the Police were informed. The Police have now completed their investigation, and have said that no further action can be taken.</p> <p>Loan to Heath Perform Ltd – this money has now been repaid to The Heath School Fund and the EFA have been notified.</p> <p>Other areas of action within these reports are currently being addressed.</p> <p>Review of Audit Services – Following discussion it was agreed that the MAT will continue to employ the services of BDO for one more year. We will then go out to Tender in relation to Audit Services. Kris Billington agreed to support the MAT in this process.</p>				
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<p>8. Changes to Leadership in Academies</p>	<p>Heather Mullaney reported:</p> <p>Jason Fraser has been appointed as Principal at Sir William Stanier.</p> <p>Paul Holloway has been appointed as Principal at Bridgewater Park Primary School.</p>				
<p>9. Executive Principal Mid Term Performance Review Update</p>	<p>Peter Cook reported:</p> <p>The Board received the Notes from the Executive Principal's Mid Term Review. Discussion followed regarding further work in relation to Business Plans.</p>				
<p>10. MAT Future Expansion</p>	<p>Heather Mullaney reported:</p> <p>Litherland High School converted on 01.03.15</p> <p>HM has recently been asked by the Regional Schools Commissioner to approach a primary school in our area. Agreement was given to apply for funding for the school, but the School and Governors decided to stand alone. HM has told them that the door is still open, if Ofsted come in and force them to become sponsored. Discussions have also taken place with another Primary School who would like to join the MAT.</p> <p>HM was offered a bundle of schools in Wirral, plus one in Liverpool, but has turned them down.</p> <p>Future Plan is take on another Sponsored Academy or Primary who is Outstanding, so that the Trust can develop a 'hub' of schools.</p>				

	HM reported that the Government will go into purdah in March, so there will be no further conversion agreements until after the election.				
11. MAT Improvement Performance Update	Maureen Haddock and David Donnelly have produced documents in relation to Self-Evaluation of a Multi Academy Trust. The next stage is to look at both documents in conjunction to see which one best fits our needs.				
12. MAT Annual Agenda Template	The Annual Agenda template produced by Peter Cook was discussed by the Board. The Vision & Values document was reviewed by the Board. Following discussion, it was agreed that the detail with the document still holds true. There were no alterations to be made at this time. The Vision & Values document will be reviewed again in March 2016.				
13. The Heath School Build - MAT Contribution	The Board discussed the EFA's request as to whether The Heath Family NW will be able to contribute towards the cost of The Heath School build. The outcome of the discussion was that The Heath Family NW will not be able to contribute towards the cost of The Heath School build, as any monies/carry forwards will have been planned for, and therefore will be needed to fund these known projects.				
14. Insurance Arrangements RPA	The Board received the Risk Protection Arrangement (RPA) document.	SD to investigate RPA further	Stephen Dewhurst	ASAP	Future Agenda Item

	<p>Stephen Dewhurst reported:</p> <p>Due to the conversion of LHS being brought forward, and insurance tendering taking at least 2 months, the EFA offered a Risk Protection Arrangement, whereby the Government “underwrite the risk”. A flat rate of £25 is charged per student, and this is taken directly from the GAG money.</p> <p>SD also spoke about the problems that occurred with BWP when they converted; whereby the insurers declined cover at the last minute. The reason the insurers gave was that the school was in Special Measures.</p> <p><i>Q: Why?</i> <i>A: This could be due to future claims, students’ education, stress etc.</i></p> <p>The Board discussed whether the other schools within the MAT could be moved onto the same Risk Protection Arrangement.</p> <p>Further checks need to be made. Once the details have been obtained this item will be revisited by the Board.</p>				
15. Auditing Arrangements for 2015	This item was discussed during the Finance Update (Item 7).				
16. Matters arising not included on the Agenda	Arrangements will be made for the Board to visit Litherland High School.	Date will be confirmed at meeting on 11.06.15			

	The joint MAT INSET Day is arranged for 26 th June. Estelle Morris is the Key Note speaker. Discussion followed regarding whether it would be better for this meeting to take place at the beginning of the year.				
17. Date and time of next meeting	Discussed and agreed.	Next meeting to be arranged for Thursday 11 th June at 9 am.	Peter Cook		

Meeting closed at 10.30 am.

These minutes are approved as a true record of the meeting

Signed:

[Peter Cook]

Date: 11th June 2015

Chair's initials to record approval of minutes:

Date: 11.06.15