

**The Heath Family (NW) Multi Academy Trust
Minutes of the MAT Board meeting held on
Thursday, 15th September 2016 at 9.00 am**

Present: Peter Cook, Heather Mullaney, Judy Walker, Jamie Jardine, Rob Rogers, Sarah Galbraith, Jane Ainsworth, Steve Heneghan, Kris Billington, Jason Fraser, Craig Parkinson		Apologies: Rob Pritchard, Wendy Heap, David Cooper, Steve Rimmer		Non attenders:	
					Clerk: Trish Roberts
Items	Discussion	Action	Who	When	Notes
1. Introductions and welcome	Mr Cook welcomed everyone to the meeting.				
2. MAT Policy Update Approval	<p>Mr Parkinson reported that the following statutory policies have been produced:</p> <p>Safeguarding – no changes can be made by the Board to this policy as it has to remain compliant with safeguarding government policy.</p> <p>Teachers Pay Policy & Support Staff Pay Policy – these policies are the same as last year apart from the 1% uplift on salary costs.</p> <p>Following further discussion the Board approved the policies and agreed that they could be taken to JCNC. Once agreed at JCNC they can then be sent to schools to be adopted by the LGBs.</p>	<p>Pay policies to be taken to the next JCNC meeting.</p> <p>Once agreed at JCNC, policies to be sent to schools for adoption by LGBs.</p>	<p>Chief Operating Officer</p> <p>Chief Operating Officer</p>	<p>Sep 2016</p> <p>Sep 2016</p>	
3. Declaration of Interest Forms (MAT Board members)	Declaration of Interest forms have been given out to Board members/directors. They are to be completed and returned to Mrs Roberts (Clerk) as soon as possible.	Complete and send back Declaration of Interest forms.	All Directors/ Members	ASAP	

	Email copies can be sent back, but original signed copies will need to be retained centrally.				
4. GCSE Result Presentations from Principals	<p>THS Mr Jardine gave a GCSE/A Level results presentation (documents were given out to Board Members at the meeting and a copy has been put on file) Following the presentation, there was a Q & A opportunity.</p> <p>Q: In terms of recounts, who does this, is it someone who is independent? A: A recount goes to a team leader at the exam board.</p> <p>Mr Jardine reported that it had been very odd this year. He has been told that some exam papers that we are requesting recounts for are not at the Board. Controlled Assessment shows '0'. When Mr Jardine finally got in touch, the exam board agreed that it hadn't been included in the grade.</p> <p>Q: Will this affect our students' future activities? A: Yes, but they will be able to take their new grade to their course leader once it has been received.</p> <p>Q: Have any of the exam boards given you dates as to when the '0's will be updated? A: They are filtering through; the deadline has been extended to October.</p> <p>Q: In terms of the lost exam papers, how can they be reassessed? A: The exam board will look at estimated data.</p> <p>Q: Validated data – will we have an opportunity to see the final data? A: Yes, through Raise Online – a summary will be sent to the MAT Board.</p> <p>Mr Jardine summarised the presentation and said that he could not thank his staff enough as they could not have</p>	Summary of THS Raise Online final data to be sent to MAT Board.	Mr J Jardine	Once they are available.	

	<p>worked harder in supporting the students through their exams. Mr Jardine also invited MAT Board members to visit the school so that they can observe the work that goes on.</p> <p>Mr Cook thanked Mr Jardine for all that he has done this year and also asked him to pass on his thanks to the staff at The Heath. Mr Cook also asked Mr Jardine if there was any support that THF can offer. Mr Jardine said there wasn't at the moment but that he would contact the THF if this should change.</p> <p>SWS Mr Fraser gave a GCSE results presentation (documents were given out to Board Members at the meeting and a copy has been put on file, commentary of slides to be sent out to MAT Board members)</p> <p>Following the presentation there was further discussion regarding the underperformance against predictions.</p> <p>Mr Cook thanked Mr Fraser for all that he has done this year especially in considering the very challenging events which occurred at SWS in the Spring. Mr Cook also asked Mr Fraser to pass on his thanks to the staff at SWS. Mr Cook asked Mr Fraser if there was any support that THF can offer. Mr Fraser said that he would be using our support in specific areas and was in conversation with other MAT Principals and the Executive Principal, together with another local Teaching School/MAT (Fallibroome).</p> <p>LHS Mr Rogers gave a GCSE results presentation (documents were given out to Board Members at the meeting and a copy has been put on file)</p>	<p>SWS – Slides commentary to be emailed out to Board members.</p>	<p>SWS Principal/ Clerk to the Board</p>	<p>ASAP</p>	
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	<p>Following the presentation there was further discussion regarding the improvements/challenges that have occurred this year; the discussion included details of support that is being offered/delivered in LHS by other schools within the Trust. Mr Cook stated that he was happy to hear about our family of schools providing such support to each other when needed, as this cross-fertilisation is the very ethos of The Heath Family; he also stressed how impressed he was with regards to how the school has improved.</p> <p>Mr Cook thanked Mr Rogers (& Ms Sharratt) for all that they have done this year. Mr Cook also asked Mr Rogers to pass on his thanks to the staff at LHS.</p> <p>TPS Mrs Walker gave a GCSE results presentation (documents were given out to Board Members at the meeting and a copy has been put on file)</p> <p>Following the presentation there was further discussion regarding the school's aspirations; including where they are currently at and what needs to be done to reach their targets. Mr Cook asked if there was any further support needed. Mrs Walker said that as per the other schools she would use any support offered in specific target areas. She also is in conversation with other MAT Principals and the Executive Principal.</p> <p>Mr Cook thanked Mrs Walker for her presentation and the work that has been done during the conversion process over the past months. He also asked Mrs Walker to pass on his thanks to the staff at TPS.</p>				
<p>5. Matters arising not included on the Agenda</p>	<p>Finance Sub Committee It has been agreed that due to the growth of THF it is now necessary for a Finance Sub Committee to be formed. The sub committee will comprise of Peter Cook,</p>				

	<p>Kris Billington, Steve Heneghan, Heather Mullaney and Craig Parkinson. Karen Boyle (MAT Company Accountant) and Judith McConville (MAT Finance Controller) will be co-opted onto the committee. Draft Terms of Reference for the committee have been received by the Board.</p> <p>DBS, Safeguarding & Single Central Record Following a recent review it has been decided that the MAT should now hold its own Single Central Record. Therefore we will need details of DBS numbers for all Board members including CoG's. If you have not got an up to date DBS (ie CRB etc) it will need to be redone. If this is the case members will need to contact Trish Roberts to let her know. Application forms can then be sent out for completion.</p> <p>IEB – Terms of Reference Palace Fields Primary School joined THF as of 01.09.16. Currently they do not have a Governing Body and therefore it has been necessary to form a MAT Interim Board. As Jane Ainsworth is a NLG she has been asked to take on the role of Chair of the MAT Interim Board. Other members of the Board include Heather Mullaney, Annette Williams (Exec. Principal), Karen Lawson (incoming Head of School), Paul Holloway (Principal – BWP), Craig Parkinson (Chief Operating Officer), Liz Rowlands (MAT Safeguarding Lead), Gill Bennett (Transition and Early Years), plus 2 parents and 2 staff members. It is the intention that the MAT Interim Board will move away over the coming year, once there is a strong Local Governing Body in place.</p> <p>SWS Mrs Mullaney reported that THF and SWS are currently in talks with another strong Multi Academy Trust, to see if it is viable for SWS to move from THF and to join their group of schools.</p>				
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	<p>The reason for the move is due to problems that are becoming more apparent as THF grows, in terms of SWS's location to the rest of the schools within THF; ie SWS is located 40 miles away from THS, and 60 miles away from LHS and TPS; the joint MAT INSET Day highlighted this problem even further. The event took place at Aintree Racecourse; a venue chosen for its size, as it could accommodate the teaching staff from all the schools within the Trust. To enable staff at SWS to take part coaches were booked and it took 1.5 hours for them to travel to the venue, and the same on their return journey. There is a huge risk that as THF grows, SWS could become more isolated, and this is something that cannot be allowed to happen.</p> <p>Mrs Mullaney has discussed this issue within various settings including her meetings with Mr Cook (Chair) and conversations with the Regional Schools Commissioner. All parties are in full agreement that the issue of isolation needs to be addressed.</p> <p>Various Multi Academy Trusts have therefore been considered in relation to such a move and it was felt that Fallibroome Multi Academy Trust were best placed to meet the needs of SWS; ie they are a high performing MAT and they are much closer to SWS in terms of location. THF also have links with Fallibroome through The Heath Teaching School. Initial talks have taken place and the process of due diligence has begun. Mrs Mullaney wanted it minuted that this potential move has only come about due to the problems relating to the location of SWS in relation to the rest of THF and that there are no other underlying factors. Further discussion took place and the following resolution was agreed:</p>				
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	<p>RESOLUTION: All Directors present at the meeting agreed in principle to THF/SWS entering a due diligence process with Fallibroome Multi Academy Trust. They also agreed that should it be found that the move would be in the best interests of all parties then they would advise the Board Members to agree the decision for SWS to move to Fallibroome MAT.</p> <p>Email from Hill Dickinson Mrs Ainsworth drew attention to a seminar being run by Hill Dickinson at the Park Royal in Warrington on 09.11.16.</p>				
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Meeting closed at 11.30 am

These minutes are approved as a true record of the meeting

Signed:

[Peter Cook]

Date: 24th November 2016

Chair's initials to record approval of minutes:

Date: 24.11.16