

**The Heath Family (NW) Multi Academy Trust
Minutes of the MAT Board meeting held on
Thursday, 24th November 2016 at 9.00 am**

<u>Present:</u> Peter Cook, Heather Mullaney, Sarah Galbraith, Jane Ainsworth, Steve Rimmer, Jamie Jardine, Steve Heneghan, David Felix, Kris Billington, Craig Parkinson, Rob Pritchard		<u>Apologies:</u> Wendy Heap, David Cooper, Trish Roberts (Clerk)		Non attenders:	
					Acting Clerk: H Mullaney
Items	Discussion	Action	Who	When	Notes
1. Introductions and welcome	<p>Mr Cook welcomed everyone to the meeting and introductions were made.</p> <p>Mr Cook explained the process that had taken place in relation to the proposed appointment of Jeremy Barnes to the position of Director. Following further discussion the appointment was agreed by all Directors present.</p> <p>RESOLUTION: Jeremy Barnes to be appointed as Director as of 24.11.16</p> <p>Mr Cook also formally welcomed the new Associate Directors to The Heath Family (NW):</p> <p>Steve Rimmer – Chair of Governors The Prescott School</p> <p>David Felix – Chair of Governors Daresbury Primary School</p>				

Chair’s initials to record approval of minutes:

Date: 30.03.17

	Jane Ainsworth – Chair of Interim MAT Board Palace Fields Primary School				
2. To receive/ratify the minutes from THF Board meetings held on 9.6.16; 14.7.16 and 15.9.16	All were accepted as true record and ratified. Nil matters arising.				
3. Matters arising not included on the agenda (to include policies, risk register)	Nil.				
4. The Heath School AIP report and FGB minutes (plus any actions)	Mrs Ainsworth presented the AIP report dated 5.5.16. It was noted that there was an error in the attendance figure: 96.1% should read 94.9. Succession planning policy was discussed. THS had held its fourth annual governing body conference where SLT presented aspects of the framework. Mrs Ainsworth advised the Principal's Performance Management had been successfully carried out. First FGB/Finance/inclusion meetings of the academic year have taken place. Mr Cook commented on the reach of Heath School in the region. AIP report and minutes were accepted.	Comments on Succession Planning Policy to be sent to Exec Principal	Mrs Ainsworth	ASAP	
5. Sir William Stanier AIP Report and FGB minutes (plus any actions)	Mrs Mullaney presented the AIP report on behalf of the local governing body. It was noted that SWS is fully focused on raising standards. AIP report and minutes were accepted.				

6. Bridgewater Park Primary AIP report and FGB minutes (plus any actions)	<p>It was noted that Ofsted feedback was very good and so was the recent AIP report. Mr Cook commented that there had been fast and rapid improvement and congratulations should go to Mr Holloway and his staff. AIP report and minutes accepted.</p>	<p>Letter of Congratulations to Mr Holloway and staff from the Board</p>	<p>Mr Cook</p>	<p>ASAP</p>	
7. Litherland AIP Report and FGB minutes (plus any actions)	<p>It was noted that Nell Banfield has taken on the role as AIP. Performance in English this year did not meet the school's expectations; the Governors have therefore met with the Head of English regarding the forecast. An Action Plan has also been put in place, which will be managed by the Co-Principal. Finance/Budget issues are being addressed; which includes considering a new Leadership Structure within the school. Significant work has been done on attendance. IQM has been achieved. We have dedicated staff who are focussing on the area of gang culture and the effects it is having on older boys. There has been a slight rise in exclusions however the offsite alternative provision appears to be working. The cost of this is offset by the achievement and progress the alternative provision students have made following the intervention. AIP report and minutes were accepted.</p>				

<p>8. Prescot AIP report and FGB minutes (plus any actions)</p>	<p>Mr Rimmer outlined the historical merger with an increase in the cohort from Christ the King School. 64 students were enrolled into Year 11 which had a significant effect on results. 73% of the newly enrolled students were in receipt of Pupil Premium. Since then A – C results have doubled from 15% to 30%. The school have also ensured that all Alternative Provision students remain on roll even if they are out of school 100% of the time. Alternative Provision branding to read “those children that attend school achieve.....” Current data: 54%; 32% late; 72% PP. This has had some impact on performance figures. Working with the local authority towards differing rolls, this should help raise Progress 8. There is a need for this to be completed by 19.1.17. Changes have been made to the SEF except for final outcomes. A Pupil Premium catch up review is currently being undertaken by Helen Newcombe. Most able reports are available. Nell will be at TPS next week to monitor the Geography action plan. SLT/MLT are providing training for governors on data and challenge. Clive Hurren is TPS’ AIP (Academy Improvement Partner). Mrs Mullaney also spoke about ensuring all schools within the MAT are given access to PIXL. New intake – first preferences are up this year (last year there were 87 students, this year there are 140). Mr Cook offered the Board’s congratulations on rebranding. AIP report and minutes were accepted.</p>				
<p>9. Palace Fields Primary AIP report and FGB minutes (plus any actions)</p>	<p>It was noted that PFPS is facing significant challenge; floor targets have not been met. The Executive Principal believes SM is appropriate. Staffing issues have led to a restructuring for both Teaching and Non-Teaching sectors. Finance problems were looked at and discussion took place regarding the Day Care Centre which included</p>				

	moving location within the school, licencing and charges. The Head of School has been fully involved in this process. A new data system is being implemented and interviews will be taking place for a new Vice Principal. AIP report and minutes were accepted.				
10. Daresbury AIP report and FGB minutes (plus any actions)	It was noted that there are 130 children on roll from Daresbury, Sandymoor and Preston Brook; entry is 20. Cap is restricted and conversation took place re green belt; self-confident but hopefully not complacent. There has been no Ofsted for 7 years.				
11. Update on The Heath Building	Mr Jardine advised he is impressed with the work done so far by Carillion. He meets with them weekly and they are currently 2 weeks ahead of schedule. Steelwork has a 10 day delay but should be in place by 14 th December. There is a viewing platform and students are able to view the construction and engineering as part of their curriculum. Year 10 will be doing some Work Experience in May on the site. The construction has been considerate with mud on the road being addressed regularly by street cleansing. There are weekly drone photographs of progress. It was noted a change of broadband provider is taking place to increase capacity. There have been issues of access for students and a pedestrian crossing has been put in place. Discussion took place regarding celebrating the old and the new schools.				

<p>12. Update on The Heath Building (cont'd ...)</p>	<p>Q: What is the strategy for PR for the new school? A: Social media; parents' evenings; press etc Q: What about funding? A: PSBP and Heath funds. PAN is 240 Y7; 240 Y8; 210 18/19</p> <p>Mr Jardine explained he intended to change the timing of the school day; ie move from the current timetable of 5 x 1 hr lesson, to a 6 x 50 min lesson timetable. JJA will provide further updates on this issue.</p> <p>Q: When is the formal opening? A: January 2018</p>				
<p>13. Update of The Heath Teaching School (including Northern Fund)</p>	<p>THS is the lead in the NW for PP Reviewer training; they go in to school and undertake PP reviews at a cost of £400 per senior leader as and when there is capacity to deliver. There are 3 school to school bids centred on MAT schools. SLE capacity required. Northern Fund money increases in line with increased capacity as a MAT. Teaching and Learning English and Maths; PP; Transition; Attendance; 12 months initially; Leadership development Learn and Lead. Quality Middle Leaders and support from Weatherhead across the MAT. THS is the lead team for Initial Teaching Training. 48 – 50 ITT students – applications now started for 2017 – 18. The intention is to take the brand to Northern Ireland. Special School Training will increase capacity. Critical friends to challenge.</p>				
<p>14. Performance Reviews and Targets</p>	<p>Performance reviews have taken place for the Executive Principal and Principals of all schools within the MAT. Targets have been set for 2016-17.</p>	<p>Principals PM Targets to be emailed to Exec Principal so that a central record can be kept.</p>	<p>Principals of all schools</p>	<p>ASAP</p>	

15. Review of Financial Performance of previous year	<p>Mr Billington reported that he has chaired the first meeting of the MAT Business & Finance Committee and also met with the auditors on Monday. Initial feedback from audit is near to completion. A lot of issues over 2 years most of which were known. Still awaiting pension request. Legacy items provision; TPS, BWP. Most were already being addressed at school/MAT. In year consolidated deficit of £320,000 is in line with expectation.</p> <p>Discussion followed regarding pension deficit. Q: Are finances ok? A: They will be in 2/3 years, once the MAT has managed to build up a reserve. Q: Regarding Pensions – would you be looking at commercial insurance? A: We will be looking at pensions deficit situation in great detail, gathering options to mitigate any risks that we can effectively. Q: How are we doing in relation to Trust and Schools? A: Budgeted for a consolidated carry forward of £1.09 million; the estimated year end position suggests a £1.60 million carry forward. This is in part due to the reclaim of longstanding NDRR.</p>	<p>Audited Accounts to be signed off and submitted to DfE/ Companies House</p>	<p>THF Business & Finance Committee</p>	<p>By the end of Dec 2016</p>	
16. Finance Update including Capital Formula Funding	<p>Mr Parkinson reported that the MAT is now of a size (5+ schools and 3000+ students) that attracts formulaic School Condition Allocation funding, receipt of which will begin in April 2017. This is currently calculated at a rate of £115.15 per student. Current student numbers would suggest a fund of over £400,000 for the 17/18 tax year. The spending of this money is reported on to the DfE/EFA, with restrictions on what it can be used for as in DfE/EFA guidance documents.</p>	<p>Business & Finance Committee to investigate the areas that the SCA can be used on, including feasibility of use on structural finance requirements.</p>			

17. Safeguarding (MAT update and policy)	<p>The MAT Safeguarding policy has been reviewed and updated by Elisabeth Rowlands, MAT Safeguarding Lead. Electronic copies have been forwarded to all schools so that they can add their individual school details. Once this has been done, the school will publish their copies onto their website. They will also ensure a copy is sent across to THF so that a centralised full policy can be produced. Discussion followed. The Board accepted and ratified the policy.</p> <p>RESOLUTION: THF Safeguarding Policy 2016-17 to be adopted by all schools for this academic year.</p>				
18. MAT self evaluation	Taken with item 19 below.				
19. THF School Improvement document (including Impact Statement and Feedback from meeting with Regional Schools Commissioner)	<p>THF Impact Statement was received by all Board members. Mrs Mullaney reported that she had attended a meeting at the Regional Schools Commissioners office with Gill Bennett, Clive Hurren and Craig Parkinson. The meeting was an opportunity to review MAT performance and plans for the future – sharing documentation including the Impact Statement and Self-Evaluation. The initial feedback from colleagues present from the DfE/EFA was positive.</p>				
20. THF Strategic Business Plan update	<p>THF Strategic Business Plan is currently in the process of being updated. Once complete a final draft will be sent to Board members.</p>	Final copy of Strategic Business Plan to be sent to Board members	Executive Principal	As soon as it is available.	
21. Appointment of Company Secretary	<p>It was noted and agreed that Patricia Roberts is appointed as Company Secretary.</p> <p>RESOLUTION: Patricia Roberts to be appointed as Company Secretary as of 24.11.16.</p>	Companies House to be notified.	Executive Administrator	ASAP	

22. THF Future Expansion Sponsorship	<p>Schools that are currently in consultation are:</p> <p>Halsnead Primary School Weston Primary School Litherland Moss Primary School</p> <p>Mrs Mullaney has been asked to meet with the Governors at Litherland Moss.</p>				
22. Date of next meeting	<p>Thursday 23rd March 2017, 9.00 – 11.00 am Palace Fields Primary School</p>				
Any Other Business	<p>Mrs Ainsworth reported that she attended the seminar run by Hill Dickinson at Park Royal, Warrington on 09.11.16. She highly recommended it, advising other members that attendance at future seminars would prove beneficial.</p>				

These minutes are approved as a true record of the meeting

Signed:

[Peter Cook]

Date: 30th March 2017

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Date: 30.03.17