

The Heath Family (NW) Multi Academy Trust
PART I Minutes from the MAT Board meeting held on
Thursday, 28th June 2018 at 9.00 am

Present: Jeremy Barnes (Chair), Morag Davies, Helen Stevenson, Anantha Subramanayam, David Donnelly, Jane Ainsworth, David Felix, Craig Parkinson, Judith McConville		Apologies: Karl Smith		Non attenders:	Ruth Hall
				Clerk: Trish Roberts	
Items	Discussion	Action	Who	When	Notes
1. Welcome and introductions	Mr Barnes welcomed everyone to the meeting. Apologies were received and accepted from Karl Smith. It was also noted that Ruth Hall had not provided apologies for her absence.				
2. To receive/ ratify minutes from THF Board meeting held on 15.03.18	The Trustees received electronic copies of the minutes from the MAT Board meeting held on 15.03.18. There were no amendments to be made and therefore the minutes were accepted as a true record and ratified. RESOLVE: That the minutes of the MAT Board meeting held on 15.03.18 be approved as a correct record and signed by the Chair. It was also noted that the MAT Board meeting set to take place on 12 th July has been changed to an Education & Standards committee meeting; the focus of which will be on KS2 Results.				
3. To review matters arising not included on the Agenda	Matters Arising from Minutes of 15.03.18 Page 1 – Agenda Item 3 – Mr Donnelly explained that the mitigating actions column had not yet been added to his CEO report template; the template will be amended in time for the next MAT Board meeting. Trustees suggested that an action tracker should be produced for all Board related matters. Following discussion, it was agreed that this will be put in place for the next meeting.	CEO Report template to be amended. Trust-related Action Tracker to be produced.	D Donnelly D Donnelly	By Sept 2018 By Sept 2018	

	<p>Page 2 – Agenda Item 4 – Trustee details have been updated with Companies House and the DfE website.</p> <p>Page 5 – Agenda Item 5 – Mr Donnelly updated Trustees on his meeting with the RSC for West Midlands ref SWS remaining with The Heath Family (NW). The outcome of the meeting was that SWS will remain with THF, but that it will be subject to review following the Summer results. Discussion followed regarding the vulnerabilities of the other schools within the Trust.</p> <p>Discussion followed regarding the publication of minutes. It was agreed that any future confidential items will be recorded as PART II and all minutes will be published once they have been ratified by the Board.</p> <p>Q: Who is responsible for the Trust website? A: The website is hosted by an external service provider, and information can be uploaded by the Chief Operating Officer and Company Secretary.</p> <p>Discussion followed regarding the cost of hosting the website, and the expertise that may be available within the schools. Further discussions regarding this will take place between the CEO/COO.</p>				
<p>4. CEO Report</p> <p>Report dated 20th June received</p>	<p>The trustees received a copy of the CEO Report dated 20th June 2018 prior to the meeting. Mr Donnelly explained that he will look to add a “progressing to” column on the next report. He then provided an update report in relation to Finance, Governance including formal skills audit, Interventions & Areas of Concern, Safeguarding, Ofsted, Health & Safety, HR, Exclusions, Complaints, Appeals, Due Diligence and National Policy Updates and any related changes. The main headlines were:</p> <ul style="list-style-type: none"> • The recovery plan/loan has been accepted by the ESFA and as a result the Trust has been issued with a Financial Notice to Improve. • Governance is improving across the Trust, both at Local and Trust level. • Forecasts for key outcomes in KS2 and KS4 for this summer predict improvement in all schools. • As one of the trust’s schools reaches the end of its 3 year period of non-inspection it is expected that an Ofsted inspection may be imminent (poss. Autumn 2018). 	<p>Formal skills audit of governance to be conducted (Trustees & LGB)</p>	<p>D Donnelly / CoGs</p>	<p>Autumn 2018</p>	

	<ul style="list-style-type: none"> • A Health & Safety related incident occurred at one of the schools; a risk assessment has taken place and the report produced by Compliance will be shared with Trustees. • Restructuring processes have been completed at two schools, and one is still in process at another. • One of the schools has recently introduced a new Behaviour Policy. The number of exclusions has risen which may be as a consequence of the new system embedding into the school. The situation will be closely monitored and Trustees will be kept up-to-date. • As requested one of the Trustees attended the meeting of the JCNC held on 24.05.18. • Admission appeals are currently in process for two of schools. • The trust is still on track in relation to the proposed timeline for Litherland Moss to join the Trust in September 2018, this is subject to the successful outcome of due diligence processes. 	Risk assessment report produced by Compliance to be circulated to Trustees.	D Donnelly	By 13.09.18	
5. Notification of any Key Risks from any of the LGB's	<p>The Board received a copy of the minutes from the CoG Forum meeting held on 08.03.18. Mrs Ainsworth provided an update in relation to attendance reviews, clerking arrangements and governors' conference. Discussion followed the role of LGB Finance Committees and it was noted that it is a high priority that governing body finance committees ensure that the quality of questioning clearly holds school finance staff to account.</p> <p>It was also noted that the CoG Forum Action Plan will be produced in line with the CEO RAG-rated Report, and brought to the next meeting.</p>				
6. Notification of any Key Risks from any of the Trust Committees	<p>Business & Finance Committee Ms Davies reported that school finances continue to be monitored closely and the current 2017/18 position remains tight. However, it was noted that schools have done really well in relation to reining in expenditure. The budget for 2018/19 will continue to be tight, especially due to delay in National Funding Formula roll out and the decreased funding that it has caused. Ms Davies has agreed the format for the RAG reporting template with Mrs McConville; the revised format will also include a progress rating. Ms Davies is also due to meet with Mrs McConville following this meeting to have a look at systems that are in place at the Trust.</p> <p>Education & Standards Committee Mr Barnes reported on the Key risks which included leadership across the trust.</p>				

	<p>The Trustees thanked Mr Donnelly, Mrs McConville and Mr Parkinson stating that they can clearly see a lot of work has been done to get the Trust to the current position.</p> <p>Mrs Ainsworth also wanted it noted that the support offered by Miss Boyle is very good; more 1:1 conversations are taking place, reports are RAG-rated and therefore easy for governors to understand.</p> <p>Mr Donnelly and Mr Parkinson also spoke about the Interim Action Plan for September 2018, which will be reviewed in April 2019. Following discussion, Trustees were asked to provide named individuals from amongst the Trustees to be accountable for each of the numbered action points. Mr Parkinson will circulate the list to Trustees and will also notify the ESFA of these details.</p>	Interim Action Plan with Trustee details to be shared with Trustees/ESFA	C Parkinson	ASAP	
8. Attendance Review Update	This item was covered in Agenda Item 5.				
9. Proposal: Reconstitution of THS, SWS, TPS LGBs	A proposal for reconstitution of THS, SWS and TPS LGBs was received and agreed by the Trustees.	LGB Reconstitution to take place at THS, SWS, TPS	CoG/LGB	September 2018	
10. Due Diligence – Litherland Moss Primary School	<p>Mr Donnelly provided an update in relation to the due diligence processes taking place at Litherland Moss Primary School. Discussion then moved on to any key risks that have been identified in relation to Education, Governance and Finance.</p> <p>Following further discussion Trustees agreed that they would like to see a 3 year plan before any decisions are taken in relation to Litherland Moss joining THF.</p> <p>Mr Donnelly also explained the financial plan that will be put in place should the conversion be approved by the Trustees.</p> <p>Discussions moved onto capital build and it was agreed that some building repairs may be able to be funded via the School Condition Allowance funding.</p>	3 year plan to be produced and shared with Trustees.	D Donnelly / J McConville	ASAP	

	<p>Mr Parkinson updated Trustees in relation to the consultation taking place with regards to the Children’s Centre. It was noted that some staff work for both organisations (school and children’s centre) and discussions are taking place into what will happen going forward.</p> <p>It was also noted that there is some doubt as to whether everything will be in place for a 1st September conversion date.</p> <p>Mr Donnelly asked Trustees if they were happy to receive the 3 year plan and any updates to the Educational plan electronically; and if there were no issues arising from them, would they be willing to move to the next step of the conversion process.</p> <p>Trustees agreed to this plan.</p> <p>RESOLVE: Trustees approved the conversion of Litherland Moss, subject to receiving copies of the 3 year plan/educational plan updates and there being no issues raised in relation to them.</p>				
<p>11. Policy Review</p>	<p>Mr Donnelly explained the Statutory/Trust policy document and discussion followed regarding the possible delegation of some of the policies to CEO/Principals. Trustees stated that this could be looked into as long as procedures remain water tight in terms of legality and that Trustees/LGBs would still have access to the policies if they so wish.</p> <p>Following further discussion, it was agreed that Mr Donnelly will produce a policy schedule matrix to include recommendations in relation to who should approve each policy. Trustees to review/approve the document at the next meeting.</p>	<p>Policy schedule matrix to be produced and reviewed at the next Board meeting.</p>	<p>D Donnelly / Trustees</p>	<p>By 13.09.18</p>	
<p>12. Meeting Calendar 2018/19</p>	<p>Following discussion the Trustees agreed the meeting dates listed below:</p> <p>Thursday 13th September, 9.30 am Thursday 8th November, 9.30 am Thursday 14th March, 9.30 am Thursday 19th July, 9.30 am</p> <p>It was also noted that CoG Forum will aim to meet 2 weeks before all MAT Board meetings.</p>				

<p>13. AoB</p>	<p>In light of the recent Trustee appointments, the Trust is now in a position whereby Mr Donnelly, CEO, can step down from the Board. He will therefore resign as a Trustee with effect from 31.08.18.</p> <p>RESOLVE: Trustees accepted Mr Donnelly's resignation as a Trustee with effect from 31.08.18</p> <p>Mr Barnes also informed Trustees that PM procedures for the CEO have been agreed and the first meeting has taken place. A review of targets will be undertaken at the beginning of September.</p> <p>Mr Donnelly informed Trustees that two of the school Principals will be retiring as of 31.08.18. Following discussion, it was agreed that Mr Barnes, in his role as Chair of the Board, will write to both Principals to thank them for their services to the Trust and their respective schools.</p> <p>It was also noted that declaration of interests should be included as a standing item on the agenda. Trustees also asked if a draft set of minutes could be made available for approval by the end of term.</p> <p>A query was raised by Rev Felix with regards to the LGB Terms of Reference and whether electronic approval of documents was allowed. It was noted that within the Articles of Association this approval method was acceptable and therefore it should also be the same case at LGB level.</p> <p>Further discussion followed regarding the governance structure at DPS and it was agreed that they would need to realign with the Trust's structure. A reconstitution proposal document will be produced in time for the next DPS LGB meeting. It was also noted that a copy of the terms of reference will also be attached to the proposal, as they will have been changed to take into account the trust's governance structure.</p>	<p>Companies House to be notified of Mr Donnelly's resignation as Trustee.</p> <p>CEO PM Targets to be shared with Trustees</p> <p>Letter to be sent to retiring Principals to thank them for their services.</p> <p>Draft minutes to be made available to Trustees</p> <p>Reconstitution proposal to be produced for DPS</p> <p>Reconstitution proposal to be taken to DPS LGB for discussion/ approval</p>	<p>P Roberts</p> <p>J Barnes</p> <p>J Barnes</p> <p>P Roberts</p> <p>D Donnelly</p> <p>D Felix</p>	<p>Within 14 days of 31.08.18</p> <p>Sept 2018</p> <p>Before end of term</p> <p>By end of term</p> <p>For LGB mtg - July 2018</p> <p>July 2018</p>	
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14. Dates of MAT Board/ Committee meetings - Summer Term 2018	Business & Finance: 5 th July 2018 Education & Standards: 12 th July 2018				
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Meeting closed at 11.30 am

These minutes are approved as a true record of the meeting

Signed:

[Jeremy Barnes]

Date: 13th September 2018

Chair's initials to record approval of minutes:

Date: 13.09.18