

**The Heath Family (NW) Multi Academy Trust**  
**PART I - Minutes from the MAT Board meeting held on**  
**Friday, 20<sup>th</sup> September 2019 at 9.30 am**

Present: Helen Stevenson (Chair), Jeremy Barnes, Edward Vitalis, Morag Davies, Alison Duckworth, Karl Smith, David Donnelly, Jane Ainsworth, Sharon Black In Attendance: Carol McDermott		Apologies: Anantha Subramanayam		Non attenders:	
				Clerk: Trish Roberts	
Items	Discussion	Action	Who	When	Notes
<b>1. Welcome, introductions &amp; apologies</b>	Ms Stevenson welcomed everyone to the meeting and introductions were given. Apologies were accepted from Mr Anantha Subramanayam.  Ms Stevenson advised Trustees that (due to personal circumstances) Ms Laura Williams has given notice to step down from the Board with immediate effect. The Trustees gave a note of thanks for the contribution that Ms Williams has made during her term of office.				
<b>2. Election of Chair and Vice Chair of the Board</b>	Ms Stevenson explained that as this was the first meeting of the academic year, the first item of business would be to elect a new Chair.  The clerk confirmed that she had received no written nominations for the role of Chair. Ms Stevenson then asked those present for nominations; details of nominee/ proposer/ seconder are as follows:  <b>Chair of the Board:</b> <b>Nominee:</b> Helen Stevenson <b>Proposed by:</b> Morag Davies <b>Seconded by:</b> Edward Vitalis  <b>RESOLVE: There being no other nominees Ms Helen Stevenson is duly elected as Chair of the Board.</b>  From this point on Ms Stevenson took on the role of Chair for the rest of the meeting.  Ms Stevenson then explained that the Board needed to elect a Vice Chair, and asked those present for any nominations. Details of nominee / proposer / seconder are as follows:  <b>Vice Chair of the Board</b> <b>Nominee:</b> Edward Vitalis <b>Proposed by:</b> Helen Stevenson <b>Seconded by:</b> Jeremy Barnes	DfE website to be updated to reflect the term of office dates for the newly elected Chair of the Board	Mrs Roberts	ASAP	

	<b>RESOLVE: There being no other nominees Mr Edward Vitalis is duly elected as Vice Chair of the Board.</b>				
<b>3. Declaration of Business and Pecuniary Interests</b>	<p>Declaration of Interest forms for 2019-20 were distributed to Trustees for completion. Trustees confirmed that there were no other reported changes in relation to declared interests from last term:</p> <p>Helen Stevenson – Contract with another Trust in the area (Frank Field Education Trust)</p> <p>Jeremy Barnes – Headteacher of All Saints Catholic Primary School Anfield, Trustee at Teachability UK, Governor at De La Salle Academy</p> <p>Edward Vitalis – Chief Operating Officer at Bright Futures Educational Trust, &amp; Trustee at NHS Salford Clinical Commissioning Group</p> <p>Morag Davies – Director of M &amp; P Business Solutions Ltd</p> <p>Alison Duckworth – Director of Epona Marketing Ltd, Trustee at Acorn Trust</p> <p>David Donnelly – Member at Pioneer Multi Academy Trust</p>	Declaration of interest forms for 2019-20 to be completed and returned to the Company Secretary	All Trustees	By 30.09.19	
<b>4. Review/agreed Terms of Reference for Trust Committees</b>	<p>A copy of the updated Terms of Reference for that B&amp;F and E&amp;S committees will be circulated to Trustees for comment/agreement. It was agreed that if the documents were forwarded after today’s meeting, Trustees would send responses by close of play on Tuesday.</p> <p><b>Audit Committee</b> – Mr Vitalis informed Trustees that the B&amp;F committee had discussed the possibility/requirement of setting up an audit committee. It was noted that due to the size of THF there is no statutory requirement currently to set up a committee, but that it would be good practice to have one; although currently there would be an issue in relation to Board capacity.</p>	Draft B&F and E&S committee Terms of Reference to be sent to Trustees for approval.	Mrs Roberts	Immediately	
<b>5. To receive/ratify minutes from THF Board meeting held on 16.07.19</b>	<p>Trustees received electronic copies of PART I minutes from the MAT Board meeting held on 16.07.19. There were no amendments to be made and therefore the minutes were accepted as a true record and ratified.</p> <p><b>RESOLVE: That PART I minutes of the MAT Board meeting held on 16.07.19 be approved as a correct record and signed by the Chair.</b></p>				

<p><b>6. To review matters arising not included on the Agenda (to include Action Tracker)</b></p>	<p><b>Matters Arising from Minutes of 16.07.19</b></p> <p>Page 9 – Link Trustees: Mrs Ainsworth asked if she could be sent the details regarding the link Trustees for THS &amp; PFPS. Mr Donnelly confirmed that information will be coming out to schools soon.</p> <p>Trustees received electronic copies of the MAT Board Action Log (20.09.19)</p> <p>Curriculum Workshop – Mr Donnelly advised that he will circulating dates for the workshop.</p> <p>ICT Survey &amp; Absence Audit – Mr Donnelly advised that ICT Survey and Absence Audit are still ongoing; reports will be shared with B&amp;F as soon as they are available. Mr Donnelly also advised that an Attendance Report will be taken to the next B&amp;F meeting (17.10.19).</p>	<p>Details of Link Trustees to be shared with schools</p>	<p>Mr Donnelly</p>	<p>ASAP</p>	
<p><b>7. Chair’s Action</b></p>	<p>Ms Stevenson updated Trustees in relation to any actions she has taken since the last Board meeting on 16.07.19.</p> <p><b>Governor Appointments:</b>  Mr David Cooper – Chair of Governors (SWS)  Mr Joseph Mushrow – Governor (PFPS)  Mr Sean Houlston – Governor (SWS)</p> <p>It was also noted that a further two appointments are in process:  1 Governor – SWS  2 Governors – LHS</p> <p><b>Governor Resignations:</b>  Ms Denise Allen – Chair of Governors (HPS)</p>	<p>Letter of thanks to be sent to CoG (HPS)</p>	<p>Ms Stevenson</p>	<p>ASAP</p>	
<p><b>8. CEO Report dated [insert date]</b></p>	<p>Trustees received electronic copies of the CEO Report (dated September 2019) prior to the meeting. Mr Donnelly reported:</p> <p><b>Overall</b> – There is no change to the Trust’s overall grading, although it was noted that the Trust continues to meet its milestones and the recovery plan remains on track.</p> <p>Mr Donnelly explained that a new reporting format (Financial Digest Report) had been shared with B&amp;F colleagues at their meeting on 12.09.19. Mr Donnelly went on to explain that the year-end position was looking good, in that it is in line with budget (approx. 5K</p>				



that there will be good practice across the Trust but there needs to be a consistent approach to minimise the impact of attendance. Ms Black also advised that evidence shows that if a Pupil Premium child is absent for 1 week, there is an average reduction of 0.1 in their P8 score. Mr Donnelly further explained that the Trust has to accept that this is the case, but as a result needs to discuss/agree what they do about it.

**Q: Will you be asking the children?**

**A: Yes, we will interview staff and students.**

Mr Donnelly went on to explain that a similar piece of work will be conducted around staff absence; ie what procedures are in place to cover absent staff, and what happens with critical lessons and their delivery.

Ms Stevenson enquired about the termly meetings that had been set up between Mr Donnelly and the Chairs of Governor's and asked Mr Donnelly if he could provide some details with regards to the purpose and impact of the meetings. Mr Donnelly reported that the meetings had been put in place following the CoG Forum going into abeyance, and the purpose was to ensure links were kept with the CoGs and also to keep the flow of information. Mrs Ainsworth also stated that she involved her LGBs prior to her meetings with Mr Donnelly, asking whether they had anything they wanted her to ask Mr Donnelly.

**Q: Is this the right forum for all schools?**

Mr Donnelly advised that he feels it is of benefit for all schools as it is an opportunity for them to speak to him in person about concerns/issues relating to their school.

Mrs Ainsworth suggested that communication links will be further improved by having Trustee Links.

**Q: Where you have a concern, have you set up regular meetings?**

**A: Yes, currently Mr Donnelly meets with TPS on a fortnightly basis; the CoG is also invited to these meetings. Mr Donnelly also meets with the CoG individually on a termly basis.**

Discussion followed regarding the finite amount of time available.

	<p>Mr Donnelly also advised that going forwards the Trust Governance Manager (TGM) will also be arranging meetings with the CoGs; the focus of which will be around impact of LGBs and what we need to do to support them.</p>				
<p><b>9. Reports from Trust Sub-Committees</b></p>	<p><b>Business &amp; Finance</b></p> <p>Mr Vitalis provided a brief summary on the key matters that had been discussed at the last B&amp;F meeting (12.09.19), details of which included: significant progress has been made throughout the year and template reports (Financial Digest Reports) are now in use which allow Trustees to monitor progress and cost implications/improvements. Due to the improvements B&amp;F now feel that they can move away from the detail, and are happy to seek assurances from the Exec Team and request further information as and when required. Mr Vitalis also confirmed that the Trust Recovery Plan and the Year-End Position are currently on track; the B&amp;F section of the Risk Register and the committee Terms of Reference were also reviewed. Trustees received a Compliance Assurances report which highlighted the changes to the Academies Financial Handbook, and the Academies Accounts Direction which provided information and assurances from the team in relation to changes within the statutory accounts. Mr Vitalis advised that the next challenge will be how the B&amp;F template reports are populated; he is due to receive a completed report from the Exec Team and will feedback to B&amp;F/Trustees. Mr Vitalis thanked Mr Donnelly and the team for their efforts; stating that as long as Trustees keep receiving assurances, the Board can then focus on school improvement.</p> <p>Mr Donnelly advised that B&amp;F had agreed to hang fire on issuing intervention notices to schools until plans had been agreed.</p> <p>Ms Stevenson thanked Mr Vitalis and the B&amp;F committee for everything they have done.</p> <p><b>Education &amp; Standards</b></p> <p>Mr Barnes reported that the primary sector results were discussed during MAT Board in July and therefore the meeting in September had focussed on KS4 results. Mr Barnes went on to provide details:</p> <p>TPS: The Exec Principal from TPS provided a verbal update on progress since the meeting in Summer term, and Trustees were provided with the updated Action Plan. Mr Barnes explained that TPS had had an Ofsted Monitoring Visit in September and that the initial feedback was positive in terms of progress that has taken place; it was also noted that the formal report will not be available for 20 days from the date of visit. Mr Barnes also</p>				

	<p>advised that Mr Jardine (Exec Principal) had stated that he would hope that TPS will reach nat. average level for Progress 8 by Summer, and would be disappointed if they did not achieve it. Support has been given to core areas (English, Maths &amp; Science); following the recent appointments of Director of English/Science there is now a significant skillset in these departments. Attendance at TPS has also improved; overall the signals are good. However some concerns were raised in terms of SEN, E&amp;S will continue to monitor. Mr Barnes also spoke about the Action Plan; stating that it clearly shows when the actions are taken and when improvement is achieved. Mr Barnes advised that the committee are continuing to monitor progress and are confident that TPS are continuing in the right direction.</p> <p>Mr Barnes advised that most cause for concern is in relation to two secondary schools. The Exec Team reported that they will be completing further monitoring in order to fully understand the direction of travel. Mr Barnes also advised that discussion had taken place regarding the possibility of arranging an emergency meeting regarding this issue.</p> <p>[Mr Smith arrived to the meeting during the last part of this report.]</p>				
<p><b>10. Risk Register</b></p>	<p>Trustees received updated copies of the Risk Register, which reflected the changes agreed at E&amp;S on 17.09.19</p> <p>Mr Donnelly explained the format and details of the document; stating that any issue marked red was an item of concern.</p> <p><b>Q: Is this your own model Risk Register?</b>  <b>A: The right-hand side of the proforma is.</b></p>				
<p><b>11. Review of Draft Trust Strategy and Action Plan</b></p>	<p>Trustees received electronic copies of THF Draft Strategy 2019-22 and the THF Trust Delivery Plan 2019-20</p> <p>Mr Donnelly provided a brief summary of the documents and then asked Trustees for their comments.</p> <p>See PART II for details of discussion.</p>				
<p><b>12. Update on The Prescott School</b></p>	<p>This item was covered during agenda items 8, 9 and 11.</p>				

<b>13. AoB</b>	<p><b>Agenda Items for next meeting:</b> It was agreed that Ms Stevenson will speak to Mr Donnelly/Mrs Roberts about future agenda items outside of this meeting.</p> <p><b>Committee Meeting Times:</b> Ms Stevenson advised that she was looking into the possibility of moving the timing of committee meetings to late afternoon, possibly 4.30 pm; the reason for this is so that Trustees do not lose a ½ a day’s work to attend meetings. All Trustees agreed that this would be a good idea.</p> <p>At the end of the meeting Ms McDermott thanked Trustees for allowing her to observe the E&amp;S meeting on 17.09.19 and today’s full Trust Board meeting.</p>	Details of meeting times to be shared with Trustees	Ms Stevenson/ Mrs Roberts	ASAP	
<b>14. Meeting Dates</b>	MAT E&S – Wednesday 16 <sup>th</sup> October 2019 MAT B&F – Thursday 17 <sup>th</sup> October 2019 MAT Board – Thursday 11 <sup>th</sup> November 2019				

Meeting closed at 11.30 am

These minutes are approved as a true record of the meeting

Signed: .....

**[Helen Stevenson]**

Date: 7<sup>th</sup> November 2019