

Minutes of the Meeting of the Board of Trustees

Held at Batley Girls' High School on Thursday 2 May 2019 at 7:00pm

Part A

| TRUSTEES PRESENT: | TRUSTEE APOLOGIES: |
|--------------------------------------|---------------------------|
| Siraj Mayet (Chair) (SM) | Mandy Kennedy (MK) |
| Ellen Loughhead JP (Vice-Chair) (EL) | Trude Feiweles (TF) |
| Jeremy Townend (JT) | Nailah Ahmed (NA) |

| IN ATTENDANCE: | |
|---|--|
| Julie Haigh (BMAT CEO and Co-Head at BGHS) (JCH) | Samantha Vickers (BMAT Vice CEO and Headteacher at UBHS) (SV) |
| Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane) (HTI) | David Cooper (Co-Head at BGHS) (DC) |
| Alan Brown (Company Secretary) (AB) | Mark Limbert (BGHS Assistant Head) (ML) |
| Laura Bland (Clerk) (LB) | |

| | Minutes | Action |
|-----------|---|---------------|
| 1. | <u>Chair's Welcome (SM)</u> | |
| | <p>SM welcomed all to the meeting and apologised for the delay in starting due to the number apologies received from trustees. As a result, the meeting was not quorate and it was agreed that agenda items requiring urgent approval only would be discussed and agreed in principle, with further approval sought from absent trustees.</p> <p>It was agreed a rescheduled meeting date would be arranged and all other agenda items would be discussed then.</p> | LBL |
| 2. | <u>Apologies for Absence, Consent and Declarations of Interest (SM)</u> | |
| | Apologies had been received from Mandy Kennedy, Nailah Ahmed and Trude Feiweles, with consent. | |

| | | |
|----|--|-----------------------|
| 3. | <u>Representation (SM)</u> | |
| | <p>It was agreed the finance report and capital works proposals only would be discussed and HTI therefore left the meeting at 7:05pm having been present at the sub-committee meeting prior where the same two agenda items were discussed.</p> <p>It was agreed a further pen portrait of a potential member would be circulated for review to the trust and members board at the rescheduled meeting.</p> <p>Trustees recognised the need to review the size of the board as an urgent issue and it was agreed any further pen portraits of potential trustees would also be circulated via LBL. SM reiterated the need to expand the board. It was agreed an individual with a finance/accountancy background would be a welcomed addition.</p> <p>JCH raised concerns in relation to the DfE requested feedback on BGS' conversion in light of the above. SM noted this and agreed to reschedule May's meeting as soon as practically possible in order to move forward with board expansion.</p> | <p>LBL</p> <p>ALL</p> |
| 4. | <u>Minutes of the previous meeting - Thursday</u> | |
| | These were NOT AGREED and it was DECIDED the minutes would be tabled at the rescheduled meeting date. | |
| 5. | <u>Matters arising from the previous minutes (SM)</u> | |
| | To be tabled at the rescheduled meeting. | |
| 6. | <u>Capital Projects Update (ML)</u> | |
| | <p>LBL provided SM with an updated summary following a previous email circulation. ML explained the same document had been tabled at the Finance and Resource Sub-Committee meeting prior whereby all projects were agreed in principle and approved for recommendation. ML was seeking the approval of SM.</p> <p>SM agreed to discuss the proposals and asked LBL to seek comment/approval from absent trustees as a matter of urgency.</p> <p>BGHS <u>Exam Hall</u> This will be a new building located at the back of school by the netball courts (visual displayed) and will be able to hold more than one year group at any one time. The current setup is not sustainable long term. ML added the visual would not be the final image and changes can be made to ensure the building is more aesthetically pleasing. Further images to be circulated upon request.</p> <p>Eight companies were invited to tender. The successful tender (CODE) came in with a preferred (cost-effective) choice of a traditional build and a completion date of the 1st November 2019. The build would be a two stage process, with monies split across both stages. Planning permission must be sought. SM raised his concerns in relation to the planning permission but acknowledged this was part of the approval process.</p> | <p>LBL</p> |

SM also added he felt the works would be future proofing for the school and MAT and on the basis of the proposed costs at £700k plus fees AGREED in principle.

Year 7 Dining Conservatory

This will be an extension to the existing provision - doubling in size.

Companies were invited to tender and initially the lowest two returns were discussed. However, the same contractor who we are proposing carry out the Exam Hall works can reduce their costs (subject to receiving both projects) by a further £12k, bringing this cost down to £137k plus fees and furnishings. This project is also subject to planning permission, which should be received over the next 2-3 weeks.

ML and SM discussed the tender process and ML explained both projects went out to tender separately.

SM questioned the level of disruption to students to which ML replied: the Year 7 conservatory works would be scheduled to start the first full week in July in order to be ready for the 1st September. During this time, Year 7 will be able to access the main dining facilities as Year 11 and Year 13 will no longer be in school.

The Exam Hall would cause minimal disruption as the new build would be separate to any existing building in school.

On the above basis and proposed costs at £137k plus fees and furnishings, SM AGREED in principle.

Room 77 Lecture Theatre

This will be a full refurbishment to the existing room in school and has been costed to maximise the effectiveness of the space, with potential full capacity of the room seating 90-95 people. Due to the room's capacity, a fire escape is required to comply with building regulations.

This would become a flagship room for school and would be offered out to let with priority to BMAT schools.

Relevant companies were invited to price individual elements in accordance with the school's procurement policy. The total project cost is now up to £50k. ML will be managing this project and therefore no project management fee will be applicable.

On the above basis and proposed costs SM AGREED in principle.

Blue cladding to the front of school

ML explained this project has only just gone out to tender and is for information only. The project will involve the removal and replacing of the blue asbestos containing cladding at the front of school with white cladding to match other material around site. Further information to be shared with trustees once tender process has closed.

| | | |
|----|--|--|
| | <p>SM questioned the proposed costs in relation to the budget and ML confirmed all costs were budgeted for. ABr reaffirmed this.</p> <p>UBHS <u>Roof bid</u></p> <p>ML confirmed the bid for the roofing works has been successful (a cost of approx £1.1m). ML is leading on discussion works re: tendering and project management but is hopeful for the work to begin before summer with completion before Christmas. ML is looking to minimise school's contribution financially but also maximise the amount of roof area that will be covered.</p> <p>SM thanked ML for the update and acknowledged the large sum of funds secured.</p> <p><u>Toilets</u></p> <p>ML confirmed works to the student toilets on the ground floor have been approved previously (from the school budget) and for information only specification works are being finalised. These are on schedule to finish over summer.</p> <p>Field Lane <u>Boilers</u></p> <p>ML confirmed, unfortunately, the bid for the boiler replacement was unsuccessful and an appeal will be submitted. However, in the interim, the need for the whole boiler system to be replaced is now at critical stage and could lead to school closure.</p> <p>The bid application was for £75k, but ML is hopeful to achieve a working system less than this.</p> <p>SM questioned were asked regarding why the bid was unsuccessful. ML explained some of the criteria was not met during the evidence submission stage. SM also asked if the company submitting the bid on our behalf would receive payment for doing so? ML confirmed this would not be the case.</p> <p>SM AGREED in principle to spend up to a maximum of £75k for this project.</p> <p>SM thanked ML for his thorough update and acknowledged his efforts in securing the most cost effective contractors on behalf of the MAT.</p> <p><u>Management Fee</u></p> <p>Finally, ML sought the approval of a surveyor project cost rate of 4.5% management fee, which is much lower than the industry standard.</p> <p>The fee would cover all projects other than the UBHS roof and Field Lane boilers (if successful on appeal) as these fees are 7 - 8% with another surveyor at the moment. ML added this was an excellent rate and felt this could not be met by other surveyors.</p> <p>SM agreed the management fee % was very low and AGREED in principle to approve this.</p> | |
| 7. | <u>Reports to Note (JCH)</u> | |

| | | |
|------------|---|----|
| | To be tabled at the rescheduled meeting. | |
| 8. | <u>Strategic Discussion (JCH and DC)</u> | |
| | To be tabled at the rescheduled meeting. | |
| 9. | <u>MAT Clerking Update (EL)</u> | |
| | To be tabled at the rescheduled meeting. | |
| 10. | <u>Compliance and Risk (SM)</u> | |
| | To be tabled at the rescheduled meeting. | |
| 11. | <u>Safeguarding (EL)</u> | |
| | To be tabled at the rescheduled meeting. | |
| 12. | <u>Forthcoming Events</u> | |
| | To be tabled at the rescheduled meeting. | |
| 13. | <u>AOB</u> | |
| | <p>SM congratulated all those involved at BGHS and UBHS in achieving the eight Gatsby benchmarks and asked for trustees' thanks to be shared with the careers teams at both schools.</p> <p>SM thanked JCH for her efforts in relation to the latest set of trustee documents. The Heads Up document had been shared externally and requested to be used as a best practice document.</p> <p>SM updated all on the NGA's Chair Development course he and EL were undertaking and explained as part of the course the Chair and Vice Chair are invited to attend other MAT board meetings as observers, on a reciprocal basis. SM asked if the board were happy for this to be arranged for the July meeting. ALL agreed they were happy for this and SM would liaise with the Chair directly.</p> | SM |
| 14. | <u>Agenda, Minutes and Related Papers</u> | |
| | IT WAS DETERMINED that part of the AOB update should form Part B owing to reasons of confidentiality and therefore be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act. | |