

**Minutes of the Meeting of the Board of Trustees of Batley Multi
Academy Trust
Held at Batley Girls' High School on Thursday 5 July 2018 at 6.00pm
Part A**

PRESENT: Mr Siraj Mayet (Chair), Mrs Ellen Loughhead JP (Vice-Chair), Ms Nailah Ahmed, Ms Trude Feiweles, Mrs Mandy Kennedy, Mrs Pam Pickles, Ms Julie Haigh, Ms Hilary Towers-Islam, Ms Sam Vickers, Mr Jeremy Townend

IN ATTENDANCE: Mr Alan Brown, Company Secretary; Mr David Cooper, Co-Head; Mrs Claire Geisler, Chair – UBHS LGB, Ms Sara Sherwood, BGHS Co-head's PA, Mrs Karen Sturgeon, Clerk

800. Chair's Welcome

The Chair welcomed everyone to this final meeting of the Board of Trustees for this year.

801. Apologies for Absence, Consent and Declarations of Interest

Apologies for absence had been received from Nadia Hussain with consent.

802. Representation

Nothing to Report

803. Minutes of Meetings

Board of Trustees held on 19 April 2018 - **IT WAS AGREED** by Trustees that the minutes should be approved as a true record.

804. Matters Arising

No matters arising were raised prior to the meeting.

805. Reports to Note

- CEO Report to Trustees
- Minutes of BGHS LGB meeting
- Minutes of UBHS LGB meeting
- Minutes of Healey LGB meeting
- BGHS Co-Heads' Reports
- UBHS Head's Report
- Healey Head's Report

The CEO Report to Trustees will replace individual Co-Head and Headteacher's Reports going forward.

The CEO asked if the format of the report was ok. Siraj replied that it was very comprehensive with the RAG appendices and that the narrative was important.

Julie explained that this would replace the other reports and this this should save Trustees having to read multiple reports in different format.

Mandy agreed that this would be useful to have all data in the same place.

Julie explained that there would always be a termly review. There would be an Executive Summary for the MAT.

The current challenges for the MAT would be updated on a termly basis. Challenges at the present time are:-

- Accessing additional funding and saving money across the MAT
- Governance at Healey. Ellen Loughhead has joined the Governing Body as Chair for a twelve month period and Mark Limbert has joined as a Governor.
- UBHS/Healey Outcomes – This is not a quick fix, however a shift in culture is happening and this will improve outcomes.

Siraj asked that the report contained key headlines around student and staff surveys where appropriate.

Mandy asked if we did parent surveys. Julie stated that we do and one was hopefully being done in September.

Siraj congratulated the school on its new teaching school status and congratulated Julie on behalf of the board on her well-deserved NLE award.

The MAT now has 8 specialist leaders and is currently in a position to help other schools.

Mandy asked if the report was going to contain other topics such as Health & Safety and Safeguarding. Julie said that this was being looked at and that there would definitely be a separate Safeguarding report in a standard format.

806. Finance Update

Alan presented the Finance Report which had been circulated prior to the meeting. The documents included the Batley MAT Opening Budget for 2017-18, outlining budgets for each school and for the Trust combined, as well as Future Year Budget Projections.

All the papers included in the Finance Report had been presented to the Finance and Resources Committee on the 21 June 2018 and all action points included in the papers relate to the committee meeting.

Actions points were:

- Trustees **TO NOTE** the recommendations from the Finance & Resources Committee for the Board of Trustees to approve the MAT Budget for 2018/2019.

- Trustees **TO NOTE** the recommendation from the Finance & Resources Committee for the Board of Trustees **TO APPROVE** the Finance Scheme of Delegation and approve it with the revised limits in the report
- Trustees **TO APPROVE** the revised Finance Policy and Procedures document
- Trustees **TO NOTE** the review of the Risk Register that took place at the meeting.

The projected position for 2018/2019 was going to be higher for Batley Girls' High School due to receipt of the teaching school income. The Upper Batley High School position would be less due to the increase in staffing costs and the lagged funding for students. Healey would be in line with what had been projected.

The Chair asked about the minimum funding guarantee. Alan explained the MAT had another year of the soft funding guarantee, but this would move to hard funding guarantee in 2020/2021. It was then asked if this is when potentially issues would arise and are we being too cautious. Alan said that the current three year projection for the ESFA is showing in year deficits for 2019/2020 and 2020/21. However, the income was based on estimated formulas. Mandy Kennedy stated that we would have to start making savings. Julie said whilst short term we had reserves, this would have to happen. Alan stated that the reserves should be used for something important, not just propping up budgets.

Mandy stated that we need to start looking at a reduction of staff costs. Siraj agreed that the Trustees needed to be pro-active.

Julie explained at the moment the backoffice/CEO is in our budget,

Alan asked the Trustees to approve the following changes to the Financial Scheme of Delegation as recommended by the Finance & Resources Committee:-

- Increase the £5,000 lower limit for orders to £10,000
- Increase £10,000 lower limit for orders to £25,000
- Increase the £5,000 lower limit for virements to £20,000

This change is being made to ensure consistency with the Finance Policy and Procedures document that was approved in December 2017.

Alan asked the Trustees to note the Risk Register that had been reviewed at the Finance & Resources Committee meeting.

807. Policies for Approval

- Finance Policy & Procedures
- BMAT Data Protection Policy

IT WAS RESOLVED to approve these policies.

808. Strategic Discussion

Siraj asked that the Strategic discussion be a reflection on the past year.

He stated that as a MAT we are compliant with processes and procedures, but as yet we haven't looked at ourselves as a Board. This was an opportune time and the growth of the MAT would continue. Ellen and Siraj have started the NGA Training for Chairs.

When we have Board meeting we have a lot to get through, but haven't had a strategic discussion lately. Maybe an away day should be considered going forward.

The Chair is conscious that everyone is not engaged in relation to their areas of expertise. In the new school year, Siraj intends to diarise one to one sessions with the Board. This would be done prior to any away days being arranged. Does the Board think this would be a good idea?

The Board agreed that it would.

Ellen stated that the NGA emphasised the need for team working and use of individual expertise. Siraj said whilst the skills audit was useful it was one dimensional and Jeremy agreed that Trustees do not always declare all their skills.

In conclusion Siraj said that one to one sessions would be arranged for September and that a facilitated away day would be arranged for October. These would need to be more frequent as the MAT grows and would need involvement of the individual LGB's.

It was suggested that meetings with other Chairs were arranged to look at things that needed to be highlighted by Trustees and that this would need to once per term.

Again Siraj asked if this would be useful. Ellen stated that this would and Hilary said that this would be a positive move and that she would like to meet the other Local Governing Bodies. Ellen asked Pam (Chair – BGHS LGB) and she stated that yes she thought this would be useful. Hilary said that it would be good if the meetings move round so that other schools could be visited.

Ellen stated that she had concerns that the LGB's had lost their momentum to different degrees.

Julie said that it would be good if Trustees linked Governors and looked at the visit forms. Sam stated the strategic visions should be shared. The power of the MAT is that it is about children in our area. Hilary agreed and said the vision was to bring all the schools together. The CEO stated that the MAT is not currently promoted in schools as parents are concerned about growth, but this was now the time to be openly speaking about the MAT.

Mandy Kennedy stated that this was on Ofsted requirements. Sam stated that we stand for our core beliefs and the Chair said we could refer them back to our strategy. Mandy agreed that strategy and ethos feeds into everything we do. Siraj stated the ethos is here, but we need to understand how this materialises into the actions we take. We should be reminded of our stakeholder. It is important to know what is happening within the local community. It was also asked if the strategy including

values, growth etc. should be shared Siraj said that this was something that could be looked at on the away day and that he thought this would be very useful.

809. Safeguarding

Ellen shared the new safeguarding paperwork that had been trialled at Batley Girls' High School. This would be completed on a termly basis and that all policies would be reviewed by the Board. It was also being arranged for all LGB Safeguarding leads to meet.

There had been an incident at Healey that was not covered by any policy, the new paperwork would enable lessons learned to be shared across all schools.

Siraj thanked Ellen for a wonderful safeguarding update.

810. GDPR

Trustees' were asked to complete GDPR consent forms and return before the end of the meeting. They were also asked to note that going forward GDPR would be a standing item at all Trustees' Meetings.

811. Trustee Engagement & Communication

The Chair thanked Trustees' for attending various events across the MAT.

812. Invitations to Forthcoming Events at Batley Girls', Upper Batley and Healey

The Clerk will email all forthcoming events to Trustees for the new schools year.

813. Training and CPD

Trustees were reminded about the NGA and asked to let the Clerk know if they were not receiving the e-newsletter.

814. Any Other Business

Field Lane Due Diligence

Julie spoke to this item. The MAT has had notice from the DfE that the RSC has approved Field Lane joining the MAT and that this should be 1 November 2018. She said the school would be a good fit as their outcomes were strong and that their ethos matched that of the MAT. The issues were finance and the Sure Start Centre.

The Chair asked what the Board needed to do. Julie stated that based on the RAG rating and analysis this is our recommendation. Siraj asked the Board if they had any further questions could they please let the Clerk know.

IT WAS RESOLVED that all items on the agenda of the Trustees' Meetings are agreed unless questions are raised prior to the meeting.

815. Agenda, Minutes and Related Papers

The Finance papers and CEO Report 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.