

Minutes of the Meeting of the Board of Trustees

Held at Batley Girls' High School on Thursday 7th February 2019 at 6:50pm

Part A

TRUSTEES PRESENT:	IN ATTENDANCE:
Siraj Mayet (Chair) (SM)	Julie Haigh (BMAT CEO and Co-Head at BGHS) (JCH)
Ellen Loughhead JP (Vice-Chair) (EL)	Samantha Vickers (BMAT Vice CEO and Headteacher at UBHS) (SV)
Mandy Kennedy (MK)	Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane) (HTI)
Trude Feiweles (TF)	Alan Brown (Company Secretary) (AB)
Nailah Ahmed (NA)	Karen Sturgeon (Clerk) (KESt)
	Laura Bland (Clerk) (LB)

	Minute	Action
1.	<u>Chair's Welcome (SM)</u>	
	SM welcomed everyone to the meeting and apologised for the later than scheduled start.	
2.	<u>Apologies for Absence, Consent and Declarations of Interest (SM)</u>	
	Apologies had been received from Jeremy Townend, with consent.	
3.	<u>Representation (SM)</u>	
	SM ask ALL to review and make any amends to their pen portrait and send to LB.	ALL
4.	<u>Minutes of the previous meeting - Thursday 6th December 2018 (SM)</u>	
	IT WAS AGREED these were a true and accurate record and SM to sign-off as Chair.	
5.	<u>Matters arising from the previous minutes (JCH and SM)</u>	
	Upon request following the last meeting, legal advice had been sought and JCH explained any Trustee where there may be a potential conflict of interest can join the board, however where conflict may lie, the Trustee would need to exit the meeting and cast no vote on any decision	

	<p>made.</p> <p>IT WAS AGREED, 'Potential Trustees/Conflict of Interest' would be an agenda item at the next meeting as Trustees recognised the need to expand the board and a formal, thorough discussion needed to be had.</p> <p>In the interim, it was agreed SV would collate pen portraits from two individual that have been recommended through other contacts.</p> <p>JCH directed all to the pen portrait of Brigid Tullie for consideration.</p>	<p>LB</p> <p>SV</p>
<p>6.</p>	<p><u>Report to note (SM)</u></p>	
	<p>Nothing to add.</p>	
<p>7.</p>	<p><u>Finance Update (AB)</u></p>	
	<p>AB provided an update on the financial position at the end of December. The reports for January were not available for the meeting because of the timing of the meeting, but will be circulated before the half-term break.</p> <p>With regards to the latest budget projection report for BGHS, AB explained the projected surplus currently stood at £138k, this includes all known staffing changes. The ESFA have stated that the 2019/20 budget settlement would be available by end of this month to provide an accurate position for next year's budget.</p> <p>AB added the projections still includes the projected reduction for the introduction of National Funding Formula (approximately £150k) and this will be reviewed once the 2019/20 figures become available.</p> <p>An in-year deficit of approximately £262k is projected for UBHS, as previously discussed due to capital works, funded from prior year income and increased staffing costs. There will be a projected surplus of approximately £478k to carry forward into 2019/20.</p> <p>An in-year deficit of approximately £52k (an increase from the £40k projected previously, this is due to changes to maternity staff and admin support) is projected for Healey. This will give a projected surplus of approximately £59k to carry forward into 2019/20.</p> <p>The figures for Field Lane are from the 1st December 2018 – 31st August 2019 only, based on the official conversion date of the 1st December 2018. Post-conversion, the current in-year surplus is projected at £22,879, but we are still waiting for confirmation of the carry forward from the LA on conversion.</p> <p>AB discussed the Efficiency Metric Tool that had been updated for the 2016/17 school year and asked Trustees if they found it a useful tool to continue to use. All Trustees agreed it was, however noted that it needed to include some narrative to give the information context as some Trustees felt it gave an unfair portrayal of how some schools are performing against others. Trustees also agreed that narrative would demonstrate any risk factors that must be considered in order to analyse the data.</p> <p>AB and JCH also discussed some of the other benchmarking exercises that are carried out during the year.</p>	

	<p>It was agreed AB and JCH would look at a number of options in order to present the above for the next meeting.</p> <p>The ESFA have confirmed the figures for the 'little extras' capital income detailed in the last budget and these are:</p> <p>BGHS - £67k UBHS - £30k Healey - £16k Field Lane - £10k</p> <p>AB informed all Trustees of a potential change to the expected profit built into BGHS' part of the contract with Absolutely Catering. AB explained Absolutely Catering had recently reviewed the figures and proposed to reduce the profit element that is built into the contract from £26k to £14k due to a reduced level of income since the start of the contract.</p> <p>AB sought the Trustees approval to accept the lesser option. EL was happy with the suggestion on the basis AB felt it was proportionate and necessary. AB felt it was. SM asked if there were perhaps wider issues of concern with students not purchasing meals as often as they may have. It was agreed this would be monitored across UBHS and BGHS and in the interim Trustees were happy to receive the reviewed figure of £14k.</p> <p>MK requested confirmation should monies now increase that BMAT receive this. AB noted this and confirmed circumstances were changing now that both BGHS and UBHS had new managers in place.</p> <p>MK also added should there be a possibility of MAT expansion then the agreement should be reviewed as a MAT contract going forward rather than with the current 2 schools.</p>	<p>JCH/AB</p> <p>AB</p>
<p>8.</p>	<p><u>Strategic Discussion (JCH and SM)</u></p>	
	<p><u>Review of the MAT Development Plan</u></p> <p>JCH directed all to the KPIs under section 1 and explained these will rated using a RAG system. All Trustees agreed this was a good idea and the current amber KPI has been addressed earlier in the meeting.</p> <p>SM told all following 1:1 meetings with Trustees, it was felt that individual sections of the Development Plan needed to be allocated to individual Trustees to oversee/support staff with.</p> <p>It was agreed Trustees would support with the following areas:</p> <p>Exceptional Leadership and Management - SM, EL and MK. Exceptional Outcomes - TW. Resilience and Independence in Learning - NA to work alongside SV from a secondary perspective and HTI from a primary. Exceptional Personal Development, Behaviour and Welfare - EL and JT. Exceptional Teaching, Learning and Assessment - JT alongside JCH and SV.</p> <p>SM asked all Trustees to coordinate meetings with the relevant staff members and report any progress and how the overall process will work.</p>	<p>SM, EL, MK TW NA, SV, HTI</p> <p>EL, JT JT, JCH, SV</p> <p>ALL</p>

	<p>JCH to note on the document the Trustee lead for each area. JCH asked all Trustees to review their area, its current RAG rating and KPIs. Any amends, comments and/or feedback to be sent to JCH.</p> <p>It was agreed LB would support Trustees with coordinating meetings for the above and where necessary, send reminders to Trustees for their updates on their section prior to the next Trustee meeting (ideally, 6 weeks prior).</p> <p>SM requested LB maintain a log of all training Trustees have completed. KES to share the current tracking document with LB and EL.</p> <p>JCH to share the latest core functions document that all headteachers feed into for Trustees information.</p> <p>EL added she will be working closely with LB on governance related issues and addressed the current clerking system across the MAT. All Trustees discussed the possibility of an in-house clerking system and it was agreed EL and LB would seek each school's preference and put a proposal together for Trustees prior to the end of March deadline.</p> <p>JCH questioned if there was the possibility of buying-in an external service on a consultancy/ad-hoc basis. EL and LB to look into.</p>	<p>JCH ALL</p> <p>KES</p> <p>JCH</p> <p>EL/LB</p> <p>EL/LB</p>
<p>9.</p>	<p><u>Policies for Approval (SM)</u></p>	
	<p>IT WAS AGREED by Trustees the policies below should be approved:</p> <p>Performance Management Policy Teachers' Pay Policy Associate Pay Policy</p> <p>Any comments on policies should be sent to LB prior to the meeting rather than raised at the meeting for discussion. All Trustees agreed to the process.</p> <p>SM added, on this occasion and for future reference the appendices on the Performance Management Policy may need to be streamlined.</p>	
<p>10.</p>	<p><u>Safeguarding (EL)</u></p>	
	<p>EL talked through the latest report and explained that there was a lot of good, Safeguarding MAT-wide work happening across the schools. One point to note was the need to monitor the consistency of reports from Encompass as schools felt this was not adequate.</p> <p>EL referred to LB's note re: sharing information. LB to send the 'how to: password protect' document to all schools.</p> <p>IT WAS AGREED if there was ever an occasion where staff are unsure if Safeguarding or child protection information should be shared, they should seek legal advice in the first instance.</p> <p>IT WAS AGREED in-school Safeguarding surveys should continue as per the report.</p>	<p>LB</p>

11.	<u>Compliance Update (LB)</u>	
	<p>Nothing further to add.</p> <p>SM asked if the MAT Health and Safety link could produce a one-page report with any significant notices/issues. JT to work with Mark Limbert as Trustee link.</p> <p>Health and Safety to become standing agenda item.</p>	LB
12.	<u>Forthcoming Events</u>	
	These will continue to be circulated by Sara Sherwood via email.	
13.	<u>AOB</u>	
	<p>SM reminded all Trustees to check their Trustee email address.</p> <p>SV informed all expenditure of £60k had been signed off for works on the toilet facilities at UBHS.</p> <p>JCH thanked KEST for all her efforts and hard work over the past 2 years in her role as clerk and explained KEST has offered to clerk for BGHS' LGB.</p> <p>IT WAS AGREED JCH will continue to send the Heads Up document.</p>	<p>ALL</p> <p>JCH</p>
14.	<u>Agenda, Minutes and Related Papers</u>	
	To determine whether any part of the Agenda, Minutes or related papers 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.	