

Minutes of the Meeting of the Board of Trustees

Virtual Meeting held on Thursday 8 July 2021, 6:20pm

TRUSTEES PRESENT:	IN ATTENDANCE:
Siraj Mayet (Chair)	Julie Haigh (Trust CEO and Co-Head at BGHS)
Ellen Loughhead JP (Vice Chair)	Sam Vickers (Trust Vice CEO and Headteacher at UBHS)
Trude Feiweles	Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane)
Jeremy Townend	Alan Brown (Chief Financial Officer)
Nailah Ahmed	Laura Bland (Clerk)
APOLOGIES:	
Mandy Kennedy	

	Minutes	Action
1.	<u>Chair's Welcome</u>	
	The Chair opened the meeting, apologised for the delayed start and thanked all for attending.	
2.	<u>Apologies for absence, consent and declarations of interest</u>	
	Apologies had been received from Mandy Kennedy, with consent. There were no declarations of interest and the meeting was quorate.	
3.	<u>Representation</u>	
	Nothing to report.	
4.	<u>Minutes of the last meeting (29 April 2021)</u>	
	Minutes had been split into Part A and Part B and it was AGREED these were a true and accurate record.	
5.	<u>Matters Arising from the Minutes</u>	
	There were no matters arising from the minutes.	
6.	<u>Sub Committee Feedback</u>	
	<u>Outcomes Sub Committee</u> The Chair of the Outcomes Sub Committee summarised the key points from the last meeting held on the 1 July.	

	<ul style="list-style-type: none"> ● Educational outcomes for 2021 would be based on internal assessments of students' achievements. This year, in the secondary phase, these included a 'portfolio' of students' work, combining formal assessments of coursework with internal test outcomes, covering the breadth of the course studied. ● All schools confirmed the moderation process had been rigorous, fair and robust and evidence was available to Trustees upon request. ● Centre Policies had been provided and the Chair made clear that Trustees should be aware of the content of each policy in the event of an appeal. ● All Primary schools recognised the difficulty their students have had in relation to online learning, particularly amongst EYFS. ● All Primary Heads reported a dip in writing (across whole school) and would work collaboratively to improve this. ● Trustees acknowledged the impact of submitting CAGs 6 weeks earlier than students would typically sit exams. ● Data across all secondaries was broadly in line with expectations. The Chair of the Sub Committee had sought reassurance from UBHS, but the school had made clear data was in line with the current trajectory and noted the impact of the SMART Academy. ● Moderation for KS5 had been different to KS4 and BG6 worked with Mirfield Free Grammar. ● No child would be disadvantaged by the CAGs process. <p><u>Finance, Resource and Audit Sub Committee</u></p> <p>In the absence of the Chair of the Finance, Resource and Audit Sub Committee, the Chief Financial Officer provided an update to the Board of Trustees following the last meeting on 24 June.</p> <ul style="list-style-type: none"> ● An audit tender exercise had recently been undertaken, with a view to appointing Trust internal scrutiny auditors for an initial 3 year period, starting from September 2021. The tender process was set up via the CPC Audit Services Framework Agreement, with tenders invited from 4 May 2021, closing on 28 May 2021. After considering the results of the tender exercise and the scrutiny work that had been carried out this year by Brown Butler Chartered Accountants, the Sub Committee agreed to appoint Brown Butler Chartered Accountants, on the basis of the recent audit, which schools had noted was very thorough and detailed, rather than one of the companies that submitted as part of the tender process. ● A tender exercise will be carried out for the external audit, for the 2021/22 accounts return. ● The Sub Committee agreed to recommend to the full Board of Trustees an updated Financial Policy and Procedures Policy and Financial Scheme of Delegation. All Trustees had received the documents prior to the meeting for review and agreed to APPROVE both of them. 	
7.	<u>Budget Approval</u>	
	<p>Trustees were presented with the relevant budget documents and information prior to the meeting. The CFO summarised the key points from these documents, as follows:</p> <p>a. 2020/21 Budget</p>	

	<p>The CFO explained the balance brought forward from 2019/20 was £4.4m. Current projections show this figure will decrease in 20/21 with an overall in-year deficit of £44k primarily as a result of the major capital works at BGHS, funded from reserves brought forward.</p> <p>b. 2021/22 Draft Budget</p> <p>Each school's in-year position may change as a result of the timing of any 2021 summer capital works and further capital works during the year, but the overall Trust position at the end of August 2022 is estimated to show an in-year surplus of approx £117k.</p> <p>The CFO took Trustees through each school's budget dashboard and budget summary documents. The CFO explained that PP figures for April 2021 - Aug 2021 were estimates, until the final figures were confirmed.</p> <p>The CFO highlighted the minimum funding guarantee figure of around £500k which was included in the figures. This protection may not always be included in the funding and could be a financial risk, depending on government priorities and funding formulae.</p> <p>Currently, no catch up funding has been included for schools from the 21/22 academic year, as actual figures have not yet been confirmed.</p> <p>The Trade Union Facility Time report had been completed and uploaded to the Trust website to meet statutory requirements.</p> <p>c. Budget Forecast Return (BFR3Y/BFRO)</p> <p>The CFO explained this was the only document that is submitted to the Treasury, on behalf of academies, providing financial reporting information. The document had not been presented at the Sub Committee, but Trustees were provided with details regarding the report and approved its content for submission.</p> <p>Trustees acknowledged the above and further detail in the documents provided and AGREED the Draft 2021/22 budget.</p> <p>d. Internal Audit</p> <p>The CFO presented Trustees with the results of the recent internal audit at two schools and talked through each item. Trustees noted the recommendations and progress made against these recommendations.</p> <p>The CFO left the meeting at 6:35pm.</p>	
<p>8.</p>	<p><u>CEO Report</u></p>	
	<p>The CEO presented Trustees with the most recent 'Heads Up' document and talked through the key messages.</p> <p>The CEO directed Trustees to various pages of the CEO Report, summarising key things to note:</p> <ul style="list-style-type: none"> - All secondary schools have continued to require students to wear face coverings after the national guidance was lifted earlier in the summer term. This was endorsed by 	

	<p>the Local Authority as a Kirklees-wide request to continue with this measure was issued.</p> <ul style="list-style-type: none"> - There had been an increase in bubble closures since the CEO Report had been shared with Trustees. This was the picture nationally. - Attendance from March 2020 to March 2021 would not be used to arrive at Ofsted gradings. - Trust Heads continue to meet virtually and share developments, good practice and to provide mutual support. This extends across a number of subjects that have established strong networks across the Trust to share best practice and provide support. - The BBEST hub had continued to meet throughout the pandemic and had proved invaluable for all schools. A new Chair is in post and two Trust Headteachers continue as Trustees. - A vast amount of work has been put into the More In Common community work for the June Great Get Together with over 6.1m involved on a global scale. There is an exhibition in the People's Museum in Manchester (runs until 2022) about Jo Cox - her work and her life. The work of the Trust school's features prominently. - BGHS achieved the Gold SMSC Award and has been invited to become a National Beacon School. - UBHS achieved the Gold Award for Mental Health recognising its excellent work around mental health and wellbeing for staff and learners. This follows the BGHS securing the Gold award last academic year. - Face-to-face School to School Improvement and NLE/LLE support outside the Trust schools continues to be postponed. The school improvement team continues to provide virtual resources, in line with TSC guidance. Humanities support for a local school from another Trust with socially distanced face-to-face is in place. - Recruitment for Teacher training in 20/21 was strong with 31 trainees - the highest School Direct number recruited within the Kirklees area. The Yorkshire Rose Teaching Alliance trained teachers across English, Maths, Science, History, Geography, RE, MFL, Art, PE and Primary 5-11. 61% of the cohort are of BAME heritage, which is significantly higher than the national average of 19%. - Staff absence has increased as a result of the pandemic. <p>On behalf of the Board of Trustees, the Chair placed on record his thanks to the Executive for their continued hard work over the last 16 months and felt proud of the outstanding efforts from each school.</p>	
9.	<u>Compliance and Governance</u>	
	<ul style="list-style-type: none"> a) Conflicts of interest and Register of Business Interest Policy Trustees agreed to APPROVE this policy. b) Data Protection Policy Trustees agreed to APPROVE this policy. c) Accounting Policies Trustees agreed to APPROVE this policy. d) Intimate Care Policy - to follow electronically. 	
10.	<u>Safeguarding Update</u>	

	<p>The Trustee Safeguarding link provided Trustees with an update. A report had been circulated prior to the meeting and the Trustee talked through this in detail.</p> <p>Two schools in the Trust had undertaken a Safeguarding audit. The remaining schools will complete theirs in the 21/22 academic year.</p>	
11.	<u>AOB</u>	
	<p>The Chair of Trustees placed on record his thanks to the CEO who was retiring at the end of the current academic year and added, their passion for education and commitment to young people and the community is inspirational and they will be greatly missed.</p> <p>The meeting closed at 7:15pm.</p>	
	<u>Next meeting: TBC</u>	