

Minutes of the Meeting of the Board of Trustees

Held at Batley Girls' High School on Thursday 10 October 2019 at 7:00pm

Part A

TRUSTEES PRESENT:

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

IN ATTENDANCE - PRESENT:

Julie Haigh (BMAT CEO and Co-Head at BGHS) (JCH)	Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane) (HTI)
Samantha Vickers (BMAT Vice CEO and Headteacher at UBHS) (SV)	Alan Brown (BMAT Company Secretary) (ABr)
Darren Broadbent (Observer) DB	Laura Bland (Clerk) (LB)

APOLOGIES:

Mandip Sahota (MS)

	Minutes	Action
1.	<u>Chair's Welcome (SM)</u>	
	The Chair welcomed everyone to the meeting and extended his thanks, on behalf of the Board to Darren Broadbent who was observing the meeting.	
2.	<u>Apologies for Absence, Consent and Declarations of Interest (SM)</u>	
	Apologies had been received from Mandip Sahota, with consent. There were no declarations of interest.	
3.	<u>Representation</u>	
	The Chair confirmed the appointment of MS to the Board, effective 10/10/2019.	

	<p>The Chair confirmed the appointment of Professor Damien Page to the Board of Members, effective 01/07/2019.</p> <p>The Chair confirmed Brigid Tullie will be appointed to the Board of Members, effective 01/11/2019.</p>	
4.	<u>Minutes of the Previous Meeting (11 July 2019)</u>	
	It was AGREED both sets of minutes were a true and accurate record and were signed off by SM as Chair.	SM
5.	<u>Matters arising from the previous minutes (SM)</u>	
	IT WAS AGREED, BHP (current auditors) would be formally notified at the November meeting that the Trust will be going out to tender.	ABr
	As per the updated circulated prior to the meeting IT WAS AGREED 'Asbestos' would be added to the risk register.	ABr
6.	<u>Finance Update (ABr)</u>	
	<p>BHP are currently completing their annual external audit. There have been no major concerns raised to-date. The new software (mentioned in a prior meeting) has been very thorough and identified a number of 'abnormalities' all of which have been resolved.</p> <p>ABr directed all to the Finance Report. The figures included in the table are pre completion of the audit.</p> <p>Surplus for the MAT is at £5.1m - this is split across all of the schools. Each school made an in-year surplus, apart from BGHS - however this was due to capital works funded from reserves brought forward, as previously discussed.</p> <p>The BMAT Central Account (top-slice) includes the 3% allocation from each school and all expenditure from this. Expenditure includes staffing costs, centrally paid licences, legal, audit and other support costs etc. Total Expenditure for the year was £402,979, with contributions of £360,957 from the schools (including £15,000 conversion grant for Field Lane). This left a shortfall of £42,022, which was funded by BGHS.</p> <p>JCH and ABr to meet and review the services covered by the MAT Central account.</p> <p>The Financial Management system had been updated to Civica FinancialsLIVE from the 1 September 2019. ABr to assess the revised financial positions for 2019/20, based on the projected carry forward figures, plus confirming the outstanding capital works, funded by both reserves and CIF funding and report back when available.</p> <p>IT WAS AGREED the income and expenditure report will be presented in A3 going forward.</p> <p>The monthly monitoring reports were submitted ahead of the meeting. ABr welcomed any comments on these.</p>	<p>JCH/ABr</p> <p>ALL</p>

	<p>been agreed the overall MAT focus for the 19/20 academic year, would be:</p> <ol style="list-style-type: none"> 1. Parental engagement 2. Improving the reading and vocab gap 3. Underachieving boys 4. Inclusion 5. Mental health and wellbeing 	
8.	<u>Strategic Discussion</u>	
	<p>ALL discussed item 8a) of the agenda (Future Proofing the MAT Structure) and agreed much work over recent months has gone into this and there have been positive developments.</p> <p>BGS will officially join BMAT from the 1 November 2019.</p> <p>After a recent meeting with members, IT WAS AGREED they would visit each school in the MAT over the academic year. The Chair reminded ALL of the board's accountability to Members.</p> <p>SM told all an invite to all Trustees, Governors and the MAT operational team will be sent over the next week for an away day. SM asked all to note the date of Saturday 30 November. The NGA will be present. MK agreed to deliver unconscious bias training.</p> <p>ALL to discuss future arrangements at the next meeting.</p> <p>JCH added the MAT will be reviewed by the RSC on Friday 18 October. This will involve SM, JCH and SV.</p>	ALL
9.	<u>Compliance, Governance and Risk</u>	
	<p>A trustee code of conduct and governance audit was circulated - this had been based on good practice models. The Chair asked ALL to read, sign and return the documents (if they hadn't yet been completed) by the November meeting.</p> <p>EL met with the MAT SG Lead earlier that day with HTI who will line manage the role. The meeting was very positive and the remit of the role was discussed. IT WAS AGREED it would be beneficial for trustees to receive SG training, delivered by the Lead.</p> <p>EL directed all to the policy and discussed each new update. It was AGREED by Trustees to APPROVE the Safeguarding and Child Protection policy.</p> <p>A proposed MAT Admissions policy was distributed and SV explained the amendments to the policy. ALL AGREED these were practical and supported the recent work to future proof the MAT.</p> <p>It was AGREED by Trustees to APPROVE the Admission policy to go forward for consultation. Trustees asked for feedback from the consultation prior to approving the new admissions approach.</p> <p>The PAN for BGHS was questioned and JCH explained this was to allow for a nurture group.</p>	ALL

10.	<u>Safeguarding</u>	
	As per the above.	
11.	<u>Forthcoming Events</u>	
	<p>UBHS</p> <ol style="list-style-type: none"> 1. Year 10 boys are out on work experience 14th October to 18th October. 2. Thursday 17th October Year 7 settling in evening 4-6pm. 3. Monday 21st October 5-6pm Mastery of Revision session for years 10 & 11. <p>BGHS</p> <ol style="list-style-type: none"> 1. Careers Convention - 15th October - 8:45am - 12:30pm 	
12.	<u>AOB</u>	
	<p>JCH provided ALL with an updated SLE structure.</p> <p>JCH told all the Trust intends on completing a peer to peer review with IMPACT Trust.</p>	
13.	<u>Date of next meeting</u>	
	28th November 2019 at 6:30pm.	