

Minutes of the Meeting of the Board of Trustees

Held at Batley Girls' High School on Thursday 11 July 2019 at 6:00pm

Part A

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

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

	Minutes	Action
1.	<u>Chair's Welcome</u>	
	EL welcomed all to the meeting (as Acting-Chair). The agenda of the meeting was reordered so as to include all present trustees prior to MK departure at 6:30pm.	
2.	<u>Apologies for Absence, Consent and Declarations of Interest</u>	
	Apologies had been received from Siraj Mayet, with consent. There were no declarations of conflict from trustees.	
3.	<u>Representation</u>	
	EL confirmed the appointment of a new member, Professor Damien Page effective from 1 July 2019 (for a four year term).	

4.	<u>Minutes of the Previous Meeting (22 May)</u>	
	It was AGREED the minutes of the previous meeting were a true and accurate record.	
5.	<u>Finance Update/Budget Approval</u>	
	<p><u>2019/20 Budget</u> ABr confirmed the F&R sub-committee had agreed to RECOMMEND the budget be approved by the board of trustees with some additional discussion points which were raised later.</p> <p>ABr summarised the main headings and confirmed an estimated £4.4m to carry forward into 19/20. The in year surplus/deficit figures could change subject to the timing of the works that have just started, but could be delayed by planning permission, meaning a higher proportion of spend expected in 18/19 taking place in 19/20.</p> <p>As a result of the scheduled capital works, funded by reserves brought forward the overall reserves have been reduced by £400k.</p> <p>ABr confirmed the F&R sub-committee approved the proposal to change the time of year to approve the budget with a draft budget approval in June/July and a final budget approval in October, after all the summer changes and the full details of income are identified. ALL trustees agreed to this and felt this would allow for more accurate budgeting.</p> <p>The F&R sub-committee RECOMMEND ABr to undergo the tender process for auditors. ALL agreed this would be a beneficial costing exercise. ABr to report back to the FULL board.</p> <p>ABr shared for information, Academies will continue to be scrutinised more and more on the financial controls they have in place and as a result a formal audit timetable will be drawn up with our auditors BHP and shared with the FULL board.</p> <p>ABr welcomed questions on the above. Nothing further was discussed and ALL trustees agreed to approve the 2019/20 budget, as presented.</p> <p><u>Budget Forecast Return</u> ABr confirmed the Budget Forecast Return (attached in the appendices), had to be submitted to the ESFA by 30 July. The figures in the return matched the figures in the budget that had been presented and the future years' forecasts. ABr sought feedback/questions from the FULL board.</p> <p>No questions were asked and ALL agreed for the document to be submitted in its current form.</p> <p><u>Valuation of Land and Building</u> ABr explained, schools joining a MAT are required to complete a valuation of the land and buildings. Batley Grammar School have recently completed theirs (June 2019). ABr sought approval from trustees to accept the valuation (given the date and on the basis this was completed using the Depreciated Replacement Cost methodology). ABr added the report had been discussed with the auditors. They were happy to accept it. ALL trustees also agreed to accept the valuation.</p> <p><u>Risk Register</u> Arising from the last set of minutes, ABr asked ALL trustees to feed into the review process.</p>	<p>ABr</p> <p>ABr</p>

	<p>Trustees AGREED to include board representation as an item and the risk associated with not achieving quorum.</p> <p>In light of this, trustees discussed the current position and it was agreed ALL trustees would email the Chair with their thoughts on board expansion.</p>	ALL
6.	<u>Strategic Discussion - Due Diligence</u>	
	<p>ALL trustees discussed the report and challenged the following:</p> <ul style="list-style-type: none"> • The potential level of investment that may be required around building maintenance. Trustees requested further information on the works carried out since the 2014 survey. • The outcome of the asbestos survey. Trustees were concerned of its findings and requested further information. • HR T&Cs. Trustees noted this and requested this as an agenda item at the October meeting. • Use of their payroll provider and TUPE. ABr confirmed, following a meeting it had been agreed their contract would continue to the end of March 2020, when BMAT would pay the staff directly. • The process of applying for a sponsor licence. JCH added, following a call with the DfE earlier that day, this will be looked into further, as a priority. • Decrease in English progress scores from Spring 2018 vs Spring 2019. JCH explained the cohort is smaller than the previous year which has a bigger impact on numbers. <p>ALL trustees were happy to approve, subject to the additional information requested above.</p> <p>MK left the meeting at 6:30pm.</p>	
7.	<u>Matters arising from the previous minutes</u>	
	<p>Risk Register - covered earlier in the meeting.</p> <p><u>10 Core Functions</u></p> <p>ALL agreed to the proposed KPIs linked to the 9th core function.</p>	
8.	<u>Reports to Note: CEO Report</u>	
	<p>No questions or comments had been submitted prior to the meeting, therefore JCH summarised the key points as follows:</p> <ul style="list-style-type: none"> • Overall, outcomes are positive. Further information had been discussed at the Outcomes sub-committee meeting, prior to the full board meeting and no major concerns were raised. • Positive feedback from the LA following a NLE review earlier in the week. Impact have been approved as Newsome's sponsor. We are planning to explore a peer to peer review with Impact. • An updated SLE structure. ALL agreed this was very strong. 	LB

	<ul style="list-style-type: none"> All Chairs of LGBs had been asked to complete NGA (or equivalent) training. LB to follow up with each school's Head. <p>JCH welcomed questions. Nothing further was discussed and EL thanked JCH for the update. ALL trustees then agreed to reformatting the document to streamline the content.</p>	
9.	<u>Compliance and Risk</u>	
	<p>LBL updated ALL on the consultation process in relation to CCTV and ALL trustees agreed to the proposal and update to the policy.</p> <p>It was AGREED by Trustees the policies below should be APPROVED:</p> <ul style="list-style-type: none"> Data Protection Conflicts of Interest Complaints Procedure DBS 	
10.	<u>Safeguarding</u>	
	<p>ALL trustees were informed of the extension to the MAT Safeguarding Coordinator role. This had been extended to September 2019.</p> <p>JCH added the other two new MAT roles had also been extended to September.</p> <p>ALL schools are in the process of completing or have recently completed the Kirklees and/or NSPCC audit.</p> <p>EL to meet all Safeguarding Governors following the completion of the BGS merger.</p>	
11.	<u>Forthcoming Events</u>	
	Nothing to add.	
12.	<u>AOB</u>	
	<p>An AMENDMENT to the date of UBHS' June LGB meeting was submitted.</p> <p>TF to confirm attendance with LB at 6:00pm meetings. ALL trustees were made aware this may need to be pushed back due to other commitments. LB to confirm with ALL once received.</p> <p>EL and SM to meet with all Chairs of Governors, ideally in September at BGHS. LB to coordinate via Heads.</p> <p>MK offered to deliver Unconscious Bias training to Board of Trustees and each LGB. LB to coordinate.</p>	<p>LB</p> <p>LB</p> <p>LB</p>

13.	<u>Agenda, Minutes and Related Papers</u>	
	IT WAS DETERMINED that part of the 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.	