

Minutes of the Meeting of the Board of Trustees of Batley Multi Academy Trust

Held at Batley Girls' High School on Thursday 12 October 2017 at
6.30pm

Part A

PRESENT: Mr Siraj Mayet (Chair), Mrs Ellen Loughhead JP (Vice-Chair), Ms Julie Haigh, Ms Nadia Hussain, Mrs Mandy Kennedy, Mrs Pam Pickles, Ms Hilary Towers-Islam, Ms Sam Vickers

IN ATTENDANCE: Ms Claire Geisler, Chair UBHS LGB; Mr Alan Brown, Company Secretary; Mr David Cooper, Co-Head; Mrs Karen Sturgeon, Clerk

597. **Apologies for Absence, Consent and Declarations of Interest**

Apologies had been received from Nailah Ahmed, with consent.

598. **Election of Chair and Vice Chair in accordance with the Articles of Association**

In accordance with Article 82, the Trustees are required each school year to elect a Chair and Vice-Chair from among their number. In the absence of any other nominations, IT WAS RESOLVED by the Trustees that Mr Siraj Mayet be re-elected as Chair of the Trust and that Mrs Ellen Loughhead be re-elected as Vice-Chair of the Trust for the following school year.

599. **Chair's Welcome**

The Chair thanked the Trustees for his re-election. He welcomed Karen Sturgeon as the new clerk who has replaced Sally Cook. He thanked Sally for all her support and thanked the Trustees on Sally's behalf for their support during her time as Clerk.

He looked forward to the year ahead and said that Trustees had a pivotal role to play in helping the Trust to develop in terms of ensuring clear vision and ethos and strategic direction, overseeing the performance of the two academies and scrutiny of the financial performance of the MAT.

600. Representation

Trustees noted the retirement of Mrs Ann McCall as Co-Head of Batley Girls' and Trustee with effect from 31 August.

The Chair asked Trustees for their approval of Ms Nadia Hussain as a Co-Opted Trustee with effect from 12 October 2017. This follows Nadia's attendance at the July meeting.

IT WAS RESOLVED by the Trustees that Ms Nadia Hussain was appointed as a Co-Opted Trustee with effect from 12 October 2017

The Chair asked Trustees for the recommendation by Batley Girls' Co-Heads to appoint Mrs Stephanie Holt and Mrs Jean May as Co-Opted Governors of the BGHS LGB.

IT WAS RESOLVED by the Trustees that Mrs Holt and Mrs May be appointed to the LGB with effect from 12 October 2017.

IT WAS CONFIRMED by the Trustees that Mr David Cooper was appointed as ex-officio Governor of BGHS LGB in accordance with the LGB Terms of Reference at 2.3.1.

IT WAS CLARIFIED that the Trustees are:

- Member Appointed Trustees: Mr Siraj Mayet, Mrs Ellen Loughhead and Mr Jeremy Townend
- Co-opted Trustees: Ms Nailah Ahmed, Mrs Mandy Kennedy, Ms Hillary Towers-Islam, Mrs Pam Pickles, Ms Sam Vickers, Ms Nadia Hussain
- CEO: Ms Julie Haigh

Review of Trustees' Pen Portraits

Trustees were requested to update and/or provide their pen portraits as an annual skills audit. Templates and previous portraits will be emailed to Trustees.

601. To Confirm Protocols on Apologies and Consent to Absence

As an annual requirement **IT WAS RESOLVED** by the Board to continue to grant Consent to Absence where good reason has been given.

602. Completion of Declaration of Interest Forms by Trustees

Forms were circulated by the Clerk to be completed by Trustees who had not yet submitted a declaration for this year. All outstanding forms were completed and returned by the end of the meeting.

603. Code of Conduct

IT WAS RESOLVED by the Trustees that the Batley MAT Code of Conduct be signed by the Chair on behalf of the Board. However, due to legal changes we are looking at having a generic of code of conduct which applies to both trustees and governors. This is currently being investigated.

604. Terms of Reference for BGHS LGB

IT WAS RESOLVED by the Trustees that the Terms of Reference for BGHS LGB be signed by the Chair on behalf of the Board, After amendments to the title (removing Girls') and add the appointment of up to three staff governors to be included and keep percentage representation consistent.

605. To Review Scheme of Delegation (Annex 3) for BGHS and UBHS

IT WAS AGREED that the policies were satisfactory to the Trustees, with changes and the policies returned to the Board for final ratification.

606. Policies for Approval

- **Finance Policy & Procedures - IT WAS AGREED** to approve this policy
- **Teachers' Pay Policy - IT WAS AGREED** to approve this policy
- **Staff Performance Management Policy - IT WAS AGREED** to approve this policy
- **Safeguarding Policy - IT WAS AGREED** to approve this policy

607. Minutes of Meetings

Board of Trustees held on 6 July 2017 - **IT WAS AGREED** by Trustees that the Minutes should be approved as a true record.

608. Special Resolution of the Members of Batley Multi Academy Trust

The Members have agreed, by Special Resolution, the appointment of Mrs Ann McCall as a Member of the Trust with effect from 12 October 2017.

The Members give notice to the Trust of the resignation of Mrs Pam Pickles as a Member of the Trust with effect from 12 October 2017.

609. Matters Arising

There were no matters arising.

610. Reports to Note

- Minutes of LGB Meetings
- BGHS Co-Heads' Report September 2017
- UBHS Head's Report

Trustees noted these reports which had been circulated in advance of the meeting.

611. Draft Annual Report

Alan spoke to this item. Trustees were reminded that the Accounts are still currently in draft form.

612. Confirmation on Vice CEO role

IT WAS RESOLVED by the Trustees that Ms Sam Vickers be appointed to the BMAT Vice CEO role.

613. Analysis of Results for BGHS and UBHS

Direct comparisons with previous years' outcomes are very limited this year as accountability measures have changed considerably. Both BGHS and UBHS Outcomes have been adversely affected by the scoring system, which will have a negative impact on low ability cohorts and a positive impact with high ability cohorts. Both schools in the MAT have cohorts which are significantly below national average on entry.

It was agreed by the Trustees that in general the results were extremely positive with some excellent progress and standard basics scores. Pupil Premium students did particularly well.

614. Expansion of MAT - Update on Healey School

We are currently on track for Healey to convert and join BMAT on the 1st December 2017. Much work is already underway to support rapid school improvement and we are currently working in partnership with the LA until the official handover.

615. Strategic Focus

- MAT Governance - Reflection on 21 Questions
To be discussed at Strategy Planning Meeting on 2 November by Trustees.
- Ofsted Readiness - Trustee Leads
- Future Meeting Format - Strategy Discussion Meetings
- The Link Grid was distributed and completed during the meeting.

616. Safeguarding

The Safeguarding Policy was discussed and each school has its own appendix. The Chair said that collaboration was clearly strong.

EL explained that there were joint safeguarding opportunities. Central Record Audit – logged with HR – UBHS to log. CSE and mental health issues were across both schools, this will be addressed through the PHSCE programmes.

617. Invitations to Forthcoming Events at Batley Girls' and Upper Batley

- Trustees were reminded of invitations to help with mock interviews, Co-Heads' celebration lunch, school citizen awards.
- Batley Girls' - Careers Convention - 19 October 2017 and East Meets West - 14 December 2017
- Upper Batley - Sam Vickers to give information

618. Training and CPD

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

19. Dates of Meetings

Autumn 2017	Thursday 16 November	Strategy Discussion	5.30-6.30pm
		Presentation of Accounts	6.30-7.30pm
		Finance & Resources Committee	7.30-8.00pm
Thursday 7 December	Board of Trustees AGM	6.00pm	
	Strategy Discussion	6.30-7.30pm	
Spring 2018	Thursday 8 February	Board of Trustees	6.00pm
Summer 2018	Thursday 10 May	Finance & Resources Committee	6.00pm
		Outcomes Committee	7.00pm
	Thursday 21 June	Finance & Resources Committee	7.30pm
	Thursday 5 July	Board of Trustees	6.00pm

619. Any Other Business

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

620. Agenda, Minutes and Related Papers

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.