
Minutes of the Meeting of the Board of Trustees

Held at Batley Girls' High School on Thursday 13 February 2020 at 7:00pm

TRUSTEES PRESENT:

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

IN ATTENDANCE:

Julie Haigh (Trust CEO and Co-Head at BGHS) (JCH)	Alan Brown (Trust Finance Director) (ABr)
Samantha Vickers (Trust Vice CEO and Headteacher at UBHS) (SV)	Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane) (HTI)
Libby Page (Trust HR Manager) (LPa)	Laura Bland (Clerk) (LB)

	Minutes	Action
1.	<u>Chair's Welcome</u>	
	The Chair welcomed all to the meeting.	
2.	<u>Apologies for Absence, Consent and Declarations of Interest</u>	
	There had been no apologies received. The Chair confirmed the meeting was quorate. There were no declarations of interests from trustees.	
3.	<u>Representation</u>	
	Nothing to report.	
4.	<u>Minutes of the Previous Meeting (28 November and 5 December 2019)</u>	
	It was AGREED the minutes of the previous meetings were a true and accurate record.	
5.	<u>Matters arising from the previous minutes</u>	
	Nothing to report.	

6.	<u>Finance Update (ABr)</u>	
	<p>Further discussions had taken place with the audit team about the balances carried forward at the end of August 2019 and they have confirmed that they agree with our figures (see additional document for further information).</p> <p>Discrepancies noted in the previous report were because they did not include the figures paid by BGHS to the other Trust schools.</p> <p>The latest completed financial information is to the end of January 2020.</p> <p>Projections are as per the report. However, to note: future years' pay award is included at 2% - there are discussions this may increase to 3% for APT&C staff, but this is still to be confirmed.</p> <p><u>BGHS</u></p> <ul style="list-style-type: none"> ● Additional notes on the variance position (as per the report). ● Currently projecting an in-year revenue surplus of around £21,000 for the year to carry forward into 2020/21 along with the brought forward from 2019/20. <p><u>UBHS</u></p> <ul style="list-style-type: none"> ● Additional notes on the variance position (as per the report). ● Currently projecting an in-year revenue surplus of around £20,000 for the year to carry forward into 2020/21 along with the brought forward from 2019/20. <p><u>Healey</u></p> <ul style="list-style-type: none"> ● Additional notes on the variance position (as per the report). ● Currently projecting a slight in-year revenue deficit of around £800 for the year to carry forward into 2020/21 along with the brought forward from 2019/20.. <p><u>Field Lane</u></p> <ul style="list-style-type: none"> ● Additional notes on the variance position (as per the report). ● Currently projecting an in-year revenue surplus of around £2,000 for the year to carry forward into 2020/21 along with the brought forward from 2019/20. <p><u>Batley Grammar</u></p> <ul style="list-style-type: none"> ● The budget for BGS is adjusted to reflect a 10 month budget period, given a joining date of 1 November 2019. ● Year end audit completed to the end of August 2019. Auditors are finalising the figures for the period to 31 October 2019. Anticipated reserves brought forward are around £350,000. ● Additional notes on the variance position (as per the report). ● Currently projecting an in-year revenue surplus of around £59,000 for the year to carry forward into 2020/21 along with the brought forward from 2019/20. <p>Since the last report, there have been two periodic returns due for submissions. These were both completed and submitted on time.</p>	

	<p>The DfE have issued the Trust an amended SRMA toolkit without Field Lane due to the time they joined the Trust (part way through the school year) as part-year data skews the report.</p> <p>ABr welcomed questions.</p> <p>Trustees thanked ABr for the report and agreed the use of the graphs was a useful visual tool.</p> <p>It was agreed ABr would complete a school-by-school budget review prior to the April meeting.</p> <p>ABr confirmed the 2021/22 funding formula will come directly from the Government not the LA.</p> <p>Trustees suggested using BGS' model as good practice for reducing agency/cover costs. Trustees were informed of an ongoing wider piece of work reviewing ongoing supply agencies and their costs with a view to streamlining these and creating a preferred supplier list across the Trust. There is also scope to recruit a Trust cover supervisor role.</p> <p>Trustees suggested reviewing the details around staff sickness with a view to identify possible trends and patterns.</p> <p>It was agreed Healey School should be the main focus for finance, given future year projections. However, on the whole the Trust is in a healthy financial position. A clearer picture should come from the 2020/21 funding statements that are due shortly.</p> <p>ABr left the meeting at 7:25pm.</p>	<p>ABr</p> <p>LPa</p>
<p>7.</p>	<p><u>Policy Update</u></p>	
	<p>a) Trust Admissions Policy - to discuss</p> <p>Trustees were informed of the feedback from the LA following the consultation process in relation to the proposed Trust Admissions Policy.</p> <p>IT WAS AGREED to amend the proposed policy to reflect the suggestions of the LA.</p> <p><u>HR Policies</u></p> <p>LPa explained the following policies had been out for consultation (with staff and trade unions) and all feedback had been considered when reviewing each policy.</p> <p>Further detail on each policy's feedback can be requested from LPa, but for reference, trustees were presented with annotated versions of policies highlighting any proposed new changes.</p> <p>b) Performance Management c) Associate Pay Policy d) Teacher Pay Policy</p>	

	<p>Trustees questioned the process around automatic pay progression, capability and the levels of ratifications for pay progression. Each item discussed was thoroughly explained and details on historic and current processes were shared.</p> <p>Trustees questioned the review/performance management process and how this linked to pay progression. This process was explained in detail and trustees were made aware of the recent changes that had been made to this process and all agreed this was a positive direction for the Trust.</p> <p>There was some concern over the financial viability of pay progression and trustees requested clarity within the policies regarding enhanced pay progression and sought confirmation this would only ever be one level at a time. It was agreed LPa would review the relevant policies further and report back to the Chair to confirm this will be in place. Trustees were also assured any expected pay progression is considered as part of the budget review process.</p> <p>Trustees were satisfied with the responses and after much discussion, the trustees AGREED to approve policies b), c) and d).</p> <p style="padding-left: 40px;">e) Shared Parental Leave</p> <p>Trustees agreed to APPROVE this policy.</p> <p style="padding-left: 40px;">f) Code of Conduct (Staff)</p> <p>Trustees agreed to APPROVE this policy subject to including an additional sentence regarding social media.</p> <p>LPa thanked the trustees for their comments and made them aware further policies would follow. These will take the same format of the policies discussed.</p> <p>LPa informed all trustees the job evaluation scheme was now in place. Some members of staff have been trained to sit on the panel. All Trustees and Governors were invited to attend panel meetings should they wish to do so.</p> <p>LPa shared the new Trust branded recruitment booklet and supporting application forms and welcomed comments and feedback from Trustees. LPa to share with Trustees in an electronic format.</p> <p>LPa left the meeting at 8:00pm.</p>	<p style="text-align: center;">LPa</p> <p style="text-align: center;">LPa</p>
<p>8.</p>	<p><u>Outcomes Sub Committee</u></p>	
	<p>Data was presented in a new, streamlined format which had been well received.</p> <p><u>Primary</u> Positive across all schools.</p>	

	<p>There is good communications amongst all Primary Heads and real clarity on their areas of improvement.</p> <p>Good, strong tracking in place across all schools.</p> <p><u>Secondary</u> Pleasing overall. All schools had taken on board the comments regarding more accurate and less conservative data - this was shown in the recent reports.</p> <p>All schools have a clear understanding of their key focus areas.</p> <p><u>Post 16</u> Positive data which had been validated in January.</p> <p>Clear and concise areas to improve.</p>	
9.	<u>Strategic Discussion - Development Plan</u>	
	<p>The Development Plan had been reformatted and now sits in line with each school's Scheme of Delegation, adopting the RASCI model. The plan had been streamlined but was much more informative and concise.</p> <p>It was agreed Trustees would meet with JCH and SV in the first instance to review the relevant objective(s) they had been set. As part of the meeting trustees would discuss who becomes the accountable member of staff relevant to each sub-objective.</p> <p>Trustees would report back regarding the progress of their objective(s) on a regular basis. Trustees should consider 'deep dives' as appropriate. It was agreed the first report from trustees on their respective area on the Development Plan would be at the October meeting and a template would be created for trustees to complete at each update to ensure consistency.</p> <p>LB to schedule meetings above asap.</p>	<p>Trustees/LB</p> <p>LB</p>
10.	<u>Safeguarding</u>	
	<p>Nothing of concern to report. Hopeful that data can be used as part of the report going forward.</p> <p>Trustees agreed on the importance of each school having a mental health Governor link and should this not already be in place, this should be a priority for Governors.</p> <p>Review of the supervision of DSLs will be a priority for the Trustee link.</p> <p>SRE to be discussed further, following the circulation of the Kirklees recently published guidelines.</p>	<p>Heads</p> <p>EL</p> <p>HTI</p>
11.	<u>Forthcoming Events</u>	
	LB to inform and invite as appropriate.	

12.	<u>AOB</u>	
	<p>Chairs and Vice Chair Training delivered by the NGA was confirmed for Tuesday 3 March. EL to attend as the Trustee representative.</p> <p>Trustees discussed the possibility of adding to the current assets of the Trust and acquiring an off-site building. It was agreed this would be added to the Development Plan as a possible alternative provision item (or otherwise) to allow for further and more sufficient detail to be explored. Trustees allocated to this item are: MS and MK alongside SV, HTI and JCH.</p>	
13.	Next meeting: 30 April 2020	