

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

Held at Batley Girls' High School on Thursday 19 April at 6.00pm

### Part A

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**PRESENT:** Mr Siraj Mayet (Chair), Mrs Ellen Loughhead JP (Vice-Chair), Ms Julie Haigh, Ms Hilary Towers-Islam, Ms Sam Vickers

**IN ATTENDANCE:** Mr Alan Brown, Company Secretary; Mr David Cooper, Co-Head; Mrs Karen Sturgeon, Clerk

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

Apologies had been received from Claire Geisler, Mandy Kennedy, Nadia Hussain, Naila Ahmed and Pamela Pickles with consent.

**654. Chair's Welcome**

The Chair welcomed everyone to this meeting of the Board of Trustees. The Chair thanked everyone for their understanding due to the meeting being postponed on the 8<sup>th</sup> February because of the number of apologies received. This was subsequently re-arranged for the 2<sup>nd</sup> March, however this was again postponed due to the closure of the school because of snow. The Chair explained that clearly some of the documentation relating to the Agenda will be out of date, however the strategic focus is still relevant.

**655. Representation**

Nothing to Report

**656. 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.

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**657. Minutes of Meetings**

Board of Trustees held on 7 December 2017 - **IT WAS AGREED** by Trustees that the Minutes should be approved as a true record.

**658. Policies for Approval**

- Whistleblowing Policy
- Complaints Procedure

**IT WAS AGREED** by Trustees that all policies should be approved.

**659. Matters Arising**

A schedule to contact links with other MAT Local Governing Bodies. Visits to be arranged in last half term when GCSE have finished.

This is to open communications with other schools within the MAT.

**660. Reports to Note**

- BGHS Co-Heads' Report January 2018
- UBHS Head's Report November 2017

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

On the original calendared date of the meeting, Healey JI&N had not had a Head teacher's report. This is now available and was given to Trustees in the meeting to take-away and read.

JCH explained that going forward, reporting at this level and in this style would not be viable in terms of Trustees' time commitments. It was proposed that a CEO report would be produced for the MAT. A standard template from the NGA was introduced to Trustees. The report would be produced in consultation with other schools.

A Trustee said that this would be really good practice and make things simpler for Trustees. It was explained that KPI's would be populated and HR would add to the staffing section.

A Trustee agreed that there was currently too much to read and this would make it easier for Trustees to see the Headlines.

In section 2 – Current challenges for the trust, there would be a section for each school. A Trustee asked how we would manage the key risks, would there be a separate risk management register. Julie confirmed that there was a separate risk management document and this was being updated and would be on the agenda for

the next meeting. The Trustee also asked about GDPR and AB confirmed that this was part of the risk management document. EL asked if concerns would feed into the agenda and it could be flagged up what needed to be discussed, for example, sharing of staff.

SM asked that Trustees take the template away and let Julie have any information/comments that they would like to make.

JCH stated that the previous template did not work and for this to be successful it would need to be sent to Trustees two weeks in advance.

## 661. Finance Update

AB stated that the information supplied with the original agenda whilst still relevant was now not accurate and gave a verbal update for March.

### BGHS

- Currently has a surplus of £73,000– this is because of:-
  - Agency supply is under the budget of £85,000
  - Delays in appointments
  - Buildings work not happening until Summer
  - Resources budget is spent in the Summer
- In year deficit for 2018/2019 is £137,000
  - This is due to a lot of work being done round reducing the timetable. This will be taken to the Finance Committee in June for agreement.

A Trustee asked why this had reduced and JCH and AB explained that this was due the efficient use of Cover Supervisors.

### UBHS

- A deficit of £267,000 is predicted due to:-
  - New windows
  - Upgrades to toilets
  - Partition walls

SV explained that walls were being moved to help the flow of students in September,

- In year deficit for 2018/2019. AB will meet with Jane before the budget is taken for approval in June.

### Healey

- A deficit of £24,000 is predicted. Currently trying to identify extra income and reduce expenditure. A Trustee asked what the £77,000 was in the report. AB explained that this was left over from the LA. Any costs after 1st December 2017 when Healey joined the MAT were refunded by the LA.

An internal audit was conducted in the spring term and all systems/controls for BGHS and UBHS were in good health. The internal audit in the summer term will concentrate on Healey only.

A Trustee congratulated Alan and his teams for their excellent work.

A Trustee asked about the national funding issues. AB explained that we had a minimum funding guarantee for 2018/2019 and 2019/2020 and that we were erring on the side of caution. A Trustee asked if AB knew how this would be going forward and AB explained that he didn't and that other schools were losing more than us.

It was stated that schools could not maintain these losses going forward and that they could only manage for so long. The issue of school funding has now been picked up by the national press and hopefully this will have a positive impact. Going forward Pupil Premium is going to be harder to receive and the Apprenticeship levy was having a negative effect.

A Benchmarking report was handed out and will be discussed at the Finance and Resource Committee Meeting in May.

The Catering Contract was won by Absolutely Catering and was well received by Governors, staff and students. There has been a few teething troubles, but hopefully this will not continue.

The Chair asked what the benefit of this tender was. AB stated that Absolutely Catering were contributing £80,000. The Chair then asked how this would be split. AB responded that it would be spent on what was needed at each school. AB stated that he had contacted other schools using the catering company and that were happy. The service will be monitored to ensure that the MAT receives what was promised.

A Trustee stated the students were outstanding on the catering tender day and that their behaviour was exemplary.

The Vice-Chair asked what had happened to the original catering staff and it was explained that they had all been TUPE'd over to Absolutely Catering.

## **662. Strategic Discussion**

- **IDSR/SEF**

The Chair of the Outcomes Committee updated the Trustees with key points with regards to the latest IDSR/SEF documentation.

BGHS – P8 for the girls is outstanding at 0.38, and in particular the P8 score for English, however this should not be taken for granted.

JCH stated that both schools are working together and hopefully this will maximise progress going forward. SJV stated that the support for English had been outstanding.

TF – BGHS Open Bucket was a problem with IT/ECDL. JCH explained that the department was being reviewed by a member of the UBHS management team and issues within the team should be identified and resolved. SJV said this was only a couple of examples where the English /IT departments were working well across both schools.

SJV stated that it was a credit to the MAT how flexible staff were being. JCH stated that staff were excited and seeing it as an opportunity.

SJV stated that the locality of the MAT was key and that it could only have a positive feedback on teaching.

The Chair of the Outcomes Committee asked what we were doing with predictions so that we had no shocks in the summer.

JCH stated that when we were predicting outcomes it was difficult to be accurate due to the new specifications etc. TF stated that we should be able to predict with some accuracy the Math, English and Science results.

SJV stated that it was going to be very difficult to predict their MFL outcomes due to the specification being so different and that the teaching staff and students were struggling.

SM stated that he was very impressed with TF and with the responses. It was clear that everyone knew their data.

TF stated that the open bucket for UBHS had been strong, but English results had been poor. Moving forward things had changed within the department and support was being given by staff from BGHS.

A Trustee asked if there was capacity for this support and JCH confirmed that there was capacity and that this was being paid for out of the MAT central reserves.

- **Further MAT updates**

- **Healey Update**

- The Head teacher is doing extremely well and considerable improvements have been made. This is positive progress.

- There is a lot of collaborative work being undertaken from various areas across the MAT and this is being well received.

○ **Field Lane**

JCH and SJV presented at Field Lane. HTI had received really positive feedback from staff and parents. The questions received were really considered. They see the supportive ethos and it feels like the right thing to be doing and staff were looking forward to the positive collaboration between schools.

The Chair stated that parents and staff looking at joining the MAT in a positive way could only be good.

A Trustee asked if the Children's Centre would be a problem. HTI responded to this by saying that this had been referred to Kirklees, but as yet no answers had been received.

It was also asked if the situation with the Children's Centre could hold up Field Lane being able to join the MAT. JCH stated that she did not think so, but options were being looked at.

○ **Batley Grammar**

The MAT presented to the Governing Body at Batley Grammar School. The Governors have made a recommendation to join the MAT.

There was a meeting today regarding joining the MAT. BMAT will need to put the application in as Batley Grammar are an Academy, therefore no consultation will be needed.

The Chair asked what the timescales would be for joining the MAT. JCH explained that it would be September 2019 which gives the MAT lots of time for TUPE and HR/Payroll to be sorted. The MAT does not want to rush things.

○ **MAT Management Team summary**

JCH asked if this could be a standing item on future Agenda.

IT WAS **AGREED** by Trustees to add this as a standing item.

The following documents were given to all Trustees to take away and read:-

- *Minutes of meetings*
- *Current Business Plan*
- *Leaflet for parents at Field Lane*
- *Leaflet for staff at Field Lane*
- *Welcome letter*
- *Presentation from Batley Grammar*

**663. Trustee Engagement & Communication**

A number of Trustees attended a training session at UBHS on the Inspection Data Dashboard Report. This was delivered by an external company. Trustees said that they had found this extremely useful.

The Chair thanked Trustees for attending various events across the MAT.

**664. Current Predictions**

Trustees were given current predictions for BGHS, UBHS and Healey to take away and read.

**665. Safeguarding**

A new safeguarding template is being introduced, this will be updated and sent out to Safeguarding leads on the Governing Bodies. This will hopefully provide a consistent approach across all schools.

JCH asked if Trustees would like separate documents from each Governing Body for safeguarding. The Trustees agreed that they would like full reports from schools and then a summary sheet.

The Chair asked what is our record for safeguarding. EL explained that it was good as we had a lot of early intervention strategies. HTI said that BBEST was providing multi agency support for families and this was generally giving the right level of support.

**666. Invitations to Forthcoming Events at Batley Girls', Upper Batley and Healey**

- Original events list
  - BGHS Events
    - Y7 International Day – 15 February
    - Y11 Humanities Lunch – 28 February
    - School Show – 29 March
  - UBHS Events
    - Diana Award Mentoring – 27 February
    - Careers Week – 5-9 March
    - Going for Gold Day – 16 April

- Forthcoming
  - BGHS Events
    - Safeguarding Event – 20 April
    - Junior Maths Challenge – 26 April
    - Parents' Forum – 8 May
    - Y11 Stretch & Challenge lunch – 23 May
  - UBHS Events
    - Year 9 Parents Evening – 3 May
    - Year 10 Parents Evening – 24 May
    - Businessman's dinner – 28 June
    - Gong for Gold Graduation Evening – 12 July
    - Sports Day – 16 July
- Healey JI&N –
  - School Visits: Y2 Conisborough Castle / Y3 Go APE Adventure Experience / Y5 Yorkshire Museum / Nursery and Reception Classed: St Leonards Farm Visit / UKS2 Headingley Cricket Visit/ Y4 Mission Active Sports Tournament
  - Science Fayre at Batley Girls' for Y3 classes
  - Y3 Oral Hygiene Project
  - New - Netball, Rugby, Football and Cricket coaching and tournaments
  - Read, Write Inc Development days for Staff CPD (x2)
  - KS2 teacher recruitment for September
  - Weekend Camping Trip (Fanwoods) for vulnerable families (hosted by school staff)
  - School Seaside Trip for families
  - Summer Fayre (Date to be determined)

The Clerk will email all forthcoming events to Trustees.

## **667. Training and CPD**

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

## 19. Dates of Meetings

<b>Summer 2018</b>	<b>Thursday 21 June</b>	Finance & Resources Committee	7.30pm
	<b>Thursday 5 July</b>	Board of Trustees	6.00pm

## 668. Any Other Business

IT WAS **AGREED** that all documents in future will be shared a full two weeks in advance of the meeting and will not be tabled for discussion otherwise. In consideration of GDPR, we would like to share all documentation securely via Google Drive.

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

## 669. 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.