

Minutes of the Meeting of the Board of Trustees

Held at Batley Girls' High School on Wednesday 22 May 2019 at 6:00pm

Part A

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

IN ATTENDANCE - PRESENT:	IN ATTENDANCE - APOLOGIES:
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)	
David Cooper (Co-Head at BGHS) (DC)	
Hilary Towers-Islam (Primary Expert and Headteacher at Field Lane) (HTI)	
Laura Bland (Clerk) (LB)	

	Minutes	Action
1.	<u>Chair's Welcome (SM)</u>	
	The Chair welcomed all to the meeting and thanked them for attending the rearranged date with short notice.	
2.	<u>Apologies for Absence, Consent and Declarations of Interest (SM)</u>	
	Apologies had been received from Mandy Kennedy and Alan Brown, with consent.	
3.	<u>Representation (JCH)</u>	
	Trustees were presented with three pen portraits for review. After discussion, it was AGREED all trustees were happy to highly commend all three individuals to members in either a	

	<p>member or trustee capacity.</p> <p>LB to share pen portraits and trustee commendation with members for their approval.</p> <p>JCH made trustees aware of terms of office that were due to expire and these were being followed up.</p>	LB
4.	<u>Minutes of the Previous Meeting (2 May and 7 February)</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>	
	Nothing to report.	
6.	<u>Finance Update (EL)</u>	
	<p>In MK's absence, EL provided all with a finance update following the last F&R sub-committee meeting.</p> <p>ABr meets with regularly with each school's Business Manager - this is working well.</p> <p>JT volunteered to work with ABr on completing a self assessment MAT checklist, similar to the previous Schools Financial Value Standard format. ABr/JT to follow up.</p> <p>Headteachers across all schools AGREED to meet to discuss a MAT-wide Admissions Policy including a review of PAN and priority conditions.</p> <p>Nothing further from EL.</p> <p>SM confirmed it was AGREED for capital works projects to proceed based on proposals submitted.</p>	<p>ABr/JT</p> <p>Heads</p>
7.	<u>Reports to Note (JCH)</u>	
	<p>JCH directed all to the 'Heads Up' documents and invited trustees to feedback/share their comments.</p> <p>JCH summarised the CEO report.</p> <p>JCH confirmed the merger with BGS is progressing. The TUPE process will begin after the half term break. JCH to share the due diligence report with trustees for approval.</p> <p>HTI added the library is now complete at FL and looks fabulous. Thank you to those involved.</p>	<p>ALL</p> <p>JCH</p>
8.	<u>Strategic Discussion (JCH and DC)</u>	
	<p><u>KS5 Strategy Report (DC)</u></p> <p>DC highlighted the key points from the KS5 strategy report which had previously been circulated and in summary it was AGREED the key focus in the first instance is to retain current</p>	

	<p>students.</p> <p>Key findings from a recent student survey had been considered and DC proposed a summer programme for the current Year 11 cohort to trustees for their approval. All AGREED this was a strong programme and were happy to APPROVE it.</p> <p>Quality of teaching and learning and trips and visits were also key findings from the report. DC told all the Progress and Pedagogy Lead will join the team from September 2019 and DC is confident this will have a positive effect.</p> <p>Short-term, trustees AGREED to outsourcing marketing support for the upcoming summer months. DC/JCH/SV to look into and report back to trustees. NA also added the importance of utilising social media within the strategy.</p> <p>Trustees also AGREED on the importance of capturing student interest in the Sixth Form from Year 7 onwards, integrating its USP into assemblies and events where possible. For students leaving the Sixth Form, trustees felt it would be beneficial to conduct an 'exit interview' and use the findings to form part of the marketing strategy. DC to coordinate.</p> <p>Medium-term, a Post-16 working group consisting of SM, EL, JT, JCH, DC, along with BGHS LGB representation will be established. DC/LB to coordinate.</p> <p>It was AGREED DC would put together a 'longer-term' action plan for trustees to review.</p> <p>EL left the meeting at 6:50pm.</p> <p>JCH informed all of a recent change to the Co-Heads' PA role recently interviewed for. It was AGREED this role has scope for wider responsibilities (marketing and comms), and this will be out to advert by the end of the week. All AGREED this was necessary.</p> <p>SM thanked DC for his report.</p> <p><u>10 Core Functions and MAT Development Plan (JCH)</u> See separate documents.</p> <p>It was AGREED each trustee would link up with JCH and SV in the first instance and in turn they would link the trustee with the relevant staff member(s).</p> <p>SM requested all trustees to provide the board with an update at the next meeting.</p> <p>Trustees discussed the importance of mental wellbeing amongst staff and students and AGREED this would be a key focus across all of their KPIs.</p> <p>Trustees AGREED to formally revisit the document following the expansion of the board.</p> <p>JCH explained BMAT has agreed to take part in a pilot scheme (one of four across the North) led by the Regional Schools Commissioners (RSCs) to help MATs understand their current capacity to support and drive school improvement. JCH and SV are currently working on the document and JCH welcomed support from trustees.</p> <p>It was AGREED, all Heads would review the format of their report to ensure consistency.</p>	<p>DC/JCH/SV</p> <p>DC</p> <p>DC/LB</p> <p>DC</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>Heads</p>
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	SM thanked JCH and staff for their continuous work on trustee reports, documents and information.	
9.	<u>MAT Clerking Update (LB)</u>	
	LB provided updated on behalf of EL - all schools will continue with the current agreement with a further review in the Autumn 2019 term.	
10.	<u>Compliance and Risk (LB/JCH)</u>	
	<p>Further to the compliance report submitted, LB added the ICO have begun consensual MAT audits. A document summarising the key findings has been shared with every school at SLT level.</p> <p>It was AGREED by Trustees the policies below should be APPROVED:</p> <p>Safer Recruitment Payroll Procedures Staff ICT Acceptable Use Intimate Care</p> <p>An AMENDMENT to the Register of Business Interests policy was proposed and APPROVED by all.</p> <p>JCH requested all trustees to feed into the review of the risk register and any amendments should be sent to ABr.</p>	ALL
11.	<u>Safeguarding (LB)</u>	
	<p>An acknowledgement slip confirming trustees had read and understood the MAT SG and CP policy and KCSIE document was circulated and signed by all in attendance.</p> <p>LB to follow up with MK.</p>	LB
12.	<u>Forthcoming Events</u>	
	SV circulated 'More in Common' events and welcomed all to attend where possible.	ALL
13.	<u>AOB</u>	
	<p>It was AGREED all Chair of Governors will be asked to complete accredited NGA (or equivalent) training. Comms to go out from JCH to Heads to share with their Chair of Governors. BMAT will fund the training.</p> <p>Following UBHS' Ofsted inspection, the Vice CEO will now lead on putting policy in practice in relation to Ofsted across the MAT.</p> <p>JCH suggested, after review of the MAT leadership structure there are two emerging MAT-wide roles across Safeguarding and Cross Phase Lead. These roles would be in addition to existing roles within schools and would be advertised across the Trust. Both have been allocated a TLR3, however it was AGREED this would be revisited so as not to indicate applications from teachers only.</p>	JCH

	<p>Trustees discussed the SG role and AGREED it would be a coordination role across the MAT.</p> <p>All SLEs would be 'called upon' as and when needed for their expertise across the MAT.</p> <p>It was AGREED once the structure was finalised this would be sent to Heads and Chairs of Governors for their comments.</p> <p>LB would collate pen portraits from all SLEs for the MAT website.</p> <p>All AGREED the structure was very positive, showing a wide and varied skill set across the MAT.</p> <p>SV distributed UBHS' Ofsted report and all trustees congratulated SV, all staff at UBHS and those from the MAT that supported on all their continued hard work and efforts.</p>	<p>JCH</p> <p>LB</p>
14.	<u>Agenda, Minutes and Related Papers</u>	
	<p>IT WAS DETERMINED that 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.</p>	