

**Minutes of the Meeting of the Board of Trustees**

**Virtual Meeting held on Thursday 30 April 2020, 5:30pm**

**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)
Luisa Lang (Headteacher at Healey) (LL)	Gary Kibble (Headteacher at Batley Grammar) (GK)
Laura Bland (Clerk) (LB)	

	<b>Minutes</b>	<b>Action</b>
<b>1.</b>	<b><u>Chair's Welcome</u></b>	
	<p>The Chair thanked all for joining the meeting. To adhere to Government safety guidelines during the COVID-19 pandemic, the meeting had been arranged as a virtual meeting.</p> <p>As a result of cancelling the F&amp;R sub-committee meeting (initially scheduled for earlier that day), due to practicalities and the volume of information to cover as a result of the pandemic, GK and LL joined the full board meeting.</p>	
<b>2.</b>	<b><u>Apologies for Absence, Consent and Declarations of Interest</u></b>	
	There had been no apologies and the Chair confirmed the meeting was quorate. There were no declarations of interests from trustees.	
<b>3.</b>	<b><u>Representation</u></b>	
	Trustees voted IN FAVOUR to re-elect Nailah Ahmed for a further term of office (4 years), effective from 9 June 2020.	
<b>4.</b>	<b><u>Minutes of the Previous Meeting (13 February 2020)</u></b>	
	It was AGREED the minutes of the previous meetings were a true and accurate record.	

5.	<b><u>Matters arising from the previous minutes</u></b>	
	<p>The school-by-school budget review process was started but was not completed given the uncertainty around income and expenditure commitments. Budgets continue to be monitored.</p> <p>Trustee meetings regarding the Development Plan had been postponed. LB would pick this back up at the appropriate time.</p>	
6.	<b><u>CEO Report (JCH)</u></b>	
	<p>As well as the usual updates, the CEO Report summarised how each school was faring in the current situation and this was the main focus of discussion.</p> <p>Trustees sought reassurance on safety measures put in place for staff in school. All Heads commented with the following:</p> <ul style="list-style-type: none"> <li>- Any members of staff that are classed as vulnerable or high risk have been instructed not to come into school and self isolate instead.</li> <li>- Hand sanitiser is available in all schools.</li> <li>- Staff are instructed to follow the government guidelines and stay 2m apart.</li> <li>- Where necessary, students are split across different classrooms to maintain social distancing rules.</li> <li>- Children with one or both parents as key workers are eligible to come into school.</li> </ul> <p>Trustees were comfortable with the safety measures put in place and thanked all Heads for their hard work and dedication during a very difficult time.</p> <p><b><u>Quality of Education - Outcomes</u></b></p> <ul style="list-style-type: none"> <li>- Year 13 - BGHS 3<sup>rd</sup> out of 9 qualifying providers for Progress.</li> <li>- Year 11 - BGHS - top of the Kirklees Secondary Tables compared to 'all' students, top for disadvantaged students and 3<sup>rd</sup> for Girls.</li> <li>- Year 11 - UBHS - 11<sup>th</sup> compared to 'all' and 5<sup>th</sup> for Boys.</li> <li>- Year 11 - BGS Secondary - 7<sup>th</sup> for 'all', 7<sup>th</sup> for disadvantage, 6<sup>th</sup> for Boys and 7<sup>th</sup> for Girls.</li> <li>- Year 6 - HJIN - above Kirklees average for all three progress measures, in the top 10 for highest numbers of disadvantaged children and 4<sup>th</sup> in this group for Expected Standard (ES). To note: the high number of disadvantaged children placing Healey in the top 10.</li> <li>- Year 6 - FLJIN - in the top 30% of Kirklees schools for the ES. 5<sup>th</sup> for Higher Standard and 12<sup>th</sup> for Maths Progress.</li> <li>- BGS Primary - In the top 25% of Kirklees schools for the Expected Standard.</li> </ul> <p><b><u>Exams and Grades</u></b></p> <ul style="list-style-type: none"> <li>- May exams (across all relevant years groups) will no longer take place.</li> <li>- Teaching staff across all schools are now working to a schedule to estimate student grades in line with government guidance as well as using data across a 3-year trend.</li> <li>- League tables for this academic year will not be published.</li> </ul> <p><b><u>Quality of Education - The New Ofsted Framework</u></b></p> <ul style="list-style-type: none"> <li>- Schools have been working collaboratively to meet the curriculum criteria under the new framework. Each school's statement of intent had been included as appendices in the report.</li> <li>- Middle leaders are receiving the appropriate, quality time needed to prepare.</li> </ul>	

- The gradings awarded earlier in the report are those under the new framework.

#### Governance

- Feedback from the NGA had been very positive following their support provided as part of their training programme. The Chair and CEO had been asked to put together a testimonial.

#### External Reviews

- Post 16 at BGHS - very positive feedback following a review from a Lead School Improvement Advisor at Leeds LA.
- EYFS at HJIN - excellent feedback following a review of Healey's early years provision and has seen the school recommended by the LA as a centre of good practice.
- Pupil Premium at HJIN - positive feedback, commenting on the 'robust and effective strategy in place to raise attainment of disadvantaged pupils.'
- SEND at BGHS - awaiting final report, but initial feedback was positive.

#### School Improvement and System Leadership

- The LA recognises the strong SLE team in place and has extended commissioned work with the Trust.

#### Trust Careers Activity

- Positive work continues across the Kirklees Careers Hub with leadership from BGHS and UBHS.

#### Teaching School

- As part of a national review of Teaching Schools and NLE roles, there will be significant changes planned from September 2021 (date may now be subject to change).
- Teaching Schools will no longer be funded.
- School Direct will continue.
- There will be a new designation criteria and process to apply to be a NLE. Four of the Trust's Headteacher's will be eligible, should they wish to seek designation.
- There will be a launch of new Teaching School Hubs across an average of 300 schools.
- BGHS were invited to become a hub lead. However, it was agreed to be a key partner to the Green Light Teaching School Alliance instead.

#### National Professional Qualifications

- List of staff continues to grow.
- Staff can put themselves forward at any time. This may form part of a performance management target.
- Trustees noted how progressing staff via this route can contribute towards diversifying leadership teams.

#### Wider Partnership Work

- Partnership continues across all of the Trust schools.
- Change Project - CEO to link up with MK separately.

#### Financial Implications

- We were due to move to a new payroll system from the 1st April 2020. This has now been postponed and all schools will continue using their current payroll provider, for

	<p>this financial year. BGS uses an external payroll bureau. The other schools are paid from BGHS.</p> <ul style="list-style-type: none"> <li>- All schools have been paying invoices as soon as possible, in light of the advice we have been given and each school will continue to do a weekly payment run where possible.</li> <li>- Current guidance suggests continuing to pay suppliers, where contracted to do so.</li> <li>- The Trust will pay catering providers (where appropriate) until the end of May (at the moment).</li> <li>- Exam invigilators will also be paid for pre-booked hours.</li> <li>- Fees for exams had already been paid. Clarification needed on how/when/if those monies can be claimed back.</li> <li>- A list of all expenditures will be collated and submitted to the insurers in one go, rather than numerous individual claims. These are typically school trips that had been paid for but since cancelled.</li> <li>- Major capital works have been halted and there may be an additional cost to each school when they start up later as prices could increase.</li> <li>- Contractors have begun some work on the Exam Hall at BGHS, although in much smaller numbers to adhere to government guidelines.</li> <li>- There are certain ongoing returns that need to be completed throughout the year, but it is not clear if any more of these will be postponed. ABr to submit as and when advice is confirmed.</li> <li>- Internal audits for Batley Grammar School, Healey and Field Lane have been postponed. Changes to audit arrangements from September 2020 mean the Trust is unable to engage the same auditors for internal and external audits. The re-tendering of the external audit has also been postponed and BHP will continue with the audit of the accounts for 2020. Brown Butler, current auditors for BGS, have been in discussions and will manage the internal audit process from September 2020, for 1 year in the first instance.</li> </ul> <p>Trustees questioned the procurement process of auditors and given the current situation agreed it was the right decision not to go out to tender for the upcoming audit. However, after further discussions, ABr confirmed the tender process would restart for the September 2021 audit onwards.</p> <p>Trustees asked if the current pandemic has affected any forecasting for future years.</p> <p>ABr: expenditure on resources will reduce between now and the end of July and will possibly spike in expenditure in readiness for schools to return. This is being accounted for. However, on the whole, ABr does not expect significant changes to future forecasting.</p> <p>Trustees discussed the likely increase in costs for a phased return and questioned how this is being managed.</p> <p>The CEO explained all eventualities are being discussed at weekly Heads' meetings, including any financial implications. The Trust is prepared (from a staffing point of view) for a phased return which will not include the full school workforce due to health and safety reasons. Linked to this is an expected increase in costs for PPE and deep cleaning. Final figures on these</p>	
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	<p>are not yet confirmed as official government guidance has not yet been published, but is being considered.</p> <p><u>Wellbeing</u></p> <ul style="list-style-type: none"> <li>- CEO to collate Trust figures of vulnerable children across all schools and share with Trustees.</li> <li>- Each school is contacting families and students in the most effective way for them, but as minimum are in contact via form tutors, pastoral and wellbeing teams, weekly. On the whole, families and students are engaging.</li> <li>- The LA are expecting to put out a call to action for staff to volunteer as temporary foster carers.</li> <li>- As key workers, teachers can now be tested for COVID-19 should they be displaying symptoms and some staff across the Trust are doing so. Appropriate measures are put in place subject to test results.</li> </ul> <p>NA left the meeting at 6:40pm.</p>	
<p><b>7.</b></p>	<p><b><u>Policy Update</u></b></p>	
	<p>The Chair confirmed all policies had been shared with Trustees prior to the meeting for review and feedback.</p> <p>a) Pension Fund Discretion Statement</p> <p>Trustees agreed to APPROVE this policy.</p> <p>b) Credit Card</p> <p>Trustees agreed to APPROVE this policy.</p> <p>c) Freedom of Information</p> <p>Trustees agreed to APPROVE this policy.</p> <p>d) NQT Policy</p> <p>Trustees agreed to APPROVE this policy.</p> <p>e) Grievance</p> <p>Trustees agreed to APPROVE this policy.</p> <p>f) Disciplinary</p> <p>Trustees agreed to APPROVE this policy.</p> <p>g) Positive Management of Attendance</p> <p>Trustees agreed to APPROVE this policy.</p>	

8.	<b><u>AOB</u></b>	
	<p>After discussion, it was agreed that LGB meetings should continue where possible (as virtual meetings) and if needed subcommittee meetings form part of a full board meeting.</p> <p>Meeting closed at 7:00pm.</p>	
9.	<b>Next meeting: 9 July 2020</b>	