

Company registration number 09334026

**Business Committee Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Friday, 23rd November 2018**

Minutes

EC (Chair) BM	DM Clerk	JD	NP (HT)	Apologies: GW
SM and BOT for agenda item 4 only				

#	Details	By whom	By when
4.	Write to SM and BOT on behalf of Trustees	Clerk	27 th Nov
5.2	On Course – explore alternative provision and present to next Trust Board meeting	HT	14 th Dec
5 & 6	Upload tabled papers from this meeting to Trustee Area	Clerk	27 th Nov
9.1	Income generation opportunities. Discuss with HT and make recommendations to the next Trust Board	Chair & GW	14 th Dec

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1. Introductory items	
1a	The Chair welcome Trustees to the meeting and introduced the newly appointed Finance Manager. The meeting was quorate
1b	Apologies were received from GW
1c	JD declared a new interest as employee of OCC a commissioner of MBC provision
2. Minutes from the previous meeting and matters arising	
2a	The minutes from the previous meeting held on 14 th September 2018 were agreed and signed by the Chair.
2b	<p>Matters arising:</p> <p>1c – Building costs – Located have advised that any monies paid by MBC on behalf of Located will be repaid at the end of the build process. The auditors have advised that Located will be classed as a debtor in MBC accounts until repaid.</p> <p>7. Trustee recruitment – this matter was deferred to a future meeting</p>
3. Election of vice-chair for the Business Committee and related training	
	<p>JD was elected a vice-chair of the Business Committee which was proposed by DM and seconded by the Chair.</p> <p>The HT commented that Trustees may benefit from Trustee training in order to gain confidence about taking on the role of Chair or Vice-Chair of the board or committees. The Key was identified as offering training information and the Clerk will investigate this and other providers further. This discussion links with item 9.2.</p>
4. Risk Register presentation	
	<p>Two members of the SLT (SM and BOT) joined the meeting to present on Risk Register 9 – the behaviour and/or safety of pupils, staff or visitors falls below acceptable standards. A summary of the main points from T55, T74 and T35 offered in their presentation is shown below:</p>

<p>4.1</p>	<p>T55 – An unauthorised or unwanted person enters the academy premises:</p> <p>Issue: At West Bar a number of teenagers and adults have been found at the front of the premises looking for MBC students.</p> <p>Mitigating factors: Staff safeguarding training, understanding Child Drug Exploitation (CDE), CCTV, locked door and gates, police legislation, review of site security, CIF funding to support improvements and H&S a standing item on SLT agenda and debrief meetings.</p> <p>Impact: - Staff are confident when lockdown is needed, about the protocol regarding unwanted visitors and improved communication with local agencies. All of this has contributed to no incidents recorded since early October 20184</p>
<p>4.2</p>	<p>T74 Failure to identify and/or protect children from other harms – eg drugs, gangs, exploitation.</p> <p>Issues: Students known/suspected to be a victim of drug exploitation, patterns/trends of students leaving premises during lunch and suspected to being under the influence on their return and Oxfordshire currently do not have an overall strategy in regard to CDE.</p> <p>Mitigating factors: Leaving site at lunchtime, CDE intelligence reporting to police, need to be pro-active as a CASO group on procedures and safety plans whilst waiting for the county to agree a strategy, monitoring attendance and exclusions, extended de-brief to ensure the bigger picture is informed and raising awareness at higher county level of the increasing risk of number of students PEXED from the same area and therefore accessing the same site.</p> <p>Impact: Early identification, greater staff awareness and awareness of warning signs and reporting issues, issues when placing students based on prior knowledge of a student received from outside agencies and accurate, detailed and shared information to build a bigger picture.</p>
<p>4.3</p>	<p>T35: Pupils lack of engagement and persistent low-level disruption leads to reduced learning and a disorderly classroom</p> <p>Issues: Reviewing the behavior policy to identify what works well and where improvements can be made. Restorative approaches were good but there is a need to drill down and focus on specific patterns and trends instead of being reactive.</p> <p>Mitigating factors: Re-written behavior policy using ‘weather’ as the code and creating a common language, inset training with a focus on restorative approaches and team teach, use of data to identify patterns and trends, revised and extended weekly de-briefs and use of feedback from lesson observations where behavior concerns have been raised.</p> <p>Impact: Improved and consistent systems in place to record and monitor behavior, a calmer and more engaged environment, staff confident in managing behavior situations and a more proactive environment instead of simply reacting.</p>

	<p>Q. Are cleaning staff DRB checked and what can the police do to support practices at MBC?</p> <p>A. Yes, all staff at MBC are DRB checked. The police do offer a swab service which identifies substances on furniture etc at sites.</p> <p>Q. What is the impact from recent staff training.</p> <p>A. Full data is awaited but initial findings are that low level disruption has decreased.</p> <p>Q. What action is taken if staff need more support in the classroom on a daily basis?</p> <p>A. This is usually identified through lesson observations and staff are encouraged to seek support where needed. In addition the performance management system is used to identify areas requiring discussion and support.</p> <p>Q. What advice is given to staff about approaching intruders?</p> <p>A. Staff are advice not to deal with situations alone and always let others know they are dealing with an incident. Systems and data in place offer advice about contacting the police where necessary.</p> <p>Q. What has been done to further ensure security?</p> <p>A. All students and staff are aware of security arrangements and the need to comply.</p> <p>Q. Is funding available to improve security at sites?</p> <p>A. MBC has recently spend £4k on improving the security camera system at West Bar. There is an opportunity to bid for CIF funding for additional security across sites and/or for MBC to demonstrate where this has already been actioned.</p> <p>Summary: The presentation on these risks was very well received by Trustees who were impressed by the systems in place to ensure safeguarding for all. The Chair thanked SM and BOT for their presentation and invited them to attend a future meeting to update and/or discuss issues of concern. The Clerk will write to SM and BOT expressing thanks on behalf of Trustees.</p>	Clerk
5.	Budget, On Course and Build costs update	
5.1	<p>Budget</p> <p>The FM tabled three papers:</p> <ul style="list-style-type: none"> • Budget forecast as at 31st October 2018 • Budget monitoring report October 2018 • Cash flow forecast November 2018 – August 2019 <p>The FM reported that the budget forecast report showed an in-year deficit of £85,594 against an approved budget surplus of £10,870, resulting in a total in-year deficit shown to date of £96.465. This increased figure is mainly due to charges to schools where raised invoices are pending which will be completed by the end of November when the budget will be updated and reported to Trustees.</p>	

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	<p>Additional pupil premium funding has been received which was not budgeted for. Against this there were unbudgeted additional costs for the leadership pay award totaling £5,500 and teaching costs, some of which were offset by a reduction in admin staffing. The budget still includes provision for an English Teacher (0.4fte) and an Education Worker. These posts are currently vacant. Utility costs are also being closely monitored.</p> <p>Q. Is the expected in-year deficit expected to remain at £85k? A. This is constantly under review and closely monitored. To improve forecasts and information offered to Trustees a new practice of producing termly budget forecasts will be introduced next year offering a clearer forecast.</p> <p>Q. How are reserves affected? A. MBC need to hold a tight budget for three years to allow reserves to be re-built. It is expected that reserves will reduce in year 2.</p> <p>5.2 On Course:</p> <p>The HT reported that the first On Course programme for this academic year had run with transport costs supported by the county. The second programme for the year is full with 12 students but transport costs are not currently being met by the county.</p> <p>In discussion with the county the HT has been advised that On Course is considered by the LA to be school provision and not county provision and that transport costs were therefore a school's responsibility. However, the HT understand that the county are still discussing this matter and the outcome on whether future transport costs will be met by the county is expected in December 2018.</p> <p>A discussion followed on how MBC could provide an alternative course open to schools across the county funded by schools using the service. It was agreed that the HT would explore alternatives and report to the full Trust Board meeting in December 2018.</p> <p>5.3 Build costs:</p> <p>The HT reported that there was little movement with the DfE regarding their request for MBC to fund £36k for fixtures and fittings. The DfE have however agreed to fund £21k for IT leaving MBC with possible costs for other fixtures and fittings of £16K. The HT is currently looking at ways of using existing furniture etc to reduce this cost and will keep Trustees informed.</p>	<p>HT</p>
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6.	Staffing update – approval of performance management recommendations	
	<p>The HT tabled a report outlining the teacher appraisal and pay progression procedures for 2018. The report included information on the assessment process, moderation of objectives and a summary of pay recommendations for eligible staff 2017-18.</p> <p>The HT holds a schedule detailing the moderation process and showing whether objectives have been achieved. Recommendations are made joining with JW, an AHT and member of the SLT. The HT stressed that this was a rigorous exercise which needed to clearly demonstrate criteria had been met. Teaching staff reaching TPS6 only progress to UPS if they wish to and meet the criteria and understand the additional responsibilities attached to a UPS post.</p> <p>After discussion Trustees approved the following recommendations set out the tabled report. All recommendations are made following successful appraisal reviews. This report will be uploaded to the Trustee area to allow Trustees to fully review the range of information offered:</p> <ul style="list-style-type: none"> • 2 x G4 staff eligible for threshold progression • 1 x TPS4 staff eligible for progression to next point on TMS range • 2 x 5 TPS5 teachers eligible for progression on the TMS range • 1 x Senior Leader L12 eligible to progress to L1 	Clerk
7.	Approval of Auditors and reports	
7.1	<p>Approval of Auditors</p> <p>The BM outlined discussions at the Oxfordshire Business Manager Group about reviewing the performance of auditors across schools. This investigation is at an early stage and will support discussions about recommended auditors to appoint for 2019/10 onwards. The BM will keep Trustees informed.</p> <p>Following discussion Trustees agreed to appoint Critchleys Accountants as Auditors for 2018/19.</p>	
7.2	<p>Internal and external audit reports:</p> <p>The reports will be fully discussed at the Trust Board meeting in December. The BM advised Trustees that the external report showed no major recommendations and that the internal report indicated budget setting procedures had been tested and agreed as robust and there were no recommendations.</p>	

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8.	Policies for approval:	
	<p>Trustees reviewed the following policies with changes from previous years shown:</p> <ul style="list-style-type: none"> • Financial Regulation – changes to 6.02, 6.04 and 6.33 • Reserve Policy – no changes • Investment Policy – no changes • Scheme of Delegation – changes transferring responsibilities from BM to FM • Restructuring and Redundancy Policy – an adopted policy from OCC. <p>Trustees reviewed the changes and recommended all policies for approval.</p>	
9.	AOB	
9.1	<p>Request for support from HT</p> <p>The HT reported that a request for a short period of leadership support from a MAT with AP in Suffolk had been received. At the time of this meeting it was unclear about the full nature of the support required and whether this would generate income for MBC.</p> <p>Trustees agreed that this required further discussion and the Chair and GW were tasked with discussing this further with the HT and reporting back to the Trust Board meeting in December.</p>	Chair & GW
9.2	<p>Request for CV information from Trustees</p> <p>GW and the HT are attending a meeting with the DfE in early December and at the time of this meeting it is unclear about the exact reason for the meeting. In preparation the DfE have asked for Trustee CVs as the RAT website does not show detailed information about Trustees.</p> <p>After discussion Trustees agreed that it was not appropriate to send this information to the DfE and instead a review of Trustee information held on the website would take place. This will take place alongside discussions about Trustee/SLT links and trustee training and trustee recruitment. Recommendations will be made at a future meeting.</p>	
10.	Date of next meeting	
	Friday, 8 th March 2019 at 9.30am at The Harlow Centre	

Approved at Business Committee meeting on 8th March 2019 and signed by the Chair. A paper copy of signed minutes is held securely in the Headteacher's office at Meadowbrook College.