

RADCLIFFE ACADEMY

Company registration number 09334026

**Meeting of Trustees Business Committee
The Radcliffe Academy, Harlow Centre, Oxford
Monday, 7th November 2016
Minutes**

<p>Present: Jolie Kirby (JK) Gloria Walker (GW) Nicola Partridge (NP) Emma Canter (EC) Tony Scott (TS) Brenda Mundy (BM) Lucy Mettyear (LM) Anne Wolton, Clerk (AW) Katherine Moss (Critchleys) agenda item 2 only Catherine Routledge (MBC) agenda item 2 only</p>	<p>Apologies: Darren Utanagan (DU)</p>
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#	Details	By whom	By when
1e	Make enquires about LA representative with Roy Leach	LM	Next FGB
2	Follow-up on access to other AP bench-marking procedures	NP	For next meeting
2	Expanded risk register follow-up	JK & BM	For next meeting
3.1	Update on LA contract/SLA	LM	Next FGB
4.1	Amend scheme of delegation and upload to Governors area	BM	Next FGB
4.2	Amend Financial Regulations Manual	BM	Next FGB
4.3	Review sections of Trustees' Report and send BM comments and amendments	All	20 th Nov
4.64.4	Advise Trustees on Blue Sky costs and related value for money	BM	At next meeting
4.4	Update on job evaluation for administration post	BM	At next meeting
4.4	Report back on Headteacher's performance management	GW	At next meeting
4.4	Amend the teacher appraisal pay progression report and upload to the governors' area	NP	By next meeting
4.5	Review wording on Redundancy policy and report back	EC & BM	At next meeting
4.5	Amend wording on Reserves and Investment policies and update to the governors' area	BM	By next meeting
4.6	Check the EFA agreement on PEX students and report back	BM	At next meeting
4.6	Amend the Admissions policy and upload to the Governors' area	NP	By next meeting
4.8	Terminate Carillion contract and seek alternative cleaning arrangements	BM	By next meeting

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1. Introductory items		
1a	JK opened the meeting by welcoming trustees. The meeting was quorate	
1b	Apologies were received from DU	
1c	There were no new declarations of interest.	
1d	Election of Vice Chair, Business Committee meeting: TS was proposed as Vice Chair of the Business Committee by EC and seconded by GW. TS accepted the role until the end of the current academic year.	
1e	Trustee resignation: DU has resigned from the Trust having served on the full governing body and Business Committee in September 2016. DU is the LA representative and this now leaves a vacancy for this role. LM agreed to speak to Roy Leach about a suitable replacement for DU.	LM
2. Internal Audit Report – Katherine Moss, Critchleys		
	<p>Katherine Moss (KM) from Critchleys spoke to the three tabled papers dated May and June 2016 as shown below and discussed the opportunity for further assurance work as required in 2016/17:</p> <ul style="list-style-type: none"> • Internal audit – project report • Internal audit services report • Internal audit project report - traded income services <p>A discussion followed highlighting the following:</p> <ul style="list-style-type: none"> • The need to consider the break-even point of courses/programmes and adjust as necessary • The increased risk when schools join a MAT • The associated need to review the accounting officer’s checklist and risk matrix <p>Q. Does RAT know how other AP academies are bench-marking and how does RAT get access to this information? A. It may be available through the Freedom and Autonomy of School organisation (FASNA). NP will explore this further.</p> <p>Q. Has the risk register looked at more than financial risks? A. An expanded risk register is currently a working document. JK offered to support BM on this.</p> <p>Q. How will the changing face of AP provision nationally impact on MBC?</p>	NP JK & BM

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	<p>A. For example, reduced funding from the LA will have an impact and RAT will need to review whether the LA continued to be offered the same number of places and how best to market provision. Full details of the national change will be known after Autumn 2016. This need to be placed on the risk register and tested.</p> <p>Q. Where does the any new build sit on the register?</p> <p>A. Any new build should be added to the register alongside any other cultural shifts.</p>	
3.	The minutes from the previous meeting held on 20th June 2016 were agreed and signed by the Business Committee Chair	
3.1	<p>Matters Arising: LA contract – LM updated Trustees on the various attempts with the LA about the issuing of a contract/SLA which were on-going. LM agreed to continue to seek a resolution to this problem and report back to the next meeting.</p> <p>NP confirmed that although a contract/SLA had not been issued the LA had paid MBC for the services they use.</p>	LM
4.	Main agenda items	
4.1	<p>Scheme of Delegation: Trustees reviewed the Scheme of Delegation and recommended the following additions:</p> <ul style="list-style-type: none"> • A column should be added showing the specific duties of the Chair of Trustees • A note at the end of the document advising the scheme of delegation should be read in conjunction with the Financial Regulations Manual. <p>BM will make these changes and the new version of the document will be upload to the Governors' area.</p>	BM
4.2	<p>Financial Regulations Manual: Trustees reviewed the Financial Regulations Manual and recommended the following amendments:</p> <ul style="list-style-type: none"> • Change the use of Governor to Trustee throughout the document. • Section 5.21 – amend wording to be in line with the Redundancy Policy as follows: <ul style="list-style-type: none"> - Delete the line – The reason for the change and subsequent bullet points - Replace with – This will be carried out in line with the MBC redundancy policy 	

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	<p>Q. NP asked whether Trade Unions should be consulted when new policies are written or existing policies amended.</p> <p>A. JK and EC advised that Trade Unions only need to be consulted when a policy refers directly to employment conditions.</p> <p>JK recommended the use of a checklist showing all policies and who should be consulted when new policies are written or changes are made to existing policies for completeness.</p> <p>BM will make the recommended changes and a revised version of the document will be upload to the Governor area.</p>	BM
4.3	<p>Trustees' Report:</p> <p>Trustees reviewed the tabled paper entitled Annual Report and Financial Statement for the year ending 31st August 2016 prepared by NP and BM.</p> <p>The report offers information on the Trust's structure, governance and management including sections on:</p> <ul style="list-style-type: none"> - A vision statement - Achievements and Performance - Funding, reserves and investments - Scope of responsibility - Value for money - Risk and control framework <p>BM requested Trustees further review the sections highlighted in pink and forward comments and recommendation to her electronically by 20th November for inclusion in the final version of the report. Initial recommendations for these areas were:</p> <ul style="list-style-type: none"> • Under key changes in the composition of the board of Trustees included: <ul style="list-style-type: none"> - Headteacher appointment - Changes in Trustee appointments and resignation - Opportunities for location and expansion • The final version of the report will be reviewed again at the RAT full governing body meeting on 5th December 2016 for approval before submitting to the EFA by the due date. 	All

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4.4	<p>Pay Progression and for staff salaries:</p> <p>The report to Trustees on teacher appraisal and pay progression was reviewed. The detailed report should be read alongside the Pay Policy 2016.</p> <p>NP explained that performance management is linked to continual professional learning and challenge and support meetings take place during each academic year. Jacqui West, Assistant Headteacher at MBC, co-ordinates performance management and teaching staff have access to their individual appraisal review and professional objectives via Blue Sky.</p> <p>NP explained the value of using Blue Sky, recognizing that more use of the programme could be made to tighten performance management procedures at MBC. NP felt the benefits of using Blue Sky outweighed the relatively high subscription cost for the programme. However, Trustees requested a review of costs to be satisfied about value for money.</p> <p>Trustees discussed the recommendations and actions for eligible staff 2016-17 section of the Teacher Appraisal and Pay Progression Report. NP sought clarification of pay progression regulations when a member of staff is on maternity leave. JK and EC confirmed that a pay review for an employee on maternity leave is effective from the school's review date and not on the employee's return to work. The employee should be treated in the same way as any other employee.</p> <p>NP has recommended pay progression for eligible staff but none had applied. JK confirmed that requests for pay progression should be made by the employee at the time of their review.</p> <p>In addition, three members of staff have been moved from the Education Support Staff salary scale to the Unqualified Teacher Scale to make the remuneration of these employees better value for money. The move has been welcomed by these employees and addresses the problem of top up costs paid when responsibilities spanned both pay scales.</p> <p>BM is carrying out a job evaluation for an administration post due to additional responsibilities now undertaken. Recommendations from the evaluation will be circulated to Trustees for approval and pay backdated to September 2016 if deemed appropriate.</p> <p>NP explained that there were still top up pay related issues requiring review which would be addressed during this academic year with a new structure in place in 2017/18.</p> <p>NP further advised Trustees that as a Headteacher newly in post she was seeking advice and guidance from other sources to ensure her knowledge and understanding of pay</p>	<p>BM</p> <p>BM</p>
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	<p>policies, performance management and employment law is up to date. Trustees supported NP in her request.</p> <p>The Headteacher's performance management review is carried out by GW, EC and an external adviser and scheduled for December 2016. GW will report back to the next meeting.</p> <p>NP agreed to amend the teacher appraisal and pay progression report in line with recommendations and a revised version of the report will be uploaded to the Governors' area.</p>	<p>GW</p> <p>NP</p>
4.5	<p>Policies: Redundancy, Reserves and Investment:</p> <p>Redundancy – Trustees reviewed the document and made the following recommendations:</p> <ul style="list-style-type: none"> • EC will review the policy to check for accuracy and make recommendations which will be reported back to the next meeting. • BM to seek clarification of the term 'ring fenced' and advise EC as part of the policy review. <p>Reserves – Trustees reviewed the document and made the following recommendation:</p> <ul style="list-style-type: none"> - Change 'Governor' to 'Trustee' throughout the document. <p>Investment – Trustees reviewed the document and made the following recommendation: Change 'Governor' to 'Trustee' throughout the document.</p> <p>BM agreed to make the recommended changes to the Reserves and Investment Policies and the revised versions will be uploaded to the Governors area.</p> <p>The Redundancy Policy will be uploaded to the Governors' area once changes are agreed.</p>	<p>EC</p> <p>BM</p> <p>BM</p>
4.6	<p>Admissions Policy – paper entitled Accessing Meadowbrook Provision 2016/17.</p> <p>Trustees review the Accessing Meadowbrook Provision 2016/17. An earlier version of this paper was known as the Admissions Policy. A discussion followed alongside the following questions:</p> <p>Q. Who is the audience for this paper?</p> <p>A. NP explained the main audience were commissioners to use when requesting MBC places. It was not a policy document.</p>	<p>BM</p>

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	<p>Some discussion followed on how places are allocated, who has ownership of places and agreements about the placement of PEX students at MBC. BM agreed to check the EFA agreement on PEX and will report back to the next meeting.</p> <p>Trustees requested the following amendments were made to the document. The revised version will be upload to the Governors area.</p> <ul style="list-style-type: none"> • Add an opening title or sentence outlining the main purpose of the documents as: <ul style="list-style-type: none"> - Admission - Access - Service • The use of acronyms can cause difficulty when reading. Ensure full titles are given when first using an acronym and expand and explain as necessary throughout the document. • Add the author's name to the document, also stating the information has been ratified by the RAT Business Committee and date. <p>NP will make the recommended changes and a revised version will the uploaded to the Governors' area.</p>	NP
<p>4.7</p>	<p>Review of Health and Safety Report:</p> <p>Trustees reviewed the Health & Safety report which took place in July 2016. Trustees were pleased with the outcome of the report, particularly as the majority of report sections had scored 1, the highest level. The following sections scored 2 and 3, all of which have been reviewed and corrected and are now regularly checked following the appointment of a new caretaker:</p> <ul style="list-style-type: none"> • Water Service Hygiene – 2 and 3 • Fire safety – 2 • Asbestos safety – 2 and 3 • Chemical safety – 2 <p>BM was thanked for ensuring H&S responsibilities were maintained whilst MBC were without a caretaker. The new caretaker took up the post in August 2016.</p>	
<p>4.8</p>	<p>Cleaning Contract:</p> <p>BM outlined current concerns about the quality and consistency of cleaning services at MBC. Carillion currently hold the contract and BM has complained directly to the company on several occasions and MBC have received a partial refund of the contracted charged due to poor service. BM recommended an alternative provider be secured which would not include cleaning of the two upper floors at The Harlow Centre which are leased to the LA.</p>	

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	<p>After discussion it was agreed that BM should terminate the contract with Carillion as soon as possible and seek an alternative provider. Suggestions included the use of a local business. BM agreed to contact Carillion to advise them to this decision, make enquiries in the local area about a replacement service and report back to the next Business Committee meeting.</p>	BM
5.	<p>Change of Trust title:</p> <p>Trustees discussed a change in the Trust's title from Radcliffe Academy to Radcliffe Academy Trust, Company Registration Number Company registration number 09334026. The change was proposed by GW and seconded by LM. The change was ratified by Trustees. BM will seek the Chair's signature on the Companies House amendment form and send the completed form and fee to Companies House.</p>	
5.	<p>Date of next meeting:</p> <p>Monday, 6th March 2017 at The Harlow Centre from 10am – 12 noon.</p>	

Approved by members of the Business Committee and signed by the Committee
Chair on 6th March 2017