

**Trust Board Meeting**  
**The Radcliffe Academy, Harlow Centre, Oxford**  
**Wednesday, 10<sup>th</sup> January 2018**  
**Minutes**

***Meeting reconvened after December cancellation due to snow***

<p><b>Present:</b>          Gloria Walker (GW)      Jolie Kirby (JK)          Nicola Partridge (NP)      Hannah McDiarmid (HMD)          Jessie Dobson (JD)      Catherine Routledge (CR)          Anne Wolton (Clerk)</p> <p>For agenda item 3 only - The Academy and Charities          Manager at Critchleys Accountants</p>	<p><b>Apologies:</b>          Emma Canter (EC)          David Mitchell (DM)          Jason Pereira (JP)          Brenda Mundy (BM)</p>
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Action points

#	Details	By whom	By when
1d	Discuss LA representation on Trust Board with the Interim Deputy Director of Children, Education and Families at OCC	GW & NP	Next meeting
1d	Update on SIF bid	NP	Next meeting
1e	Confirm SLT and Trustee twinning meetings	Clerk	End of January
2	Request safeguarding policy and report are uploaded to the MBC website	Clerk	End of January
5	Detailed review of costed student places to inform Trust Board meeting discussion on 21 <sup>st</sup> February	NP & SLT	20th February

1. Introductory items		
<b>1a</b>	GW opened the meeting by welcoming trustees	
<b>1b</b>	Apologies were received from EC, DM, JP and BM	
<b>1c</b>	The meeting was quorate	
<b>1c</b>	There were no new declarations of interest.	
<b>1d</b>	<p>The minutes of the previous meeting held on 9<sup>th</sup> November 2017 were approved and signed by the Chair.</p> <p><b>Matters arising/action points:</b></p> <p>1f) The amended Articles of Association have been uploaded to the website.</p> <p>2) LA representation on the Trust Board remains unsolved following the LA's representatives resignation from the Board. The RAT Articles of Association include LA representation on the Trust Board and there appears to be no conflict of interest between this representation and the LA's purchasing of services from MBC. The Interim Deputy Director of Children, Education and Families at OCC visits MBC during February and NP and GW raise this issue with her.</p> <p>There was produced to the meeting the written resignation of the LA's representative as a director of the company. It was resolved that such resignation be accepted with effect from 28<sup>th</sup> November 2017.</p> <p>3) An update on SIF and MDIF funding opportunities will be included on the Trust Board agenda on 21<sup>st</sup> February 2018.</p> <p>The SIF bid opportunities are unclear as NP has discovered that both county and individual school bids can be submitted and further information about 'who is bidding for what' needs to be established before a bid is submitted by MBC. JK recommended a bid could include locality based primary support as well as training for staff at primary and secondary schools. NP will offer an update at the Trust Board meeting on 21<sup>st</sup> February 2018.</p>	<p><b>NP &amp; GW</b></p> <p><b>NP</b></p>
<b>1e</b>	<p><b>Update on Trustee/SLT twinning arrangements:</b></p> <p>Trustee attending today's meeting confirmed they had contacted their link SLT colleague and had either met or agreed a date to meet. GW thanked Trustees for this positive start to the new arrangement. The Clerk will check with Trustees absent from today's</p>	<b>Clerk</b>

	meeting about their progress. A template form recording meeting discussions will be uploaded to the Trustee area for use each time a discussion takes place which can then be viewed by all.	
<b>2.</b>	<b>Policies for renewal and approval</b>	
	<p><b>Safeguarding Report and Policy:</b>          JK reported on a meeting with the SLT member with responsibility for Safeguarding to review the Annual Report, the single central register and policy. JK felt both the report and amended policy were good and that she was impressed by the SLT member's comprehensive knowledge, understanding and approach to safeguarding. Trustees asked for thanks to be passed to Jo for her good work.</p> <p>Trustees approved the policy and the Clerk will ask for the policy to be uploaded to the MBC website.</p> <p>Trustees discussed lock down arrangements at MBC. NP commented that MBC already operated with secure doors etc as part of the nature of their establishment and that SLT had recently discussed the best methods for alerting staff to a lock down situation.</p> <p>JK offered an example of good practice, where lock down in school is related to an external context (eg Manchester Arena), thereby equipping staff and students with the knowledge of what to do both inside and outside school. NP will continue to discuss arrangements with SLT and decide on the most appropriate procedure for MBC.</p> <p>NP commented on the many demands regarding safeguarding and the likelihood of increased demands. She feels there may be a need for a 1.0fte as a single post in the future.</p> <p>GW confirmed that the Safeguarding Report had been signed and submitted to the LA at the end of December 2017.</p>	Clerk
<b>2.2</b>	<b>Attendance Policy and Report</b>	
	This matter is covered in the Headteacher's report under agenda item 5	
<b>2.3</b>	<b>Behaviour and Relationship Policy</b>	
	This matter is covered in the Headteacher's report under agenda item 5	

3.	Business Report:	
	<p>The Academy and Charities Manager at Critchleys Accountants, reported back on the end of year accounts 2016/17 and presented three additional papers. These papers should be read in conjunction with the annual financial report and statement of financial activities for the year to 31<sup>st</sup> August 2017, previously circulated to Trustees. <i>Note: These papers would normally have been considered at the December Trustee meeting, which had to be postponed because of snow.</i></p> <ul style="list-style-type: none"> <li>• A copy of the standard letter of regularity signed by NP and GW at the end of December 2017</li> <li>• A copy of the standard audit letter signed by NP and GW at the end of December 2017</li> <li>• A summary of funds for the year to 31<sup>st</sup> August 2017.</li> </ul> <p>Below is a summary of Critchley's report to Trustees. All page references refer to the Statement of Financial Activities for the year to 31<sup>st</sup> August 2017 paper.</p> <ul style="list-style-type: none"> <li>• The accounts have been submitted to the ESFA by the due date as required.</li> <li>• Page 25 shows a summary of RAT's income and expenditure. The figures shown are similar to last year.</li> <li>• Page 26 shows net assets of £582k, compared to £932K in 2015/16. This decrease is due to the low value of fixed assets and the value of the pension deficit. The lower figure in 2016/17 figure is not a concern, particularly when compared to other academies. Completion of the new build would improve the fixed assets figure.</li> <li>• The audit report was sound and all points from the previous year have been cleared.</li> </ul> <p>Trustees were pleased with the financial report and offered thanks to BM and CR for their work in ensuring good practice and for securing a good relationship with Critchleys Accountants.</p> <p>A discussion followed on staffing costs, currently 80% of the budget, and the likely rise in this cost in the future. JK recommended that attempts to reduce costs to 78% would be advantageous and offered examples of how this could be achieved.</p> <p>JK has recently carried out an exercise within her Trust, looking at student outcomes against the cost of staff on UPS and lower down the scale. Findings in this instance had shown that outcomes were the same or better when using lower scale teaching staff, thereby offering a budget saving. The DfE site offers further comparisons.</p> <p>It was agreed that this matter was worth investigating further and should form part of budget setting in the future.</p>	

4	Headteacher's Report	
	<p>NP reported on the Headteacher's report which is summarised below. The full report can be found in the previously circulated papers 7A – G.</p> <ul style="list-style-type: none"> <li>• <b>Student data/student numbers:</b> Student numbers are down by 10 places compared to the same stage last year, possibly due to schools PEXing fewer students. Increased marketing may help to ensure that we are at capacity.</li> <li>• <b>Increase in PAN:</b> The application to increase to 142 students was approved by the ESFA with expected additional funding of £360k. However the LA are not in agreement and the funding will not be transferred. Additional staff had been employed on the expectation of funding which now has budget implications.</li> <li>• <b>Well—being focus:</b> Staff are reacting positively to the new well-being project.</li> <li>• <b>Behaviour and Relationships:</b> The newly appointed Assistant Headteacher, is working on the behaviour and relationships policy for approval in the spring term. A copy of the draft policy has been circulated to Trustees.</li> <li>• <b>Attendance:</b> Currently sits at 69.55%, compared to a national AP average last year of 75%. It is expected the MBC rate will increase due to increased measures in place internally.</li> <li>• <b>Safeguarding:</b> This was covered in agenda item 2.</li> <li>• <b>Destinations Report:</b> At the end of September 2017 98% of students had a confirmed destination. Since then there has been a disappointing drop-out rate of 26%, mainly from college courses. JD has identified a need for stronger transition links to further support MBC students through this process. She is in discussion with the Oxford College of FE, and will work with them to ensure improved retention rates.</li> <li>• <b>Progress/WAGs:</b> It is expected that students will make 3 sub levels progress in a year, but this will depend on how long a student is at MBC. The SLT meet each half-term for forensic analysis of pupil progress and put interventions in place where needed.</li> <li>• <b>T&amp;L current position:</b> A new lead practitioner appointment from September 2017 has led to improvement in the quality of teaching. Teaching was judged as good with outstanding features after the first round of observations.</li> <li>• </li> </ul>	

<b>5.</b>	<b>Marketing opportunities</b>	
	<p>Trustees discussed how best to market provision at MBC, and after discussion identified growth areas for further investigation and where there are concerns to be addressed. The Trust Board meeting on 21<sup>st</sup> February 2018 will focus on business development and include planning and development of our marketing.</p> <p><b>Growth:</b></p> <ul style="list-style-type: none"> <li>• Increase trading, especially in the primary sector</li> <li>• Increase awareness of what schools are currently offering in terms of inclusion and intervention and how MBC can support related training needs</li> <li>• Expand current programme/course offer to better meet the needs of schools</li> <li>• Support OCC's needs in meeting the shortfalls identified in their recent SEN inspection</li> </ul> <p><b>Questions:</b></p> <ul style="list-style-type: none"> <li>• What are the best marketing tools?</li> <li>• Budget implication in 18/19 of increased PAN and LA's response?</li> <li>• Are current places correctly costed? Do we need to increase the cost? Some detailed work on this needs to be completed to inform the 21/2 meeting.</li> </ul>	<b>SLT</b>
<b>6.</b>	<b>New build update</b>	
	<p>The submission has been delayed due to the need to re-engage in further consultation with planners on the proposals to try to minimise any potential further delays to the planning and subsequent build process once the application has been submitted.</p> <p>The ESFA have requested other alternative sites for MBC are considered, either permanently or temporarily. NP's view is that none of these sites meet MBC's needs and a meeting is planned with the ESFA later this month to discuss this matter further.</p> <p>The Tower block will be fully vacated shortly and an asbestos check will be carried out. Depending on the outcome and MBC's possible move into the two vacated floors NP was given approval to amend end of term dates accordingly. GW and NP will continue to keep Trustees informed.</p>	
<b>7.</b>	<p><b>Date of next meetings:</b>  <b>Wednesday, 21<sup>st</sup> February from 2pm – 5pm. This meeting will focus on business development</b>  <b>Monday, 26<sup>th</sup> March from 2pm – 5pm Trustee Board Meeting</b></p>	

A paper copy of these minutes were signed by the Chair on 26<sup>th</sup> March 2018 and filed securely at Meadowbrook College.