

Trust Board Meeting **PAPER 2**
The Radcliffe Academy, Harlow Centre, Oxford
Monday, 14th December 2018

Present: GW (Chair) JK EC EA JW BM Clerk A representative from Critchleys Accountants for item 2 only	Apologies: NP (HT) JD DM
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#	Details	By whom	By when
1d	Advise Blake Morgan of Trustee changes	Clerk	31.12.18
2	Calculate average teacher costs and report back	BM	For next meeting
3.3	Check guidelines on number of Board meetings held annually	Clerk	For next meeting
3.3.7	Discuss CASO support with Chief Constable	JK	For next meeting
3.3.8	Add safeguarding and staff structure to Risk Register	BM	By next meeting
3.3.Summary	Review reporting needs to Trustees with Headteacher and SLT	Chair	By next meeting
4	Review security arrangements and report back	Headteacher	By next meeting
5.	On-Course follow-up with LA	Headteacher	By next meeting
6.	Add additional references to policies due for review	BM	By next meeting
7.	Review website with Head's PA	BM	By next meeting
9.	Ensure fire evacuation plan is in place for move to temporary accommodation	BM	Before move takes place
10	Send Safeguarding report to LA	Clerk	31.12.18
11.	Reschedule Trustee presentation	Clerk	Mid-Jan 19

1. Introductory items		
1a	GW opened the meeting by welcoming trustees and visitors	
1b	Apologies were received from NP, DM and JD	
1c	The meeting was quorate	
1c	New declarations of interest: JD declaration of new interest – Employee of Oxfordshire County Council, a purchaser of MBC provision	
1d	Re-election of Trustee and resignation: Re-election: EC was re-elected to the Trust Board for a four year period to December 2022. This was proposed by the Chair and seconded by JK. The Clerk will advise Blake Morgan. Resignation: Debra Leeves offered her resignation with effect from 15 th October 2018. The letter of resignation was presented to the Board. The Clerk will updated the GIS database and arrange for the resignation to be recorded with Companies House via Blake Morgan.	Clerk Clerk
2. Annual report, accounts and regularity letters		
2.1	A representative from Critchleys Accountants joined the meeting to present the annual report, accounts and regularity letters due for submission to the ESFA by the end of December 2018. Annual report: The Critchleys' representative explained the report was a statutory public document and presented in a standard style which included reference and administrative details, trustees' report, governance structure, statements of regularity, propriety and compliance and annual financial accounts. The representative explained that all categories in appendix 1 of the letter of comment (paper C) were graded as low risk which was an acceptable position for RAT. Financial Statement: Trustees reviewed the financial statements (paper 2E) and the representative talked Trustees through the income and expenditure account, balance sheet and the accompanying notes. The reserve carry-forward at the end of the accounting period is shown as £364K, down from £582k for the same period in 2017.	

	<p>The 2018 carry-forward is lower than the previous year's figure, partly due to expected PAN funding which remains unpaid. It was recognised that clear and stringent budgeting throughout the year had resulted in a higher end of year reserve balance than first expected.</p> <p>The representative recommended RAT monitor pension contribution rates to avoid unexpected additional costs. In addition, JK recommended average teacher costs are calculated to further inform Trustees of operational costs. BM will calculate and report back to the next meeting.</p> <p>In summary, Trustees approved the annual report and the Chair and Headteacher will signed off the report and regularity letters in ready for submission to the ESFA by the end of December 2018.</p> <p>The Chair expressed thanks to the Business Manager, Finance Manager and SLT for their valuable contribution and evidence of good practice. Thanks were also offered to Critchleys Accountants for their work.</p>	BM
3.	Headteacher's Report and School Development Plan (SDP)	
3.1	<p>An Assistant Headteacher presented the Headteacher's report and SDP.</p> <p>Headteacher's report:</p> <p>The Headteacher's report is a comprehensive document. The opening section is the Headteacher's update for the Autumn term 2018 followed by supporting evidence including:</p> <ul style="list-style-type: none"> • data dashboard • student data and numbers • teaching and learning report • attendance and behavior reports • primary provision • and appendices including an update on safeguarding, link work report and an art therapy evaluation report. <p>Q. The attendance data on page 4 was pleasing, particularly the low percentage of unauthorised absences. How has this been achieved? A. New tighter procedures are in place to support student attendance.</p> <p>Q. Progress data in English is good. What about Maths? A. Work scrutiny for Maths is pending. Progress data will be updated shortly.</p> <p>Q. The balance of girls against boys registered at MBC has changed in the Autumn term. Is there a reason for this?</p>	

	<p>A. Schools have reported increased behaviour issues between girls this term which may explain the shift.</p> <p>Q. A parent’s refusal of a primary place at MBC is disappointing. Were they made fully aware of MBC’s primary provision in advance and offered a visit? Were the LA involved?</p> <p>A. The parent may not have been given the opportunity to visit beforehand which is a matter to consider for the future.</p> <p>Q. Safeguarding of students and staff remains a concern. What support are MBC getting from local agencies and what support is needed from Trustees?</p> <p>A. There are some good pockets of support through Community Around the School (CASO), particularly in Banbury, but less so in Oxford at the time of this meeting. Trustee support is discussed in minute 3.3 below.</p> <p>3.2 School Development Plan (SDP):</p> <p>The SDP identifies three key performance indicators (KPI):</p> <ul style="list-style-type: none"> • successful outcomes • successful relationships • successful transitions <p>Q. The SDP is presented in an unfamiliar format. What is the reason for this?</p> <p>A. SLT discussions have identified the need to clear limited outcomes and produced the SDP in a revised format to support this decision.</p> <p>Q. Trustees would prefer a revised format including information on who does what and linked back to tracking, alongside a summary section. This would enable ownership. In addition there appears to be some misunderstanding in the SDP between what needs to be done and what is success. What can be done to address these concerns?</p> <p>A. At present the SDP format is a work in progress document used to support performance management and Trustee recommendations will be taken into account.</p> <p>3.3 Summary from Headteacher’s report and SDP discussion:</p> <p>The following was agreed by Trustees for action and further investigation:</p> <p>1. Report writing:</p> <p>Trustees expressed concerns about the amount of time SLT spend writing reports for the Trust Board. There is too much detail included. Trustees agreed that SLT needed to feel valued and know that their time has been wisely spent and appreciated by Trustees. An alternative one-sided report with an opportunity to talk about the content was recommended. This would greatly support the information flow between the Trust Board and SLT. It was recommended that presentations on processes scheduled across the year would provide an alternative and valuable information point for Trustees.</p>	
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	<p>2. Trust Board meeting timings The number of Trust Board meetings held annually was discussed. Currently RAT holds four board meetings. Nationally Trust Boards hold six and Trustees questioned whether there was a legal requirement. The Clerk will investigate and report back.</p> <p>3. Trustee buy-in JK has witnessed examples of good trustee buy-in and related action which supports and challenges the SLT and holds a Trust Board to account. RAT should consider adopting this good practice.</p> <p>4. SLT and Trust Board responsibilities A tracking exercise showing SLT and Trustee responsibility would support point 1.</p> <p>5. SDP report format review: An SDP using a bottom up approach is something for the future. The current format and content is not trustee ready.</p> <p>6. Primary provision expansion If primary provision is to be expanded additional support and staff training is needed.</p> <p>7. Safeguarding support from agencies JK, as the link safeguarding trustee, will contact the Chief Constable expressing concern about the lack of CASO support in Oxford and offering examples of good practice elsewhere that should be offered in the city.</p> <p>8. Risk Register The question about good safeguarding and the staffing structure identified in the safeguarding section of the Headteacher’s report (page 24, point 4) should be included in the risk register.</p> <p>9. Review to School Pod JK recommended CPOMS be investigated as an alternative to School Pod to help with data on behaviour, safeguarding, SEND, attendance etc.</p> <p>Summary: The Chair will work with the Headteacher and SLT to discuss the reporting needs of the Trust Board and also attend an SLT strategic meeting in January/February to outline recent discussions. All other points above will be followed-up by the named task holder and reported back to the next meeting.</p>	<p>Clerk</p> <p>JK</p> <p>BM</p> <p>JW</p> <p>Chair/ Clerk</p>
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4.	Business Committee update:	
	<p>EC, as Chair of the Business Committee, reported back on the Business Committee meeting held on 23rd November 2018 which is summarised below.</p> <ul style="list-style-type: none"> • Risk Register: The committee received a valuable and informative presentation by two member of SLT on Risk 9 of the Risk Register - the behaviour and/or safety of pupils, staff or visitors falls below acceptable standards. The presentation offered examples of issues, mitigating factors and impact for three headings within risk 9 which demonstrated risks as an everyday issue requiring Trustee support. <p>Q. JK offered an example of safeguarding procedures at a London School published in the national press who operated routine student search practice and asked whether MBC followed this practice?</p> <p>A. Students are searched regularly but not routinely.</p> <ul style="list-style-type: none"> • Budget: Report from Finance Manager on current state of budget, which is on track. • Staffing: A report from the Headteacher on performance management and threshold recommendations. • Auditors: Approval needed <p>Trustees approved the performance management recommendations, the appointment of auditors and policies presented.</p> <p>Summary: Due to the concerns expressed about risk to all, the Trust Board recommended a review of security procedures with a report back to the next meeting. BM advised the Board that CIF bids have recently been submitted for an upgrade of security at West Bar and The Orchard.</p>	HT
5.	On Course follow-up	
	<p>A response is awaited from the LA about transport costs for On-Course. Trustees commented that this matter should be included in discussions about the lack of Service Level Agreement/Contract. EC reminded the Trust Board that On Course is a standing agenda item at Business Committee meetings.</p> <p>The Headteacher will be asked to follow this up and report back to the next meeting or earlier if possible with a bold proposal.</p>	HT

6.	Teaching and Learning policies for approval (T&L)	
	<p>Trustees approved the following T&L policies for 2018 with the recommendations shown:</p> <ul style="list-style-type: none"> • Code of Conduct • Capability Procedures • Equality and Diversity • Physical Intervention • Medical Needs • Relocation Disturbance Allowance • Resolving Grievances • Safeguarding • Sex and Relationships <p>Trustees recommended that in future the author is named on the policy for reference purposes and that changes, where made, are clearly identified. BM will arrange for the policies to be uploaded to the website.</p>	BM
7.	Review of website	
	<p>The Chair recommended that a review of content on the website be carried out to ensure all sections are fully completed and up to date. BM recommended that the Head's PA may have capacity to undertake this task with training. BM will update the Trust Board at the next meeting.</p>	BM
8.	Meeting with DfE representatives	
	<p>The Chair and Headteacher met with members of the Regional Schools Commissioner's team (RSA) at the DfE's request in early December. During the meeting the RSA commented that stand alone academies were no longer allowed to open and the DfE may put pressure on RAT to consider joining with other single academies or enlarging our Trust. The Chair was able to advise the RSA that RAT were currently considering options.</p> <p>Other discussion items included MBC's PAN, Trust Board membership, the geographical location of MBC's sites, growth and budget etc. The Chair and Headteacher found the meeting interesting and await a letter from the RSA with a record of the discussion and any recommendations they may make.</p>	

9.	New build update	
	The Headteacher, BM and a representative from Galliford Try have met to discuss the cosmetic features of the new build and plan for the move to temporary accommodation on the Harlow Centre site. BM reported that arrangements are in place for a move starting in January 2019 and highlighted the need for a clear fire evacuation plan in place before the move takes place. BM's understanding is MBC will pack resources etc and Galliford Try will carry out the move at their expense.	BM
10.	Annual Safeguarding Report	
	The annual safeguarding report was reviewed by the Trust Board and approved by the Chair. The Clerk will send the report to the LA by the end of December 2018.	Clerk
11.	Confidential presentation	
	Due to Trustee absences this matter was postponed. A new date will be agreed and the Clerk will advise Trustees.	Clerk
12.	Date of next meeting	
	Friday, 29 th March 2019 at 0930 at The Harlow Centre	

Minutes approved and signed by the Chair at the Trust Board meeting on 2nd May 2019. The meeting on 29th March was postponed and replaced by this meeting.

A paper copy of these minutes with the Chair's signature is held securely at The Harlow Centre, Oxford.