

Company registration number 09334026

Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
13th December 2019
Minutes

Present: EC (Chair) GW NP EA BM Clerk JK (from agenda item 7) Two representatives from Critchleys Accountants	Apologies: JD
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#	Details	By whom	By when
2	Advise MBC employee of information included in the Trustees' annual report	NP	End of term 1
3.6	Confirm SIP monitoring link roles with Trustees	Clerk	Start of term 2
6	Follow-up on safeguarding link Trustee role with EA	Clerk	Start of term 2
7.	Finalise Behaviour and Exclusion policies	NP	Before next meeting
7.	Check Trustees' approval for revised Behaviour and Exclusion policies	Clerk	By next meeting
7	Send Trustees a staff list showing roles and base	BM	Start of term 2
7	Update on introduction of the Skills Horsforth Quadrant project	NP	For next meeting
9	Trustee recruitment follow-up	NP and EA	By next meeting

1. Introductory items		
1a	The Chair opened the meeting by welcoming trustees and visitors	
1b	Apologies were received from JD	
1c	The meeting was quorate	
1c	There were no new declarations of interest.	
2. Audited Annual Trustees' Report 2018/19		
	<p>Representatives 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 2019.</p> <p>Annual report: Critchleys representatives 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.</p> <p>Financial Statement: Trustees reviewed the financial statements 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 £313k. It was recognised that clear and stringent budgeting throughout the year had resulted in a higher end of year reserve balance than predicted and confirmed MBC's operational approach was working.</p> <p>The statement makes reference to an employee showing personal information included for transparency and under GDPR rules. As the Trustees' report is a public document Trustees recommended NP should make the employee aware.</p> <p>Management letter: Critchleys representatives explained the audit process, confirming eight points from the previous audit had been closed, with the two remaining, employee contracts and Trustee registers in hand. In addition, there are two recommendations arising in the current year, irregular expenditure (low risk) and pay statements (medium risk). Both have resulted in new systems to rectify the risk.</p> <p>The Critchley representatives comment that the audit process went well. The Chair expressed thanks to the Business Manager and HT for their valuable contribution and evidence of good practice. Thanks were also offered to Critchleys Accountants for their work.</p>	NP

	<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 2019.</p> <p>ESFA audit: NP reported on the new procurement initiative whereby School Management Advisors (SMAs) visit schools offering advice on cost savings etc. Prior notice of the visit with paperwork is offered and NP understands the new initiative is advising and non-mandatory. BM commented that through the Oxfordshire Business Managers Group there is already evidence of good practice of collaborative purchases across the group.</p>	
3.	Minutes from the previous meeting held on 23rd September 2019, action points and matters arising	
	<p>4 – 1d: Destination data and CEIAG delivery: Arrangements for reporting destination data and CEIAG delivery are now included in the partnership agreement with schools for dual roll students. Schools are responsible for both in liaison with MBC who are not measured on these outcomes.</p> <p>6: Google drive training re monitoring SIP: NP demonstrated the live document on Google drive completed for term 1. The three objectives, engagement, develop our offer and transitions, are rag rated for the term. It was initially agreed to update the document on a half-termly basis but the timescale may change to bring information in line with trustee reports and SLT meetings to ensure up to date data is available.</p> <p>JK commented that the ragging looked good and recommended items ragged in red, and possible some in green, are reviewed and discussed at the next meeting of the Trust Board. The Clerk will include this item in the agenda for the March meeting. Trustees were reminded of the SIP objective links as follows. The Clerk will re-circulate link arrangements to Trustees for completeness.</p> <ul style="list-style-type: none"> • Engagement: The Chair and HT • Transitions and learning: JD and EA • Develop our offer: Business Committee <p>6. Reinstate MBC on PEX listing: At the last meeting Trustees recommended the HT requested MBC be reinstated on the LA’s PEX listing of providers. Following investigation with the LA the HT has discovered that it is not possible to correct this as data on students can’t be shared. There is however a LA internal structure allowing MBC to be notified when a student is PEXd and discussions took place about the need to ensure processes are followed on both sides to meet day 6 guidelines.</p> <p>The minutes from the previous meeting were agreed and signed by the Chair.</p>	Clerk

4.	Business Committee report	
	<p>EC reported back on the main points from the Business Committee meeting held on 22nd November 2019 as follows:</p> <ul style="list-style-type: none"> • Update on carry forwards from the 2018/19 financial year • Venue update • Policy reviews • Traded places • Review of summer 2019 H&S report <p>EC advised Trustees that traded places at the date of the meeting were lower than forecast but that this was not unexpected at the early start of the school year. It was expected that forecasts would be met as the year progresses.</p> <p>In addition, the DfE resource management self-assessment tool demonstrated by BM had been well received and will aid future Business Committee discussion and inform Trust Board decisions. This is a live document and will be an agenda item at Business Committee meetings and followed up at Trust Board meeting. The Clerk will add the item to both meeting agendas.</p> <p>Due to time constraints at the Business Committee meeting the standing agenda item of an identified risk was not discussed and will be on the agenda at the next meeting.</p>	
5.	New build update	
	<p>BM advised Trustees that the new build was on schedule and the flood removal problem had been overcome. Drone footage of the build is available at regular intervals. The Clerk will circulate the footage to Trustees as it becomes available.</p>	
6.	Safeguarding annual report	
	<p>There is a delay in the LA circulating the revised on-line annual safeguarding report form to schools. The new style return was expected in school by 6th December 2019 but at the time of this meeting had not been circulated. Schools therefore have until the February 2020 half-term to complete and return the document to the LA.</p> <p>EA agreed to act as interim link safeguarding trustee and requested advice and guidance on the role and process. The Clerk will make enquiries and advise EA by the beginning of next term.</p>	Clerk

7.	Headteacher's report	
	<p>The Headteacher's report from September 2019 was re-presented to Trustees alongside the following addition information:</p> <p>Report on Quality of Education Autumn 2019 MBC have carried out a deep drive review of core subject progresses, an Ofsted practice of assessing a school's quality of education in subject areas. The focus was on implementation, curriculum delivery, teaching and assessment and evidenced by lesson drop in, work scrutiny and student voice responses. Actions and monitoring arrangements for PDS, Maths, Btec and Challenge were identified.</p> <p>Art Therapy evaluation report 2018/19 Art Therapy is part of the health and well-being resource for students with SEND at MBC. It aims to intensively support students to engage in education and gain their learning outcomes. Feedback from students and parents/carers identified the usefulness and clarity of intervention as high, and benefitting a student's academic and emotional development. Staff supported the comments from students, parents and carers, adding their satisfaction at the level of communication offered.</p> <p>Data dashboard to second half of the Autumn term 2019 The dashboard included student data by programme, attainment and progress, attendance, behaviour and welfare and teaching and learning to the second half of the Autumn term 2019.</p> <p>Policy update: NP reported that the Behaviour and Relationships policy and the Exclusion policy would be circulated to Trustees for approval. The Clerk will check for approval by Trustees and advise the HT accordingly.</p> <p>Skills Horsforth Quadrant: NP reported on a new project entitled 'the Horse Quadrant', looking at effort and outcomes by plotting students and identifying intervention needed. NP will report back on the benefits of the project at a future meeting of the Trust Board.</p> <p>GW requested a staffing list with role responsibilities and MBC base to support further understanding of the work of MBC. BM will circulate the list to all Trustees.</p>	<p>NP Clerk</p> <p>NP</p> <p>BM</p>
8.	Confidential items	
	Confidential items discussed at the meeting are recorded separately	
9.	Trustee recruitment	

	<p>Trustees discussed the size and expertise of the current Trust Board. After discussion it was agreed that the following, alongside other skills, required representation on the Trust Board/Local Governing Body and that recruitment should commence with applicants advised of planning and development currently under discussion:</p> <ul style="list-style-type: none"> • Educational background • Safeguarding • Quality of Education <p>NP identified a range of possible sources and will begin to make enquiries. EA offered to discuss MBC's trustee/governor needs with the Chair of the Children's Trust. This matter will be discussed again at the next Trust Board meeting.</p>	NP & EA
	Any other business:	
	<p>Long service award: Trustees discussed awards for MBC staff with long service and agreed gift tokens will be offered to employees meeting the criteria below. The relating policy will be presented at the next Business Committee meeting in March 2020 for approval.</p> <ul style="list-style-type: none"> • 25 years' service £200 • 20 years' service £100 	
11.	Date of next meeting	
	Friday, 27 th March 2019 at The Harlow Centre	

Approved by the Trust Board on 6th March 2020 and signed by the Acting Chair. A paper copy of the minutes is held securely in the Headteacher's office