

**Meeting of The Radcliffe Academy Trust Board
held at The Harlow Centre, Oxford OX3 0PG
on Monday, 27th March 2017**

Minutes

<p>Present: Gloria Walker (GW) Nicola Partridge (NP) Emma Canter (EC) Hannah McDiarmid (HMD) Debra Leeves (DL) Lucy Mettyear (LM) David Mitchell (DM) Peter Evans (PE) Jessie Dobson (JD) Brenda Munday (BM) Anne Wolton (Clerk)</p>	<p>Apologies: Jolie Kirby Jason Pereira Tony Scott</p>
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#	Details	By whom	By when
1.d	Review draft Trustee code of conduct for approval at Trust Board	GW	For next meeting
1.d	Request OfSTED style questions for Trustees and SLT from JK	Clerk	By next meeting
3.	Further review SEN, Missing Children and OnLine policies with Caroline Duncan	NP & LM	For next meeting
3.	Report back on policy reporting and monitoring system review	Clerk	For next meeting
4.	Circulate 'unit cost of provision' to Trustee	Clerk	By next meeting
4.	Invite Jacqui West to the next Trust Board meeting	Clerk	30 th April 2017
5.	Prepare report on MAT developments for circulation to Trustees by the Clerk	GW	30 th April 2017
8.	Request 2017/18 draft calendar information from various parties	Clerk	By next meeting

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1. Introductory items		
1a	GW opened the meeting by welcoming trustees. The meeting was quorate	
1b	Apologies were received from JK, JP and TS	
1c	<p>New declarations of interest were offered by: EC declared coaching and training work with Cheney School, a purchaser of MBC services. BM declared a personal interest in Abode Plastering who carry out maintenance work at MBC.</p>	
1d	<p>The minutes from the previous meeting held on 5th December 2016 were agreed and signed by the Chair.</p> <p>Matters arising and action points: 1.4 Draft Trustee code of conduct – GW will review the draft for consideration at the next Trust Board meeting. 1.4 Update on partnership arrangements with Vale Academy Trust – NP advised that the VAT had requested more time to consider partnership arrangements with MBC. 1.4 OfSTED style questions – the Clerk will ask JK to provide questions for circulation to the SLT at MBC and, Trustees.</p>	<p>GW</p> <p>Clerk</p>
2. Business Committee report		
	<p>EC reported back on the Business Committee meeting held on 6th March 2017. The main points from the meeting are:</p> <p>Contract/SLA with Local Authority – the lack of a contract remains a concern, as does funding which we should have, but have not received from the LA. This has not been explained, and as stated before, there is a lack of clarity re funding agreements with the LA. NP is discussing these issues with Browne Jacobson and Schools Forum. In addition NP is discussing future levels of funding for MBC in 2017/18 with Schools Forum.</p> <p>Budget review – Trustees reviewed the budget for 16/17. The budget will balance, but</p>	

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	<p>only due to an increased carry forward figure from 15/16. NP assured Trustees that the MBC structure for 17/18 would appropriately reflect the available budget.</p> <p>Other reviews- reviews of the Risk Register, Pension Policy and Admissions Policy took place with recommendations made. These recommendations are recorded in the minutes of the Business Committee circulated to all Trustees.</p>	
3.	Policy reviews, monitoring and recording	
	<p>Policies for review: NP reported that the circulated policies on SEN, Missing Children and Online Security were all undergoing a further review internally and that updated policies would be presented at the next Trust Board meeting in September 2017.</p> <p>Trustees made the following observations and recommendations on the policies to hand:</p> <ul style="list-style-type: none"> • The term Trustee and not Governor should be used on all occasions • Policies should be specific and reflect MBC's services and practices • Policy wording should always take account of the audience and be viewed as policies and not procedures. • It was essential to ensure that Ofsted requirements are met and that gaps in policies are identified, explained and rectified urgently. <p>NP, LM and Caroline Duncan, Assistant Head, will work together to produce the updated versions.</p> <p>Policy monitoring and recording: The Clerk reported that BM and Helen Head, the Head's PA, were reviewing the current method for monitoring and recording of policy information with a view to recommending a clearer system. This will include consideration given to common templates, reporting lines and frequency of review, all of which will require consultation with Trustees. The Clerk will offer an update on work progress at the July meeting of the Trust Board.</p> <p>SEN Information Report: Trustees approved the SEN Information Report. Scheduling of the report will be included in the policy monitoring and reporting system review.</p>	<p>NP & LM</p> <p>Clerk</p>
4.	Half-year report, School Development Plan and School Evaluation Form 2016/17	

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<p>Half-year report:</p> <p>The Headteacher (NP) presented the previously circulated half-year report consisting of data on the following:</p> <ul style="list-style-type: none">• Student data• Staff list• Programme provision• Quality of Learning, Learning and Assessment and Student outcomes• Student attendance report <p>To further inform new Trustees, NP outlined the keystage level and student classification for each taught programme.</p> <p>NP advised Trustees that at times students remained on MBC programmes after the allocated time, mostly due the LA not identifying alternative settings. This is a financial burden to MBC which NP is discussing with the LA and others to seek a solution.</p> <p>NP confirmed that the category 'guest' was no longer used to identify students on roll, which had been adversely impacting on attendance figures. She explained arrangements for authorised absences, which accounted for 15% overall of all absences. This compared to 12% overall for unauthorised absences. The overall attendance figure for the period 1st September 2016 – 13th March 2017 is 72.5%, a 6% increase on the same period for last year.</p> <p>NP outlined the PASS data (Pupil's Attitude to Self and School) for term 1 2016. The main purpose of this data is to monitor students' attitudes and views about their education and learning. Overall the scores from students were positive in all programmes. Further action is planned as a result of this data – eg review how data is gathered for some courses, sharing outcomes with teams and INSET for all staff on how best to improve the lowest scoring factors.</p> <p>Due to time constraints NP briefly outlined the remainder of the report. Trustees then offered the following recommendations and observations.</p> <p>Q. What is the impact on income with fluctuating student numbers and how is this managed?</p> <p>A. NP is aware of this impact and is currently investigating the allocation of further funding for students who do not progress at the expected time</p> <p>Q. Are programme and staffing costs in line? It would be helpful to see information in future reports.</p> <p>A. This comparison is known as 'unit cost of provision' and has previously been reported to Trustees at committee level. A copy of the data will be re-circulated and future strategic reports will included this data.</p> <p>Q. Looking at the staff list, is the balance between roles and conditions of service</p>	<p>Clerk</p>
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	<p>appropriate?</p> <p>A NP is currently reviewing roles to ensure they match the curriculum offer. Some areas need addressing.</p> <p>Recommendations for future strategic reports to the Board:</p> <ul style="list-style-type: none"> • A full staff list is not required in future reports. Only headline information and any staff changes should be included. • Ensure that table headings fully explain the dates which are being covered – eg term, academic year to date or full academic year. • When recording the number of students on role use fte as the comparison figure. • When recording attendance, include trend data and how it compares nationally and with other AP schools. Comparison data between a student’s current attendance level and that of their previous school was recommended as a useful tool. • Follow-up on the use of advisors to support higher level vulnerable students where progression has not been identified. • The number of work placements secured for student on vocational programme was pleasing. Future data should include more location detail under the intended destinations column. • The value of mock interviews for students was recognised and Trustees will be asked to support this work with students. • Review how report information in general is presented, and in particular the colour coding system which some Trustees found confusing. <p>Due to time constraints the remainder of the report was briefly reviewed. There were no immediate questions.</p> <p>It was requested that Jacqui West, Assistant Head at MBC, should join the next Trust Board meeting to offer data training, specifically on Progress 8 and its implications for schools, and the new GCSE grading of 9 – 4 to Trustees.</p> <p>School Development Plan (SDP) and School Self Evaluation Form (SEF)</p> <p>Due to time constraints discussion on these papers was deferred to a future meeting. These will be the main focus at The Trust Board meeting in July 2017.</p>	Clerk
5.	Report on Multi Academy Trust (MAT) development	
	<p>Due to time constraints full discussion on this matter was deferred to a future meeting. GW will prepared a paper outlining developments to date for circulation to Trustee to aid future discussions.</p>	GW
6.	Confidential item	

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	A confidential discussion took place which is recorded separately	
7.	Committee memberships and link Trustee roles	
	Due to time constraints this matter was deferred to a future meeting	
8.	Draft RAT meetings calendar 17/18	
	Due to time constraints this matter was not fully discussed. The Clerk will continue to liaise with the Chair, NP and BM and confirm meeting dates at the next Trust Board meeting.	Clerk
9.	Date of next meeting	
	Monday, 10th July 2017 at 2pm at The Harlow Centre. Please note that due to the number of matters requiring discussion this and future Trust Board meeting will run from 2pm – 5pm.	