

Company registration number 09334026

**Business Committee Meeting**  
**The Radcliffe Academy, Harlow Centre, Oxford**  
**Monday, 20<sup>th</sup> November 2017**  
**Minutes**

<b>Present:</b> Emma Canter (EC) Nicola Partridge (NP) Brenda Mundy (BM)	Gloria Walker (GW) Jessie Dobson (JD) Catherine Routledge (CR)	<b>A</b> Jason Pereira (JP)
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#	Details	By whom	By when
2a	Investigate Finance and Academy experience representative on Business Committee	NP	Trust Board 11 <sup>th</sup> Dec 17
2a	Check H&S link Trustee arrangement	Clerk	Trust Board 11 <sup>th</sup> Dec 17
2a	Contact DW about joining the Business Committee	Clerk	Trust Board 11 <sup>th</sup> Dec 17
2a	Invite JP to act as vice-chair of Business Committee	EC	Trust Board 11 <sup>th</sup> Dec 17
2a	Investigate flexible meeting arrangements	EC	Trust Board 11 <sup>th</sup> Dec 17
2b	Include a review of meeting dates on the final agenda of Business Committee this academic year	Clerk	For June 2017
3.1	Develop an operation requirement structure outside of the Business Committee and report back in initial recommendations	NP & EC	Trust Board 11 <sup>th</sup> Dec 17
3.2	Agree a date for an extra Trust Board meeting to look specifically at business development. Seek to confirm date at the next Trust Board meeting	GW & Clerk	Trust Board 11 <sup>th</sup> Dec 17
3.2	Produce an internal financial deadline schedule for Trustees	BM & CR	End of December 17
4	Comparison data on % of qualified teaching	NP	Next meeting
5	Review Scheme of Delegation and send comments to BM	All	30 <sup>th</sup> Nov 17
6	Prepare a Risk Register matrix for Trustees	BM	30 <sup>th</sup> Nov 17
6	Circulate Risk Register matrix to Trustees with request for comments to BM by 3 <sup>rd</sup> December 2017.	Clerk	30 <sup>th</sup> Nov 17
8	Re-circulate H&S report July 2017 via the Clerk and make recommendations about action required.	BM	30 <sup>th</sup> Nov 17
8	Circulate H& S report to Trustees	Clerk	3 <sup>rd</sup> Dec 17

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<b>1. Introductory items</b>		
<b>1a</b>	EC opened the meeting and welcomed Trustees and MBC staff	
<b>1b</b>	Apologies were received from JP	
<b>2. Annual business, minutes from the previous meeting and matters arising</b>		
<b>2.a</b>	<p><b>Appointment of Committee Vice-Chair and review of Committee membership:</b></p> <p>The meeting discussed the membership needs for the Business Committee and recommended the following which will be followed up at the Trust Board meeting on 11<sup>th</sup> December 2017.</p> <p>a) Membership should include a Trustee with both finance and academy experience. NP will investigate this further and report back.</p> <p>b) Health and Safety is included in the remit for the Business Committee and currently there is no expertise. It may be appropriate to include Health and Safety within the role of link Trustee for Safeguarding. The Clerk will follow this up once link Trustee arrangements are agreed.</p> <p>c) Business Development and Funding is also within the remit of the Business Committee and the Clerk will contact DM to discuss membership. DM has currently been identified as having this link role.</p> <p>d) In his absence JP was recommended as Vice-Chair and EC will contact JP to seek his approval for this role. If agreed JP will be formally proposed at the next meeting of this group.</p>	<p><b>NP</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>EC</b></p> <p><b>EC</b></p>
<b>2b</b>	<p>e) It was recognised that Trustees are sometimes not able to attend meetings due to business commitments and a more flexible way of holding meetings was recommended. EC will investigate this further and report back.</p>	<b>Clerk</b>
<b>2c</b>	<p><b>Business Committee meeting dates:</b> It was agreed that meeting dates and times would remain unchanged for this academic year and reviewed for the following year at the Business Committee meeting in June 2018.</p> <p>The minutes from the previous meeting held on 26<sup>th</sup> June 2017 were approved and signed by the Chair.</p>	

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<p><b>2d</b></p>	<p><b>Action points from the Business Committee meeting held on 26<sup>th</sup> June 2017:</b></p> <p><b>2.1 Discuss LA funding:</b> NP had met with Janet Johnson, OCC's SEN Manager, to discuss MBC's funding agreement with the LA and the related concerns about current arrangements. MBC's earlier application to the ESFA to increase student numbers to 142 has been approved but the ESFA have not advised the LA of this and there was therefore a budget problem for the LA in terms of the top-up funding agreement.</p> <p>NP commented that whilst academisation offered flexibility in terms of the curriculum and pay policy etc it had not strengthened MBC's financial situation. Funding is statutory and currently the LA's way of working and how they distribute Higher Needs funds was not supportive and remains a concern.</p> <p>A discussion followed on how best to offer MBC places countywide and whether the selling of places at full cost to schools should be explored further. The option to buy-in expertise for advice on this matter was also considered. It was agreed that more consideration on this matter was needed and will be included on the agenda for the next meeting.</p> <p><b>2.1 Procurement exercise:</b> BM reported that the exercise had been completed and new copiers had been installed at MBC sites offering a cost-effective replacement.</p> <p>All other action points had been completed by the Clerk.</p>	
<p><b>3.</b></p>	<p><b>Discussion on the range of business information offered to Trustees, budget review and appointment of auditors.</b></p>	
<p><b>3.1</b></p>	<p><b>Business information:</b> EC lead a discussion on the role of Trustees relating to the range of information requiring approval, often at times without full knowledge, and how best Trustees can support MBC. EC commented that currently Trustees are not able to have in-depth discussions on a range of matters due to this lack of knowledge and recommended a review take places.</p>	



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<p><b>3.3</b></p>	<p>meeting will included having a clear vision of what RAT wants. The Clerk will follow this up with the Chair of the Trust Board and make provisional arrangements.</p> <p>A discussion followed on how Trustees should challenge budget information to improve their understanding. BM commented that the timing of Business Committee meetings did not fit well with internal financial deadlines. NP and GW recommend BM and CR should produce an internal financial deadline schedule showing where the pressure points were and who had responsibility for what. This schedule could be used alongside the main calendar of meetings.</p> <p>EC recommend that if meeting dates and internal budget factors differed it was more valuable for verbal up to date budget information to be offered in place of out of date paper versions.</p> <p><b>Approval of auditors:</b> The meeting approved the use of Critchleys for internal and external audits. This was proposed by GW and seconded by JD.</p>	<p><b>BM &amp; CR</b></p>
<p><b>4.</b></p>	<p><b>Staffing Update</b></p>	
	<p>NP a tabled a paper entitled ‘MBC/RAT Trustees – Teacher Appraisal and Pay Progression’. This paper has been uploaded to the Trustee area under the Business Committee heading.</p> <p>Please use the following link to access the paper 25 tabled at this meeting</p> <p><a href="#">Click here for Teacher Appraisal and Pay Progression Report</a></p> <p>The paper detailed the method used for the assessment of teachers’ performance which takes place in October each year. This includes Blue Sky access for teachers to carry out a self-evaluation prior to a review meeting, individual appraisal review and professional objectives and the continuing professional learning (CPL) process. Review meetings takes place between teachers and their reviewers, usually their line manager, to discuss performance and identify actions. This process informs the School Development Plan (SDP).</p> <p>NP has identified pay recommendations and actions for eligible staff and a salary adjustment for one member of staff in 2017/18, all of which are detailed in the paper.</p> <p>Trustees discussed the paper, asking the following questions:</p>	

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	<p>Q. Are the pay recommendations in the budget and do Trustees have a choice about adopting them?</p> <p>A. Yes, the recommendations are in the budget. Pay recommendations for Upper Pay Scale (UPS) and Leadership scales can be reviewed again by Trustee. All other employee pay recommendations are in line with agreed policies.</p> <p>Q. How is pay progression due to job evaluation managed?</p> <p>A. A new job description is written with an explanation and reviewed by a LA Human Resources panel for a decision.</p> <p>Q. Do we have qualified and experience teaching staff? What % of the teaching staff are trained teachers? How does this compare to other APs?</p> <p>A. NP will provide this data for discussion at the next meeting.</p> <p>Trustees approved the recommendations of the Headteacher. This was proposed by EC and seconded by GW.</p>	<b>NP</b>
<b>5.</b>	<b>Scheme of Delegation</b>	
	<p>The Scheme of Delegation is reviewed annually and BM asked Trustees to identify any areas requiring review. NP asked for clarification of areas she should particularly be reviewing and EC questioned why both the Trust Board and Business Committee were shown with responsibility for an area which appeared to suggest un-necessary duplication.</p> <p>GW identified Q49 – Appointment of an Assistant Headteacher - as an example of this whereby the Trust Board, Business Committee and Headteacher are all identified.</p> <p>BM explained that in this example the Headteacher can't appoint alone, the Business Committee need to be informed due to budget implication and the Trust Board gave final approval.</p> <p>After a further discussion it was agreed that Trustees were not yet ready to approve the Scheme of Delegation. The Business Committee Trustees were asked to further review the schedule and recommend any changes relating to the work of this committee to NP and BM by 30<sup>th</sup> November 2017. The Scheme of Delegation will then be re-presented to the Trust Board at their meeting on 11<sup>th</sup> December 2017.</p>	<b>All</b>
<b>6.</b>	<b>Risk Register</b>	

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	Trustees were not able to approve the register for two reasons – the document was lengthy and not in an easily accessible format and they were not clear about the scoring method. To support this BM will prepare a grid using a 1, 2 and 3 matrix for review by Trustees. Any areas identified as 3/3 in the matrix will be reviewed by the Trust Board. The remainder will be reviewed by the Business Committee. The Clerk will circulate the matrix and Trustees are asked to send comments on the matrix to BM by 3 <sup>rd</sup> December 2017.	<b>BM</b>  <b>Clerk</b> <b>All</b>
<b>7.</b>	<b>Policies</b>	
	Trustees approved all policies numbered 9 – 23 inclusive in the previously circulated meeting information pack. EC proposed approval which was seconded by GW.	
<b>8.</b>	<b>Health and Safety</b>	
	BM will re-circulate the Health and Safety report dated July 2017 for review by Trustees. Areas shown in red are of particular importance and BM will make recommendations to Trustees about action required. <b>Update</b> – the correct report has been uploaded to the Trustee area and the information is labelled paper 24 and paper 24a. These papers replace the original paper 24 which has now been deleted from the list. <a href="#">Click here for re-circulated Health &amp; Safety report</a>	<b>BM</b>
<b>9.</b>	<b>School Pod Update</b>	
	BM and NP updated Trustees on the newly implemented School Pod software which is an MIS system aggregating impact data and monitoring and evaluating student progress. Currently although most aspects of the software are working well there are some areas of the software which could be improved. NP is working with the software designers with a view to matching the software to MBC's needs.	
<b>10</b>	<b>Date of next meeting</b>	
	Monday, 5 <sup>th</sup> March 2018 at 10am at The Harlow Centre, Oxford	