

Company registration number 09334026

Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Friday, 6th July 2018
Minutes

Present: Gloria Walker (Chair) Jolie Kirby (JK) Emma Canter (EC) Debra Leeves (DL) David Mitchell (DM) Jason Pereira (JP) Nicola Partridge (HT) Hannah MacDiarmid (HMD) Jessie Dobson(JD) Brenda Munday (BM) Anne Wolton (Clerk) Emma Anderson (Observer)	Apologies:
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#	Details	By whom	By when
1a	Update Trustee information with Companies House	Clerk	25 th July
1fe	Update on Innovation Funding allocations	HT	Next meeting
1f6	Review twinning programme arrangements with Chair	Clerk	By next meeting
2.2	Explore offering central mentor training for schools	HT	Next meeting
3.2	Update on discussion with schools about use of their premises for AP provision	HT	Next meeting
4	Ensure safeguarding and other relevant policies are updated to include new guidance	HT & DSL	Next meeting
5	Circulate meeting dates for 2018/19 to Trustees	Clerk	25 th July

1. Introductory items		
1a	<p>GW opened the meeting by welcoming trustees and visitors. This is the last meeting for HMD and the Chair thanked HMD for her contribution to the work of the Trust Board.</p> <p>JD will remain as a parent trustee and from September 2018 declare interest relating to her new post.</p> <p>The new trustee appointed in March 2018 has resigned. The Clerk will record this resignation and that of HMD with Companies House.</p>	Clerk
1b	There were no apologies	
1c	The meeting was quorate	
1c	There were no new declarations of interest.	
1d	The minutes from the previous meeting held on 26 th March 2018 were agreed and signed by the Chair	
1e	<p>Matters arising and action point from Trust Board meeting on 26th March 2018</p> <p>1f2: Meeting with LA representatives: The HT and the Chair have recently met with the new interim deputy director and head of school improvement for Children, Education and Families at OCC to discuss the working relationship between MBC and the LA. The meeting gave the HT and the Chair the opportunity to outline opportunities and express concerns, including the lack of a service level agreement (SLA). The LA representatives agreed to resolve this particular concern by the end of term and to take back the remaining issues raised for further investigation. At the time of the Trust Board meeting no response has been received from the LA and the Chair agreed to write requesting an update.</p> <p>1f4: Innovation fund expression of interest update: The HT contacted the DfE to request an update on innovation fund funding allocations and was advised there were more expressions of interest than expected. Funding is released in September 2018 and at the time of the Trust Board meeting MBC had not received notification. The HT will keep the Trust Board informed.</p> <p>1f4. Bid to set up a primary unit in Banbury: The HT advised the Trust Board that the planned bid to set up a primary AP unit in Banbury was withdrawn due to the low level of funding offered by the LA. The successful bidder has since informed the LA that the allocated funding is not sufficient to set up a unit and the matter appears to be outstanding. The HT advised the Trust Board of a</p>	Chair HT

	<p>further bidding opportunity for a primary AP unit in Bicester and has already been in contact with Headteachers in Bicester about their needs in order to shape MBC's bid.</p> <p>Q. Would it be better business practice to submit a bid even in the knowledge of low funding and then negotiate further if successful? Was this a risk worth taking?</p> <p>A. The Chair accepted that risks do sometimes need to be taken and that in a commercial world this is common practice but questioned whether RAT were in a position to do this. The HT added this may have been possible but felt the LA's current understanding of AP was limited and that improved knowledge at the LA may result in appropriate funding for projects in the future.</p> <p>The Chair recommended the value of identifying all funding opportunities whilst acknowledging MBC are limited as a sponsor due to their current financial situation and the time pressure of the new build.</p> <p>1f6: Trustee/SLT twinning programme review: The twinning programme introduced in September 2017 has worked well in some areas and it was acknowledged that better lines of communication were required. The HT commented that the SLT had found the programme helpful but had received little feedback. After discussion it was agreed that more individual arrangements were needed. The Clerk will discuss the structure of the programme with the Chair and discuss individual needs with each Trustee and shape a new model for 2018/19 for approval by Trustees and the HT.</p>	Clerk
2.	Headteacher's report	
2.1	<p>The HT presented a strategic report to trustees for the 2017/18 academic year. A summary of the main discussion points is shown below:</p> <p>Attendance (paper tabled): The attendance report from September 2017 – June 2018 shows an attendance rate of 63.86%. The assistant headteacher has investigated this lower than expected rate, and findings since producing the report show a more accurate figure is 83%. The HT commented that one student is equal to 0.69% of the total data and when a school has low student numbers the percentage can be affected. In addition attendance for students who have home tutoring is not included in the data.</p> <p>The HT reported that School Pod, the company used by MBC to support compilation and analysis of data is not reliable, as their system currently can't process AP data accurately. The assistant headteacher is in conversation with the company about rectifying this problem. The contract with School Pod runs for a further two years but the HT will consider terminating earlier if MBC's data can't be reliably processed and seek an alternative method for analyzing data.</p>	

	<p>JK felt a reliable comparison of individual student attendance is to compare previous school attendance with that at MBC. If for example it was previously 42% and is now 64% then good progress has been achieved.</p> <p>2.2 Special Education Needs and Disabilities (SEND) Annual Report The report shows 54% of students at MBC for the period September 2017 – June 2018 were identified as having SEND, which is higher than in previous years.</p> <p>In addition, there are a rising number of students with an Education, Health and Care Plan (EHCP) requiring specialist staffing and resulting in the need for more coach/mentor support in classrooms. Learning Support Professional training will take place during 2018/19 to support this need. In addition, three staff have been trained in Therapeutic Mentoring funded by the Virtual School and the LA, and students will be supported with mentoring sessions during 2018/19 where the need is identified.</p> <p>Trustees recognised the value of mentoring training at MBC and felt there may be opportunities to use these skills to offer central mentor training to schools, which would be an additional income stream.</p> <p>The progress in reading and spelling data for KS4 EHCP students shows an end of year reading score of 10 years 2 months compared to their average baseline score of 8 years 7 months.</p> <p>Q. Is this good progress? Trustees need to know whether progress shown is at least adequate and how it compares nationally and with other APs. A. Figures shown are an average and based on a range of data including the length of time students are on MBC's role and progress rates. The use of the York Assessment for Reading Comprehension (YARC) and Lexonik programmes may offer more comprehensive data. The HT agreed to include trends data and comparison data with other APs in the next report.</p> <p>2.3 KS3 Provision: MBC's 'off-site' KS3 provision has been very successful and is consistently transitioning students back to school and contributing to a reduction in PEXs at County Level.</p> <p>2.4 Primary: There are increased PEXs from primary schools this year and MBC has successfully met the demands for places and is making changes internally next year to meet expected increases in demand.</p>	<p style="text-align: center;">HT</p>
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<p>2.5</p>	<p>New build: The Chair updated Trustees on progress to date:</p> <ul style="list-style-type: none"> • There have been regular meetings mainly discussing the internal fabric of the building, eg colour of walls etc. The HT's past experience of a new build has greatly supported this process and the Chair expressed thanks to the HT for all her efforts to ensure that Meadowbrook has the facilities it wants and deserves. • The HT and Chair have advised agencies that they are not available to attend meetings over the summer break. Meetings will therefore resume in September 2017. • Final planning permission is awaited. It is MBC's understanding the transport section of the plans have been agreed which is a good step forward. • MBC expects to move into temporary accommodation on the Harlow Centre site in February 2019, with the new school opening in September 2020. Trustees agreed to delegated responsibility to the Chair and HT to agree closure of MBC for additional days during the move to temporary accommodation if necessary. <p>JK commented on the opportunity to raise income from lettings in the new build. BM acknowledged this funding opportunity and agreed to look into this further, in readiness for hand-over of the new building.</p> <p>The Chair thanked the HT and SLT for the comprehensive report to Trustees and supporting evidence. The Clerk will ensure future papers do not include student names.</p>	
<p>3.</p>	<p>Business Committee report:</p>	
<p>3.1</p>	<p>EC reported back on the main points from the Business Committee meeting held on 25th June 2018 which included a review of the 2017/18 and 2018/19 budget, recruitment and staffing and the risk register. Trustees were presented with supporting papers to review.</p> <p>2017/18 budget: EC stated that the 2017/18 budget was under huge pressure, mainly due to the loss of expected funding of £360k for MBC for the increased Pupil Admission Number (PAN), which had not been forthcoming. Considerable effort has been put in to mitigate this loss and savings to the value of £130k have been found, resulting in an expected end of year deficit of £234k. JK commented that other academies are also forecasting deficit budgets at the end of this year.</p>	
<p>3.2</p>	<p>2018/19 budget: EC reported that the prepared budget for 2018/19 would balance but was tight and there was still risk involved. Securing income from traded places was an essential element and the opportunity to trade more, both within the county and outside, was a priority. The HT</p>	

	<p>explained that a thorough investigation into income due to MBC had taken place and that improved systems were now in place to ensure transparency.</p> <p>Trustees reviewed the projected programme cost papers for 2018/19 showing income v expenditure for each programme offered at MBC. The overall expected surplus is £60k if traded places income is achieved. However some courses run at a loss. One such course is run on behalf of the LA, with an expected loss of £117k.</p> <p>Q. Why do MBC continue to offer the course? Should a more business-like approach be taken? Cross-funding of courses does not make good business sense, nor do historical factors or loss leaders.</p> <p>A. The HT said the LA view MBC as their first option for AP, and she felt there was a moral obligation to work with them, but recognised funding should at least match costs. It would be possible to offer places directly to schools instead at an agreed cost. Schools would however, need to directly fund transport for students and this is currently provided by the LA. EC added cross-funding already exists and that the Business Committee would receive an updated programme costs schedule at each committee meeting so that costs can be more closely monitored. EC felt that going forward, the practice of cross-funding needs to change but more discussion is required with the Trust Board and HT about how to eliminate this.</p> <p>The HT agreed to follow up on early discussions with a local school about use of their premises for AP, which may address some of the issues raised by Trustees. The Chair felt changes at the LA may allow for better opportunities for discussion of AP provision and that it is essential to engage further with the new Deputy Director of Children, Education and Families at OCC on all aspects of MBC's provision.</p> <p>It was agreed that the Trust Board would continue to monitor programme costs, make an early decision about viability and where necessary, inform the LA of planned changes.</p> <p>EC recommended Trustees approve the 2018/19 budget which was agreed and seconded by The Chair.</p>	HT
4.	Safeguarding Report:	
	<p>JK presented the Safeguarding Report for the Spring Term 2018. JK reported that the designated school lead (DSL) had dealt with action points from the previous meeting and there was evidence of good progress in term of compliance checks of other sites and policy updating.</p>	

	<p>The HT advised Trustees that statutory safeguarding guidance has a new section on child-on-child sexual violence and sexual harassment which comes into force in September 2018. The DSL is aware of this new guidance and will ensure with the HT, that relevant policies are updated.</p> <p>The Chair thanked JK for the comprehensive report.</p>	<p>HT & DSL</p>
<p>5.</p>	<p>Meeting dates 2018/19</p>	
	<p>Trust Board and Business Committee meetings will take place on Friday from 9.30am – 12.30pm during 2018/19. An additional Business Committee meeting on 14th September 2018 will take place to address issues raised in this meeting. It was also requested that dates for the graduation ceremonies and sports days are included in the annual calendar.</p> <p>Next meeting dates:</p> <p>Business Committee: Friday, 14th September 2018</p> <p>Trust Board meeting : Friday, 28th September 2018</p>	<p>Clerk</p>

Approved by the Trust Board meeting on 28th September 2018 and signed by the Vice Chair. A copy of these minutes are held on file at Meadowbrook College

28th September 2018