

Company registration number 09334026

Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Thursday, 9th November 2017
Minutes

Present: Gloria Walker (GW) Jolie Kirby (JK) Jason Pereira (JP) Hannah MacDiarmid (HMD) Nicola Partridge (NP) Jessie Dobson (JD) Brenda Mundy (BM)	Apologies: Lucy Mettyear (LM) David Mitchell (DM) Debra Leeves (DL) Emma Canter (EC)
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Action points:

#	Details	By whom	By when
1.e	Contact Matthew Robertson about pre-planning key steps schedule for NP	Clerk	By 30 th Nov
1f	Check arrangement for upload amended Articles of Association to website	Clerk	By 30 th Nov
2	Review section 7 of SEF to take account of Trustees' strengths and link Trustee arrangements	NP	By next meeting
2	Discuss LA representation on Trust Board with Lucy Butler	GW & NP	By next meeting
2	Review link Trustee schedule in readiness for meeting with SLT	GW & NP	For 20 th Nov
2	Update Trustees on bidding opportunities and progress	GW & NP	By next meeting
2	Update NEET data for 2016/17 leavers	JD	For next meeting
2	Present TRIP comparison data to March 2018 meeting of the Trust Board	NP	March 2018

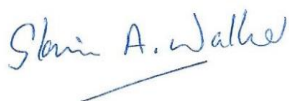
1. Introductory items		
1a	GW opened the meeting by welcoming trustees	
1b	Apologies were received from Emma Canter, Debra Leeves, Lucy Mettyear and David Mitchell	
1c	The meeting was quorate	
1d	There were no new declarations of interest.	
1e	Minutes from the previous meeting held on 25th September 2017 and matters arising not covered in subsequent agenda items	
1.e (ii)	The minutes from the previous meeting held on 25 th September 2017 were approved and signed by the Chair	
1.e (iii)	Action point 2: NP has not received the pre-planning key steps lists from Matthew Robertson. The Clerk will contact Matthew to request the information is sent directly to NP.	Clerk
1f	Articles of Association – BM and the Clerk confirmed the RAT Articles of Association had been amended in line with Trust Board recommendations. Members have signed the approval form and the amended Articles have been filed with Companies House and a copy sent to the ESFA. The amended Articles have been uploaded to the Trustee area under key documents and await uploading to the website.	Clerk
1g	Confidential item – This matter was raised following a complaint. The Chair of Governors advised Trustees that due process had been followed and that the matter was closed. Further details are available for Trustees in a separate minute of this meeting.	
2	Summer data 2017, implications for planning and preparation for Ofsted	
	Trustees reviewed the summer data 2017 paper previously circulated alongside the update paper tabled by NP. Trustees discussed the data and the details are summarised below:	

	<p>General summary with background information:</p> <p>The overall number of students had increased in 2016/17. The range of courses now offered at The Harlow Centre is impressive but could be expanded further if staffing was available.</p> <p>Students at West Bar are offered a reduced range of courses due to staffing availability. Recruitment to some subject areas was proving difficult and creative use of MBC staff was currently supporting the Construction course. The recruitment process is on-going</p> <p>The 'Groups' section of the data paper includes outcomes for pupil premium and statemented students which are good, and the Looked After Children (LAC) figures were strong.</p> <p>Not all courses contribute to Progress 8 points banking and NP is trying to encourage students to make choices which do count. The list of recognised courses expands each year and MBC respond appropriately. On the positive side MBC has a 100% vocational courses pass rate and claim credit for this in their data. Students on these courses have greatly benefitted from their learning which has contributed to positive destination outcomes.</p> <p>Q. How significant is the comparison data and what conclusions can be drawn? A. The comparison data can be difficult to quantify as in the previous year some students were on dual roll which determined the setting claiming the student's award.</p> <p>Q. Why aren't all courses included on the Progress 8 list? Surely we are disadvantaged by this? A. This question is difficult to answer but JK understands that non-Progress 8 data can now be included in MBC's data returns and therefore viewed by Ofsted.</p> <p>Q. Is this process all about recognition for Ofsted? A. Schools need to show the intention of the curriculum and so we demonstrate MBC's outcomes, and how the curriculum is preparing students for their next steps.</p> <p>Q. Clearer explanation of data in narrative columns would improve Trustee understanding. Is it possible to review this? A Yes, for example the 2017 column on the current paper could be revised to show the number of students achieving the award and not the percentage of the overall student total. In addition, progress data could be included. In all cases care needs to be taken to ensure the data is fit for purpose. We understand that one purpose is for Trustees to hold us properly to account.</p>	
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	<p>Q. Why are few students studying and entered for Maths than English?</p> <p>A. This matter is under review with an aim of ensuring students study for and sit examinations for both subjects. Outcomes may be pre- determined both in mainstream and APs eg if a student has found the first paper of a subject examination difficult they may not turn up to sit the second paper, so achieving a nil result. JK offered examples of ways of minimising this which included the value of offering extra support between papers to encourage confidence.</p> <p>Trustees then discussed readiness for Ofsted and JK offered a valuable presentation on her experience of a recent mock inspection at a local primary school. It was evident that whilst schools need to be fully prepared, the role of Trustees is important too. Examples of the Ofsted style questions to Trustees included:</p> <ul style="list-style-type: none"> • How is the school going? • What are the successes in terms of attendance, behavior, outcomes and exclusions? • Are there any areas of ongoing improvement and direction of travel? • What are the outcomes? What do they tell us? • Do Trustees visit classes and is there a record of what is seen? How is the information used? • What information do Trustees get about quality of teaching? • How safe do you think students are in the school? <p>To support preparation GW tabled a schedule linking Trustees to the SLT members shown in the priority areas on the SEF. The value of this linking was recognised by Trustees, and GW and NP will work together to further review the schedule and make firm proposals to the SLT meeting on 20th November and then Trust Board on 11th December. NP offered to review the section 7 of the SEF to include reference to Trustee strength and embedding of the link Trustee role and induction of new Trustees as an area for further development.</p> <p>JK stressed the need for robust safeguarding arrangements which is an important focus for Ofsted. After discussion it was agreed that JK would take on the role of Safeguarding Link Trustee and work with named staff at MBC to ensure procedures were embedded. Due to this role JK will no longer be a member of the Business Committee.</p> <p>JK recommended MBC should consider inviting Ofsted to visit once NP was clear about the timing of our projected move to temporary accommodation. Careful thought should be given in advance to the involvement of Trustees in the process.</p>	<p>GW & NP</p>
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	<p>The value of offering three student case studies to Ofsted was also recognised, choosing examples of unlikely students with good outcomes and a safeguarding reference if appropriate.</p> <p>Further discussion took place on the membership of the Trust Board and the value of a LA representative with a wide remit. Currently LM temporarily acts as the LA representative. It was agreed that GW and NP will explore this matter further with Lucy Butler, Director of Children’s Service, and report back to the next meeting of the Trust Board.</p> <p>NP then offered information on bid opportunities which may support the development of RAT. There are three areas available for bid submissions:</p> <ol style="list-style-type: none"> 1. Condition Improvement Fund (CIF) is a fund to which some academies and sixth-form colleges can apply for capital funding. The core priority for CIF is to address significant condition needs. NP and BM are currently preparing a bid to enhance the facilities at West Bar. 2. Strategic School Improvement Fund – This fund is a grant to support first, infant, primary, secondary, middle, all-through, alternative provision and special academies and maintained schools, and pupil referral units. It is intended to further build a school-led system, and aims to target resources at the schools most in need to improve school performance and pupil attainment; to help them use their resources most effectively, and to deliver more good school places. NP is currently looking at these funds and considering submitting a bid. 3. MAT Development and Improvement Fund (MDIF) – aimed at supporting trusts to build their capacity in order to deliver school improvement. The funding criteria may require RAT to take on and improve an underperforming school. At the time of this meeting it was unclear about the full remit for bidding and GW agreed to contact Stella Aina at the DfE for clarification. <p>All of these funding opportunities have a short bid application timescale. GW and NP will keep Trustees informed of progress leading up to the next Trust Board meeting on 11th December.</p> <p>Action from agenda item 2:</p> <ol style="list-style-type: none"> 1. Review link Trustee schedule in readiness for SLT meeting on 20th November – 2. Contact Lucy Butler about LA representative on Trust Board 3. Advise Trustees on status of fund bidding and contact DfE for clarification of bidding criteria 4. Update NEET data for 2016/17 leavers for next Trust Board meeting 	<p>GW & NP</p> <p>GW & NP</p> <p>GW & NP</p> <p>GW & NP</p> <p>JD</p>
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	5. Provide TRIP comparison data with other APs for March 2018 meeting	NP
3.	New Build Update	
	<p>Graham Wilson, from Galiford Try, joined the meeting to briefly outline progress since the presentation at the last Trust Board meeting.</p> <ul style="list-style-type: none"> • Two public engagement meetings have taken place. • Two meetings have taken place with Oxford Design. Graham will take forward the points raised in these meetings in readiness for planning submission. • Timescales are as follows: <ul style="list-style-type: none"> - Planning submission 30th November 2017 - Planning decision 1st March 2018 - Construction commences 25th May 2018 (6/8 weeks prior to this, work on the Swan School entry road commences) • No demolition work at the Harlow Centre is expected before the end of the school year • An in-depth asbestos check will take place in February 2018. Any work needed will take place during the Easter break between the Spring and Summer terms. <p>Graham invited Trustees to further view the consultation process on the www.marstonschools.com website where comments can be added by the general public.</p>	
4	Date of next meeting	
	Monday, 11 th December 2017 from 1pm – 5pm. Please note the earlier start time. Between 1pm – 2pm Trustees and the SLT at Meadowbrook College will meet in pairs to plan their link work. A sandwich lunch will be provided.	



Approved by Trustees at the Trust Board meeting on 10th January 2018 and signed by
 Chair of the Trust Board

10th January 2018



Company registration number 09334026

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