

Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Monday, 26th March 2018
Minutes

Present: Gloria Walker (GW) Emma Canter (EC) Debra Leeves (DL) Jessie Dobson (JD) Skye Denno (SD) Anne Wolton (Clerk)	Jolie Kirby (JK) Hannah MacDiarmid (HMD) Nicola Partridge (NP) Brenda Mundy (BM) Catherine Routledge (CR)	Apologies: David Mitchell (DM) Jason Pereira (JP)
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#	Details	By whom	By when
1c	Amend declaration information	Clerk	16 th April
1d	Arrange for new Trustee information to be sent to Companies House	Clerk	16 th April
1f1	Canvas Trustees about meeting arrangements 2018/19	Clerk	31 st May
1f2	Set up meeting with Interim Deputy Director	HT's PA	21 st April
1f4	Innovation fund expression of interest update	GW	Next meeting
1f6	Trustee/SLT twinning programme review	Clerk	31 st May
3	Programme cost follow-up and review of budgets for initial discussion at Business Committee	NP & BM	25 th June
4.	Confirmation of GDPR policy approval by HT to Clerk	BM	25 th May
4	Upload GDPR policies to website	Clerk	30 th June
5.	Confirm Green Book pay award to Clerk who will advise Trustees of action required	BM	30 th April
6	Wave bid and sponsorship requirements	BM	30 th June

1. Introductory items		
1a	GW opened the meeting by welcoming trustees	
1b	Apologies were received from DW and JP	
1c	The meeting was quorate	
1c	New declaration of interest: HMD declared as foster parent with OCC.	Clerk
1d	<p>New Trustee: GW was pleased to advise Trustees that Skye Denno had agreed to join the RAT Board as a Trustee. The following resolution was made:</p> <p>It was resolved that Skye Denno, who has consented to act, be appointed as a director of the Company with effect from 26th March 2018. This was proposed by EC and seconded by DL.</p> <p>The Clerk will arrange for the new Trustee's details to be recorded with Companies House.</p>	Clerk
1e	<p>Minutes from the previous meeting held on 10th January 2018 and matters arising: and feedback from Business Development meeting held on 26th March 2018</p> <p>The minutes from the previous meeting held on 10th January 2018 were reviewed and amended as follows in readiness for new GDPR regulations.</p> <ul style="list-style-type: none"> Individual names deleted for external attendees and only initials used for MBC staff and RAT Trustees. <p>The Chair reviewed the minutes again and signed them as an accurate record of the meeting.</p>	
1f	Matters arising:	
1f1	Trustee attendance at meetings remains a concern. A review of meeting dates and times will take place before dates are agreed for 2018/19 meetings in a bid to secure full attendance. The Clerk will contact Trustees to request this information.	Clerk

<p>1f2</p>	<p>Feedback from meeting with Interim Deputy Director of Children, Education and Families at OCC: GW and NP have met with the Interim Deputy Director to discuss the working relationship between MBC and the LA. NP felt the meeting had been helpful and allowed for a useful exchange of ideas and concerns about AP and SEN. This is particularly in the context of the varying countywide exclusion and PEX rates by sector, and where MBC could offer further support. The Interim Deputy Director agreed to take matters forward by arranging for a follow-up meeting with the Director of Education. A date for the meeting is to be set urgently.</p>	<p>HT's PA</p>
<p>1f3</p>	<p>Service Level Agreement (SLA) with the LA: NP has received a SLA from the LA dated July 2017 and covering the period September 17 – March 18. NP has declined the SLA for the following reasons having sought advice from lawyers.</p> <ul style="list-style-type: none"> • The period covered from September 17 – March 18 has almost lapsed and MBC have already received the related funding. • There appears to have been no collaboration regarding the detail included, and the document does not reflect the current and changing picture re AP/SEN/exclusions in Oxfordshire. • MBC is a regulated provision and OfSTED inspected. The references to legislation are long and do not need instruction through this contract. • It is expected that the awaited contract for the summer term will take a similar format and will neither be fully fit for purpose nor reflect the variety of alternative provision service/s MBC provide to OCC. <p>NP's reply to the LA offers further explanations for declining the SLA, mentioning DfE Higher Needs guidance, and stresses the hope that MBC will not be held to signing the SLA in order to release funds for the students they already have on roll.</p> <p>In a bid to move things forward NP has offered to work with the LA to produce a fit for purpose SLA in readiness for the start of the new school year in September 2018. NP awaits a reply to her correspondence with the LA and will keep the Trust Board informed. This was discussed at the meeting with Deputy Director detailed above.</p>	
<p>1f4</p>	<p>Funding opportunities - DfE AP Innovation Fund bid: There is an opportunity to write an 'expression of interest' for working with the LA to provide a Primary resource in Banbury. A school building is available, and the funding at £10K per head is at the same rate as the existing PRU place grant from ESFA. The deadline for bids is late April and GW and NP will initially work together to draw up an expression of interest. Support from a Trustee with bid writing experience may be available. A progress update will be offered at the next Trust Board meeting.</p>	<p>GW & NP</p>

<p>1f5</p> <p>1f6</p>	<p>Feedback from Business Development meeting on 26th March 2018 GW reported that good progress had been made in terms of considering how RAT should move forward and that an open discussion had taken place over a range of issues. Minutes offering more information will be circulated to Trustees shortly. A working party has been set up to take this matter forward and will continue to keep the Trust Board informed.</p> <p>Trustee and SLT twinning spring term meeting reports: Due to time constraints this matter was deferred. The Clerk will discuss progress with the Chair of the Trust Board and an update will be circulated to Trustees.</p>	<p>Clerk</p>
<p>2.</p>	<p>Ofsted inspection</p>	
	<p>Trustees reviewed the Ofsted inspection report and congratulated NP and staff at MBC on the pleasing outcome and the well managed approach to the inspection visit.</p> <p>NP advised Trustees that work has started on addressing the next steps actions recommended in the report, particularly in relation to KS 1 – 3. The next inspection is expected in 3 years.</p>	
<p>3.</p>	<p>Business Committee report</p>	
	<p>EC reported back on the Business Committee meeting held on 5th March 2018 identifying the following main points:</p> <ul style="list-style-type: none"> • A new approach to policies has been adopted to allow Trustees to efficiently approve policies in the future. • Discussion on the budget and use of reserves to cover expected funding which had been withdrawn. • A review of the scheme of delegation which had been amended and subsequently approved by the Business Committee. <p>Discussion on budget, reserves and course costs: BM and CR reported back on the Business Committee discussion about the use of reserves to support the budget following the loss of expected funding of £360k following the LA's decision not to support the increase in MBC's PAN.</p> <p>CR commented that MBC were expecting to submit a deficit budget for 18/19. JK added that although this was not a good situation other academies were in a similar position. Trustees expressed concerns about this situation and the impact on budgets in future years. Also, the impact on growth bids.</p>	

	<p>In addition the programme cost analysis recently produced, and not previously discussed by the Business Committee, has highlighted a deficit for each programme offered this year by MBC, totaling £144k. Trustees and NP expressed concerns about the analysis findings, asked how this had happened and what could be done to avoid this in the future. NP commented on the need to review the unit cost of courses but was mindful of the impact on schools and their ability to purchase places if costs increased.</p> <p>Trustees agreed that more investigation on the state of the budget was required and asked what support or discussion could be provided to the Headteacher and SLT to inform the situation. It was agreed that NP would follow this up and that a full review of the current budget and the budget for 18/19 would take place before submission to the Business Committee at their meeting in June, and then for approval by the Trust Board in July.</p>	NP & BM
4	<p>Policy ratification arrangements:</p> <p>The three new policies listed below were presented at this meeting due to GDPR regulations which come into effect on 25th May 2018. They are pending review by the Headteacher.</p> <ul style="list-style-type: none"> • GDPR data protection policy • Clear screen, clear desk policy • On-line safety/acceptable use of IT policy <p>NP requested time to review the policies and consider how they will be implemented in school. Trustees provisionally approved the policies pending NP's review and BM will inform the Clerk when this process has been completed, ensuring that the deadline of 25th May 2018 is met. The Clerk will then arrange for the policies to be uploaded to the website.</p> <p>BM is currently arranging for on-line GDPR training for staff and trustees leading up to the regulation date. BM advised Trustees that a Data Protection Officer post was required as part of these new regulations and at the time of this meeting BM had undertaken the role for MBC. It may be possible to share this post with other academies to reduce costs.</p>	BM Clerk
5	<p>Green Book pay increase approval</p> <p>BM sought approval from Trustees for the pay award from April 2018 for Green Book staff. The budget has allowed for a 1% increase but at the time of this meeting MBC had not received confirmation of the actual pay award. Trustees were concerned about approving without full information and after discussion the following was agreed:</p> <ul style="list-style-type: none"> • If the pay award is 1% then approval is given by means of these minutes. • If the pay award is above 1% then further discussion by Trustees will be required before approval is given. 	

	BM will confirm the pay award to the Clerk who will advise Trustees and take action as needed.	BM & Clerk
6	Headteacher's Report	
	<p>Trustees reviewed the Headteacher's half-yearly report which included information on the following and is supported by data schedules and charts:</p> <ul style="list-style-type: none"> • Ofsted inspection – highlights from the inspection findings include: <ul style="list-style-type: none"> - successful changes which have enabled students to make positive strides - the school's ethos is based on helping students develop their self-esteem and achieve success now and in the future - students feel safe in school - safeguarding arrangements are fit for purpose - staff have high expectations of their students, based on historical data. • Data dashboard shows data on attainment and progress, attendance, behavior and welfare and teaching and learning • Attendance and exclusions showing attendance to date this school year at 64.63% and one student's exclusion which is of particular concern • Link work – a pilot project with Oxford Spires which has encouraged three more schools to request support • Looked after children (LAC) – this year the level of LAC and students with SEN has been higher than previously, resulting in increased pressure on responsible staff. If this pattern continues consideration will be given to training/employing a specialist teacher with SENCO experience. • Safeguarding – safeguarding cases are also increasing. The introduction of a Welfare and Support Manager would relieve this pressure. • Free School Wave – the DfE have announced an AP/Special School Free School Wave launching in summer 2018. A decision about bid submission is pending. <p>Questions from Trustees:</p> <p>Q. The attendance level is lower than expected. Is this a concern? A. The level is as expected due to a number of students being on MBC's roll but attending other AP eg College. This situation is expected to correct itself shortly.</p> <p>Q. Do MBC use internal exclusions? A. No, students are successfully managed in-house to avoid this. Exclusion means 'out of school'.</p> <p>Q. The data dashboard shows 125 students when MBC's PAN is 106. Why is this? A. MBC are currently working with 19 more students than they are funded for. Consideration is being given to how to manage this effectively - examples include an increase in the unit cost to schools, or a resolution to the increase PAN funding issue which impacted to such adverse effect last year.</p>	

	<p>Q. The report makes reference to the need to increase staffing levels. Is this a serious need? Can the SENCO offer more time?</p> <p>A. Pressure on staffing is an increasing problem and being carefully monitored. Additional SENCO time is not available. Funding levels will determine whether new staff can be employed.</p> <p>Q. Where are main safeguarding pressures?</p> <p>A. Currently in the North and City areas, where there is already police involvement.</p> <p>Q. Could the additional safeguarding post be included in an Innovation Fund bid?</p> <p>A. This would need to be carefully worded in the bid and if successful, some of the funds could be diverted.</p> <p>Q. Should RAT submit a Free School Wave bid in the next round?</p> <p>A. It was unclear whether RAT need to sponsor another school in order to submit a Wave bid. BM will make further enquiries about this. Pending these enquiries it was agreed that RAT would concentrate on the AP Innovation Funding bid first and then consider a Wave bid.</p>	BM
7	New build update	
	GW and NP advised Trustees that there was no further progress on the new build since the last meeting and agreed to keep Trustees informed.	
8	Date of next meeting	
	Friday, 6th July 2018 at The Harlow Center from 9.30am – 12.30pm Please note that this is a revised date, replacing 9 th July.	Clerk

Approved by the Trust Board on 6th July 2018 and signed by the Chair of the Trust

Date 6th July 2018