

Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Monday, 25th September 2017
Minutes

<p>Present: Gloria Walker (GW) Jolie Kirby (JK) Emma Canter (EC) Debra Leeves (DL) Jason Pereira (JP) David Mitchell (DM) Nicola Partridge (NP) Jessie Dobson (JD)</p> <p>For agenda item 2 only: Netia Mayman (NM) Kathryn Muncey (KM) Members for the Meadowbrook College SLT Representatives from ESFA, Corde, Mace and Galiford Try</p>	<p>Apologies: Lucy Mettyear (LM) Hannah MacDiarmid(LMD) Brenda Mundy (BM)</p>

#	Details	By whom	By when
2	Prepare summary of legal documents in consultation with GW	KM	30 th Sept
2	Prepared pre-planning key steps list and send to NP	MR	30 th Sept
3	Send outstanding action points from this meeting to Trustees	Clerk	30 th Sept
4	Check Business Committee membership	Clerk	Mid-Oct
6	Share mock Ofsted questions with Trustees	JK	For next meeting
6	Circulate range of dates for additional Trust Board meeting in October or November 2017	Clerk	30 th Sept
7	Circulate SEN policy to Trustees for approval	Clerk	30 th Sept
8	Include School Pod discussion on Business Committee agenda	BM	12 th Nov
8.	Provide an update on statutory policies at next Trust Board meeting	BM	11 th Dec

1. Introductory items	
1a	GW opened the meeting by welcoming trustees and visitors
1b	Apologies were received from LM, HMD and BM
1c	The meeting was quorate
1c	There were no new declarations of interest.
2. New Build Presentation	
	<p>Representatives from ESFA, MACE, CORDE, and GALLIFORD TRY attended the meeting to make a presentation on the new school building proposed for Meadowbrook College. Each agency has specific responsibilities:</p> <p>ESFA (Education and Skills Funding Agency): part of the DfE, responsible for Academy and Free School funding and for the finances associated with this project</p> <p>CORDE - Architects</p> <p>MACE – Consultants and Contractors</p> <p>GALLIFORD TRY – Build Contractor</p> <p>Kathryn Muncey (KM) from Carter Jonas, Oxford, was also in attendance. She is Meadowbrook’s surveyor, appointed to support our interests through the lease transfer and build process, but funded by DfE.</p> <p>Members of the Meadowbrook College SLT.</p> <p>The presentation consisted of detailed information regarding the consultation process that has taken place with the Head, SLT and GW and Trustees. The slide show and supporting architectural plans showed how the new school will look, both externally and internally, and gave details regarding the site plan, internal and external design, dimensions, finances, planning consent and the build timescales.</p> <p>The expected timescale is shown below, along with related discussions:</p> <p>The planning application to the City Council proposed submission date is 1st November 2017, with planning approval usually taking 3 months. Prior to the application there are a number of legal matters to deal with, including the transfer of Meadowbrook’s 125 year lease from the County Council to the DfE, along with the complication of retaining a lease for the existing ‘tower’ at the Harlow site, Meadowbrook’s proposed temporary accommodation during the build. One floor of the tower was actually retained by OCC on a lease agreement when Meadowbrook became an Academy, and this will also need</p>

<p>to be 'unpicked'. Following completion of the build, MBC will receive a new 125 year lease.</p> <p>Trustees expressed views about the local response to the new school buildings on the site and felt that the planning permission process may be longer. Kathryn Muncey expressed concerns about the short period of time available before the November 1st planning submission deadline. Time is needed to prepare all the documents for the planning application, and this is compromised by the number of key factors and agencies involved. Matthew Robertson (ESFA) was more confident about meeting the deadline and it was agreed that Kathryn and Matthew would work together on this matter, along with Chris Emm from Meadowbrook's solicitors, BrowneJacobson. A meeting will take place as soon as possible.</p> <p>The build: Graham Wilson from Galliford Try outlined the build process:</p> <ul style="list-style-type: none"> • Build start date: Subject to planning permission, Galliford Try will have access to the site and begin work on the new access road for the Swan School on 21st May 2018. Early action on site will include demolishing part of the hall area at MBC, resulting in the need for MBC to relocate to the tower block. <p>Trustees and members of the SLT expressed concerns about a move in May/June due to summer examinations. Any expectations of a move before the end of exams is unreasonable, as is any delay to the September 2019, beginning of term opening of the new school. Trustees also questioned whether there was appropriate accommodation in the tower block to allow MBC to function fully, delivering all our current courses. NP stated that whilst the accommodation would be tight and at times challenging, it was manageable. The cost/benefits of this solution had been discussed in great detail by the SLT.</p> <ul style="list-style-type: none"> • MBC new build occupancy date: It was expected that MBC will occupy the new building from September 2019, with the Swan School occupying a small part of their new school at the same time, accommodating their first Year 7 intake. <p>Trustees sought reassurance that MBC would continue to be accommodated in the tower block if there was any delay, and that the Swan School would not be prioritized, resulting in their access to new school premises before MBC were relocated to their new building. Graham Wilson gave his personal reassurance, and stated categorically that the Swan School would not be given priority over Meadowbrook's accommodation, and that build completion on time was both the priority and the responsibility of Galliford Try.</p>
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	<ul style="list-style-type: none"> • New build design and interior fittings: CORDE presented the design for the new build and jointly with GALLIFORD TRY answered questions from Trustees and the SLT. <p>The build is on two floors and designed to sensitively accommodate student and staff needs. NP and the SLT have been fully consulted on the layout and NP is confident that the internal design meets the needs of MBC. Trustees were re-assured that fire and other building regulations would all be met, and that the internal fittings would take account of the particular needs of MBC students. Galliford Try stated that whilst the internal layout had been agreed there was scope for changes in colour schemes etc.</p> <p>MBC's access to the new build will be via the current road which will be extended to the bottom of the site, with turning space available for student taxi drop-offs. Trustees were re-assured by NP and SLT that transport needs would work and no pollution issues because of the number of taxis arriving and departing were expected.</p> <ul style="list-style-type: none"> • Funding: GW re-iterated the agreement that all aspects of the new build and related temporary accommodation would be at no cost to RAT. This was acknowledged by Helen O'Neill on behalf of the DfE/ ESFA. <p>The link below offers a copy of the presentation slides</p> <p>Click here for presentation slides</p> <p>Summary: GW sought support from Trustees on how best to manage the signing off of documents and the following was agreed:</p> <ul style="list-style-type: none"> • Kathryn Muncey, in consultation with GW, will prepare a summary of the legal documents for review by Trustees. Trustees agreed that standard legal matters would be accepted without further consultation with Trustees and agreement on any other legal matters would be sought from Trustees via email against agreed timescales. GW would then have authority to sign off papers on behalf of the Trust. • Matthew Robertson (MR), ESFA, will prepare a pre-planning key steps document showing action responsibility and time deadlines and send to NP by 30th September 2017. • GW stressed the need for efficient communication at all times, to ensure every aspect of the site development is covered. 	<p>KM</p> <p>MR</p>
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	GW, on behalf of Trustees, thanked NP, the SLT and the agencies present for their hard work to date. All agencies and the SLT members left the meeting at this point.																			
3.	The minutes from the previous meeting held on 10 th July 2017 were agreed and signed by the Chair. Due to time constraints it was agreed that the Clerk would follow-up on action points and report back to Trustees on any further action needed by email.	Clerk																		
4.	Annual Business:																			
	<p>Election of Chair and Vice-Chair of Trust Board: GW was elected as Chair of the Trust Board. Proposed by JK and seconded by EC. JK was elected as Vice-Chair of the Trust Board. Proposed by GW and seconded by DL.</p> <p>Election of Chair of Business Committee: EC was elected as Chair of the Business Committee. Proposed by GW and seconded by DL.</p> <p>Election of the Vice-Chair of the Business Committee will take place at the Business Committee meeting on 20th November 2017.</p> <p>Membership of the Business Committee will be reviewed to ensure there is appropriate membership balance between this committee and the Trust Board. The Clerk will canvas Trustees regarding membership.</p>	Clerk																		
4.2	Scheme of Delegation:																			
	Due to time constraints discussion on this matter was deferred to the next meeting of the Business Committee with recommendations made to the Trust Board																			
5.	Summer 2017 data																			
	<p>Due to time constraints members of the SLT were not able to fully present summer 2017 data. The following is a summary of the brief discussion on data. NP tabled two sets of update data information – data summary 2017 and leavers’ accreditation report 2016/17. The Leavers Accreditation Report 2016/17 shows actual results as:</p> <table border="1"> <thead> <tr> <th>Grades</th> <th>2016/17</th> <th>2015/16</th> </tr> </thead> <tbody> <tr> <td>At least 1 GCSE or equivalent</td> <td>97%</td> <td>92%</td> </tr> <tr> <td>5 A* - C</td> <td>15%</td> <td>37%</td> </tr> <tr> <td>5 A* - C including English and Maths</td> <td>2%</td> <td>2%</td> </tr> <tr> <td>5 A* - G</td> <td>46%</td> <td>54%</td> </tr> <tr> <td>5 A* - G including English and Maths</td> <td>41%</td> <td>Not shown</td> </tr> </tbody> </table>	Grades	2016/17	2015/16	At least 1 GCSE or equivalent	97%	92%	5 A* - C	15%	37%	5 A* - C including English and Maths	2%	2%	5 A* - G	46%	54%	5 A* - G including English and Maths	41%	Not shown	
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	<p>NP has compared 2016/17 results to national data for 2015/16 which shows MBC's data is considerably higher than other AP data available for comparison. Overall NP felt the summer 2017 data was good but could be better, adding that there was still a lot of work to be done to improve results. The difference in outcomes between Banbury and Oxford sites was noted, and is being addressed through the staffing model for this year.</p> <p>Trustees were invited to review these papers further and contact NP if they wish to explore the data further.</p> <p>Currently there are teaching vacancies for Sport and Construction and supply cover is needed until posts are filled.</p> <p>Vocational Studies and Work Related Learning – September 2017 destinations:</p> <p>Overall 90% of Meadowbrook College students have a definite destination. The summary below offers details:</p> <p>EET – In Education, Employment or Training NEET – Not in Education, Employment or Training</p> <table border="1" data-bbox="319 1093 1316 1294"> <thead> <tr> <th>Programme</th> <th>2016/17 EET</th> <th>2016/17 NEET</th> <th>2015/16 EET</th> <th>2015/16 NEET</th> </tr> </thead> <tbody> <tr> <td>Harlow Base</td> <td>90%</td> <td>3%</td> <td>73%</td> <td>27%</td> </tr> <tr> <td>West Bar</td> <td>81%</td> <td>3%</td> <td>45%</td> <td>55%</td> </tr> <tr> <td>MBC overall</td> <td></td> <td>10%</td> <td></td> <td></td> </tr> </tbody> </table> <p>The data shows a pleasing increase in the number of students with a confirmed destination and Trustees expressed thanks to Jessie Dobson and the vocational team for their valued work with students during 2016/17.</p>	Programme	2016/17 EET	2016/17 NEET	2015/16 EET	2015/16 NEET	Harlow Base	90%	3%	73%	27%	West Bar	81%	3%	45%	55%	MBC overall		10%			
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6	<p>School Evaluation Form (SEF), School Improvement Plan (SIP) and Staff Survey</p>																					
	<p>SEF:</p> <p>Trustees discussed the scoring shown on the SEF and NP comment that although teaching and learning was scored as 1 it may be closer to 2. Another factor has to be the level of Trustee engagement and challenge, which has been discussed before, and is a priority for this academic year. MBC are due for inspection and it is likely that Ofsted will arrive during this academic year and the college and Trust Board need to be fully prepared for this visit.</p>																					

	<p>JK offered that, to support Trustees in their preparation, she would share the questions and procedures from a recent 'mock Ofsted' inspection at one of her schools. It was also agreed that an additional Trust Board meeting would be held during late October/November to begin to address these issues. The Clerk will circulate dates to check availability, NP and GW will prepare the agenda and confirmation of arrangements will be circulated to Trustees.</p> <p>The SIP and Staff Survey, summer 2017, were briefly discussed and further discussion on these items will take place at a later Trust Board meeting.</p>	JK Clerk
7	SEN Policy 2017 and Looked After Children (LAC) Report	
	<p>Due to time constraints these matters was not fully discussed. The Clerk will circulate the SEN policy to Trustees and seek their approval. The approved policy will then be uploaded to the website. Trustees were also asked to review the LAC report and bring any questions to the next Trust Board meeting.</p>	Clerk
8	Business Manager's report	
	<p>In the absence of the Business Manager NP offered the following information:</p> <p>School Pod update: This is a new MIS system for MBC which brings together all of the other systems used in school and allows for more efficient sharing of information across sites and across the staff team. The system replaces Integris and is 50% more expensive. Trustees acknowledged the value of the new system but questioned whether the extra cost had been built into the agreed budget. This will be discussed further at the Business Committee meeting and reported back to the Trust Board at their next meeting.</p> <p>Statutory Policy List: A list of statutory policies with action required against each was presented. The policies highlighted in red require immediate attention and an update on progress will be offered at the next Trust Board meeting.</p> <p>Teachers' Pay Review: This matter was referred to the Business Committee for discussion at their meeting on 20th November 2017 with any recommendations taken to the Trust Board on 11th December 2017.</p>	BM BM
	Future Developments	
	<p>Trustees discussed the future of MBC and the value or not of remaining as a single MAT along with other matters. It was agreed that more detailed discussion was required and time will be made available at the next two Trust Board meeting to take this matter forward.</p>	

Company registration number 09334026

	Date of next meetings	
	<p>Next agreed meeting – Monday, 11th December 2017 from 2pm – 5pm. An additional meeting has been requested and details will be confirmed in advance.</p> <p>In line with discussions at this meeting, future agendas will include a column showing action required. All papers submitted for meetings will need to clearly show their purpose.</p>	

Signed by Chair

Date 9th November 2017

Simon A. Walker