

Company registration number 09334026

**Trust Board Meeting**  
**The Radcliffe Academy, Harlow Centre, Oxford**  
**Friday, 5<sup>th</sup> July 2019**  
**Minutes**

<b>Present:</b>	<b>Apologies:</b>
<b>GW (Chair)</b> <b>JK</b> <b>NP (HT)</b> <b>EC</b> <b>EA</b> <b>BM</b> <b>AW (Clerk)</b>	<b>JD</b>

#	Details	By whom	By when
1.d	Update on OCC's system for recording destinations	JD	At next meeting
1.d	Update on premises available for MBC's use	HT, BM, JK	At next meeting
2	Funding and grant opportunities	EA	At next meeting
2	Arrange for data to be uploaded to the website for Ofsted's use	HT	By next meeting
2.	Discuss reporting progress against SIP action plan with Headteacher and report back	Chair	By next meeting
3.	Update on SCITT and OTSA teacher training opportunities to support MBC programmes	HT	At next meeting
5	Review skills audit and make recommendations to Trust Board about recruitment needs	Chair	By next meeting
5	Check Trustee training needs	Clerk	By next meeting
6	Send Trustees Ofsted briefing meeting information	Clerk	End of July
0	Circulate meeting dates schedule for 2019/20 to Trustees	Clerk	End of July

1. Introductory items		
1a	The Chair opened the meeting by welcoming trustees	
1b	Apologies were received from JD	
1c	The meeting was quorate	
1c	There were no new declarations of interest.	
1d		
	<p><b>2.3: Update on OCC's system for recording destination data</b> – in the absence of JD this matter was deferred to the next meeting.</p> <p><b>2.3: Follow-up on Youth Ambitions funding</b> – JW has met with a representative from the Youth Ambitions team to discuss the team's delivery of activities for students once a week at MBC and a draft plan is currently being developed. The Youth Ambitions team already run evening activities and it was hoped this new development will link with existing arrangements.</p> <p>NP attended a meeting of MADE (Multi Agency Drug Exploitation), a group consisting of representatives from the Police, Social Care, Health and Youth Ambitions and others. This group mirrors the work of CASO in the North and is welcomed in the south of the county. The aim is to build relationships with the community.</p> <p><b>6.1, 6.2 &amp; 6.3: Follow-up on premise needs:</b> The notion of a shared facility at The Forum with another agency have not progressed as this is not a workable model for either party. The Headteacher is in contact with the LA about MBC's sole use of the venue instead. Ambrose House has been vacated with all fixtures and fittings removed. On a temporary basis students on the programme will be taught at the South Oxfordshire Community Centre until a permanent venue can be found. Suggestions in the Bicester area include the Ministry of Defense premises, the Magistrates Court and Westcott Venture Park near Aylesbury. The HT and BM will continue to make enquires and keep the Trust Board informed. Enquires with open day visitors about other types of support are on-going.</p> <p><b>6.4: Space at Barton Field School:</b> JK confirmed the new school is on schedule for opening in September 2020. There may be an opportunity for MBC to have use of the inclusion area for the Pioneers programme, as well as space for other MBC programmes. JK will continue to keep the Trust Board informed leading up to the school opening.</p>	<p><b>JD</b></p> <p><b>HT &amp; BM</b></p> <p><b>JK</b></p>

2	Headteacher's Report	
	<p>Trustees reviewed the Headteacher's report previously circulated alongside the following papers which were tabled at the meeting:</p> <ul style="list-style-type: none"> <li>• School Improvement Plan</li> <li>• SEF</li> <li>• IAG delivery plan 2019/20</li> <li>• Compass tracker schedule</li> </ul> <p>The Chair thanked the HT for the comprehensive report which included information and data on student numbers, cost of provision, quality of T&amp;L, traded programmes, attendance and exclusions, SEND, funding bids and related data supporting these items.</p> <p>A revised School Improvement Plan format has been developed in line with discussions with the SLT and focusses on what MBC needs to do to have maximum impact on students. The new format was welcomed by Trustees, in particular detailing the lead, actions and half-termly reporting opportunities. This is a developing document. It was agreed that an additional section would be added to each objective showing Trustee monitoring with cross-references which could be included as key actions or links to supporting documents.</p> <p>Trustees asked the following questions:</p> <p><b>Q.</b> How often is progress data collected?  <b>A.</b> There are six collection dates across the year.</p> <p><b>Q.</b> Could data be collected termly instead, i.e. 3 times a year, to reduce workload on staff?  <b>A.</b> Yes, this would be possible but it is important to look at how and what information is collected to inform the process before making any changes.</p> <p><b>Q.</b> Should Trustees look at leadership and management?  <b>A.</b> Yes, via the SEF.</p> <p><b>Q.</b> Is MBC's decision to place an emphasis on core provision as opposed to vocational provision a long term plan?  <b>A.</b> The decision for 2019/20 has been based on school requirements. MBC's emphasis is on engagement and provision will be reviewed on a regular basis.</p> <p><b>Q.</b> Are there additional ways MBC can support schools and therefore attract income?  <b>A.</b> Yes, by link work with schools and offering training opportunities.</p> <p><b>Q.</b> Are there other funding opportunities MBC can explore?  <b>A.</b> Some mainstream schools have a donation notice on their website which MBC could explore further. There may be funding and grant opportunities available from other sources and EA agreed to carry out further research and report back.</p>	EA

	<p><b>Q.</b> How does MBC’s transition data compare with AP’s nationally?  <b>A.</b> The Compass schedule shows MBC’s data for the period September 2018 – February 2019 is improved in all areas, with the exception of personal guidance, when compared to the previous year. Enhanced links with Oxford Brookes and Banbury College has contributed to this increase and data is in line with APs nationally.</p> <p><b>Q.</b> Have any MBC students returned to mainstream schools as post 16 students?  <b>A.</b> Yes, but in low numbers.</p> <p><b>Q.</b> How is CEIAG delivered at MBC?  <b>A.</b> MBC use an external agency to support CEIAG at an annual cost of £17k. CEIAG could be delivered in-house if L6 training is undertaken as no post 16 students are being advised.</p> <p>It was also recommend that data is uploaded to the website for Ofsted to view.</p> <p>The Headteacher advised Trustees the next Ofsted inspection, expected within three years, would look specifically at safeguarding as a result of previous events. JK felt the inspection would review MBC’s safeguarding provision from an all-round perspective and the value of evidence of case studies and multi-agency working was identified as useful evidence. JK has a planned meeting with MBC’s safeguarding lead before the end of the school year and will include this matter in discussions.</p> <p>A confidential discussion took place which is recorded separately.</p> <p><b>Summary:</b></p> <p>The Chair welcomed the new format for the School Improvement Plan. After discussion it was agreed Trustees would be linked to the three main areas as shown below. The Chair will follow it up with the Headteacher and discuss how progress against the action plan will be reported to future meetings.</p> <p>Engagement – JK          Develop Our Offer – Business Committee          Transitions - JD          supported by the use of google docs template with questions.</p>	<p><b>HT</b></p> <p><b>Chair</b></p>
<p><b>3.</b></p>	<p><b>Business Committee report</b></p>	
	<p>EC, as Chair of the Business Committee, reported back on the Business Committee meeting held on 21<sup>st</sup> June 2019. A summary of the report is shown below:</p> <ul style="list-style-type: none"> <li>• Risk Register – discussion took place on succession planning for leadership and management of RAT and risk associated with the new build.</li> </ul>	

- A successful CIF bid to support work at West Bar and The Orchard
- Update on recruitment and staffing, including vacancies
- A successful health and safety monitoring visit
- Internal audit arrangements

The main agenda item at the Business Committee meeting was a review of the 2018/19 and 2019/20 budgets. BM advised the Trust Board of an expected in-year deficit for 2018/19 of £49k as opposed to the budgeted surplus of £10k. Trustees were mindful that this was a swing of £60k. BM reminded Trustees that MBC was recovering from the loss of increased PAN funding and that reserves were still strong.

The 2019/20 budget predicts a surplus of £5,254 if traded places targets are met. The HT explained that for 2019/20 programme leads will take responsibility for meeting targeted traded place allocations to their programme and where appropriate students will be taught in mixed year groups. Since the Business Committee meeting the LA have confirmed the purchase of a 9<sup>th</sup> place on the Next Steps programme.

Trustees discussed the value of encouraging schools to purchase annual places on traded programmes which guaranteed income to MBC. Spending on traded programmes will be closely monitored by BM and overseen by the HT.

EC commented that on conversion to an academy some aspects of budget needs were not fully known and therefore understandable it has taken three years to be fully aware. Alternative Provision is a more challenging situation and annual income, although budgeted for, is not guaranteed as it is in mainstream schools. The HT commented that the budget was tight and there has been an impact on staffing levels. Trustees were concerned to ensure that staff well-being was monitoring and issues addressed where necessary.

The HT advised the Trust Board that a late resignation had been received, leaving a need for Maths, IT, Science and Sports Science teaching from September 2019. The HT outlined a helpful discussion about staffing needs at a recent OSSHTA meeting which has resulted in offers of shared teaching staff from other schools. The value of this was recognised by Trustees who hoped this would be a pattern for further development. In addition, JK recommended the use of SCITT and OTSA teacher training programmes as an additional resource and the HT agreed to make further enquiries. Trustees recognised the value of using these training programmes to improve knowledge of AP and support future recruitment to teaching posts.

EC advised the Trust Board that traded places will be a standing agenda item at Business Committee meetings and inform budget discussions. JK also reminded the Trust Board that monthly budget reports should be sent to the Chair. This action has already been agreed and will resume for 2019/20.

HT

	The Trust Board approved the 2019/20 budget. This was proposed by EC and seconded by GW.	
<b>4</b>	<b>Verbal update on temporary and permanent building programme</b>	
	The HT reported the new build was on schedule for completion in July 2020 in readiness for the start of the 2020/21 academic year. Temporary buildings were in place and had been welcomed by staff and students.	
<b>5</b>	<b>Review of Trustee skills audit</b>	
	Trustees briefly reviewed the skills audit summary and it was agreed the Chair would prepare a paper for consideration at the next meeting. Training needs for existing Trustees will be reviewed, alongside the skills set required when recruiting new Trustees to the Board.	<b>Chair &amp; Clerk</b>
<b>6</b>	<b>Ofsted framework briefing</b>	
	JK invited Trustees to join the new Ofsted framework briefing on 18 <sup>th</sup> September at Bayards Hill School. The Clerk will circulate information to Trustees.	<b>Clerk</b>
<b>7</b>	<b>Year 11 Graduation</b>	
	JK offered congratulations to the HT and MBC staff for organising a successful Yr 11 Graduation Ceremony. JK and other Trustees attending were impressed with the commitment of staff and the positive and mature way students responded to the event.	
<b>8</b>	<b>Confidential item</b>	
	Discussion on a confidential item took place which are recorded separately.	
<b>9</b>	<b>Meeting arrangements for 2019/20</b>	
	Meeting dates for the 2019/20 academic year were agreed and the Clerk will circulate a final version of the calendar will be circulated to Trustees.  The first Trust Board meeting for the new academic year takes place on Thursday, 26 <sup>th</sup> September at 0930 at The Harlow Centre.	<b>Clerk</b>

Signed by the Chair at the Trust Board meeting on 26<sup>th</sup> September 2019. A paper copy of the minutes is held securely at Meadowbrook College

Date 26<sup>th</sup> September 2019.