

Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Friday, 28th September 2018
Minutes

Present: Jolie Kirby (JK) Emma Anderson (EA) Brenda Mundy (BM) JW for agenda item CD for agenda item	Emma Canter (EC) Nicola Partridge (NP) Anne Wolton (Clerk)	Apologies: Gloria Walker (GW) Debra Leeves (DL) Jessie Dobson (JD) David Mitchell (DM)
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#	Details	By whom	By when
2.1	Send Companies House information to Blake Morgan	Clerk	5 th Oct
2.3	Set up meeting on presentations to trustees etc for GW, JK and NP	Clerk	5 th Oct
2.4	Check outstanding declarations of interest are received	Clerk	15 th Oct
3	On Course transport funding update	GW & HT	Next meeting
5	Update on new build and response from ESFA	GW & HT	Next meeting
7	Update from safeguarding meeting with DSL	JK	Next meeting

1. Introductory items		
1a	JK, Vice-Chair of the Trust Board, opened the meeting by welcoming trustees	
1b	Apologies were received from GW, DL, JD and DM	
1c	The meeting was quorate	
1c	There were no new declarations of interest.	
2. Annual Business		
2.1	<p>Re-elections to the Trust Board, new appointments and resignations</p> <ul style="list-style-type: none"> Gloria Walker was re-elected to the Trust Board for a further four years. This was proposed by EC and seconded by JK. The new term of office ends 30th November 2022 Jessie Dobson was re-elected to the Trust Board for a further four years. This was proposed by EC and seconded by JK. The new term of office ends on 30th November 2022 It was resolved that Emma Anderson, who has consented to act, be appointed as a director of the Company with effect from 28th September 2018. This was proposed by EC and seconded by JK. A Trustee, Jason Pereira, has resigned with effect from 31st July 2018. <p>The Clerk will arrange for this information to be recorded at Companies House and updated on GIS.</p>	Clerk
2.2	<p>Election of Chair and Vice-Chair of the Trust Board and Chair of the Business Committee</p> <ul style="list-style-type: none"> GW was elected as Chair of Trust Board. This was proposed by EC and seconded by JK. JK was elected as Vice-Chair of the Trust Board. This was proposed by EC and seconded by NP. EC was elected as Chair of the Business Committee. This was proposed by JK and seconded by EA. The Vice-Chair of this committee will be agreed at the next meeting. JK was elected as Safeguarding Officer on behalf of the Trust Board. This was proposed by EC and seconded by EA. 	

<p>2.3</p> <p>Trust Board presentation and Link Trustee arrangements</p> <p>Trustees discussed how to ensure they offer the best level of support to MBC and have the opportunity to challenge. The following was agreed:</p> <ul style="list-style-type: none"> • Presentations on agreed topics will be included on the agenda of all Trust Board and Business Committee meetings • A revised link trustee programme will be established to ensure all parties benefit from the experience. • A review of how trustees are recruited and retained • All of the above should take account of the School Development Plan. <p>It was agreed that GW, JK and NP will meet to discuss the best way forward and recommend procedures to the next meeting of the Trust Board. The Clerk will secure a meeting date for this purpose.</p>	<p>2.4</p> <p>Declaration of interest forms 2018/19</p> <p>The Clerk will remind Trustees to completed and return declaration of interest forms for 2018/19. There are currently four trustees form outstanding.</p>	<p>Clerk</p> <p>All</p>
<p>3.</p>	<p>Business Committee report</p>	
	<p>EC, Chair of the Business Committee, reported back on the meeting held on 14th September 2018. A summary of the meeting discussion is shown below:</p> <ul style="list-style-type: none"> • On Course programme cost review: A further review of costs re-calculated without accumulated costs have shown the predicted deficit for this course for 2018/19 as £20k. Trustees recognised that whilst this information was helpful the predicated surplus for 2018/19 for all programmes was £60k which could be increased if a more commercial approach was taken. The HT and BM had proposed increasing the student numbers to 14 per course and ensuring schools were charged for all students starting the course. The Business Committee were satisfied with these extra measures and will continue to review costs during the year and close the programme if necessary. • On Course programme update: The HT advised Trustees that since the Business Committee meeting the LA have withdrawn transport funding for this programme for students outside of the city. This decision was taken after the first cohort of students joined the programme in September 2018. The HT has met with the Deputy Director for Education & Learning to express concerns about this decision which appears to have been presented to Councillors without 	

	<p>consultation and not recognising the programme is LA provision. The programme has been running for more than three years which suggests an implied contract is in place. In addition there appears to be an agreement with the LA regarding the programme venue in terms of a license to sub-let which was drawn up when MBC converted to an academy in April 2015.</p> <p>The Deputy Director of Education and Learning has agreed to fund transport for the first half of the Autumn term whilst investigating the matter further. The HT has another meeting with the Deputy Director during week commencing 1st October 2018. Trustees recommended the following action should be taken if the above meeting does not resolve matters:</p> <ul style="list-style-type: none"> • A letter from the Chair of the Trust Board to the LA and Councilors outlining MBC's position • Seek the support of OSSHTA • Consider closing the programme and discussing how best to re-deploy staff and also meet provision requests from schools. <p>Risk Register: The two presentations on Teaching and Learning (T&L) were well received and should inform discussions about similar presentations at Trust Board and Business Committee meetings in the future.</p> <p>Teacher's pay award: Information from the ESFA on the pay grant to support the pay award are awaited. BM commented that MBC had budgeted a 2% increase and that the additional hit is unlikely to be more than half of one percent. An update from ESFA is expected in November 2018.</p> <p>Health & Safety: The recent H&S audit had gone well with pleasing comments. EC commented that H&S at MBC was rigorously applied.</p>	<p>GW & HT</p>
4.	Minutes from the previous meeting held on 6th July 2018 and matters arising	
	<p>The minutes from the previous meeting held on 6th July 2018 were agreed and signed by the Vice-Chair of the Trust Board.</p> <p>Matters arising:</p> <p>Innovation Funding update – the HT advised Trustees that MBC had not received innovation funding in this round of bids. Feedback received suggested only 3% of received bids were awarded funding.</p>	

	<p>AP provision and use of school venues: the HT advised Trustees that discussions with a local school about use of their premises to support additional AP had stalled due to MBC's current financial position and the lack of available funds to support set-up costs etc.</p> <p>Safeguarding policies: There are revised guidelines for safeguarding from September 2018 and the HT is currently discussing the changes with the SLT with a view to updating policies and ensuring good practice continues within the school.</p>	
5.	New build update	
	<p>The HT advised Trustees that the planning application for the Swan School and MBC's new build had been rejected by the City Council. An appeal will be heard at the next planning meeting in October 2018.</p> <p>Currently there are proposals to move the MBC building 2m closer to the Swan School resulting in a reduced gap between the two sites and concerns about light impact on that side of MBC's building. In order to keep matters moving the HT has signed the contractor's proposals with a caveat about the proposal. In addition there is a £30k funding deficit for furniture and fittings etc which ESFA have asked MBC to meet. The HT commented that as MBC's build was a re-build and not a new school there was no revenue funding allocated.</p> <p>Allocated funding for MBC includes CCTV, inside security and interactive screens in classrooms but not all costs relating to ICT devices and classroom furniture. The HT commented that whilst it would be possible to move some furniture over the majority of classroom furniture did not meet the standards required in the new build. The HT has therefore not agreed to meet the costs.</p> <p>Trustees recommend this matter should be taken back to the named contact at ESFA with a strong message that MBC were not willing to proceed on this basis. JK added that based on past experience from new builds in other areas the ESFA budgeted figures for a new build may include a considerable amount for consultancy which MBC may be able to manage instead. This would reduce the £30k deficit and allow MBC to be appropriately resourced.</p> <p>The HT advised Trustees that MBC were expecting to move into temporary building in April 2019 and that based on this timeline the new build would be ready for September 2020. Any further delays in planning etc would result in a delay for an academic year, eg September 2021 opening.</p> <p>The HT will update Trustee at the next meeting of the Trust Board on 14th December 2018.</p>	HT

6.	Strategic Direction sub-group report
	This matter was deferred to the next meeting of the Trust Board
7.	2017/18 outcome for students and destinations
	<p>JW joined the meeting to discuss papers 3, 4 and 4A already circulated to Trustees. These papers offered data on student attainment for 2017/18, comparison with previous years and known destinations in summer 2018.</p> <ul style="list-style-type: none"> • 98% of Year 11 students had achieved an award • Awards were as expected due to good student tracking • For 2017/18 attainment in English and Maths was improved • There was an increase in the number of students achieving L2 on PSD and Hair & Beauty <p>Q. Should students study both English Language and Literature? A. This is sometimes offered, particularly when students are dual registered to meet requests from schools.</p> <p>Q. Can students be offered Literature and not Language? A. There was value in offering English Literature as well as Language to students resulting in two awards for students. JK commented that for some students English Literature may be more achievable than English Language due to the nature of the subject and demands of the examination.</p> <p>JW commented that for Maths there was more to be achieved and that teaching staff were working hard to improve results. JW offered the use of checklists and the need to work on techniques as good example of work in progress.</p> <p>JW then outlined the comparison data shown on paper 4A, commenting on the 43% attainment increase in the number of passes on L2 courses when compared to 2016/17. For L1 courses there was a 29% decrease in attainment when compared to 2016/17 mainly due to a smaller cohort and more students on one or two day provision.</p> <p>When comparing GCSE attainment with the previous year 98% of students achieved at least one GCSE or equivalent compared to 97% in 2016/17. In addition by combining workskills and wellbeing into one PSD qualification students achieved higher grades but across less subjects.</p> <p>Trustees recognised the nature of AP meant that yearly there was a difference dynamic and were pleased to see this year's students had achieved higher grades in some areas enabling them to progress. JW added nationally MBC's data compared well and that</p>

	<p>PIXL data, which compares like with like, will offer further analysis. This data is expected in January 2019 and will be circulated to Trustees.</p> <p>JW reported that 82% of Yr 11 leavers had a confirmed destination with 63% at FE studying on L1, 2 and 3 courses, 10% on apprenticeships in a diverse range of employment and 1% having joined the Royal Navy. This data will be re-checked again at the end of the Spring term.</p> <p>NP commented that the data offered was pleasing considering the number of students at MBC requiring safeguarding in various forms and the associated workload for staff. JK agreed to discuss this with the DSL in her role as Safeguarding Trustee at their next meeting.</p> <p>Trustees agreed that the reports offered showed evidence of staff commitment, adding the examples of individual student progress was valuable and a useful marketing tool. In addition, the actions for 2018/19 shown on the last page of paper 4A were positive and Trustees requested continued update on progress achieved.</p>	JK
8.	SEN update and Looked After Children (LAC) report	
	<p>CD joined the meeting to discuss papers 6 and 7 already circulated to Trustees. The report includes information on the number of LAC students at MBC in 2017/18, attainment also shown in the data papers under agenda 7, funding issues above those of pupil premium and LAC students identified as SEN.</p> <p>JK commented that the report showed good outcomes and there was much to be pleased about. CD felt the year had been challenging, particularly at KS4, due to the increasing number of LAC students on roll and the associated workload. In 2017/18 29 students were on roll compared to 26 in 2016/17 and 14 in 2015/16. CD added that the Virtual School had provided £11k of PEP funding to support MBC's work with LAC students and that the school wanted to continue to offer funding support but it was sometimes a challenge to agree transfer of funds from the LA.</p> <p>CD added that the challenging nature of some LAC students proved a difficulty for some staff and that the work of the LAC education worker was a great support, particularly in terms of hands on mentoring and setting timetables. CD encouraged the need to ensure students stay on programmes and complete which can be challenging and that at times staffing efforts go beyond funding levels.</p> <p>Q. What is the attendance level for LAC students? A. End of year attendance for LAC students was good at 75% compared to 60% when they joined MBC.</p>	

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	<p>Q. How has this been achieved? A. One to one programme support, the use of additional funding to allow staff time to collect students from their home base and various other levels of support.</p> <p>Trustees welcomed the individual student summaries offered on paper 7 and thanked CD and the education worker for their effort which was very encouraging.</p>	
9.	Confidential discussion	
	A confidential discussion took place which is recorded separately	
10	Date of next meeting	
	Friday, 14 th December from 0930 – 1230 at The Harlow Centre	

Minutes reviewed and approved by Trustees at the Trust Board meeting on 14th December 2018.

A paper copy of these minutes signed by the Vice-Chair are held securely at Meadowbrook College.