

Company registration number 09334026

**Trust Board Meeting**  
**The Radcliffe Academy, Harlow Centre, Oxford**  
**Friday, 6<sup>th</sup> March 2020**  
**Minutes**

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| <b>Present:</b><br><br><b>EC (Acting Chair)</b><br><b>EA</b><br><b>BM</b> | <b>Apologies:</b><br><br><b>GW</b><br><b>NP (HT)</b><br><b>Clerk</b> |
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| #   | Details   | By whom     | By when      |
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| 3   | Resignations reported to Blake Morgan                     | Clerk       | 10.3.20      |
| 4.7 | Update on behaviour and exclusion policies                | HT          | Next meeting |
| 4.7 | Compile and circulate a staff list with roles to Trustees | BM & Clerk  | Next meeting |
| 6   | Trustee recruitment and induction                         | HT, EC & EA | Next meeting |
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| <b>1. Introductory items</b> |   |              |
| <b>1a</b>                    | The Acting Chair opened the meeting by welcoming trustees.  |              |
| <b>1b</b>                    | There were no apologies   |              |
| <b>1c</b>                    | The meeting was quorate   |              |
| <b>1c</b>                    | There were no new declarations of interest.   |              |
| <b>2.</b>                    | <b>Tour of new school build</b>   |              |
|                              | <p>The meeting opened with a tour of the new school build. The Headteacher led the tour and explained the layout and planned use of the building. Trustees were pleased to view the building and see the opportunities it offers. The building is due to open at the beginning of September 2020 in time for the new academic year.</p> <p>The move to the new build involves a significant amount of extra work for all at MBC and especially the Business Manager. Trustees offered support and the Business Manager agreed to ask for help when needed.</p>  |              |
| <b>3.</b>                    | <b>Trustee resignations</b>   |              |
|                              | Resignations have been received from Jessie Dobson and Jolie Kirby with effect from the date of this meeting. The Clerk will ask Blake Morgan to record these resignations with Companies House and the Clerk will update the GIAS database   | <b>Clerk</b> |
| <b>4.</b>                    | <b>Strategic planning update:</b>   |              |
|                              | <p>The Acting Chair advised Trustees the planned merger with a local MAT had been cancelled following further investigation. The RSC have been advised of this decision and RAT await advice from the DfE about other opportunities to join with a MAT. Future Trust Board meetings will include discussion on the benefit of a MAT as opposed to a standalone setting. Trustees recognised on-going meetings with the LA about the cost of provision should be finalised before other strategic decisions are made.</p> <p>The Acting Chair also reinforced the need for continued transparency to ensure the Trust Board is always kept fully informed to allow action to be taken at the earliest point.</p> |              |

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|            | <p>Prior to strategic planning discussions Trustees agreed the size and shape of Trust Board needed further investigation in terms of recruiting Trustees/Governors. This matter is covered in agenda item 6 of this meeting.</p>   |   |
| <b>4.</b>  | <b>Minutes from the previous meeting held on 13<sup>th</sup> December 2019</b>  |   |
|            | <p>The minutes from the previous meeting held on 13th December were reviewed, agreed and sign by the Acting Chair.</p> <p><b>Matters arising:</b></p> <p><b>7. The Behaviour and Exclusions policies</b> are currently under review and will be circulated to Trustees for approval before the next meeting.</p> <p><b>7. Staff list for Trustee use.</b> The list will be upload and the link will be sent to Trustees by the end of this term.</p>  | <p><b>HT</b></p> <p><b>BM &amp; Clerk</b></p> |
| <b>5.</b>  | <b>Headteacher's report</b>   |   |
| <b>5.1</b> | <p>The Headteacher's report focused on the following topics:</p> <p><b>School Improvement Plan (SIP)</b></p> <p>The Headteacher updated Trustees on the SIP since December 2019 and identified items for priority for the next two terms in addition to those already identified on the SIP:</p> <ul style="list-style-type: none"> <li>• Rebooting the curriculum for 2020 and beyond, including reviewing contact time for core subjects to address the success of students studying English and Maths.</li> <li>• Smooth transition into the new build</li> <li>• Ensuring all Yr 11 student have a destination secured for September</li> <li>• Finalise the assessment protocols from September onwards</li> <li>• Hold a marketing event with schools</li> </ul> <p>SLT and Trustee link support these development and encourage challenge. The current link Trustee arrangements are detailed below but it was recognised these may need to be reviewed:</p> <p>Engagement – Chair and Headteacher<br/>         Transition and Learning – EA<br/>         Develop our offer – Business Committee</p> |   |

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|                  | <p>The Headteacher will offer an update on the SIP at the next Trust Board meeting and if arrangements are in place link Trustees will bring evidence from meetings with their SLT link to contribute to the discussion.</p> <p><b>5.2 Staffing update</b> – a list of staff leaving and joining MBC since the last Trust Board meeting and up to the end of the Spring term. Vacancies remain for the following posts:</p> <ul style="list-style-type: none"> <li>- Math teacher</li> <li>- Safeguarding mentor</li> <li>- Education Worker Pioneers</li> <li>- Learning Mentor</li> </ul> <p>In addition, the Deputy Headteacher is on long term absence resulting in an additional pressure. The Deputy Headteacher is expected to return to school at the beginning of the summer term.</p> <p>GW asked for clarification on examination procedures for the next series of exams. The Headteacher confirmed an SLT member and Examinations Officer were in post at each base where exams take place, The Harlow Centre and West Bar, and are all fully trained in procedures and understand where accountability lies.</p> <p><b>5.3 LA discussions:</b></p> <p>Discussions with the LA about the cost of provision are on-going and a further meeting takes place on 24<sup>th</sup> March 2020 between MBC, represented by the Acting Chair and Headteacher, and the LA. It is expected that agreement will be reached by the end of the meeting.</p> <p>In addition the Headteacher awaits more information on the OCC commissioning plans for 2020 onwards and the impact on MBC’s strategic planning.</p> <p><b>5.4 Safeguarding:</b></p> <p>The Headteacher confirmed the annual safeguarding report for 2018/19 had been sent to the LA by the due date. An action plan has been generated from the report and shared with the Safeguarding Trustee.</p> |  |
| <p><b>6.</b></p> | <p><b>Risk and Trustee recruitment</b></p>  |  |

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|                             | <p>Trustees discussed the risk to the composition of the Trust Board and the related recruitment needs which was supported by the outcome of the recent Trustees skills audit.</p> <p>It was agreed a drive on Trustee recruitment would take place with a view to new Trustees being in post before the end of this academic year, particularly to allow them to contribute to the discussion on strategic planning.</p> <p>The following skills areas were identified, alongside agreed actions</p> <ul style="list-style-type: none"> <li>• Primary Headteacher, Deputy or SLT member)</li> <li>• Secondary – Headteacher, Deputy or SLT member</li> <li>• SEN/Therapeutic</li> <li>• Business – Legal, Finance and H&amp;S</li> <li>• Community – Police, CAMS and other agencies</li> <li>• Parent</li> <li>• Staff</li> </ul> <p>The HT will draft an advertisement for circulation and EC and EA will make further enquiries within their scope of work. The HT and EC will meet on 24<sup>th</sup> March to review progress and decided on next action. The Clerk will keep Trustees informed.</p> | <p><b>EA</b><br/><b>HT</b><br/><b>EC</b></p> |
| <b>Date of next meeting</b> |  |  |
|                             | <p>Friday, 3<sup>rd</sup> July 2020 at 0930 at The Harlow Centre</p>   |  |

Approved at the Trust Board meeting held on 13<sup>th</sup> July 2020

A signed copy of these minutes are held securely in the Headteacher's office