

Company registration number 09334026



Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Thursday, 26th September 2019
Minutes

Present:			Apologies:
GW (Chair)	EC	NP (HT)	BM
JD	EA		
BH (2 only)	JK (from 2b onwards)		
Clerk			

#	Details	By whom	By when
3.1	Review training needs for newly appointed vice-chair of Trust Board	Clerk	Next meeting
3.4	Update GIAS database	Clerk	Next meeting
4 1.d	Include arrangements for destination data and CEIAG delivery in student induction	HT	By next meeting
6	Google drive training re monitoring SIP	HT	At next meeting
6	Reinstate MBC on PEX on OCC's database	HT	By next meeting
6	Send questions relating to the Headteacher's report for discussion at the next meeting	All	By next meeting

1. Introductory items		
1a	GW opened the meeting by welcoming trustees	
1b	Apologies were received from BM	
1c	The meeting was quorate	
2.	Confidential item – recorded separately	
3	Annual Business	
3.1	Election of Chair and Vice Chair FOR 2019/20: GW was re-elected as Chair of the Trust Board, proposed by EA and seconded by EC. EA was elected vice-chair, proposed by GW and seconded by EC. EA requested training and advice on this role which the Clerk will organise.	Clerk
3.2	Election of Chair and Vice Chair for Business Committee 2019/20: EC was re-elected as Chair of the Business Committee, this was proposed by GW and seconded by JK. JD was re-elected as vice-chair, proposed by EC and seconded by EA.	
3.3	Declarations of interest 2019/20	
	Trustees were reminded to complete and return declarations of interest for 2019/20 to the Clerk. No new declarations were offered verbally at the meeting.	
3.4	Trustee information held on Get Information about Schools (GIAS) database	
	The Clerk advised Trustees that with effect from 1 st September 2019 email addresses for all are a requirement on the GIAS website. It was agreed that the MBC email address for each Trustee will be added to the site by the Clerk.	Clerk
4	Minutes from the previous meeting and matters arising	
.	The minutes from the previous meeting held on 14 th December 2019 were agreed and signed by the Chair. Action points and matters arising: 1.d: Update on OCC's system for recording destinations: There is currently no agreement in place between home schools sending students to Meadowbrook for provision and Meadowbrook itself in terms of which provider should send the destination information to OCC and which should be responsible for CEIAG.	HT

	Going forward as an action this arrangement should be formalised and added to induction for new students.	
5.	Confidential item recorded separately	
6.	Headteacher's report – papers 5 8	
	<p>The Headteacher's report and supporting papers was previously circulated to Trustees. The Headteacher's report contained the following:</p> <ul style="list-style-type: none"> • Data on summer 2018 outcomes, with some very pleasing results and individual performances in the examinations this year • The modified On Course programme to respond to feedback from schools in respect of their needs for greater transition input with a student returning to school following the On Course programme (the course is now longer and for less days but includes support time in the students' school) • Staffing update and the opportunity this gives MBC to restructure in a different way • Destination data • LAC and SEN reports • School Improvement Plan (SIP) 2019/20 • SEF 2019/20 <p>Due to time constraints the Headteacher's report was not fully discussed. JK thanked the Headteacher for providing a detailed report and invited Trustees to send questions about the report to the HT which will be followed up at the next Trust Board meeting.</p> <p>Trustees did briefly discuss the SIP and it was agreed that the following Trustees would take link responsibility. The proposed google drive training for monitoring the SIP did not take place and this will also be followed up at the next Trust Board meeting.</p> <p>Trustee link responsibility:</p> <p>Engagement – The Chair and HT Transitions and learning – JD and EA Develop our offer – Business Committee</p> <p>Termination notice for provision of AP services from LA:</p> <p>The HT reported that the LA had served MBC with a termination notice relating to the funding of provision of AP services effective from 2021. The letter advising MBC discusses OCC's plan to put out to tender AP services and invited MBC to tender but without details of what it will look like.</p>	<p>All</p> <p>GW/ HT</p>

	<p>The Headteacher commented that in informal discussion with other APs termination notices appear to be a national trend by LAs who are carrying out a competitive market exercises with differing outcomes. In addition, some Trusts nationally appear to be providing an AP service at a lower student cost than MBC which provoked a Trustee discussion about quality and student needs, something which MBC prides itself in.</p> <p>In addition, the Headteacher has discovered that MBC have been taken off the provider list for PEXs for no apparent reason and without notification. Trustees clearly requested that the Headteacher makes a formal request for this to be rectified with immediate effect.</p> <p>This matter will be followed up at the next Business Committee meeting in November, with the Trust Board kept fully informed.</p>	<p>HT</p> <p>Bus. Com</p>
	DfE teachers' pay rise	
	Trustees approved the government teacher's pay rise of 2.75%	
4.	Date of next meeting	
	Friday, 13 th December 2019 at 9.30am at The Harlow Centre	

These minutes were approved at the Trust Board meeting on 13th December 2019. A paper copy signed by the Chair is held securely at Meadowbrook College.