

Trust Board Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Monday, 13th July 2020
Minutes

Present: EC (Acting Chair) GW EA NP (Headteacher) BM AS (agenda items 1 – 4) Clerk	Apologies:
--	-------------------

#	Details	By whom	By when
6.1	Review re-opening risk assessment document and make recommendations to NP	All	20 th July
6.10	Amend MBC brochure in line with Trustee recommendations	NP	For next meeting
6.11	Send end of school year letter to MBC staff	GW	20 th July
6.11	Investigate audit requirements for gifts	BM	20 th July
7	Amend recruitment advertisement and re-circulate to Trustees for promotion	EA and Trustees	20 th July
8	Update changes grid on approved policies and upload to website	BM/NP	20 th July
8	Trustee review of Exclusions policy	NP	At next meeting
9	Circulate next meeting date to Trustees	Clerk	20 th July

1. Introductory items		
1a	EC opened the meeting by welcoming trustees	
1b	There were no apologies	
1c	The meeting was quorate	
1c	There were no new declarations of interest.	
1d	GW will stand down as Chair of the Trust with effect from the start of the next academic year but remain a Trustee. EC thanked GW on behalf of Trust for her dedicated contribution as Chair over the past five years and welcomed her intention to remain as a Trustee. Elections to the Trust Board will be on the agenda for the first meeting in September and the Clerk will ensure this decision is taken into account	Clerk
2. Minutes from the previous meeting		
	The minutes from the previous meeting held on 6 th March 2020 were agreed. All action points from this meeting have been completed.	
3. Update on LA discussions:		
	<p>EA and NP updated Trustees on recent discussions with the LA about commissioning for 2020/21. At a meeting on 2nd July the LA agreed the commissioning schedule for the next academic, including Next Steps, which meets MBC's original proposal. The exception is the 1:1 programme which will not be purchased from MBC. NP continues to be in discussion with the LA about securing provision for the students who are currently in those places.</p> <p>An invitation to visit MBC in September 2020 has been accepted by the Deputy Director Children's Services – Education. It is hoped a healthy working relationship will be established with the Deputy Director and LA.</p>	
4. Budget update		
4.1	2019/20 budget – BM and AS confirmed the budget information presented to Trustees at their meeting in June 2020 remain changed.	
4.2	2020/21 budget: There had been a delay in finalising the budget due to late decisions about commissioning. BM offered Trustees a first view of the three year budget showing	

	<p>the expected income and expenditure for 2020/21 with a predicted surplus of £1,563. BM outlined the budget preparation process and a discussion followed:</p> <p>Q. Are any additional building costs expected which are not reclaimable? A. There may small amounts which will be offset by new contract savings</p> <p>Q. Are MBC eligible for AP Transition funding? A. MBC are currently reviewing their eligibility. Currently 60% of students have a confirmed destination, 13% are awaiting confirmation, with the remaining 27% without a destination and requiring support from MBC and other agencies. The students without a confirmed destination may meet the funding criteria of £750 per student if single roll and £375 if dual roll. NP is investigating the recruitment of a transition coach covering all MBC bases to support these students with costs recovered from the government fund.</p> <p>Q. Is MBC eligible for DfE catch-up funding for 20/21? A. MBC are aware of this funding and are awaiting the further information from the DfE.</p> <p>NP expressed thanks to BM and AS for ensuring the 2020/21 budget was finalised within a tight timescale and during exceptional lockdown arrangements.</p> <p>Trustees approved the 2020/21 budget.</p>	
5	Business Committee report:	
	Trustees reviewed the minutes from the Business Committee meeting held in June 2020. There were no recommendations.	
6	Headteacher's report	
6.1	<p>NP reported on the following</p> <p>Risk Assessment: The COVID-19 risk assessment September 2020 Re-Opening document is a live document and is under constant review by the HT. The document follows Government control measures and is rag rated against MBC procedures. Due to the length of the document Trustees requested sections requiring Trustee review be highlighted for ease of reading.</p> <p>Further risk assessment information on the MBC website can be found under the Return to School heading. Click here to access the information.</p>	All

6.2	<p>Staffing: There are currently vacancies for Science, Child Care and Learning Mentor posts. The Maths posts were filled during June. NP is currently reviewing how best to fill the Maths Lead post and considering a different approach, possibly a Head of Core Learning post. This is an on-going matter and Trustees offered support and advice if needed.</p>	
6.3	<p>Student graduation: Graduation ceremonies will be held at the three MBC bases and organised to meet the needs of each base.</p>	
6.4	<p>Exams: MBC has received exam score recommendation queries from Pearsons for PSD level 1 and S&AL level 1 due to the high scores recorded. MBC has offered explanations for these scores which have been accepted by Pearsons. The scores will be uploaded to the standardisation system for grading. To date AQA have not queried any scores. MBC has evidence to hand to support all student scores in readiness for the appeals process if needed.</p>	
6.5	<p>Building work: A new pathway will be completed on the Harlow Centre site by 20th August to allow access. At West Bar work on the car park is underway and an improved entry system is in place on the site.</p>	
6.6	<p>New staff: There are six new staff joining MBC in September and NP has arranged for a Google Hangout with these staff, SLT and Team Leaders before the end of this term.</p>	
6.7	<p>Laptops: This equipment has arrived from the DfE and LA and is being prepared for student use from September.</p>	
6.8	<p>SDP: The HT and SLT have reviewed the SDP and agreed to roll the existing document over to September when a further review will take place. Trustees will review the updated document at their meeting in September.</p>	NP
6.9	<p>Safeguarding: MBC staff are currently undertaking generic safeguarding training which Trustees are invited to join.</p>	
6.10	<p>MBC Brochure: Trustees recommended minor changes to the draft brochure including more focus on education opportunities and the use of a separate costing sheet.</p>	GW
6.11	<p>The Headteacher offered thanks to SLT and Team Leaders for their dedicated work during lockdown and to all staff for continuing to work hard in challenging circumstances. GW will write to staff on behalf of Trustees who recommended staff should receive a small gift to show appreciation and BM will investigate the best method to meet auditor guidance for this type of expense.</p>	BM

7.	Trustee recruitment	
	<p>Trustee reviewed the recruitment advertisement and timescale prepared by EA. After discussion it was agreed the advertisement should clearly identify the differing recruitment needs for each committee and include introductory information which will be prepared by EA. Trustees agreed to proof read the finalised document prior to distribution.</p> <p>All Trustees will actively promote the recruitment pack. Further consideration will be given to LA representation on the Trust Board or one of the committees.</p> <p>The Clerk will be the main contact for applications, with EC shortlisting for Business and EA for Education. The deadline for applications is 24th August 2020.</p>	<p>EA</p> <p>All</p>
8.	Policies for renewal	
	<p>Trustee reviewed and approved the Safeguard, Behaviour and Relationships and Attendance policies. BM in liaison with the HT will complete the changes grid on the final page of each policy and arrange for upload to the website.</p> <p>The Exclusions policy is under preparation and be available for review at the next TB meeting.</p> <p>It was agreed that in future all policies for renewal or first approval will only be reviewed at Trust Board meeting if they are circulated in advance with meeting papers and with changes clearly stated on the final page.</p>	<p>BM/ NP</p> <p>NP</p>
9.	Date of next meeting	
	<p>Friday, 25th September 2020 at 0930 either by Google Hangout or Zoom. The Clerk will circulate an invitation to attend.</p> <p>The frequency of remaining Committee and Trust Board meetings during 2020/21 will be discussed and agreed at this meeting.</p>	Clerk

The minutes were approved at the Trust Board meeting on 25th September. A copy has been uploaded to the school website.