

RADCLIFFE ACADEMY TRUST

Company registration number 09334026

tel: 01865 253198 fax: 01865 253199
officeox@meadowbrookcollege.org

Meeting of Trust Board of The Radcliffe Academy Trust at The Harlow Centre, Oxford on Monday, 5th December 2016

Minutes

Present: Gloria Walker (Chair) GW Jolie Kirby JK Nicola Partridge NP Hannah MacDiarmid HMD Tony Scott TS Brenda Mundy BM Jessie Dobson JD Anne Wolton (Clerk)	Apologies: Emma Canter EC Lucy Mettyear LM
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#	Details	By whom	By when
1.2	New Trustees to complete statutory forms for filing with Companies House by Blake Morgan. Clerk to liaise with BM about DBS checks	Clerk	31 st January 2017
1.4	Review draft Trustee Code of Conduct for presentation to next Trustees meeting	GW	27 th March 2017
1.4	Check Articles of Association re allocated LA student places	Clerk	Next meeting
1.4	Update on partnership arrangements with VAT	NP	Next meeting
1.4	Provide Clerk with OfSTED style questions for circulation to Trustees	JK	31 st January 2017
2.1	Amend wording in letters of regulatory and representation and seek Chair of Trustees signature	BM	31 st December 2016
2.3	Sign annual report and financial statement 2015/16 for submission to the EFA	GW & NP	31 st December 2016
2.8	Check completion of the safeguarding report and seek signature from Chair of Trustees	BM	31 st December 2016
3	Signpost appendices in future Headteacher reports	NP	Next meeting
4.2	Update on RAT logo	NP	Next meeting
4.3	Update on vision planning and development	GW	Next meeting
4.4	Link Trustee arrangements and elections	Clerk	Next meeting
4.5	Update on Free School bid	GW & NP	Next meeting

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1. Introductory items	
1.1	GW opened the meeting by welcoming trustees. The meeting was quorate
1.2	<p>Trustee appointments and resignations:</p> <p>New appointments :</p> <p>GW was pleased to advise Trustees that the Local Authority had agreed Lucy Mettyear as their representative on the RAT Board.</p> <p>Gloria was also pleased to advise Trustees that four new Trustees had been secured to the RAT Board, Peter Evans, David Mitchell, Jason Pereira and Debra Leeves, who would begin their induction programme in January 2017. All had a range of skills and experience that would support the Board and its future needs.</p> <p>The following resolutions were made:</p> <p>It was resolved that Lucy Mettyear, who has consented to act, be appointed as a director of the Company as Local Authority representative with effect from 5th December 2016.</p> <p>It was resolved that Peter Evans, who has consented to act, be appointed as a director of the Company with effect from 1st January 2017.</p> <p>It was resolved that David Mitchell, who has consented to act, be appointed as a director of the Company with effect from 1st January 2017.</p> <p>It was resolved that Debra Leeves, who has consented to act, be appointed as a director of the Company with effect from 1st January 2017.</p> <p>It was resolved that Jason Pereira, who has consented to act, be appointed as a director of the Company with effect from 1st January 2017.</p> <p>There was produced to the meeting the written resignation of Helen Sandland as a director of the company. It was resolved that such resignation be accepted with effect from 30th September 2016.</p>

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	<p>Filing at Companies House: It was resolved that Blake Morgan LLP be instructed to file the following with the Registrar of Companies:</p> <ul style="list-style-type: none"> - Forms TM01 in respect of the resignation of Helen Sandland as a director of the Company and - Forms AP01 in respect of the appointments of Peter Evans, David Mitchell, Jason Pereira, Debra Leeves and Lucy Mettyear as directors of the Company. <p>New Trustees will be asked to complete a consent form, declaration of interest statement and individual details form. The Clerk will provide Blake Morgan with this information to allow for registration at Companies House.</p> <p>The Clerk will also liaise with the Business Manager about DBS checks for new Trustees.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
1.3	There were no new declarations of interest.	
1.4	<p>The minutes of the previous meeting held on 19th September 2016 were approved and signed by the Chair of the Trust.</p> <p>Matters arising:</p> <p>1.2 Trustee code of conduct: The Clerk has drafted a code of conduct which will be reviewed by the Chair and presented to Trustees at the next meeting.</p> <p>1.2 Local Authority SLA/Contract: This matter remains unresolved. NP has arranged to meet with Nick Baggett to discuss the financial aspect of the SLA/Contract. NP commented that changes to the expected White Paper may be a concern if the lack of an SLA/Contract is not resolved. Currently the LA independently write the SLA/Contract and ask MBC to provide a service. Trustees were keen to resolve this matter and the following was recommended as a way forward:</p> <ul style="list-style-type: none"> a) MBC to consider writing the SLA/Contract for presentation to the LA. b) Investigate the wording in SLAs/Contracts of other APs, including those who are free schools. c) Check the RAT Articles of Association for clarification on arrangement for offering the LA places. <p>2.1 Site use update: The expected arrangement with the Vale Academy Trust (VAT) and the use of Wantage Primary School is pending. NP has spoken to the VAT's Chief Executive who has asked for more time to consider the arrangement around employment of staff for the provision before committing. NP will keep the Board</p>	<p>GW & Clerk</p> <p>GW & NP</p> <p>Clerk</p> <p>NP</p>

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	<p>informed.</p> <p>4.2 Preparation for OfSTED: NP has discussed expected OfSTED questions with the SLT. JK offered to provide MBC and Trustees with examples of questions and other helpful information</p>	JK
2.	Business Agenda	
2.1	<p>Formal approval of end of year accounts 2015/16 report:</p> <p>James Tavener, Academy and Charities Manager at Critchleys Accountants and Catherine Routledge, Finance Officer at MBC, joined the meeting for this agenda item.</p> <p>James presented the RAT Annual Report and Financial Statements for 2015/16 draft version 2 which has been completed to comply with three sets of regulations; Company, Charity and Academy.</p> <p>James explained that the summary of funds statement showed healthy revenue reserves and fixed assets totaling £1,698k. However when the pension liability of £2,631k was taken into account an overall deficit of £932k was shown.</p> <p>James explained that nationally pension liabilities had increased due to the economic climate and MBC’s liability was typical across sectors. Nationally the value of premises outweighed the pension liability so was not normally considered to be a problem in the short term. This is not the case for MBC due to the current condition of their building. It was considered likely that any new build in the future and its related value would support the liability.</p> <p>BM presented two draft papers:</p> <ol style="list-style-type: none"> a) Draft regulatory letter b) Draft audit letter of representation <p>Both letters required the approval of Trustees followed by the signature of the Chair of the Trust. James commented that the content of both papers was standard with the exception of points 11 and 14 in the letter of representation. Trustees requested the following amendments be made:</p> <ul style="list-style-type: none"> • Letter of regulatory – point 11: Check wording for accuracy • Letter of regulatory – point 14: Last bullet point – only include if confirmation is obtained prior to signature. • Both papers – ensure the term ‘Governors’ is replaced with ‘Trustees’ throughout <p>BM agreed to make the recommended changes to both letter. The Chair of Trustees</p>	BM &

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<p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p>	<p>will then sign on behalf of Trustees and the documents will be sent before December 31st to comply with EFA requirements.</p> <p>Audit report:</p> <p>James outlined the finding of the audit reporting commenting that Critchleys were generally happy with their findings. The following are matters drawn to the attention of Trustees which required action or confirmation at the time of the audit:</p> <ul style="list-style-type: none"> a) The bank reconciliation showed old items amounting to £9k requiring investigation. Action: These are notional and will be adjusted in 16/17 b) Expenses claims – evidence of a paid expenses claim without authorisation. Action: Now rectified c) BACs payments – lack of evidence on checks on BACs report prior to processing payments. Action: Rectified d) Companies House: Delays in sending Trustee information to Blake Morgan for filing with Companies House. Action: Rectified e) Employment Contracts: Evidence of a number of employees without a formal contract. Action: On-going resolution: a small number are outstanding and the Business Manager has the matter in hand. f) There were a further small number of other minor matters which have all been resolved. <p>Summary:</p> <p>Critchleys will update all documents in line with the recommendations of Trustees. JK recommended the approval of the annual report and financial statements for 2015/16 report which was seconded by HMD. The Chair of the Trust and Headteacher will sign the updated report by the end of the Autumn term in readiness for submission to the EFA.</p> <p>Report from Business Committee:</p> <p>JK reported back on the main points from the Business Committee meeting held on 7th November 2016:</p> <ul style="list-style-type: none"> • All outstanding items on the Health and Safety report have been resolved • Work will continue on the expanded Risk Register in the Spring term 1 and be reported back to the Board half-yearly. • The SLT/Contract continues to be a concern and the Business Committee are working with NP and the LA to resolve matters. <p>Budget monitoring:</p> <p>BM presented the following papers:</p>	<p>GW</p>
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<p>2.6</p> <p>2.7</p>	<ul style="list-style-type: none">• Budget monitoring report October 2016• Cash Flow Forecast Report November 2016 – August 2017• Management Accounts Report October 2016 <p>The budget monitoring report included information on awaited confirmation of the actual carry forward figure from the Auditors which was expected to be approximately £565k, actual spending this academic year and the current estimated year end deficit of £9k.</p> <p>BM offered the following by way of explanation for costs variances this academic year:</p> <ul style="list-style-type: none">• PEP funding is not received on a regular basis although costs are incurred monthly. It is expected to balance by the end of the year• Slight underspend on staffing due to vacancies which will be reduced when posts are filled• Un-forecast maintenance repairs - eg extensive lighting repairs• Supplies and services costs are high but will balance out due to spend at the beginning of the year.• Savings on mileage claim due to a revised timetable. <p>BM is closely monitoring the budget and looking at ways of managing and reducing the shortfall. Any shortfall does not include the carry forward and reserve funds. A discussion followed on the cost implications of any new build and the possible need to draw on reserve funds. This matter will be discussed further if the situation arises.</p> <p>Policy reviews:</p> <p>Trustees reviewed the updated redundancy, investment and reserves policies and sought clarification of recommendations made by the Business Committee. The Trustees were satisfied the recommendations were appropriate. TS proposed the policies should be ratified which was seconded by GW. The updated policies will be uploaded to the website.</p> <p>Approval of staff salary recommendations:</p> <p>The outstanding staff salary recommendations have been resolved and NP requested approval from Trustees for:</p> <ul style="list-style-type: none">• The member of staff was not fully aware of the performance management procedure in respect of requesting pay progression. The member of staff is now aware and made a request which is supported by NP.• The job evaluation for an admin post is awaited. If successful NP requested
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<p>2.8</p>	<p>the revised salary level be backdated to September 2016.</p> <p>Trustees recommended both of the above were suitable for pay progression and gave approval which was proposed by GW and seconded by JK.</p> <p>Safeguarding Report 2015/16</p> <p>Trustees reviewed the Safeguarding Report 2015/16 due for return to the Local Authority by 31st December 2016.</p> <p>Trustees queried responses to several points in the report, for example numbers 17, 28 and 62 and where the Yes and No columns was ticked in both columns. The Business Manager was asked to review the information and update as necessary prior to the Chair of the Trust signing off the report on behalf of Trustees.</p> <p>It was recognised that the Trust’s Safeguarding Officer had resigned in March 2016 and for the period from April – August 2016 a named replacement was not elected. This has been rectified for 2016/17 with Lucy Mettyear taking this role with effect from September 2016.</p>	<p>BM</p>
<p>3.</p>	<p>Headteacher’s Report</p>	
	<p>NP presented the Headteacher’s report for the winter term 2016 which was supported by data evidence. Trustees had received a copy of the Headteacher’s report and supporting evidence in advance with a request to read and come to the meeting prepared to join in a question and answer session.</p> <p>GW invited Trustees to ask questions, make recommendations and observations.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • For ease of reading Trustees requested appendices are signposted within the body of the document in future reports • The term Trustee and not Governor should be used in all future reports <p>Observations:</p> <ul style="list-style-type: none"> • Schools and MBC need to be equal partners and work together for the benefit of all. • The Art Therapy reported demonstrated exceptional practice and was seen as strong evidence for external monitoring and inspection. <p>The Progression to Post 16 report was well received and demonstrated good practice and outcomes. JD was congratulated on her commitment to students and MBC</p>	<p>NP</p>

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	<p>overall.</p> <p>Questions</p> <p>Q. Has the report been shared with colleagues in school? A. Yes, JD commented that the report had been well received by school staff</p> <p>Q. Are new students included in the pupil progress targets? Will future data tables only include students on roll from September 2016 A. The data will fluctuate as new students arrive and is continuously monitored and updated.</p> <p>Q. How are targets set? A. Using the flight path method, with a minimum target grade. Example offered as a Yr 10 student with a target grade of D in Maths seeking a C grade in Yr 11. PIXL data for MBC when compared with AP nationally is favorable.</p> <p>Q. The teaching and learning monitoring schedules shows pockets of clear strength and good practice coded C and D. How is the HT supporting staff with A and B codings? A. It is important that strengths and good practice are shared across the school. NP is developing a system where sharing is common place and staff strengths are enhanced.</p> <p>Q. Are personal assaults on staff a problem? A. Not necessarily and not regular. Restorative practice is used.</p> <p>Q. When are parents involved in discussions about student progress, behavior, attendance etc A. A 'triangle' approach is adopted with no surprises. Parents should receive information from both MBC and the home school and invited to review meetings. The home school has access to attendance data, progress monitoring and parents should be offered information from both MBC and the home school. NP commented that it was important to report back when a student has good days as well as bad days. GW, as Chair of Trustees, thanked NP for the comprehensive report.</p>	
4.	Vision and Development planning	

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4.1	<p>A confidential discussion followed which is recorded separately.</p>	
4.2	<p>Radcliffe Academy Logo decision:</p> <p>NP presented a series of logo designs for consideration by Trustees. Responses are shown below:</p> <ul style="list-style-type: none"> • The door theme was good and fitted in well with the Trust’s ethos • Consider adding handles to the doors • Consider how the colour theme fits in with branding for schools joining the MAT <p>NP agreed to take these comments back to the design team and let Trustees have revised models for consideration.</p>	NP
4.3	<p>Vision 2020 and outline strategic plan:</p> <p>GW presented an updated Vision 2020 paper which had been updated by GW, NP and EC and should be considered as a working document. Trustees stated the paper reflected previous discussions and gave approval for GW, NP and EC to continue developing the vision and strategic plan. This matter will be further discussed at the next meeting of the Trust Board.</p>	GW, NP and EC
4.4	<p>Link Trustees:</p> <p>The value of link Trustees was discussed. It was agreed that the Clerk would make further enquiries about the legal requirements for link Trustees and report back to the Chair of Trustees for advice who in turn will make recommendations at the next Trust Board. Elections to these roles, if needed, will take place at the next Trust Board meeting.</p>	Clerk
4.5	<p>Free School:</p> <p>The next round for Free School bids closes in March 2017 and Trustees discussed whether the timing for this cycle was appropriate for MBC. A Free School bid must prove need and more information on what how to demonstrate need is required.</p> <p>The main points from the discussion are summarised below:</p>	

	<ol style="list-style-type: none"> 1. Consider actively seeking advice from county headteachers about how they will use MBC in the future. 2. Establish where student data at MBC is available for the past five years. BM commented that data was available but may not be accurate. 3. Oxfordshire data would help to support a bid 4. Obtain support from OSSHTA and primary school partnerships – eg statements of support. 5. Talk to other schools who have successfully submitted a bid and seek their advice and support in writing a bid. 6. Use the expertise of new Trustees in terms of bid writing. <p>TS expressed concerns about submitting a bid by March 2017 due the extended pressure of the HT in a short time scale.</p> <p>JK supported the notion of submitting a bid and using expertise from others to support the process.</p> <p>After further discussion it was agreed that a bid would be prepared and submitted for March 2017. This was proposed by GW and seconded by JK. GW will begin discussions with the HT and keep the Board informed.</p>	GW & NP
5.	Date of next meeting	
	Monday, 27 th March 2017 at The Harlow Centre from 2pm – 4pm	

Approved by the Trust Board on 27th March 2017 and signed by the Chair