

## Minutes of the Uffculme Academy Trust Board Meeting held on 27<sup>th</sup> September 2019.

Attendees	Initials	Attendees	Initials
Julia Adamson	JA	Jill Larcombe	JL
Emma Fielding - Chair	EF	Shaun Vickery	SV
Lorraine Heath – Chief Executive Officer	LH		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Sue Brewer – Work Commitments	SB	Wendy Farrier – Director of Finance and Resources	WF
Max Graesser – Work Commitments	MG	Paula Gibson – Clerk	PG
Natalie Keeling– Work Commitments	NK		
Jenny Sutton– Work Commitments	JS		

Signed as a correct record of the meeting: .....

Date:.....

## 1. Welcome and Apologies

EF welcomed Directors to the meeting. Apologies were received and accepted from Sue Brewer (SB), Max Graesser (MG) Natalie Keeling (NK), Jenny Sutton (JS).

## 2. Declarations of Interest

None were declared related to items on the agenda for this meeting.

## 3. Completion of Annual Business Items

Business Items had been circulated in advance of the meeting and the following items were completed and signed –

- Code of Conduct
- Declarations of Pecuniary Interest
- Safeguarding Self Declaration
- Privacy Notices were issued
- Terms of Reference and Summary Scheme of Delegation had been circulated

Minor changes were suggested by WF to the Premises and Infrastructure elements of the SoD and ToR to ensure clarity of roles and responsibilities between the individual schools and the Trust – these were discussed and agreed.

## 4. Election of Vice Chair

EF nominated JA as Vice Chair.

*JA left the room.*

Directors discussed the appointment of JA as Vice Chair, and unanimously agreed to her appointment.

*JA returned to the meeting.*

## 5. Minutes of the meeting held on 11<sup>th</sup> July 2019

As chair of that meeting, Emma Fielding (EF) invited Directors to consider the accuracy of the minutes, which had been circulated prior to the meeting. They were **AGREED** and signed as a correct record.

Agenda Item	Update
Parent Governor Terms of Office	Action Complete - The Terms of Reference (ToR) were circulated to each school and it was agreed that parent governors terms of office will cease when their child leaves the school
Holyrood Academy LGC Composition	Action Complete - This was discussed and certain Governors have been re-categorised to best fit their status. There is one Community Governor above the UAT recommended four but it had been agreed that this would not be amended at this time.
LGB's to be renamed LGC's	Action Complete
Governor Recruitment	Action Complete <u>UPS</u> – 4 Parents expressed an interest in joining the LGC and met with the Head and Chair of Governors. Kath McGuire was appointed after completion of the election process. JL gave a brief

	<p>outline of KM's background and the Directors were happy to confirm her appointment</p> <p>There is also Community Governor Vacancy – Katie Francombe from US has expressed an interest in this role. Directors were happy to confirm her appointment, noting the benefits of links between US and UPS.</p> <p><u>US</u> – John Roberts has expressed an interest in joining the US LGC. Directors were happy to confirm his appointment subject to discussions between John Roberts and Alan Blackburn</p> <p><u>AVA</u> – The first LGC meeting was not quorate, Dave MacCormick, Deputy Headteacher at Holyrood Academy, has expressed an interest in joining the AVA LGC as a Community Governor. Directors were happy to confirm his appointment.</p>
Safer Recruitment	<p>Ongoing – Interview questions and notes re safeguarding are to be kept in personnel records.</p> <p>Clarification is to be sought regarding the signing of the Single Central Record.</p> <p>JL explained that she and Jo Dentith, Head UPS, had completed the Safeguarding Audit at UPS</p> <p><b><i>This to be an agenda item for the Chairs Committee.</i></b></p>
External School Visits	<p>Directors agreed that it is the delegated responsibility of the CEO to approve all residential, overseas and high-risk school visits. LH is to communicate this to the Heads of Schools.</p> <p>WF noted that all schools use an external provider for verification of external schools visits.</p>
Headteacher Reports sent to Directors	Action Complete
Governor Induction Pack	JL is to circulate to EF and LH for discussion – this is for LGC's.
Directors Visits to Schools	<p>Directors agreed that they wished to visit each of the different schools, and it was suggested and agreed that their meetings could be held in the different schools.</p> <p>The Directors meeting planned for Friday 13<sup>th</sup> December will be held at Holyrood Academy – Directors were welcome to visit the Academy at 1.30 for a tour of the site before their meeting commenced at 2.30pm</p> <p>The meeting scheduled for 6<sup>th</sup> March is to be held at Axe Valley Academy</p>

## 6. Matters Arising not covered elsewhere in the Agenda

There were no other matters arising from the minutes 11<sup>th</sup> July 2019.

## 7. Finance Update

The Directors of Finance Report, Annual Report and Financial Statements for year ending 31st August 2019, the Internal Audit Report and Finance Policy and Procedures report, which had been circulated in advance of the meeting.

WF updated Directors on the Holyhood Academy Sports Centre – a number of concerns had been raised by LifeStyle Fitness regarding the financial viability of the proposed centre. A number of options were discussed including

- I. the Trust providing Holyhood Academy with a loan to complete the capital works
- II. retaining the services of the preferred supplier but agreeing to a change of opening hours to the public, to reduce costs. The school would have sole use during the day, which would not incur the same level of staffing costs. A meeting has been held with all parties in which it was agreed that this would be an acceptable solution. LifeStyle Fitness would be responsible for the capital works and management of the new centre.

WF has discussed this with Max Graaseer and is confident that option 2 would be the best solution and explained that the facility would be a vital resource for the School, Staff and the Community. There are limited community facilities in Chard so is well placed and projections show a membership of 500.

JA **queried** the due diligence process this had been an issue when looking at the potential of using LifeStyle Fitness at the US fitness centre – WF explained that it was not comparable as Holyhood Academy have very limited sports facilities, which does limit their curriculum options. EF noted that there was some vulnerability in a self-management process.

WF raised the concerns of Amanda Woodward, of the new fitness centre at Holyhood Academy being linked to the US facilities, and it was explained that it had to be linked for compliance with EFSA regulations, but that US would not be liable for any shortfall.

#### Internal Audit Report

Directors agreed that this had been a positive report and WF noted that the only points raised had been minor. The Finance Policy and Procedures had been updated accordingly.

The spending limits of the Senior Management Team were discussed and agreed that the invoice authorisation limit for Secondary Heads be limited to £15k and for Primary Heads £7.5k. Over these limits, require authorisation by the CEO / Director of Finance.

Directors **AGREED** the Finance Policy and Procedures subject to the updates discussed.

#### UAT Annual Report and Financial Statements to 31<sup>st</sup> August 2019

Jenny Sutton's commencement of term of office is to be corrected as 06/12/2018

#### Virgin Money Account

The current signatories are LH and Jeremy Batchelor.

Directors **AGREED** that Jeremy Batchelor be removed as a signatory and further agreed that this is an operational account, so WF be the second named signatory.

#### Petty Cash

Directors **AGREED** that for operational reasons schools be able to cash petty cash cheques themselves as required. WF will issue written instructions to banks with each school having a £500 limit.

### VLT Payroll Provider

Issues with the payroll provider were discussed and WF confirmed that these had now been overcome. WF is working with the bank to resolve them fully for next month.

### Fire Enforcement Notice – US

Following a visit from the Fire Officer in Autumn 2018 a number of issues had been raised, in June 2019 US received a further visit which resulted in the school being issued with a Fire Enforcement Notice. Works completed over the summer break had addressed a number of the actions raised by the notice.

Since then Devon County Council and the ESFA have received a complaint from the Fire Department regarding the enforcement notice issued, so a second visit is now most likely. Works completed included replacement of fire doors and an extension and upgrade of the fire alarms in the older parts of the School. Future proposed works include the replacement of additional fire doors and further improvements to the alarm system.

#### Action:

Directors requested WF to provide a detailed report by email, circulated to Devon Local Authority and the ESFA, outlining the works completed to date and any works that remain outstanding with a proposal of the costs involved.

## 8. Academic Results 2018/19

Schools results had been circulated in advance of the meeting.

### UPS

LH noted the significant improvements from last year and all agreed that this was a superb set of results which represented an increase of approximately 17%. Directors **REQUEST** that disadvantaged headlines also be included in any future data provided to them.

### Key Stage 4

LH provided Directors with a summary of the three schools, but explained that the Progress 8 scores would be amended due to Pearson's not submitting national BTEC results. LH informed the meeting that some subjects, including BTEC, have a disproportional impact on Progress 8 scores.

Directors noted the similarities in the profiles of AVA and HA and were concerned about the results of disadvantaged students at both schools. High Prior Attaining students were also an area of concern.

LH proposed to Directors that the targets for 2019/20 be set as –

Axe Valley Academy	P8	0.0
Holyrood Academy	P8	+0.2
Uffculme School	P8	+0.8

LH confirmed that these suggested targets were attainable by all schools and shared her thoughts regarding the cohorts at the schools and the cumulative effects of a positive culture and excellent teaching and learning.

The LGC's will formalise the targets at their next meeting, after discussion with the CEO and Headteachers, these will also form part of the Headteachers Performance Management Review targets.

**Action:**

To be discussed at Chairs Committee and for the KS4 Summary provided by LH to be circulated at that meeting.

## 9. Personnel Update

This was a confidential minute

LH is to draft a common format for Personnel Reporting across the Trust schools.

## 10. Local Governing Committees' and Schools' reports

JL noted that robust and coherent Governance across the LGC's is key. The summaries provided did not contain the challenges but this is to be a delegated responsibility of the Chairs Committee.

WF suggested a possible RAG'ed system of

- Areas of Concern
- Areas of Celebration
- Ongoing Issues

EF asked if this could form the narrative of the Chairs Committee – Directors felt that key priorities of the schools were present in the reports from Local committees but that the risks were missing from the summaries. It is also the role of the SIP and CEO to monitor the performance of the schools and to check impact and effectiveness.

**Action:**

EF / LH to contact other Trusts to look at other systems for LGC feedback to Directors.

Directors **AGREED** to the appointment of the Chairs of Governors at the LGC's. The process was clarified in that the LGC's choose and elected their own Chairs but the Directors ratified this decision to ensure propriety and that Chairs were suitable, appropriate and with no conflicts of interest.

Directors raised the importance of recruitment and succession planning with all Governance levels.

## 11. Safeguarding

Signatories of the Single Central Record remains unclear – who should undertake this responsibility. It was thought the Chairs of the LGC's on a termly basis should conduct this and that this should be minuted in the LGC minutes.

**Action:**

WF to check with the DPO and confirm protocol.

Directors **QUESTIONED** how safeguarding is to be managed across the Trust. Safeguarding is a Trust Policy, which is the responsibility of the Board, but that the LGCs will have delegated authority for this in each school.

The policy will be a Browne Jacobson model policy to ensure that all legal requirements are met. The policy is to be drafted and circulated amongst the DSL's for comment and refinement.

*SV left at 16.46pm*

The Equalities Statement at Holyrood Academy requires updating, but Directors **AGREED** that this would be a Trust wide statement with each schools practices forming the appendices. This will be reviewed in February 2020.

A confidential minute was made

## 12. Trust Update

JL informed all that the DSL is to also be named at the Child Sexual Exploitation link and this should be included on the website.

**Action:**  
**Clerk to inform all schools of this requirement.**

### Holyrood Academy Admissions Arrangements

LH informed of the differences in the admissions process between Devon and Somerset, in that Somerset requires governors to agree certain principles around place allocation before publishing draft policies whereas Devon do not. All schools must publish draft policies in the Autumn for consultation.

Holyrood Academy do not yet know the outcome of any growth funding monies available to them for agreeing to admit over PAN in 2019. Directors **AGREED** to continue with the current arrangements already in place.

### Term Dates

Devon identify 192 school days and Somerset identifies 190 school days. PG informed Directors that for 2020/21 and 2021/22 Devon and Somerset term dates coincide. LH will set the INSET days accordingly.

## 13. Policies

### Pay Policy

Directors discussed this policy, which had been circulated in advance of the meeting. Trade Union consultation is required but Director's **AGREED** to the suggested 2.75% pay review, including the Leadership points. 2.00% has already been included in all schools budget forecasts and the grant monies should fund the additional 0.75%.

The Policy is to have a new section included regarding CEO Pay.

*LH left the room at 17.05pm*

A confidential minute was made.

Directors were happy to **APPROVE** this policy subject to the required amendments, but asked that Somerset Pay scales be also included within the policy.

#### Health and Safety Policy

Directors discussed this policy, which had been circulated in advance of the meeting. WF informed all that the policy had been broadened to take into account the Trust's organisational structure and responsibilities. Section 2 is school specific and each school and LGC is to determine their own arrangements for the sections highlighted in purple. WF will arrange appropriate training for Heads and Business Managers on this.

Lockdown is to be renamed Shut Down – the use of door wedges was suggested for those areas that cannot be locked.

WF informed all that this policy would ensure that the Trust is compliant in its responsibilities. Directors **QUESTIONED** how differences between schools will be managed – WF stated that there are minimal changes but clarifies the roles and responsibilities for all.

Directors **REQUESTED** that the Fire Enforcement recommendations be referenced.

Directors were happy to **APPROVE** this policy subject to the required amendments.

#### Complaints Policy

Directors discussed this policy, which had been circulated in advance of the meeting. WF informed all that this as a model Browne Jacobson policy.

Directors were happy to **APPROVE** this policy.

### **14. Items Brought Forward**

Jo Dentith, Headteacher at Uffculme Primary School is to present to Directors on MAT growth strategy at their next meeting.

Meeting Closed at 17.26pm

### **ACTIONS**

<b>Agenda item</b>	<b>Action</b>	<b>Who</b>	<b>Deadline</b>
7	Provide a detailed report by email, circulated to Devon Local Authority and the ESFA, outlining the Fire related works completed to date and any works that remain outstanding with a proposal of the costs involved.	WF	By Dec19
8	Exams Results to be discussed at Chairs Committee and for the KS4 Summary to be	LH / EF /	Chairs

Chair's initial..... Date.....

	circulated at that meeting.	Clerk	Meeting 08/10/19
10	Contact other Trusts to look at systems for LGC to feedback to Directors.	LH / EF	Ongoing
11	Check with the DPO and confirm protocol	WF	Ongoing
12	DSL is to also be named at the Child Sexual Exploitation link and this should be included on the website.	Clerk	By 04/10/19