



**Minutes of the meeting of the Board of Trustees  
held on Thursday 19<sup>th</sup> July 2018 at 5.30pm at South Milford Primary School**

**Present:**

Clare Thornton-Eckford	Trustee and Chair
Richard Coy	Trustee
Frances Dodd	Trustee
Nick Sheppard	Trustee
Peter Wilson	Trustee

**In attendance:**

Martyn Sibley	CEO
Salli Radford	Clerk, Head of Governor Services CYC

**1. Welcome, apologies for absence and declarations of interest**

Apologies were received, with consent, from Tom Fielden, Simon Peacock and Alison Smith. Melissa Boyes had also sent apologies.

There were no declarations of interest.

**2. Minutes of the last meeting**

**21<sup>st</sup> June 2018** – Previously distributed. The minutes were agreed to be an accurate record and were signed by the chair.

With reference to item X, the CEO advised that two LGB chairs had come forward to access NGA development. The Chair would update Trustees as the project developed further.

*Frances Dodd joined the meeting at 5.35pm.*

**3. Chair's Report**

**3.1 "Kick-off" conference** – Previously distributed. The CEO provided a verbal update on this successful event. The Chair advised that all schools had been represented and that the event had been valuable to attendees, including headteachers.

**3.2 Ratification of local governing board membership – Trustees formally ratified the structure and membership of governing boards for:**

- **Monk Fryston CE Primary School**
- **Riverside Primary School**
- **Saxton CE Primary School**

Trustees noted the depletion of the LGB at Monk Fryston CE Primary School from September, with an anticipated membership of two staff and two parent governors, including the Headteacher. Trustees noted the turnover of local governors who were ending long terms of office, also noting that this would impact on the teaching school. Trustees noted that two foundation governor appointments were pending for the autumn term.

**The CEO would speak to the Headteacher at Monk Fryston regarding the option for the LGB Chair to attend NGA development sessions.** Nick Sheppard offered support to the LGB during the period of change.

Trustees discussed potential risk whilst the LGB was strengthened, with the CEO advising that governance had been considered as part of the Due Diligence process with no concerns identified.

The CEO advised that he would continue to work with Sherburn High School and would develop a Memorandum of Understanding for 2018/19 to support this process.

**3.3 Trustee visits to schools – South Milford Primary School** – Trustees discussed the very positive visit to the school, feeding back on staff, facilities and environment. Trustees discussed the context of the school and current challenges, including the support that Trustees could offer the school. Trustees noted the positive impact of the Headteacher and that the school intake had increased.

**Riverside Primary School** – It was noted that the CEO and Peter Wilson had visited the school. Peter advised on the Spotlight initiative designed to support identified groups of pupils with their learning; a very innovative and positive development. It was noted that Ian Yapp was now also Headteacher at Saxton CE Primary School, with the Deputy Headteacher acting as Head of School at Riverside in Ian's absence. Trustees noted the challenges facing the school, including changes to SLT and a dip in intake due to a local demographic trend. It was noted that capacity to support pupils with SEND as also a challenge.

**Appleton Roebuck** – It was noted that Francis Dodd and Alison Smith had visited the school. Frances advised that this had been a very positive experience, adding that she was keen to get to know school better to bring more value to the relationship with the Trust. Frances suggested that Trustees consider being linked to schools, with the CEO to consider this, noting that Trustees were generally supportive of the idea.

It was noted that a visit to Kirk Fenton Primary School had been rearranged.

In response to a question regarding school headteachers' views of Trustee visits, the CEO advised of the very positive feedback received to date. The CEO would check on the arrangement of outstanding visits.

#### **4. CEO's Report**

Previously distributed with appendices. The CEO advised that nine schools had now joined the Trust and that the Google system outlined at the last meeting was being taken forward across the MAT.

**GDPR** – It was noted that GDPR reviews had been undertaken and that reports were awaited.

**Trustee appointments** – The CEO advised that candidates were being actively sought, with a focus on secondary experience as this was a skills gap.

**Headteacher Group** – The CEO advised that headteacher meetings were taking place fortnightly and that there were no issues to raise with Trustees at the moment. Trustees noted a development day planned for late September and that the group was working to bring alignment to systems and processes across the primary schools.

**Risk assessment** – It was noted that risk assessments were being drafted.

**North Yorkshire Regional Trust Network** – The report was noted.

**School improvement advisors** – It was noted that advisors had been appointed and would contribute to headteacher performance development reviews during October.

Trustees noted the CEO's report and the letter received regarding legal fees.

The Chair provided an update following the recent fire at Sherburn High School. It was noted that fire prevention measures had been effective and had limited damage significantly. Trustees noted some positive outcomes as the community began fundraising to support the school. It was further noted that NYCC support had been provided immediately.

Trustees discussed disaster planning and the role of the MAT in supporting the community if a wider issue arises. It was noted that this would be addressed at a future point.

**Trustees expressed their support for celebration events at schools, with the CEO agreeing to ask for invitations and to circulate to Trustees.**

**4.1 KS2 provisional SAT results** – Previously distributed. The CEO outlined SATs assessment areas and methodology, advising that the data represented provisional attainment only and not progress. It was noted that the combined Reading, Writing and Maths (RWM) score was not comparable to previous years as assessments had changed.

The CEO advised that attainment measures were less useful than progress measures and that the provisional attainment data was based on the performance of very small cohorts. It was noted that headteachers had shared data for their school and took a shared ownership approach to outcomes. The CEO outlined the need for schools to meet the floor standards for both attainment and progress.

The CEO advised that data had been RAG rated and compared to national data. Trustees noted the cohort size information for each school, with the CEO cautioning making too many assumptions at this stage as contexts were not known and progress might therefore be positive. Trustees noted the combined data for 193 Y6 pupils across the MAT was positive compared to provisional national data.

The CEO advised that Pupil Premium outcomes would be analysed in detail by the Education Committee, adding that vulnerable learners were a key focus for the Trust.

## 5. CFO's Report

Richard Coy advised that the Resources Sub-Committee had met earlier in the evening and had considered budget information circulated by the CFO.

### 5.1 2018/19 Start Budget – Previously distributed. Richard advised that the budget information circulated did not include the school in the final wave of conversions.

It was noted that the budget represented a consolidation of the cumulative budgets set by LGBs without further work being undertaken by the MAT, with some areas of doubt being carried forward following conversion. Trustees noted the anticipated closing balance of £116,941 and that the forecast for future years included some cautious forecasts regarding salary increments and progression. It was further noted that the budget included the continuation of current bought-in services which would reduce through joint purchasing and contract negotiation. It was noted that the MAT top slice had not been included but that this would be offset by savings against forecast NYCC costs over time.

Trustees noted that the CFO had joined the sub-committee meeting remotely and had provided guidance to Trustees.

Richard advised that the CFO would produce a more informed budget for the autumn term.

Richard recommended approval of the budget for submission to the ESFA, advising that the Trust may need to provide further context though the CFO remained confident that this would not be an issue due to the newness of the MAT.

In response to a question regarding the reduction in income relating to SEND and other income streams, Richard advised that known SEND pupils would move through to secondary schools including Sherburn High School and would therefore transfer out of the Trust. It was noted that this would be further clarified for autumn.

**Trustees discussed the 2018/19 start budget, approving it for submission to the ESFA.**

### 5.2 Top Slice – Richard advised that the cost of central services represented 2.18% of income to schools, with the CFO having outlined the services to the committee. Richard advised that committee members were content with this level and had noted some duplication of costs within the budget which would be resolved in the autumn term.

**Trustees considered and approved the top slice at 2.18%.**

Trustees discussed the wider growth plan which would be developed once the MAT was established.

## 6. Trust Sub-Committee Reports

### 6.1 Resources Sub-Committee 19<sup>th</sup> July 2018 – Trustees noted a verbal report from Richard Coy, mainly taken under item 5.

## 7. MAT Development Plan

No report.

## 8. Policies review and approval

**8.1 Policy tracker** – Previously distributed. Trustees noted the updated policy tracker.

**8.2 HR policies for approval** – Previously distributed. **Trustees considered and approved the policies provided by NYCC HR:**

- **Developing Performance Policy and Procedures**
- **Developing Performance Guidance**
- **Capability Guidance**
- **Attendance Management Guidance**
- **Reorganisation, Redundancy and Redeployment Policy and Procedure**

**8.3 Information governance policies and procedures for approval** – Previously distributed. **Trustees considered and approved the policies provided by Judicium, subject to personalisation to the MAT:**

- **Data Breach Policy**
- **Data Breach Policy guidance**
- **Data Protection Policy**
- **Data Protection Policy guidance**
- **Electronic Information and Communications Policy**
- **Electronic Information and Communications Policy guidance**
- **Freedom of Information Policy**
- **Freedom of Information Policy guidance**
- **Information Security Policy**
- **Information Security Policy guidance**
- **Social Media Policy**
- **Social Media Policy guidance**
- **Photo consent form**

## 9. Items to be delegated or communicated to LGBs

**Policies** – The CEO would update headteachers on the policies approved by Trustees.

**Governor Training Programme – Welcome to Governance in STAR** – Governors to be notified of two sessions booked for the autumn term:

- Thursday 11<sup>th</sup> October at 5.30pm – Riverside Primary School
- Tuesday 16<sup>th</sup> October at 5.30pm – Monk Fryston Primary School

## 10. Safeguarding / Health and Safety

No issues to report.

## 11. CEO remuneration

Trustees formally ratified their earlier decision that Martyn Sibley would continue in the CEO role at the salary attached to his substantive headteacher post until September

2019. It was noted that the CEO would commit 0.8 of his time to the role and 0.2 to his headteacher responsibilities.

Trustees noted the need to consider the CEO appointment process and future salary during the next academic year.

**12. Any other business**

The CEO thanked Trustees for their guidance and support to date. Trustees thanked the CEO for his work during the establishment and early weeks of the MAT.

**13. Date and time of next and future Board meetings**

- Tuesday 23<sup>rd</sup> October 2018
- Tuesday 11<sup>th</sup> December 2018
- Tuesday 12<sup>th</sup> February 2019
- Tuesday 9<sup>th</sup> April 2019
- Tuesday 21<sup>st</sup> May 2019
- Tuesday 16<sup>th</sup> July 2018

All meetings will begin at 5.30pm, venues to be confirmed.

The meeting closed at 7.15pm.



Chair

23/10/18

Date

**Action plan from the meeting:**

	<b>ACTION</b>	<b>IMPACT</b>	<b>AGENDA ITEM</b>	<b>RESPONSIBILITY</b>	<b>TIMEFRAME</b>
1.	Monk Fryston LGB membership to be discussed	Trustees are able to offer appropriate support to the LGB during change	3.2	CEO	<b>ASAP</b>
2.	Trustee links to schools to be considered	Trustees are able to deepen their understanding of schools within the Trust	3.3	CEO	<b>9/10/18</b>
3.	Outstanding trustee visits to schools to be arranged	Trustees are able to deepen their understanding of all Trust schools	3.3	CEO	<b>9/10/18</b>
4.	Schools to be asked to identify events which Trustees might attend	Trustees join schools to celebrate and understand successes	3.3	CEO	<b>Ongoing</b>