



Whinless Down Academy Trust

Board Meeting

Thursday 24th January 2019

Executive Headteacher: Mrs Anne Siggins

Minutes of the Trust Board Meeting

held at Priory Fields School on Thursday 24th January 2019 at 5:00pm

Board Trustees Present: Anne Siggins (EXEC), Alison Mackintosh (CoTB), Tricia Sherling (VCoTB), Vicky Smith, Carol Rayfield, Claudia Sawyers, Kathy Howell, Michelle Noden (ABM)

Others Present: Helen Seeley (HoS Priory Fields)

Clerk: Katie Evans

1	<p><u>Welcome, Introduction and Apologies</u> Apologies received from David Mellon, Rachel Appleby (St Martin’s HoS) and Kelly Brown (Vale View HoS). Apologies were accepted by the Trust Board. Trustees introduced themselves and welcomed Kathy Howell to the meeting.</p>
2	<p><u>Register of Business and Pecuniary Interests</u> None recorded against this agenda and no changes to existing declarations.</p>
3	<p><u>Resignation / Election of Trustees</u> Malcolm Bowler has resigned from the Whinless Down Academy Trust Board. Members have elected to appoint two new Trustees; Kathy Howell and Mike Ashley.</p>
4	<p><u>Minutes from meeting in Term 1 – Thursday 11th October 2018:</u> <u>Approval of Minutes</u> Previous minutes were distributed to Trustees prior to the Trust Board meeting. The minutes of the Trust Board Meeting held on Thursday 11th October 2018 require a few minor amendments; Trustees agreed and approve of the minutes once the relevant changes have been made. Clerk to circulate updated minutes once completed and arrange for the Chair of the Trust Board to sign the minutes. Amendments made as stated below: <i>Confidential Minute Item as per Agenda Item 4 Review</i> <i>Section 5 Information – Letter to Chief Accounting Officer</i></p>

	<p><i>'No individual is paid a salary over £150,000 and additionally the Whinless Down Academy Trust are not paying 2 or more salaries over £150,000.'</i></p> <p>Changed to:</p> <p><i>'No individual is paid a salary over £150,000 and additionally the Whinless Down Academy Trust are not paying 2 or more salaries over £100,000.'</i></p> <p><u>Actions and Matters Arising</u></p> <p><u>ICT Technician</u></p> <p>A Trustee asked if the appointment of an ICT Technician has been pursued further since the previous meeting. This is now being pursued further however; both St Martin's and Vale View have a four month notice period from the current ICT support. Therefore advertisement for an ICT Technician will not go live for few months yet.</p> <p><u>MDIF Funding (MAT Development Improvement Fund)</u></p> <p>All MDIF funds have now been received. Funds were received in the second quarter (instead of the first quarter); an evaluation of the MDIF funding needs to be completed after the second quarter. Some funds have been used to allow staff to attend leadership programmes, SENCO training and to support the appointment of an Assistant Headteacher at Vale View. Full impact of the funding for the first quarter may not be immediately evident due to the late payment of funds.</p> <p><u>Monthly Finance Monitoring</u></p> <p>The Chair of Trust Board confirmed she is now receiving monthly monitoring as well as the Chair of the FSAC.</p> <p><u>Finance Regulations Policy</u></p> <p>The Finance Regulations Policy has been amended to remove individual card holder names and detailed appropriately within the policy.</p> <p><u>Health and Safety</u></p> <p>The Trustee responsible for Health and Safety has not completed a Health and Safety walk with the Academy Business Manager (ABM). The ABM has however completed Health and Safety walks at each academy in the MAT and with the Senior Site Manager from Priory Fields.</p> <p><i>MN arrived at 5.15pm</i></p> <p><u>Audit Programme</u></p> <p>Audits are scheduled in with the accountants up until the end of the financial year. ABM to put all dates into one document.</p> <p><u>Safeguarding</u></p> <p>Clerk confirmed all Governors across the MAT have signed to say they have read Keeping Children Safe in Education Part 1.</p> <p><u>Appraisal Policy</u></p> <p>EXEC to check section B of the Appraisal Policy has been amended to reflect all three academies within the MAT.</p>
5	<p><u>Executive Headteacher Report</u></p> <p>The Executive Headteacher Report was distributed to Trustees prior to the meeting.</p> <p>The EXEC is an integral member of the Kent MAT Alliance Group (KMA) and subsequently the Whinless Down Academy Trust. It is proving to provide a great support network for the EXEC and a good source of CPD too. The KMA have been working together on policies, training programmes; there is already an NQT training system in place and further moderation opportunities too. Not only do they provide good networking and CPD opportunities but also provide cost effective training. The KMA are planning to hold</p>

	<p>a Head of School conference to look at the changes to the new Ofsted guidance. Invitations will be extended to the Assistant Headteachers too.</p> <p>The KMA approach the RSC for some funding; they have provided £2000 to the MAT. Each CEO within the KMA have also agreed to contribute £500 from each MAT for this year to support the running costs for venues, training etc. Trustees fully supported this contribution and are in agreement.</p> <p>The KMA also provide an ABM group who work together to network and share practices with each other. This is a good support mechanism for the ABM, the ABM highlighted the potential collaborative working and hopes to continue to work with and extend relationships over the coming year.</p> <p><u>Formal Complaints</u></p> <p>Following the update on formal complaints within the EXEC Report, a Trustee commended the MAT for having not received any formal complaints.</p>
6	<p><u>RSC Review Letter</u></p> <p>The RSC Review letter was sent to Trustees prior to the meeting.</p> <p>Following the attendance of the EXEC and CoTB to the RSC MAT Review meeting, the EXEC and CoTB received a letter outlining the discussions and agreements made. This letter has been shared with Trustees. The Trust are still working to reduce the number of Trustees who also sit on a Local Governing body.</p>
7	<p><u>Academy Action Plan</u></p> <p>The Academy Action plan was tabled at the meeting.</p> <p>The EXEC talked through the priorities for 2018-2019. Improved outcomes across the MAT is likely to stay on the action plan as an on-going item over the years.</p> <p>The EXEC has been carrying out MAT reviews covering different areas. A Year 6 and SEND review has recently been carried out. These type of reviews are providing the EXEC with an overview of how each individual academy are progressing whilst still providing a comparison.</p> <p>A new Academy Sports Coach has been appointed and due to start Monday 28th January. Further discussions have been had with regard to appointing an academy cover teacher. It is thought appointing a Leading Practitioner/Assistant Headteacher would be more beneficial in the long-term for the MAT. This is with the aim for the teacher to become an additional support for the Senior Leadership Team too. A Trustee asked if payment for this personnel would be split across the academy. It was confirmed payment would be split accordingly and used where there is most need within the MAT.</p> <p>Another Trustee asked if there are the finances to cover these costs. This is being explored and some of the costs will be recouped from removing the supply insurance from St Martin's and Priory Fields.</p> <p>Currently, two budgets, Priory Fields and Vale View, do not have an in-year deficit but this is likely to change over the year as new laptops need purchasing across the MAT. However, this will be capital expenditure rather than revenue.</p> <p>The MAT has proven to positively develop career paths for people across the academy. Two TAs from the MAT have applied to go on the Teach Direct course through the MAT.</p> <p>A School Business Manager has been appointed at Priory Fields and good office staff have been appointed across the MAT where it has been required. An Early Years teaching assistant who has an early years qualification has been appointed as an NQT in EYFS at Priory Fields.</p> <p>The EXEC is exploring the possibility of running a certificated TA training course for the MAT.</p> <p>The ABM has worked hard to make applications for CIF funding at St Martin's and Vale View. Outcomes to see if the CIF applications have been successful are not likely to be available until Term 4.</p>

	<p>The planning of the curriculum is being developed across the MAT. Head's of School have had good, productive meetings, working together to develop the curriculum and move it forward. The leadership team are trying to encourage teachers to make the learning more engaging, exciting and purposeful for pupils.</p> <p>The EXEC and ABM are still dedicated to finding a MAT accommodation solution. The building required would need a minimum of two office spaces, a meeting room, refreshment and welfare facilities. For long-term purposes, four office spaces would be more ideal. The ABM has had costings from Portakabin with the four office space building costing approximately £110,000 and £36,000 for grounds work.</p> <p>Options to convert spaces in existing academy buildings have been explored but it is felt this will not be cost effective for the long-term plan and will create the same issues as being housed at Priory Fields.</p> <p>A new online appraisal system has been implemented across the MAT for teaching staff. This is working well so far, reduces paperwork and supports GDPR regulations.</p> <p>An online safeguarding platform called Cura is being considered to be implemented across the MAT. This would also reduce paperwork and support workload.</p> <p>The EXEC and ABM are working together to develop the MAT ICT platform and that is expected to be fully operational by the end of this academic year.</p> <p>A Trustee asked if there has been an impact following the Academy Early Years Foundation Stage Lead going on maternity leave. Good planning by the EYFS Lead outlining jobs that would need to be covered in her absence has ensured impact has been minimised. There is a highly motivated Early Years team in place ensuring the good provisions in place continue in the absence of the EYFS Lead.</p>
8	<p><u>WDAT Event</u></p> <p>Trustees have agreed to hold an annual event in which Trustees, Members, Local Governors and Senior Leaders will be invited to attend. The purpose of the event will be to share the MAT values and visions, review the journey so far and to explore next steps for the MAT ensuring local identity and community engagement is paramount.</p> <p>The event is proposed to be held early evening in Term 5 or 6.</p>
9	<p><u>Finalised Roles and Responsibilities Document</u></p> <p>Finalised Roles and Responsibilities document distributed to Trustees prior to the meeting, Trustees fully approved of the revised document.</p> <p>The Board discussed whether the appointment of a company secretary was necessary for the Trust Board. The Trust has an Accounting Officer and Chief Finance Officer. It was discussed whether the role of Clerk fulfils that of the requirement of company secretary and the EXEC will research to see if that is the case. If it is not it will be removed from the document.</p> <p>Page three of the document has a query for Trust Board to approve contracts with a value above a certain figure. This is not currently included in the Finance Regulations Policy, this will be explored to see if it will be required. A Trustee asked if there is a list of all the contracts in place across the MAT. There is not one in place currently but will be produced if required.</p> <p><u>Agree Trustee Roles</u></p> <p>All Trustees agreed their role and area of responsibility, see separate sheet. The role of Safeguarding Trustee still needs to be confirmed.</p> <p>Trustees are welcome to attend review meetings or receive feedback for their area of responsibility.</p>

10	<p><u>Minutes and Feedback from FSAC</u></p> <p>Draft minutes from the previous FSAC meeting were distributed to Governors prior to the meeting. End of Year Accounts to 31st August 2018 document was also distributed to Trustees prior to the FSAC meeting.</p> <p>The Chair of the FSAC reported that they were encouraged by the end of year accounts. The MAT finances are in a healthy position. No concerns were raised by the accountants and any feedback received from last year have all been addressed.</p> <p>A Trustee asked if the CIF funding works have been completed at St Martin's. The CIF works are nearing completion at St Martin's and it is hoped that they will be completed in the February holiday.</p>
11	<p><u>Minutes and Matters from LGB Meetings</u></p> <p>All Trustees received a copy of each of the LGB minutes from the MAT prior to the meeting.</p> <p>A Trustee raised their concern at the persistent absence figure of 17.9% from last year at Vale View School. The school is fully aware of the concerns regarding absence and a comprehensive action plan has been put in place for attendance at Vale View which over time should gradually improve attendance. Vale View staff have accessed the support of Priory Fields staff to improve the attendance.</p>
12	<p><u>Premises Report</u></p> <p>Premises Report was sent to Trustees prior to the meeting.</p> <p>Due to the delays in the process of asbestos removal Portakabin have needed to double their workforce to recoup time and meet the expected completion deadline. The original completion date was July 2019; it should be completed ready to return for the new academic year.</p> <p>Boiler failure at St Martin's at the beginning of this term once again left the school only being able to offer a partial opening in the school hall. For those children who did not attend, a Y code was used.</p> <p>The Trust are hopeful St Martin's CIF funding application for a new boiler is successful to avoid further heating issues in the future.</p> <p>A brief Health and Safety report from the ABM was distributed to Trustees at the meeting. This is a brief overview of the outcomes and actions required following the Health and Safety walks across the MAT.</p>
13	<p><u>Academy Visits</u></p> <p>It was agreed for Trustees to carry out academy visits again in the summer term.</p>
14	<p><u>Policies</u></p> <p>All policies were sent to Trustees prior to the meeting.</p> <p><u>Health and Safety Policy</u></p> <p>The Health and Safety policy was recommended by FSAC to the Trust Board.</p> <p>The Trust Board approved the Health and Safety policy. The EXEC and Chair of the Trust Board signed the policy.</p> <p><u>Pay Policy</u></p> <p>The Pay Policy is required to be reviewed each year. There are no automatic pay rises; all pay rises are performance based and on targets set.</p> <p>Trustees approved the policy.</p> <p><u>Special Leave</u></p> <p>This is an SPS model policy which has been created for the MAT. The Special Leave policy does not have a cap on the number of days permitted for special leave. Special leave is done on an individual basis and is only agreed at the Headteacher's discretion.</p>

	<p><u>Grievance Policy</u> Trustees approved the policy.</p> <p><u>SEND</u> The SEND Policy has been shared and discussed at the LGB meetings across the MAT. The MAT has used the model policy from Kent and included individual details in the policy where appropriate. Trustees approved the policy.</p>
11	<p><u>Confidentiality of Proceedings</u> Matters of a confidential nature were changed in the previous minutes as per agenda item 4. No matters of confidentiality raised within this meeting.</p>
12	<p><u>Date of Next Meeting</u> The date of the next meeting at which these minutes will be agreed and published is Thursday 2nd May 2019.</p>
13	<p><u>AOB</u> No items of any other business raised.</p>

<u>Action Points</u>	
	<ul style="list-style-type: none"> ➤ Clerk to make amendments to 11.10.18 minutes, circulate and arrange for them to be signed by the Chair of the Trust Board. ➤ Clerk to email Trust Board meeting dates to new Trustees. ➤ ABM to put audit dates into one document. ➤ EXEC to check amendments have been made to Page 12, Section B of the Appraisal Policy to reflect all academies within the MAT. ➤ WDAT event to be organised for Term 5/6. ➤ Explore if a company secretary is required and adjust the Roles and Responsibilities document accordingly. ➤ Create folders for new Trustees. ➤ Arrange academy visits in the summer term.

Minutes taken by Clerk, Katie Evans

Signed by Chair of Whinless Down Academy Trust: Alison Mackintosh on 2nd May 2019