

BATLEY MULTI ACADEMY TRUST
Minutes of the Meeting of the Board of Trustees of Batley Multi Academy Trust
held at Batley Girls' High School on Thursday 1 December 2016 at 6.00pm
Part A

Present: Mr Siraj Mayet (Chair), Mrs Ellen Loughhead (Vice-Chair), Mr Maurice Cook (Vice-Chair), Ms Nailah Ahmed, Ms Julie Haigh, Mrs Mandy Kennedy, Mr Ahmad Lunat OBE (Member), Mrs Ann McCall, Mrs Pam Pickles, Ms Hilary Towers-Islam, Mr Jeremy Townend, Ms Samantha Vickers

In Attendance: Ms Wendy Beasley (Company Secretary), Mrs Sally Cook (Clerk)

The four Members of the Trust were all present.

512. Apologies for Absence, Consent and Declarations of Interest

Claire Geisler, Chair of UBHS LGB, who attends as an Observer, had sent apologies.

513. Chair's Welcome

The Chair welcomed everyone to this AGM and meeting of the Board of Trustees.

514. Items for the Annual General Meeting

The Chair asked the Finance Director, Wendy Beasley, to lead the items for the Annual General Meeting.

(i) To Approve Annual Report and Financial Statements and Audit Findings Report

Since the Trustees had already had sight of these documents, Wendy explained the very small changes to the Annual Report, which comprised the correction of Mr Lunat's title and the page number reference on the balance sheet.

Minor changes had been made to the Audit Findings Report to show the findings in a more relevant context.

IT WAS RESOLVED by the Board to approve the Annual Report and Financial Statements and the Audit Findings Report.

(ii) To Confirm for Signature the Regularity Letter and Audit Letter of Representation

IT WAS RESOLVED by the Board that the Regularity letter confirming that the Accounting Officer has fulfilled her responsibilities should be sent to BHP Accountants.

IT WAS RESOLVED that the Audit Letter of Representation confirming that the Board of Trustees have fulfilled their responsibilities should be sent to BHP Accountants.

(iii) To Confirm the Re-Appointment of Auditors

IT WAS PROPOSED by Mr Maurice Cook and **SECONDED** by Mrs Ellen Loughhead that BHP Accountants be re-appointed as Auditors and this was unanimously **AGREED** by the Board.

515. Representation

In order to remind Trustees to remain vigilant of circumstances where declarations or conflicts of interest may arise, the Clerk distributed general guidance, together with an updated Governance

information booklet containing reference to the Articles of Association in respect of eligibility and conflicts of interest.

In addition, some recent specific advice provided by the NGA relating to family relationships between Members, Trustees, Governors and employees and to membership of more than one LGB was also circulated.

516. Minutes of Meetings

(i) Board of Trustees - 13 October 2016 – IT WAS RESOLVED to approve the minutes as a true record. It was noted that Minute 482 is not used.

(ii) Presentation of Account and Financial Statements held on 10 November 2016 – A presentation had been made by Mike Jackson of BHP Accountants. The Chair thanked everyone involved in the preparation of these papers. The auditors had been very impressed and had confirmed that the systems in place were robust enough in terms of expanding the MAT in the future. **IT WAS RESOLVED** to approve the minutes as a true record.

517. Matters Arising from the Minutes

The Chair thanked everyone who had already sent their updated 'pen portraits' to the Clerk and asked for the remainder to be provided as soon as possible.

518. Policies for Approval

With regards to discussion of these policies, declarations of interest were noted from Ann McCall, Julie Haigh, Sam Vickers, Maurice Cook and Mandy Kennedy.

(i)(ii) Teachers' and Associate Pay Policies – There have been consultations on these policies at both academies and with unions. **IT WAS RESOLVED** to approve these policies with the next Review Date of September 2017 (the Associate Policy will require an update re pay scales in April 2017 which will be minuted).

(iii) Code of Conduct – Wendy will update Item 12.4. In 14.3 the spelling of 'behaviour' will be corrected. **IT WAS RESOLVED** to approve this policy with a review date of December 2019.

(iv) Managing Allegations – Wording in red type will reflect the policy as MAT wide. Allegations against the Headteacher/Co-Head(s) will be referred to the Chair of the relevant LGB. Trustees agreed that if the allegation having been investigated then warranted further action, the Chair of the Board of Trustees should then be informed. After it was agreed that the policy should be amended accordingly, **IT WAS RESOLVED** to approve the policy with a review date of December 2019.

(v) Performance Management – The different performance management periods at Batley Girls' High School are for practical reasons in connection with the number of employees and will be kept. An explanation was given regarding the reference to moderated Performance Management within the pay policies where applications from staff eligible for an incremental rise will be considered and moderated. **IT WAS RESOLVED** to approve the policy with a review date of September 2017.

(vi) Safer Recruitment – The Trustees agreed to the addition of 'authorised by the Headteacher' to point 4 in Item 4.9. The title of Item 6 will be amended to 'Employment Agencies and Employment Businesses'. **IT WAS RESOLVED** to approve the policy with a review date of December 2018.

(vii) Safeguarding - The Safeguarding policy was circulated. Ellen spoke to this item in more detail, providing a fuller explanation of the diagram at the end of Section 1 and explaining that all our policies are linked. She explained that Section 3.5 'Preventing Radicalisation' and the 'Prevent/Together' was a new part of the policy to ensure constant vigilance regarding everything included within this title, including the establishment of a successful Together Hub. There are new statutory requirements to report with regard to FGM and 'honour based violence' contained within Section 3.4. There are excellent Wellbeing teams at both academies as well as a social worker.

The policy for Batley Girls' has been tabled at the LGB meeting and the small amendments made were reported regarding 2.6 and 2.1. Ellen had timed her visit to Batley Girls' to co-ordinate its completion with Gillian Hughes and Joanna Seal and attends a meeting twice a term. At Upper Batley the Safeguarding Governor has two half term meetings and carries out a 'deep dive' and a monthly check of the SCR. Figures for each school included within their audits were discussed.

Sam would like to have CPOMS for Upper Batley when possible. The two schools will have students from the same families and in terms of safeguarding it would be very helpful to run the same system. This was noted as a matter for the Trust to consider and discuss. The Safeguarding audit will show the areas which need to develop.

The policy is specific to Batley Girls' at the moment but will be largely similar for Upper Batley. When this policy is reviewed by Upper Batley, the policy can be considered again in terms of the MAT. There can be no compromise on safeguarding and consistency is wise. Ellen suggested that she can meet with the Upper Batley Safeguarding Governor.

IT WAS RESOLVED to approve this policy with a review date of May 2017 when a version for the MAT will be considered.

Ellen also took the Governors through the Schools' Safeguarding Audit which both academies have completed.

Policies in Item 7 (viii) to (xi) were deferred.

519. Reports to Note:

a) Trustees' Finance and Resources Sub-Committee 24 November (postponed from 10 November)

The Chair of the Committee spoke to this item. Although we are only two months into the year, the accounts are looking very healthy. At the meeting the risk management register had been discussed in terms of keeping one register to cover both academies and the MAT. The risks are similar but may be dealt with slightly differently. It had been recommended that sub-committees from each academy be formed to consider their own risk rating for each item on the register. At the meeting there had also been discussion on the staffing structure moving forward.

b) Draft Minutes of Meetings of the UBHS LGB (19 October) and BGHS LGB (24 November)

The minutes of the LGB meetings were circulated and noted.

c) Co-Heads' and Head's Reports The reports were noted. Since they had been prepared, the Raise Online and data dashboards had been published and made available only since the previous day and the latest information was therefore circulated. Dashboard outcomes noted strengths and weaknesses for both academies and these were shared and discussed. It was agreed that where strengths with disadvantaged students are evident, good practice needs to be shared. Upper Batley figures were adversely affected by failed AP provision. Batley Girls', whilst in a strong position this

year, predicts that next year will be more challenging as a small cohort with several late joining and challenging students will be counted. Other year groups have healthy and full numbers.

Both academies were working hard on issues around attendance, persistent absence and extended holidays and it was noted that thresholds have changed. Gillian Hughes had been seconded by the LA for Alternative Provision and discussions were ongoing about future delivery of alternative provision across the area. Our academies have high quality bespoke alternative provision but the focus is on early prevention as the main solution.

The Chair wanted to highlight attendance as a specific issue from a MAT perspective, bearing in mind its significance as a safeguarding issue and the groups it often affects. Mandy explained that CTT works with external Ethos type organisations to work with excluded students and that funding is available. Gillian and Ahmed will be consulted around the attendance issue which will become an agenda item.

The Chair emphasised the benefit to be gained from the MAT sharing good practice around achievement for disadvantaged students.

Raise Online has no comparison with its previous format and there is now much more information.

520. Trustee Engagement and Communication

a) Reports from Trustees regarding visits and link work

- (i) *Informal Meeting at UBHS – 19 October – Ann said it had been an excellent opportunity to make contact with the UBHS LGB and thanked Sam for the welcome extended.*
- (ii) *BGHS Careers Convention – 20 October – Pam reported that the Convention had been excellent. The providers were impressed with the students' interest and mature questions.*
- (iii) *NCCPE National Engagement Award - Ellen had accompanied Sixth Form Batley Girls' students to the final of the NCCPE National Engagement Awards. She was delighted to report that they had won the award following their partnership work as Sixth Form student research fellows with the Leeds University Dental School, co-ordinated by Sue Pavitt, Jon Barber and Batley Girls' Deputy Head, David Cooper. Ellen was interested in pursuing an innovation agenda as a point of development to continue the initiative across the MAT.*
- (iv) *UBHS Presentation Evening - Sam and her SLT had been very proud of their students. There had been very good attendance and excellent speakers. The choir and dancers had performed very well and Gillian Hughes who had attended from Batley Girls' had reported that she had very much enjoyed the evening.*

b) Forthcoming Events

BGHS East Meets West and Celebration Evening - Trustees were warmly invited to attend these events.

521. Chair - Strategic Focus

(i) Batley MAT and UBHS Scheme of Delegation

Ann, Julie, Wendy and Sam left the meeting for this confidential discussion between Trustees about the MAT structure moving forward and the review of a point of the Upper Batley Scheme of Delegation, minuted within Part B.

(ii) BBC Education Link

After Ann, Julie, Wendy and Sam had returned to the meeting, Siraj asked for a short film to be shown about the success of different 'types' of headteacher and their approach. Trustees discussed the collaborative partnership which is preferred for the Trust. Maths and English across the three local secondary schools are sharing good practice and working together with alternative provision. This has proved positive and has been well received, especially at middle leadership level.

(iii) MAT Vision and Ethos

The Trust document which had been updated, was circulated. The Trust document spells out our uniqueness and was jointly presented at the BBEST meeting.

(iv) SWOT Discussion

Siraj circulated the themes to come out of the SWOT analysis carried out during the last Board meeting. Much is already being done and the results must be considered in terms of looking forward and what can be done to resolve and prevent weaknesses. Trustees were asked to study the document before the next meeting and bring their feedback.

(v) Future Growth of MAT

A report by the Co-Heads and subsequent discussion regarding the best interests and growth of the MAT, which contained confidential details, is minuted within Part B. Feedback will be provided to the Trustees to assist any decisions made by the Board.

(vi) SEF

In view of the lateness of the hour and the length of the meeting, it was decided to defer this Agenda item so that a full discussion could be held at the next meeting.

522. Safeguarding

This item had already been covered by Ellen under Item 518 (vii).

523. Any Other Business

There was no other business. The date of the next meeting of the Board of Trustees will be held on Thursday 9 February 2017.

524. Agenda, Minutes and Related Papers

IT WAS DETERMINED that minutes 521 (i) and 521 (v) and related papers should form Part B owing to reasons of confidentiality and therefore be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.