

**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 13 October 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 Sam Vickers

**In Attendance:** Ms Claire Geisler, Chair UBHS LGB; Miss Wendy Beasley, Company Secretary; Mrs Sally Cook, Clerk

**478. Apologies for Absence, Consent and Declarations of Interest**

There were no apologies.

**479. Election of Chair and Vice Chair in accordance with the Articles of Association**

In accordance with Article 82, the Trustees are required each school year to elect a Chair and Vice-Chair from among their number. In the absence of any other nominations, **IT WAS RESOLVED** by the Trustees that Mr Siraj Mayet be re-elected as Chair of the Trust and Mrs Ellen Loughhead and Mr Maurice Cook be re-elected as 1st and 2nd Vice-Chairs of the Trust for the following school year.

**480. Chair's Welcome**

The Chair thanked the Trustees for his re-election. He introduced the first meeting of the Board this year, following joint meetings with the BGHS LGB last year during the MAT transition process when Upper Batley High School was welcomed into the Trust. He looked forward to the year ahead and said that there was a strong foundation to take the MAT to the next level. Trustees had a pivotal role to play in helping the Trust to develop in terms of ensuring clear vision and ethos and strategic direction, overseeing the performance of the two academies and the MAT as a whole, and scrutiny of the financial performance of the MAT.

**481. Representation**

Trustees noted the resignation of Ms Sameeha Akudi from the Board of Trustees with effect from 31 August, following her appointment as the Sixth Form Pastoral Lead at Batley Girls'.

The Chair asked Trustees for their approval of the recommendation by Batley Girls' Co-Heads to appoint Dr Jonathan Barber of the University of Leeds as a co-opted Governor to the BGHS LGB. Dr Barber has been a valued friend of, and strong link to, the school. He has provided opportunities from the university and leads on STEM.

**IT WAS RESOLVED** by the Trustees that Dr Barber be appointed to the LGB at the next meeting of the Local Governing Body on 24 November.

**483. To Confirm Protocols on Apologies and Consent to Absence**

As an annual requirement **IT WAS RESOLVED** by the Board to continue to grant Consent to Absence where good reason has been given.

#### **484. Completion of Declaration of Interest Forms by Trustees**

Forms were circulated by the Clerk to be completed by Trustees who had not yet submitted a declaration for this year. All outstanding forms were completed and returned by the end of the meeting.

#### **485. Code of Conduct**

**IT WAS RESOLVED** by the Trustees that the Batley MAT Code of Conduct be signed by the Chair on behalf of the Board. However since the Code was originally written specifically in relation to Batley Girls', Trustees discussed linking the Code more closely to both academies for the future and the inclusion of an item with regards to respect for the Headteachers' wellbeing. The Chair asked for a copy of the Upper Batley High School Code of Conduct for reference.

#### **486. Terms of Reference for BGHS LGB**

As an annual requirement the Trustees reviewed the Terms of Reference for the Batley Girls' High School Local Governing Body. **IT WAS RESOLVED** by the Trustees that Clause 2.3.4 should be revised to read 'up to 6' co-opted Governors, to match the Terms of Reference of the UBHS LGB. Future review of the UBHS LGB Terms of Reference was discussed to enable the appointment of up to three staff governors to be included and keep percentage representation consistent.

#### **487. Review of Trustees' Pen Portraits**

Trustees were requested to update and/or provide their pen portraits as an annual skills audit. Templates and previous portraits will be emailed to Trustees.

#### **488. Minutes – Joint Meeting of the Board of Trustees and BGHS LGB held on 30 June 2016**

The Minutes were **APPROVED** as a true record of the meeting.

#### **489. Matters Arising**

There were no matters arising.

#### **490. Draft Annual Report**

Wendy spoke to this item. The Financial Accounts will be added to form the statutory Annual Report and Financial Statements. It was noted that the change of data information was easy to understand. Comments and feedback from Trustees were requested by the Friday following the meeting. Trustees were reminded that the Accounts are still currently in draft form.

#### **491. Reports**

**a) UBHS and BGHS Analysis** MAT Outcomes Sub-Committee meeting – 6 October. The committee had examined and discussed both academies' results and there had been a positive conversation to consider and discuss how the two schools can work together and provide mutual support and share best practice. There were no major concerns, although attention had been given to the number of key roles within the schools. It was suggested that these should be identified as part of the strategic process.

Trustees were impressed with the excellent results that had been achieved in challenging times. Batley is now a high achieving community in education for girls and boys and this has been a huge encouragement for members of staff.

**b) Minutes of LGB Meetings**  
***Batley Girls' – 29 September 2016\****  
***Upper Batley High School – 23 June 2016 and 1 October 2016\****

***\*Draft***

Sam explained that the UBHS LGB have an annual CPL Saturday meeting to look at strategic focus, governor links to areas of the school and future meeting dates. She reminded Trustees of the invitation that had been extended to meet UBHS Governors informally on Wednesday 19 October and was thanked by the Chair.

**c) Co-Heads and Headteacher Reports**

**UBHS** Sam spoke to this item. The Report had been circulated by email and paper copies were then distributed. She explained the outline and the headings presented: Effectiveness of Leadership and Management with Overview of Governance; Overview of Senior Leadership; Overview of Middle Leadership; Quality of Teaching, Learning and Assessment; Quality of Personal Development, Behaviour and Welfare; Quality of Learner Outcomes; Community Events. Sam particularly highlighted to the meeting the high quality teaching. Sam also circulated the colour coded UBHS Strategic Plan together with a copy of the Prospectus and the school's magazine which in this edition highlighted Literacy.

**BGHS** The Co-Heads spoke to this item. The Report had been circulated by post and email and had been discussed in detail at the LGB meeting on 29 September.

**492. Strategic Focus - Expansion and Development of MAT**

The Chair spoke to the Trustees about looking at the context of our MAT and visualising how they see its development over the next 3 to 5 years, attracting like-minded schools and growing the Trust.

The Chair asked the Governors to take approximately 10 minutes, working in pairs, to complete a SWOT analysis, giving consideration to the MAT as a whole and within the present environment of Government policy and national issues.

Trustees then discussed their conclusions and agreed that strengths and opportunities often go hand in hand. Trustees considered the impact of the feeling of threat to autonomy and discussed how to maintain positivity, goodwill and work ethic of staff within the legal framework of the MAT and agreed that we share common values with regards to students and the community.

Time is needed to consolidate the MAT as well as caution in trying to grow too quickly and ensuring that all schools will share the same values, balanced against the need to attract more schools for economy of scale and financial benefits.

The Trustees felt that they had come to a greater understanding in this meeting already. Awareness of threats will help in managing them and lead to opportunities on how to be better together. It is necessary to revisit initial plans and formulate a long term strategic focus of 3 to 5 years, with awareness of the pressures of the Department of Education for MATS.

There is an opportunity to build less formal relationships with other schools to attract collaboration and show flexibility. A paper was circulated promoting the MAT. The urgency to join or lead a MAT has diminished but we would be seeking Good and Outstanding local schools as partners and to support other struggling schools.

The paper was written after researching other academy websites to help outline what we can offer as a MAT, how 'Trust' demonstrates what is unique about us, benefits when more schools join and what we can offer within our MAT structure.

Trustees considered a non-competitive soft federation or collaborative partnership with local schools in the community. In addition, there are Primary schools locally needing support and the LA is seeking local solutions so we may be approached as our MAT leadership would be of benefit. The Batley West Hub has evolved with mutual respect and is working well.

It was agreed that the Trustees will re-visit this discussion and that further dialogue must be continued, with comments invited regarding the paper circulated. MAT logo designs were also presented and discussed.

#### **493. Trustee Engagement and Communication – Representatives in Schools**

As it is early in the academic year, there were no reports as yet from Trustees. Forthcoming events and invitations to Trustees and Governors were outlined:

**BGHS** Careers Convention – 20 October 2016  
East Meets West – 8 December 2016  
Celebration Evening – 5 January 2017

**UBHS** KS4 Progress Check Event – 3 November 2016  
Year 7 Settling In Evening – 10 November 2016  
Presentation Evening – 24 November 2016

#### **494. Building Knowledge – Training and CPD – Membership of the NGA**

All Trustees and LGB Governors have received or will shortly receive login details for their membership of the NGA. The NGA is promoting a MAT networking event on 18 November.

#### **495. Any Other Business**

**Safeguarding Agenda Item** As good practice for the Safeguarding Audit, there will be a recurring item on the Agenda in the future for 'Safeguarding' when Ellen, as the link Trustee will report and feedback on her meetings and links with Gillian Hughes at BGHS. This item should also appear as a recurring item on the LGBs' meeting agenda and Ellen can also link with UBHS.

#### **496. Agenda, Minutes and Related Papers**

It was determined by the Board of Trustees that no part of the Agenda, Minutes or 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.