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**MINUTES OF OUTWOOD GRANGE ACADEMIES TRUST**

**Minutes of Outwood Grange Academies Trust Board of Directors' Meeting held at the Outwood Institute of Education on 24 AUGUST 2016 at 1pm**

**Present:**

David Earnshaw	(DE)	Director (Chair)
Roland Harden	(RH)	Director
Andrew Kent	(AK)	Director
Sue Hague	(SH)	Director
Ralph Pickles	(RP)	Director
Sir Michael Wilkins	(SMW)	Director (Chief Executive)

**In Attendance:**

Katy Bradford	(KB)	Chief Operating Officer
Andrea Wooffindin	(AW)	Group Accountant
Martyn Oliver	(MO)	Chief Executive Designate
Julie Slater	(JS)	Regional Chief Executive
Rob Tarn	(RT)	Regional Chief Executive
Lee Wilson	(LW)	Executive Principal, Primary
Lisa Lewis	(LL)	Director of Executive Services
Laura Calton	(LC)	Clerk

**1. Notice/Quorum/Apologies**

- 1.1 DE informed the meeting that he was longer part of the UTC board.

SMW informed the meeting that he had been requested to join the head teacher board for the North from September 2016. Commitments to this would not impact on time allocated to OGAT.

DE welcomed AW to the meeting who was in attendance to provide a finance update in the absence of LM.

**2. Declarations of Interest**

*RESOLVED (1)*

Declarations of interest were noted for SH, AK and RP for any item in their respective academies and for SMW in relation to the head teacher board.

### **3. Minutes of the Meeting held on 11 July 2016.**

- 3.1 DE requested that item 1.2 be amended to read Andrea and not Andrew.
- 3.2 Within the first paragraph on page 3 it is to read *the primary academies are RAG rated... not the Barnsley academies.*
- 3.3 Item 5.2, resolution to read 'That the board accept forecast 3'.
- 3.4 Future agendas and minutes to refer to 'academy councils' not 'local academy councils'.

#### **RESOLVED (2)**

That the minutes be amended as above and accepted as a true record.

### **4. Matters Arising from the Minutes**

- 4.1 MO informed the board that the figure which is to be donated by the OIE to the Trust in relation to the scholarship programme has not yet been confirmed. DE requested further detailed information when available.
- 4.2 KB said that work had been done over the summer period to reduce the amount of data stored within academies in line with the data retention policy. KB to update the OGAT board further following the business managers' update at the next business services meeting on 21<sup>st</sup> September 2016.

### **5. Finance Items**

#### **5.1 Consolidated management accounts July 2016**

AW informed the board that the July management accounts had been compared to forecast 3. Total income is £265k better than forecast 3 primarily due to grants received for Bishopsgarth that had not been anticipated until next year. Early Years funding had also been better across the primary academies, particularly OPALL.

AW said that staffing costs were worse than forecast; teaching costs, agency fees and educational support staff. High exam invigilator costs also contributed to this but given the time of year, it was expected. DE enquired how this would be fed back into next year's budget and forecast. MO commented that now OGAT are aware of the costs that have come in, it will be factored into forecasting however more than one year would be required to form a trend. AW added that finance managers are working closely with exam officers to improve forecasting.

AW said that mileage costs were higher than forecasted; budgeted around £22k per month however June and July were higher. AW said this should balance out through the reduction in August. DE requested a breakdown of costs at academy level and group costs.

Just above £3m has been spent on capital expenditure up until the end of July 2016. DE requested sight of overall costs of a particular project to enable better insight and understanding of how capital expenditure is justified.

RP queried whether there was a nominated person responsible for biomass boilers who can identify whether the purchase of the boilers are being optimised. KB said there was nobody nominated to this position but would discuss with the ERA.

The OGAT board requested that AW review the current interest rates across the Trust's bank accounts and identify if OGAT are getting the best returns on savings.

## **5.2 Debt Write Off – Outwood Academy Bydales**

AW advised that the £7672.12 bad debt at OAB was legacy debt owed from before they joined OGAT. The amount was owed by Sacred Heart School. Due to staffing changes and lack of evidence to support requesting payment, the executive board request that the debt be written off. AW advised the OGAT board that the write off will be visible on the profit and loss sheets but only has an accounting exercise and will have no detrimental effect as it was not money that OGAT had expected to receive and therefore was not included in forecasting figures.

*RESOLVED (3)*

That the OGAT board agree for the sum of £7672.12 to be written off as bad debt.

## **5.3 SORP 2015 and FRS102**

AW explained that SOFA was *statement of financial accounts* and SORP (statement of recommended practice) says how to account for things. There has been a change in accounting requirements to achieve consistency in the way companies report.

AW said this should not impact on numbers however there are extra disclosures that require approval from the OGAT board. AW said the board are required to agree who 'key management personnel' are.

DE requested that further discussions were had between KB and AW regarding key management personnel and a proposal be put forward at the next board meeting.

DE thanked AW for her update.

*RESOLVED (4)*

That the OGAT board await a further recommendation from the executive board in relation to key management personnel.

## **6. Group Items**

### **6.1 A & AS Level Results**

## 6.2. GCSE Results

Academy	Passing English and Maths (C+/5+)	5 Passes (C+/5+) inc. E+M	Passing English (C+/5+)	Passing Maths (C+/5+)
Outwood Academy Portland	88.10%	85.90%	94.90%	89.80%
Outwood Academy Valley	84.40%	80.50%	89.70%	89.00%
Outwood Grange Academy	83.40%	79.80%	88.50%	88.50%
Outwood Academy Bydales	78.30%	75.00%	80.30%	86.80%
Outwood Academy Ripon	76.20%	70.20%	77.40%	85.70%
Outwood Academy Newbold	70.90%	65.40%	80.20%	76.90%
Outwood Academy City	66.70%	64.20%	80.90%	68.60%
Outwood Academy Foxhills	64.20%	60.20%	69.90%	75.60%
Outwood Academy Carlton	63.60%	63.10%	73.90%	66.50%
Outwood Academy Acklam	62.70%	60.00%	73.50%	70.30%
Outwood Academy Adwick	60.80%	59.10%	65.90%	73.30%
Outwood Academy Brumby	60.50%	50.80%	71.00%	67.70%
Outwood Academy Shafton	52.70%	50.50%	62.50%	65.80%
Outwood Academy Ormesby	49.30%	45.00%	51.40%	63.60%
<b>Pupil Weighted Average</b>	<b>70.49%</b>	<b>66.99%</b>	<b>77.68%</b>	<b>77.49%</b>

## 6.3 Policies Updates

KB informed the board that the child safeguarding policy had been reviewed to reflect new requirements set out in Keeping Children Safe in Education and that the Data Retention and Data Handling Policies had been updated to reference the Data Retention Regulations 2009.

*RESOLVED (5)*

The OGAT board approved the proposed policy updates.

## 6.4 Bishopsgarth and Redcar Academy (verbal update)

### Bishopsgarth

KB informed the board that both Danum Academy and Bishopsgarth School were aiming for a 1<sup>st</sup> September conversion date which had been achieved at the now OAD. KB informed the board that Bishopsgarth School did not convert due to issues with the lease; Stockton on Tees are not using the DfE model lease and despite involvement from OGAT's solicitors, they have not agreed to use it. The lease they are proposing contains a clause which states that the site and building condition must be maintained to a standard which OGAT are of the belief is significantly better than what it currently is. As Stockton have not confirmed what they believe the condition of the site and building to be, KB informed the OGAT board that the executive board have informed Stockton that they are unable to make a recommendation to the OGAT board members to proceed with the conversion until they are in receipt of further information.

DE enquired whether there were any financial implications to delaying conversion. KB confirmed there was not however conversion would be required before Christmas for OGAT

to obtain the exam results next year. SMW said he would progress conversations with Stockton-on-Tees.

#### **Redcar**

RT informed the OGAT board that results were becoming stronger since the start of the NLE contract in November 2015 and the executive board would want to continue with the sponsorship of Redcar Academy.

#### *RESOLVED (6)*

That the OGAT board awaits recommendations regarding the conversion date for Bishopsgarth School.

#### *RESOLVED (7)*

That the OGAT board await further recommendation on the sponsorship of Redcar Academy. Recommendation is expected around December 2016.

### **6.5 Senior Director MFL**

In 2014 it was initially decided not to appoint a senior director of MFL due to the size of the director teams and a lead director was in place. The team has now expanded and it is requested to appoint a senior director to allow clear accountability. The lead director is currently paid at director rate and as associate directors progress to become directors, there would be no differential pay rate between those and the lead director.

#### *RESOLVED (8)*

That the OGAT board approve the Senior Director of MFL post.

### **6.6 Teachers' Pay Award**

KB said that confirmation had been received that the school teachers review body had put across a proposal for a 1% increase to teachers salaries; this would not be applied above L43. The increase is a cost of living increase not an increment as increments are directly related to performance management.

#### *RESOLVED (9)*

That the OGAT board approve the 1% increase.

### **6.7 ICT Support Structure**

KB said the ICT structure that was put in place in 2012 was based on nine secondary academies however OGAT have experienced significant growth since that time which has resulted in increasing pressures being placed on network managers which is causing concern.

The executive board recommended that the OGAT board approve the revised structure introducing a tier of assistant network managers.

The additional cost of the structure is £40,000 per year however significant savings have been made due to leaving ICT managed services which total around £700,000 meaning that the Trust are making significant savings overall.

AK requested that thanks be given to the ICT team on behalf of the OGAT board.

*RESOLVED (10)*

That the OGAT board approve the proposed ICT structure.

## **7. Academy Councils**

LL has arranged training with heads PAs on 21<sup>st</sup> September on the new agenda and minutes format as the majority of them have now become clerks to the academy council. Any clerks that are external to the organisation will be required to sign a confidentiality agreement.

### **7.1 Outwood Academy Ripon Minutes 19 May 2016**

*RESOLVED (11)*

That the minutes were accepted as read.

## **8. Items Not For Publication**

*RESOLVED (12)*

Any items relating to individual staff would be considered confidential.

## **9. Date and Time of next meeting**

*RESOLVED (13)*

That the next meeting of the Board will be held on Monday 26 September 2016, this will form part of the executive team conference and will be held at the Outwood Institute of Education.

**Signed**

**Dated**