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MINUTES OF OUTWOOD GRANGE ACADEMIES TRUST

Minutes of Outwood Grange Academies Trust Board of Directors' Meeting held at Outwood
Grange Academy on 11 July 2016 at 1pm

Present:

David Earnshaw	(DE)	Director (Chair)
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
Martyn Oliver	(MO)	Chief Executive Designate
Julie Slater	(JS)	Regional Chief Executive
Rob Tarn	(RT)	Regional Chief Executive
Lee Wilson	(LW)	Executive Principal
Lisa Lewis	(LL)	Director of Executive Services
Laura Calton	(LC)	Clerk

1. Notice/Quorum/Apologies

- 1.1 DE thanked everyone for their contribution to the OGAT conference.
- 1.2 In the absence of LM, KB confirmed that a contingency plan had been implemented. OGAT's two senior accountants will step up in the interim period to cover the finance director role and KB will quality assure financial reports before they are presented to the OGAT board.
- 1.3 Apologies were received from Roland Harden.

RESOLVED (1)

That apologies for absence be noted.

2. Declarations of Interest

RESOLVED (2)

Declarations of interest were noted for DE re any item on the UTC and relating to his position on the DfE education board. SH, AK and RP declared an interest for any item in their respective academies.

3. Minutes of the Meeting held on 20 June 2016.

3.1 JS requested that the minutes be amended to include her present at the meeting for accuracy.

It was requested that item 7.4 be amended to say once per half term.

Item 7.5 to be amended to make reference to executive principal and not associate principal. Also to be updated to be clear that it is not an immediate appointment but potentially for September 2016.

RESOLVED (3)

That the minutes be amended as above.

4. Matters Arising from the Minutes

JS said the three year budget for the UTC had been submitted earlier that day at their finance focus group meeting and that the UTC is being visited by the DfE and EFA on Tuesday 12th July 2016. DE added that OGATs contract is likely to deliver the desired results and outcomes and will rank the UTC high. DE informed the board that John Leggott College have now appointed a new principal.

KB said the TES had agreed to a fixed price for two years, irrespective of growth and includes ten subscriptions.

KB said that conversations had been progressing with Wakefield LA regarding pupil places and what was required for the nursery at Ledger Lane. Building Bulletin 103 indicates that four additional classroom spaces would be required and not two as previously discussed due to the expectation of breakout spaces. KB and Andrew Alsbury will meet with Wakefield LA on 12th July 2016 to discuss further.

SH enquired as to whether the executive board were now satisfied with the safety issues previously raised at Danum Academy. KB confirmed that staff and students are safe on site and further works are scheduled to take place over the summer. KB said there are also some proposed capital projects from a safeguarding perspective.

LW updated on the outcome from the SATs and circulated a dashboard indicating green for the Wakefield primaries as they are above the national average. The Barnsley primary academies are RAG rated red in areas however OGAT were not accountable for those this year. LW explained that the Early Years assessment is an observation against 13 areas of learning of which there are 9 specific areas where children have to meet targets based on their age. LW said that year 1 phonics have been a high priority for the government and although OPAD obtained 33% this was a huge increase on the 6% that were indicated to achieve this during OGAT's due diligence. The assessment method is on 40 words, of which children are required to be able to read 32 of them. The 40 words consist of 20 nonsense words and 20 real. In KS1, a score of 100 is meeting the national standard and all Wakefield

academies exceeded the national average of 53% in KS2 with OPALG exceeding this by 23%. LW informed the board that although the national average was 53%, the floor target for attainment had been set at 65%.

RP asked if leadership had been structured in the primary academies to accommodate growth, as happens in the secondary sector. MO said that the vice principal of OPALG had become the principal at OPAD and the head of school at OPAD is now vice principal at OPALG. This provided capacity and professional development. In September, two senior members of staff were also returning from maternity leave.

KB updated the board on the RIDDORS that had been reported at OAS; these had been from a ski trip.

KB said that some of the savings identified in the proposed restructures in JS's region may be achieved without the need to restructure.

RT said Danum was progressing fantastically educationally; current year 10's are a potential 70% group. In September, the lower school site will be occupied only by the 6th form with the rest of the school all based on the upper site.

DE requested that the OGAT board visit Danum in the next academic year.

RP asked if Stockton had confirmed the restructure for Bishopsgarth. RT said no however the school had been licensed to carry forward £100,000 of their budget and any surplus will remain with the school.

KB circulated the revised OGAT terms of reference which had been updated further to feedback at the conference. The word 'local' is to be dropped and it will be academy councils going forward. Template minutes and agendas have been added. Finance Focus Groups are not required going forward. KB to include responsibility for risk management and link to the risk register. The document will be reviewed during the next academic year.

RESOLVED (4)

That the board approve the signing of the TES contract and delegate to KB.

5. Finance Items

5.1 New Accounts Direction

MO informed the board that changes referred to within the new Academies Accounts Direction would need to be in place for September however requested that he and KB re-write the paper for submission to the board on 24th August 2016. KB will meet with Saffreys to discuss further.

RESOLVED (5)

That the board acknowledge that there is a requirement for this to be in place in September 2016 and will await a revised board paper for approval.

5.2 Consolidated Forecast 3

KB directed the board to page 18 which indicates a summary of budgets against forecasts. DE said that there was overspending on staffing and other costs and the board need comfort when approving budgets.

RESOLUTION (6)

That the board accept forecast 3.

6. Group Items

6.1 Capital Projects

KB talked through the list provided within the board papers and explained that this was to give the board sight of what it was proposed the £15 million pound allocated to capital spend be allocated against. The requests for money had gone through a 'sensitivity check' and had been ragged against 5 headings; safeguarding, health and safety, capacity, teaching and learning and operational. The report also indicated which projects had been scrapped or delayed. KB to meet with Andrew Alsbury to discuss what needs to come through a central tender.

KB said that although £4 million had been approved for a new school at OPAK, Andrew Alsbury has provided some pre-design build drawings for primary schools that if suitable could save £1 million.

RP asked what percentage of projects listed had been fully costed. KB confirmed this was around 75%.

RESOLUTION (7)

That the board approve the capital plan and the programme is to be presented to the board.

Julie Slater left the meeting

6.2 Data Retention Policy

RP updated the board on the recent audit committee meeting; the 2015/16 plan has now been completed; the outcome on the safeguarding report was green with two low and two medium actions for follow up however the outcome on the data retention report was red. The internal audit plan for next year has also been approved.

KB discussed the proposed data retention policy; the policy identifies statutory requirements and where there is no statutory requirement, a trust standard has been set. SMW asked how it would be monitored and tracked. KB said the policy would be introduced to business managers at the business services meeting on 13th July 2016 and expectations of compliance would be set. Over the summer, business managers will be required to go through their archives and compile a spreadsheet of what information is being held. DE requested an audit trail be in place to check compliance with shredding requirements.

RESOLVED (8)

That the board approves that reports of committees are to be a fixed agenda item at OGAT board meetings.

RESOLVED (9)

That the board approves the data retention policy for immediate adoption by all academies.

6.3 Scheme of Delegation

The scheme of delegation has been revised to reflect recent changes in the trust including the new vision and values, revision to the name of the CEO, the role of the associate executive principal and the role of the founding CEO. The updated version also included combined academy councils and previously agreed responsibility with the CEO for allocation of capital projects under £10,000.

Further to the scheme of delegation, the directors of Outwood Grange Education met and the chair has now received a letter of resignation from SMW as a member of OGE and the OGAT board. As a result of this meeting it was agreed to approach someone to become a member who is independent of the OGAT board. Steve Harness has been approached and has agreed to become a member.

RESOLVED (10)

That the board approved the scheme of delegation however should in the future any situation arise with which the board is not comfortable in relation to the scheme of delegation, the board reserves the right to raise and act upon that concern.

6.4 Scholarships

MO informed the board that scholarships would be funded through gift aiding from the OIE and should the OIE be in a position to not have funds to gift aid then the programme would not run that year. The OIE would gift aid £45,000 per year when possible which will be allocated to 5 sets of £9000 tuition fees. Application would be via CB under her responsibility for the CPD strand of the seven strand transformation model. Any staff who obtain a scholarship, must work within the trust for two years following completion of their course or would have to repay their fees.

DE queried whether it would be classed as a taxable benefit, KB to follow up with HMRC although the money would be paid direct to the course provider and not the member of staff.

RESOLVED (11)

That the board approve the scholarship programme with the caveat that it will only run when funds are available to be gift aided from the OIE and subject to confirmation on taxable benefits.

7.0 Local Academy Councils

7.1 Outwood Academy Bydales Appointment

The board were asked to approve the appointment of James Dale as a sponsor governor at OABY. James is a former student and junior partner in Anderson Barraclough Accountant.

RP declared an interest as the chair of the local academy council.

RESOLVED (12)

The board approves the appointment of James Dale as sponsor governor.

7.2 Outwood Academy City Appointment

The board were asked to approve the appointment of Ann Wilson as a sponsor governors at OAC. Ann is an MBE and local business woman and also a member of the Cutlers Company.

AK declared an interest as the chair of the local academy council.

RESOLVED (13)

The board approves the appointment of Ann Wilson as sponsor governor.

10. Date and Time of next meeting

RESOLVED (14)

That the next meeting of the Board be held on Wednesday 24 August 2016, 12.00 noon, **Outwood Academy Adwick**. SMW will chair his final meeting and feedback on results across the trust.

Signed

Dated
