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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 16 January 2017 at 1pm**

Present:

David Earnshaw	(DE)	Director (Chair)
Roland Harden	(RH)	Director
Andrew Kent	(AK)	Director
Sue Hague	(SH)	Director
Ralph Pickles	(RP)	Director
Martyn Oliver	(MO)	Director (Chief Executive)

In Attendance:

Katy Bradford	(KB)	Chief Operating Officer
Ben Waterman	(BW)	Finance Director
Andrea Wooffindin	(AW)	Group Accountant
Julie Slater	(JS)	Regional Chief Executive
Rob Tarn	(RT)	Regional Chief Executive
Lisa Lewis	(LL)	Director of Executive Services
Mark Hassack	(MH)	Associate Executive Principal
Carolyn Blundell	(CB)	Associate Executive Principal
Laura Calton	(LC)	Communications and Compliance Officer (Clerk)

1. Notice/Quorum/Apologies

1.1 The meeting was quorate.

2. Declarations of Interest

RESOLVED (I)

Declarations of interest were noted for SH, AK and RP for any item in their respective academies.

3. Minutes of the Meeting held on 14 November 2016

3.1 The minutes were accepted as a true and accurate record.

4. Minutes of the Executive Board Meeting held on 12 December 2016.

- 4.1 MO confirmed that all resolutions had been discussed in the executive board meeting that morning and were all either actioned or in progress.

RESOLVED (2)

The minutes were accepted as a true and accurate record.

5. Matters arising from the minutes

None

RESOLVED (3)

That the minutes of 14th November 2016 and 12th December 2016 (executive board) had been read and received by the OGAT board.

6. Chief Executive Officer Update

6.1 CEO Report

MO recommended that board members attend the RAISEonline training on Wednesday 25 January 2017 to understand the complex changes. This is being delivered by Dr Phil Smith at the Outwood Institute of Education. SH confirmed she would attend.

DE said the DfE have released the 2017 academies governance handbook and any training focussed around this would be beneficial. RP said it would be useful to have RAISEonline training aimed specifically for governance. MO agreed to arrange this.

6.1.1 DfE visit

The report produced by Calvin Pike further to his visit with Annie Leigh as part of the relationship with the National Schools Commissioner gives excellent feedback. A return visit is scheduled for 19 January 2017 when they will visit OAD, OPAD and OPALGr.

6.1.2 21 questions for MATs

As part of the governor's handbook, the National Governors Association produced 20 questions for governing bodies and 21 questions for MAT boards to ask themselves. These questions were given to directors for consideration.

6.1.3 End of year accounts 2015/16

MO thanked AW for completing the annual accounts. BW is working on producing the financial dashboard going forward. BW will look at the new funding agreement and report to the OGAT board with recommendations as to whether all academies should be moved onto it.

MO said OGAT's external auditors had a view that OGAT had not met their reserves policy. Reserves policy should be linked to risk. It was agreed that the timing of OGAT meeting with auditors should be reorganised to prior to signing off the accounts.

It was discussed whether to consider changing holiday accrual to academic year (support staff in financial year). KB said OGAT would have to consult with unions on this. It was agreed that this should be consulted on.

It was agreed that the wording **unauthorised absence** would be amended to **percentage of absence** as on page 13 of the accounts it states 17.1% unauthorised absence for OAR in 2015/16, causing confusion as this is the percentage of the absence.

6.1.4 Primary performance

Pages 34 to 35 of the report indicates progress scores; this is external data that has been put together internally by OGAT's data team.

LW said that primary schools are given a progress indicator for reading, writing and maths; OGAT comes out the highest in terms of performance. The data reports on Wakefield academies only as Barnsley data is not OGAT's for this period. LW explained that average school progress data is worked out so that if the trust was +1, the child would get one more point on the scale if they came to an Outwood primary. Page 37 looks at attainment.

6.1.5 Similar 55 charts

MO said this is unvalidated performance data tables giving external context to the performance of the trust.

Amie Gyte has retrospectively obtained new Unique Reference Numbers for OPAD, OPALGr and OAD. OPALGr was listed as a coasting school, however this is inaccurate as it has closed and reopened as Outwood Primary Academy Littleworth Grange with the new URN.

6.1.6 OAO Section 8 report

OAO had a Section 8 Ofsted inspection. The visit looked at performance at Key Stage 4 and closely into Key Stage 3. The report said safeguarding was effective and attendance is improving.

6.1.7 Easingwold Due Diligence

MO flagged concerns to the DfE regarding the buildings at Easingwold, particularly around health and safety; surveys highlighted no smoke or heat detectors. Receipt of a condition survey is imminent. Once OGAT are in receipt of all surveys, MO recommended a board meeting is reconvened to determine what level of risk the trust is happy to accept and the level of capital funding that would be required. A decision on whether or not to sponsor will be then be made.

6.1.8 National Fairer Funding Formula

Stage 2 consultation has been released; MO requested that directors read this with caution. In the first year OGAT would be significantly better off but are up 2.3% regardless.

6.1.9 KB update

Careers Tender: Careers Inc. and Prospect submitted tenders and presented to a panel consisting of KB, AK and SH. Careers Inc. were successful. There is a 10-day standstill period in which Prospect can object, if no objections are made within this period, the contract will be awarded to Careers Inc.

KB said notification has been received that OAR have been successful in their application to the pilot loan scheme for MATs. OGAT deem the terms difficult and have requested this is

over 25 years at 0%. The Priority School Building Scheme will take this forward. MO added that if money is not received on suitable terms then the trust will move forward with the plans for a new sports hall.

6.1.10 RT update

RT recently discussed setting up a new trust however will apply to be CEO of an already established trust. MO asked if the OGAT board could support him in this application. An email to the family of schools (principals and directors) and chairs of academy councils is to be issued on 17 January 2017. MO proposed wording to DE which was subsequently approved.

6.1.11 MO said his report was written on 3 January 2017 and subsequently a letter was received to OAC; page 87 of the board papers.

6.2 **MH, Associate Executive Principal – Revised Behaviour Policy**

MH is responsible for strand 5 of the seven strand transformation model – systems and policies. MH said research he had carried out in OGAT academies showed inconsistencies in the use of the behaviour policy and different interpretations of the content.

The policy required revision to rewards and praise and reference to any reasonable adjustments that can be made and how they would be. MH confirmed the following amendments to the policy:

- Addition of rewards system to the policy;
- standard forms to be used in all academies incorporating a section asking if a reasonable adjustment should be made;
- the policy states that a reintegration meeting will take place at every exclusion. This wording is amended to 'where we see fit'. However, it needs to be maintained that it is best practice to do so;
- standardised rules for the consequences room;
- areas that need to be localised are highlighted in yellow;
- a requirement for all staff to have refresher training has been put on the policy implementation plan.

MH is in the process of working on a parent version of the policy.

KB said consequences online is being piloted at OGA. This is also going to be piloted at OAC to assist with the accuracy of data recording.

6.3 **CB, Associate Executive Principal – Professional Learning Bursary**

CB is responsible for strand 6 of the seven strand transformation model – targeted professional development.

CB said the primary focus is how the development will impact on students, staff must outline what impact they feel it will have when making their application. The application assessment will be carried out by CB and Alison Lister, HR Director.

CB asked for guidance on whether applications should be time restricted or open all year round. It was agreed this would be time restricted and Professional Bursary Scheme to be updated to reflect funding or part thereof on page 106.

At a point where funds have been allocated to the scheme, CB is to provide a summary of how it has been allocated and after the first year, report on success and determine whether to continue the scheme.

RESOLVED (4)

That RAISEonline training focussing on governance would be arranged with invites to the OGAT board and academy council chairs. SH would also attend the secondary academies training on 25 January 2017.

RESOLVED (5)

That KB would begin consultation with unions on charging holiday accrual to the academic year rather than the financial year.

RESOLVED (6)

That that the wording **unauthorised absence** would be amended to **percentage of absence** in the accounts.

RESOLVED (7)

That the board agree to reconvene to discuss sponsorship of Easingwold School following receipt of all surveys.

RESOLVED (8)

The board approved the revised behaviour policy for immediate implementation

RESOLVED (9)

There was unanimous support for the bursary scheme however CB will provide a summary of how funds have been allocated to the scheme and after the first year, report on success to determine whether to continue the scheme.

RESOLVED (10)

That applications to the Professional Bursary Scheme would be time restricted and funding to be updated to full or part thereof on page 106.

7. Dashboards

7.1 Outcomes Dashboard Key Stage 4

Under the new grading system, a C+ is now a grade 4 resulting in a 20% reduction in the national pass rate. OGAT are assessing themselves internally against the new standard and estimate that the Progress 8 score will increase by +0.7.

7.2 Outcomes and KPI Dashboard Key Stage 2

All primaries have increased performance from their last set of results.

7.3 KPI Dashboard Key Stage 4

RP said attendance data for OAAc is incorrect; MH confirmed that Jonathan Clayton is looking at the error in Praising Stars©

MO said OGAT need to recruit 58 teachers across the trust for September 2017.

8. Finance Items

8.1 Minutes of Audit Committee held on 13 December 2016

RP said there are still concerns that tracking of internal audits is not being reported at academy councils. KB said she is looking at software to assist with this.

RP said that all 8 of the 2015/16 audits have been completed as planned. The last two audits reported reasonable progress.

Nine audits are scheduled this year; 1 is complete and 2 are in progress. It was noted that disaster recovery has not been practised.

RP said every trust should have a fraud risk strategy and a fraud response plan. KB said the trust has one that was written in 2013 and BW will be updating it under his role as finance director.

8.2 November Management Accounts

Accounts show the position as £83,000 ahead of budgeted surplus, mainly on the income side.

Staff costs are worse than budget. 1-2-1 costs overall are £16k better off.

The biggest area for concern overall is OAD; a lot of redundancies were made which are not reflected in these accounts and will show significantly worse off.

Page 117. DE asked what the main issues were. AW said in terms of budget, forecasting a loss but the year to date is worse than forecast; OAD and OAN (high agency costs at OAN). OAF are forecasting a loss but not as much as anticipated.

RH asked about back charges from PFI. AW said catering comes under this. They have recalculated their costs through the year and it is higher than they originally charged. MO asked BW to look at OACa and OAS affordability gap agreement.

JS said increase in student numbers at OAN will project a small surplus in 2020 at OAN.

SH asked about the apprenticeship levy. AW said that each academy has budgeted for this. MATs get £15k offset.

9. Group Items

9.1 Policy Update – Employer Pension Discretion Policy

KB said the policy had been updated to reflect additional discretions that have had to be allowed for and a statement about whether we allow staff to access those.

Health and Safety DT policy.

The policy has been updated to reflect changes to British Standards.

Managing Medicines Policy.

The policy has been updated to incorporate an epilepsy protocol and the reference to 'Supporting pupils at school with medical conditions' updated to December 2015

RESOLVED (11)

The board approved the policies for immediate implementation.

10. Academy Councils

Jan Anderson chair of OABi has had to step down for personal reasons. The vice chair is acting up in the interim until the vacancy can be filled. RP has offered to sit on the OABi academy council. KB said this will need to come through the academy councils.

10.1 Outwood Academy Brumby Appointment

RESOLVED (15)

That Lee Douglas would be appointed as a sponsor governor; this is to fill a vacancy.

10.2 Outwood Academy Carlton/Shafton Appointment

RESOLVED (16)

That Denis Hird would be appointed as a sponsor governor. It was noted that Denis Hird is a member of Delta Academies Trust.

10.3 Outwood Academy Ripon Appointment

RESOLVED (17)

That Dr Tom Cavell-Taylor would be appointed as a sponsor governor; this is to fill a vacancy.

10.4 Outwood Academy Newbold Appointment

RESOLVED (18)

That Sue Hague would be appointed as a sponsor governor.

10.5 Outwood Primary Academy Ledger Lane Appointment

RESOLVED (19)

That Christopher Frame would be appointed as a sponsor governor.

10.6 Outwood Primary Academies Barnsley Appointment

RESOLVED (20)

That the board agree to the proposed formation and appointment of governors to the joint academy council. The OGAT board will send a letter of thanks to Sue Silk for setting up the joint academy council.

10.7 Outwood Grange Academy

RESOLVED (21)

That Alan Giles, governor at OGA is reappointed following expiry of his four year service period.

10.7 Summary of Academy Council Minutes

KB confirmed there was no actions for the OGAT board other than the approval of academy council appointments.

11. Items Not For Publication

RESOLVED (22)

Any items relating to individual staff would be considered confidential.

12. Date and Time of next meeting

RESOLVED (23)

That the next meeting of the Board will be held on 27 February 2017 and will be held at Outwood Grange Academy.

Signed

Dated