

PUBLIC COPY

MINUTES OF OUTWOOD GRANGE ACADEMIES TRUST

**Minutes of Outwood Grange Academies Trust Board of Directors' Meeting held at
Outwood Grange Academy on 27 February 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
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)	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 16 January 2017

3.1 Item 7.1. Under the new grading system, a C+ is now a grade 5 to be amended to: Under the new grading system, a C+ is now a grade 4.

4. Minutes

4.1 Minutes of the Executive Board Meeting held on 12 January 2017.

The minutes were accepted as a true and accurate record.

4.2 Minutes of the Executive Team Meeting held on 9 January 2017.

The minutes were accepted as a true and accurate record.

5. Matters arising from the minutes of 16 January 2017

- 5.1 RT is writing a value for money statement relating to catering for enrichment sessions.
- 5.2 KB has notified Prospect that they were unsuccessful in their tender submission for the Careers Education Independent Advice & Guidance provision.
- 5.3 RT has submitted an application for a CEO post and will be interviewed on 07.03.17.
- 5.4 Item 10. RP left the room whilst Directors voted for him to become a sponsor member of the OABi Academy Council.
 - 5.4.1. The vote was unanimous. RP re-joined the meeting.
- 5.5 The UTC board have appointed a Principal. Students, parents and staff have been informed that OGATs contract is to be terminated one year early.

RESOLVED (2)

That the minutes had been read and received by the OGAT board.

RESOLVED (3)

That RP will become a sponsor member of the OABi Academy Council.

6. Chief Executive Officer Update

6.1 CEO Report

RAISEonline training for the OGAT board and Academy Council members will take place on 6 March 2017.

Newton Hill Primary Academy have voted against joining OGAT. Greystone Primary in Ripon have passed a resolution to join OGAT. This would be subject to due diligence.

MO asked that the OGAT board reconvene for an extraordinary board meeting when necessary regarding Easingwold.

MO requested permission to explore sponsorship of a secondary academy in Middlesbrough by producing a pre due diligence report. Directors agreed to pre-due diligence information being gathered.

KB, MO, DE and LC met with Scape regarding the framework for capital works. Scape is owned by 6 local authorities and the framework is used by the EFA for free schools. Directors agreed that the executive board could proceed with Kiers and the framework for the OPALL extension.

A proposed primary free school in Worksop requires a sponsor; the DfE have requested that the sponsor be selected via a presumption competition. Presumptions are where the LA run a local competition and make a recommendation to the RSC on which provider should run

the school. The schools that emerge are still free schools, as they are new academies. MO requested permission for OGAT to express interest as the primary school feeds into OAP and OAV. Directors agreed to delegate authority to the CEO.

OPALG have received a letter from Nick Gibb MP congratulating them on 100% attainment in reading and writing placing them in the top 1-2% of schools nationally. DE will write a letter of congratulations to Jackie Savage on behalf of the OGAT board.

OGA have received a letter from the Youth Sport Trust stating they are in the top 100 sporting schools in England.

As part of the Associate Executive Principals CPD, MO requested permission for Andrew Wappat to attend the next board meeting. Directors agreed.

RESOLVED (4)

That Directors will reconvene for an extraordinary board meeting when appropriate regarding Easingwold.

RESOLVED (5)

That the executive board will gather pre-due diligence information on a secondary school in Middlesbrough.

RESOLVED (6)

That the executive board will use the Scape framework for the capital works at OPALL.

RESOLVED (7)

That Directors delegate authority to the CEO for OGATs interest in Gateford Park Primary.

RESOLVED (8)

That Andrew Wappat will attend the next OGAT board meeting as part of his professional development.

6.1.1 Cover letter from Sir David Carter

The letter of 18 November 2016 was circulated to Directors.

6.1.3 21 questions for MATs

The OGAT board have received the document and will meet to test themselves against it.

SH, Annette Beckwith, JS, Steve Merrick and LC have been working on an Academy Council member handbook which will be circulated to Directors once completed.

7. Dashboards

7.1 Outcomes Dashboard Key Stage 4

An updated dashboard was circulated.

In mathematics there is foundation and higher; there is no tier of entry for England. Students may be entered for foundation which caps their result at a 5 when they could potentially get a 6 or 7.

38% of Year 13's across the Trust have been given an unconditional offer for University. This has the potential to impact on attainment and attendance.

7.2 Outcomes and KPI Dashboard Key Stage 2

All primary academies are predicting 60% and above for Year 6 reading, writing and mathematics, against last year's national average of 53%.

7.3 KPI Dashboard Key Stage 4

Y7 numbers are coming in for 2017/18. RT confirmed OABY would be 180. OAS is indicating 180 against 240 last years; JS to check this is accurate.

The curriculum section of the dashboard will be updated to add a cost per lesson and a dashboard for health and safety indicating statutory compliance will be included for future meetings.

Recruitment appears a better position compared to this time last year. KB will report on the impact of the TES contract at the next meeting.

RESOLVED (9)

That dashboards were received.

RESOLVED (10)

That JS will confirm the accuracy of year 7 pupil numbers for OAS.

8. Finance Items

8.1 Forecast 1 – 2016/17

BW is currently working on the three year forecast. The deficit position has decreased from an original budgeted surplus of £607k to £329k; income has increased through a mixture of trust income including charging out staff externally.

There is a £691,000 variance in staff costs. RP asked for a percentage of the staff cost to be shown on the summary. Other costs totalled £491,000 which includes exclusion costs.

BW is speaking with all finance managers and ensuring coding is consistent across the Trust.

8.2 Scheme of Delegation revision

KB has updated the scheme of delegation. An ICT capital budget has been added for the ICT director, previously KB approved all capital ICT expenditure.

Capital projects has been amended to authorise the CEO to approve up to £20,000. Signatories changed to one or two signatures, virements over £10,000 are controlled by regional CEO. Land sales require secretary of state approval.

KB to remove reference to finance focus group. Directors requested that a reference to Terms of Reference be added to the Scheme of Delegation and that page 9 be updated to reflect the primary parameters.

RESOLVED (11)

That Directors approve the revised Scheme of Delegation subject to the requested amendments.

9. Group Items

9.1 OPAK Feasibility – Capital Update

Item superseded by update on Scape within CEO report.

9.2 OGAT Complaints Procedure Update

An investigation interview template has been added to the policy. This has been added following a recent Stage 3 complaint hearing to ensure that minutes of interviews are recorded in a standardised way.

KB informed Directors that a data protection breach was reported to ICO in relation to a FOI request. The ICO have confirmed they do not intend to take it any further.

RESOLVED (12)

That Directors approve the revised complaints procedure.

9.3 OGAT Expenses Policy Update

MO declared an interest.

Discussion was had regarding the loss of working time through long train journeys and value for money by travelling first class.

RESOLVED (13)

That BW and KB would revisit the policy and bring a revised version to a later meeting.

9.4 OAR SLT Structure

It was proposed that the SLT structure at OAR move from 1 x VP / 2 x AP to 2 x VP / 2 x AP due to an increase in student numbers; at the end of 2016 there were 67 students in Year 11 and 150 joined in September. The Academy is over subscribed for 2017 and appeals are likely.

MO said an Associate Vice Principal post would be explored.

RESOLVED (14)

That the proposal was approved in principle and timing of an appointment would be delayed until receipt of the reforecast from finance.

9.5 OIE Restructure

Work is being carried out to make the OIE regionalised. The OIE are going to work with Durham University on Initial Teacher Training in the North.

The DfE 'big 6' priorities have been revised into 3 key areas:

1. School led initial teacher training
2. Supporting other schools
3. Continuing professional development

A proposal for a full time associate director of the OIE was put to Directors. This would be a cost increase of £30,673.25 includes on-costs. Emma Rennison has requested that some OIE profit that is usually gift-aided to OGAT, be retained to cover costs.

RESOLVED (15)

That the post of Associate Director of the OIE could be advertised on a temporary contract initially.

9.6 Staffing restructures and reductions.

JS produced a paper outlining the proposed restructures across the Trust for approval,

RESOLVED (16)

This the proposed restructures were approved.

10. Academy Councils

10.1 Summary of Academy Council Minutes

OAC have enquired whether the Equality and Diversity Policy has been updated. KB confirmed this is due for review in March. JS to arrange training AC members on permanent exclusions.

OAF have requested clarification on the TES contract costs. KB confirmed the cost is based on number of staff per academy and will be reviewed at the end of the year against actual usage.

RESOLVED (17)

That JS will arrange training on permanent exclusions for Academy Council members.

11. Items Not for Publication

RESOLVED (18)

Any items relating to individual staff would be considered confidential.

12. Any other business

DE informed the meeting that the members of Outwood Grange Education have met and approved for Chris Dalzell to become a Director. OGAT have a significant amount of money

committed to capital programme and the board does not have sufficient expertise in this area. Chris Dalzell will bring this expertise to the board.

13. Date and Time of next meeting

RESOLVED (19)

That the next meeting of the Board will be held on Monday 24th April 2017 and will be held at Outwood Grange Academy.

Signed

Dated