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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 24 April 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
Andrew Wappat	(AW)	Associate Executive Principal
Laura Calton	(LC)	Communications and Compliance Officer (Clerk)

1. Notice/Quorum/Apologies

- 1.1 The meeting was quorate.
- 1.2 Apologies were received from Chris Dalzell.

2. Declarations of Interest

RESOLVED (1)

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

3. Minutes of the Meeting held on 27 February 2017

RESOLVED (2)

The minutes were accepted as a true and accurate record.

4. Minutes of the Executive Board Meeting held on 27 February 2016.

RESOLVED (3)

The minutes were accepted as a true and accurate record.

5. Matters arising from the minutes

5.1 RT will produce a further paper for information only on OAD regarding P16.

5.2 ECDL will not count in 2017/18.

5.3 OAS pupil numbers indicated 180 for Y7; this was an incorrect report and is 243.

6. Chief Executive Officer Update

6.1 CEO Report

The executive board have created an Organisational Development function. MO gave Directors information on the structure and dashboards that will be used to provide information for Directors in the future.

MO distributed a letter from Sir David Carter further to the Annual Performance Review meeting held on 20 March 2017. Directors asked whether it was possible to capture the rate of development within the Trust.

JS displayed the OGAT SLT staffing across the Trust and the VI draft leadership blueprint. The blueprint groups academies together based on number of roll and indicates the SLT structure. The blueprint is intended as a tool to capitalise on efficiency without compromising educational standards.

MO read verbatim an email from Chris Dalzell containing queries around the challenges OGAT will face with the building concerns at Easingwold School.

The Trust has received confirmation of its School Condition Allowance and Devolved Formula Capital. MO proposed that £1,000,000 is allocated to the ICT Director with the remaining amount to the CEO. Directors agreed.

MO has accepted the resignation of RT. OGAT, Delta and Northern Education Trust could explore a multi MAT collaboration in the future. RT will work 6 days at NET until the end of term.

6.1.1 Letters from Nick Gibb MP

Directors received copies of letters sent to OAAc and OAP congratulating them on pupil progress.

6.1.2 Capital Tracker – April 2017

A project team will need to be established for the works at Easingwold as there is not sufficient capacity within OGAT under the current structure. There is potential to get some further support from Andrew Aylesbury. OGAT have commenced working with Perfect Circle and are piloting the partnership with the works on OPALL.

MO requested that Directors delegate authority to him to allow KB to make temporary appointments to the estates function. Appoint Andrew Aylesbury and Perfect Circle.

The capital projects tracker was received in the board packs. Amber are projects that have already started. Actual spend is to date. Red have been pulled. Pushing amber to reduced spend where possible; Worksop PI6 extension and OAP extension are projected to be under budget.

Reserve, working reserve and capital.

RESOLUTION (4)

That Directors accept the resignation of Rob Tarn. Rob Tarn will be a loss to OGAT but he is wished well in his new role and will make an impact on the life chance of NET students.

RESOLUTION (5)

That Directors delegate authority to MO to allow KB to make temporary appointments to the OGAT estates function.

7. Dashboards

7.1 Outcomes Dashboard Key Stage 4

The national re-baselined Progress 8 scores have been released. LL circulated a revised update for Praising Stars© 4. 15% increase on 5+ for OAA. MO has committed time each week to OAA and OAS further to concerns.

OAP is the highest performing non-selective school in the country.

7.2 KPI Dashboard Key Stage 4

Health and Safety compliance has been added to the KPI dashboard. The top line is the overall compliance score with detailed information below. OAB and OAF have had a new business manager since September who has quickly identified issues which are now being resolved.

DE queried reds within safeguarding. KB said that future reporting will only indicate Section 17 and Section 47 to give a clearer understanding.

8. Finance Items

8.1 Finance Forecast 2 Update

The finance team structure was circulated within the board report with a full year forecasted surplus of £672k indicated at Forecast 2.

OAAc catering costs have increased, and also an increase in gas costs in OAD. KB explained that upon conversion, CfBT were providing gas under their framework which they agreed OAD could stay in until the end of the contract however upon conversion this was terminated and OAD were placed on a higher rate.

The NUT have informed OGAT that they intend to ballot for strike action at OAD for the number of redundancies. This was not raised in consultation.

BW, MO and KB are working with finance managers and business managers to check and quality assure the appropriateness of the budgets given the financial climate.

Forecast 0 has been added to the autumn term to incorporate any changes over the summer; pupil numbers, staffing etc.

9. Group Items

9.1 OAR Capital Investment

Any changes now will be effected by Purdah.

A proposal will be put forward for OGAT to fund the feasibility study. If highways or planning insist on any changes, this will be an additional cost to the project.

The executive made a recommendation that from the £3m allocated to OAR, up to £100k is allocated to feasibility works. Directors approved the recommendation.

RESOLVED (6)

That the OGAT board authorise up to £100k of the money allocated for OAR to be used for feasibility works.

9.2 Redcar Academy Sponsorship

The Trust has successfully supported Redcar Academy in their application for SIF capital funding to the value of £346k. In addition, another £500k of capital funding has been secured and used for improvements.

The NLE contract has run since November 2015. The first year was at a cost to OGAT, from September last year it has been at a cost to the Academy. Improvements have been made to the building and work on compliance to health and safety. Asbestos is present but is low risk and well managed. There is planning for 5000 houses in the area.

There is adult education on-site; one side of the academy has been refurbished and is occupied by this facility. Adult education wish to terminate the letting. Redcar is projected to make around a £150k surplus in 2017/18 without letting income.

Redcar have playing fields that are unused and potentially additional land extending into woodland space adjacent to it. The sale of this land would require Secretary of State approval. The Commercial Transfer Agreement is still to be located however a clause may have been written to state that money from any sale of land is to go to the Local Authority.

LL to circulate a paper on land sale to Directors.

The executive board recommended that the OGAT board approve sponsorship of Redcar Academy from September 2017.

AW left the room as he sits on the IEB for the alternative education provision whilst RT informed Directors that the land is identified as a potential site for them.

RESOLVED (7)

That Directors approved that OGAT process to formal sponsorship of Redcar Academy from September 2017.

9.3 Greystone Community Primary Due Diligence

Greystone have passed a resolution to join OGAT subject to OGAT's due diligence. LW has carried out the pre due-diligence information and recommended that the OGAT board pass a resolution for the executive board to proceed to full due diligence. Risks: Isolation, financial burden as standalone primary and lack of potential for other schools to join it.

Due to the timing of the next board meeting, MO requested that an email resolution be acceptable for sponsorship should the outcome be a recommendation for sponsorship.

RESOLVED (8)

That Directors approved that OGAT proceed with a formal due diligence of Greystone Primary. Directors accept that recommendation for sponsorship will be via email due to timings.

9.4 Employment Tribunal Outcome

Paper included in the board papers for information only. Further to this, Alison Lister is providing training to staff on investigation processes.

10. Academy Councils

10.1 Summary of Academy Council Minutes

Minutes were received from OAAc, OAC, OAF, OAN and OPALL.

OAF raised a query on the apprenticeship levy. KB said that through the business services meeting, academies are identifying posts that can be advertised through the levy and have held back on appointing to posts until this can be done.

DE requested an item on apprenticeship levys be on the next board meeting agenda.

RESOLVED (8)

That Apprenticeship Levy will be added as an item for discussion for the July 17 board meeting.

10.2 Academy council appointment Outwood Academy Newbold

Joanne Down and Richard Davenport were approved as sponsor governors. Both people are parent governors, Joanne is a governor at Wakefield College and has a background in safeguarding.

10.3 Academy council appointment Outwood Academy Portland

Gary Pitchford was approved as a sponsor governor.

10.4 Academy council appointment Outwood Primary Academy Kirkhamgate
Sue Silk (Chair), Caroline Shaw (Vice Chair) and Phil Buckley were reappointed in their current positions.

10.5 Academy council appointment Outwood Academy Acklam

Louise Gilbey was appointed as a sponsor governor.

DE requested that future proposals are considered by the executive board.

RESOLVED (9)

That Directors approved the appointment of academy council members in item 10.

RESOLVED (10)

That future proposals for academy council membership be pre-considered by the executive board with a recommendation for Directors.

11. Items Not for Publication

RESOLVED (11)

Any items relating to individual staff would be considered confidential.

12. Any other business

LW requested permission for OPAK, OPALL, OPALGr and OPAD to be used for polling stations. Partial closures will be utilised where possible.

KB said press contact has been received from Schools Week regarding the Northern Sponsor Capacity Fund. A response has confirmed 6 schools, £300k funding to Delta and 2 NLE contracts.

DE discussed board members who have been put forward to be NLGs. Of the priority areas there is only North Lincs. Sue Hague will be put forward for this round.

There is potential for the government to release a grant for system governance. The executive board will explore this grant.

RESOLVED (13)

That Directors approved the closure and/or partial closure of OPAK, OPALL, OPALGr and OPAD to be used for polling stations on 8th June 2017.

13. Date and Time of next meeting

RESOLVED (14)

That the next meeting of the Board will be held on 3rd July 2017 and will be held at Outwood Grange Academy.

Signed

Dated