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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 18 September 2017 at 1pm**

**Present:**

David Earnshaw	(DE)	Director (Chair)
Roland Harden	(RH)	Director
Sue Hague	(SH)	Director
Ralph Pickles	(RP)	Director
Chris Dalzell	(CD)	Director
Martyn Oliver	(MO)	Director (Chief Executive)

**In Attendance:**

Katy Bradford	(KB)	Chief Operating Officer
Ben Waterman	(BW)	Finance Director
Lee Wilson	(LW)	Executive Principal, Primary
Lisa Lewis	(LL)	Director of Executive Services
Paul Sorby	(PS)	Executive Director of Curriculum
Laura Calton	(LC)	Communications and Compliance Officer (Clerk)

**I. Notice/Quorum/Apologies**

- I.1 The meeting was quorate.
- I.2 Andrew Kent's term of office as a Director of OGAT has expired. Outwood Grange Education, met to discuss the skill set of existing Directors and determined that both legal and financial representation were an area where strength was required.
- I.3 Board papers were circulated electronically in advance of the meeting; KB asked for confirmation that Directors had read their papers prior to the meeting. Directors confirmed they had.

***RESOLVED (I)***

That the term of office for Andrew Kent has expired and will not be renewed.

## **2. Declarations of Interest**

2.1 KB distributed the annual DBS declaration form for completion.

2.2 MO declared an interest as he has been asked to join the board of FASNA.

*RESOLVED (2)*

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

*RESOLVED (3)*

MO declared an interest as a board member of FASNA.

## **3. Appointment of Chair and Vice Chair**

3.1 KB asked Directors to give any nominations for the position of Chair of the Board; as part of the requirement in the Memorandum of Association and Articles of Association.

RH nominated DE, RP seconded the nomination; DE was asked to leave the meeting.

KB requested Directors raise their hand if they were in support of the nomination.

Directors unanimously voted for DE to re-elected as Chair. DE returned to the meeting.

As Chair, DE sought nominations for Vice Chair. SH nominated RH, DE seconded the nomination. RH was asked to leave the meeting.

DE requested Directors raise their hand if they were in support of the nomination.

Directors unanimously voted for RH to re-elected as Vice Chair. RH returned to the meeting.

*RESOLVED (4)*

DE was re-appointed as Chair of the Outwood Grange Academies Trust board.

*RESOLVED (5)*

RH was re-appointed as Vice Chair of the Outwood Grange Academies Trust board.

## **4. Minutes of the Meeting held on Monday 3 July 2017 and Wednesday 23 August 2017**

4.1 The pilot project for the career's activity that was originally funded by the Careers and Enterprise Fund and led by RP has been reverted back to local level. A sum of money has been released to continue the project until Christmas whilst further funding options can be explored.

*RESOLVED (6)*

That the minutes of the meeting were accepted as a true and accurate record.

## **5. Matters arising from the minutes**

5.1 Andrea Wooffindin has been appointed as Assistant Finance Director for OGAT.

## **6. Chief Executive Officer Update**

### **6.1 CEO Report**

#### **Confidential – not for publication**

### **6.2 Northern Alliance of Trusts**

OGAT have been successful in receiving SSIF (Strategic School Improvement Funding). MO is arranging a meeting of the alliance to begin the project which will entail OGAT appointing three specialist subject directors to support the work of the alliance.

### **6.3 Sustained improvement plan and trust prospectus**

The sustained improvement plan and trust prospectus are now available on all websites. The improvement plan is being used to drive performance management.

### **6.4 2017 Results**

See item 7.

### **6.5 SEND Tribunal**

OACa is involved in an SEND tribunal.

### **6.6 Capital Works**

See Item 8.2.

### **6.7 CEO meetings**

6.7.1 Amanda Spielman, Ofsted Chief Inspector has written to Mark Hassack to congratulate OAO on coming out of Special Measures.

6.7.2 OGAT have received a letter from Prospects regarding the Careers Award; three more academies have received the quality award making it 9 academies and the Worksop PI6 within the Trust securing the award.

6.7.3 Ambition School Leadership and FASNA have put in a bid to run governance training for MATs nationally. OGAT are interested in supporting this through their National Leaders of Governance.

#### *RESOLVED (7)*

Directors gave permission for MO to commence a stage 1 pre-due diligence of the 5 primary and 3 secondary academies.

## **7. Dashboards**

7.1 Outcomes Dashboard Key Stage 4

The dashboard had an anomaly; national average should read 28.5. The 27.4 indicated is the Trust average for Key Stage 2 APS on entry.

National data for 5+ English & mathematics has not yet been released therefore OGAT cannot RAG this column; this should be updated for October and re-circulated to Directors. Remarks are being received, Directors will be informed of the final position. OABi is red as a result of first year legacy curriculum.

JS displayed the results pupil weighted averages dashboard with national averages. The Trust exceeded these for Ebacc English 4+ and 5+ and Ebacc maths 4+ and 5+.

## 7.2 Outcomes Dashboard Key Stage 4 v Local Authority

Directors noted the content of the dashboard. Gaps indicate where the LA have not yet released their data; this will be updated when received.

## 7.3 Outcomes Dashboard Key Stage 5

Directors noted the content of the dashboard.

## 7.4 Outcomes Dashboard Key Stages 1 and 2

There has been a massive transformation in OPAD, however there is still a focus needed on reading.

OPALGr have had significant changes in staffing, particularly in Year 6. There was 0% of students entering at age related expectations however now 90% in writing and 53% in reading are meeting expectations.

Progress measures indicate high standards in KS1 continuing into KS2.

Amber indicates where a figure is within 10% of national result.

## 7.5 NQT Dashboard

Data provided from the OIE shows that 41 ITTs have been recruited and shows the number of NQTs recruited last year that have successfully completed their NQT year.

There are 9 vacancies across the Trust.

# 8. Group Items

## 8.1 Policy Updates

The following policies have been reviewed by the Executive Team and are being recommended to the OGAT Board for approval and immediate implementation:

- Capability Procedure

(This has been subject to considerable trade union consultation, whilst a collective agreement has not been reached with the trade unions, it is being recommended for implementation)

- Complaints Procedure
- Equality & Diversity Policy
- E-Safety Policy
- First Aid Policy
- Performance Management Policy
- Scheme of Delegation

### *RESOLVED (8)*

That Directors approved the above policies for immediate implementation.

## 8.2 Capital Update

8.2.1 Redcar Academy are on schedule for conversion on 1<sup>st</sup> October 2017. Greystone and Easingwold are working towards a 1<sup>st</sup> December conversion.

8.2.2 Legionella has been found in a pipe running to a chloryfing tank at OAS. The PFI company are resolving this.

8.2.3 In addition to the £3m that the OGAT board have approved as a contribution towards the redevelopment of OAR, the executive board had sought to borrow additional funds from the DfE to cover the cost of a full or partial rebuild. The interest payments make this unfeasible and therefore the executive board are not recommending that OGAT pursue the MAT loan further.

KB recommended that Rex Proctor are commissioned to provide options appraisals for a £3m to £5m scheme for OGAT to then decide whether to prioritise a spend in excess of £3m using reserves from future years.

8.2.4 Easingwold: the main hall is currently condemned for use. KB has spoken to Wrigleys and the DfE. Liability for rectification remains with the LA even after conversion. It has been recommended that this be written into the funding agreement in addition to the commercial transfer agreement.

KB produced a board paper with options to address the building concerns further to a meeting with AHR Architects, Rex Proctor; CD was also in attendance. KB explained that options 3, 4 and 5 are out of scope and therefore KB asked that Directors approve option 2.

8.2.5 OPALL expansion plans were tabled. A paper is going to the Wakefield Cabinet meeting on 19<sup>th</sup> September 2017 to obtain approval. The cost figure is currently above budget however this has been over specified and cost savings can be made. KB requested board approval to apply to the DfE to increase the admission number and then go to market to obtain costs.

8.2.6 OPAK: AHR Architects have produced a design for a new build. KB requested board approval to go to market for planning and costs with a budget of £4m.

8.2.7 The land at OAD and Redcar has been valued. KB requested board permission to obtain secretary of state approval for the sale of the land.

*RESOLVED (9)*

Directors gave permission for Rex Proctor to be commissioned to provide options appraisals for a £3m to £5m scheme for OGAT to then decide whether to prioritise a spend in excess of £3m using reserves from future years.

*RESOLVED (10)*

Directors approved the Option 2 scheme within the Easingwold board paper.

*RESOLVED (11)*

Directors gave permission to the executive board to apply for DfE approval for an increase to the admission number at OPALL and subsequently go to market to obtain costs.

*RESOLVED (12)*

Directors gave approval for the executive board to go to market for planning and costs with a budget of £4m for OPAK.

*RESOLVED (13)*

Directors gave approval for the executive board to seek Secretary of State approval for the sale of land at OAD and Redcar.

### 8.3 Board resolutions for Academy Conversions

KB distributed resolutions within the board papers for Redcar, Easingwold and Greystone following due diligence.

The resolutions are to delegate the signing of conversion documentation including the Commercial Transfer Agreement and Supplemental Funding Agreement to the executive board.

DE asked under what conditions the executive board would be recommending that these were not signed. KB stated if there was a variation to model documentation.

*RESOLVED (14)*

Directors delegated the signing of conversion documentation for Redcar, Easingwold and Greystone to the executive board.

### 8.4 Risk Management Strategy

Directors and the Executive Board to attend a Risk Management Workshop facilitated by RSM (internal auditors) at the end of the meeting to help inform and develop the Trust's Risk Management Strategy.

*RESOLVED (15)*

Directors received the Risk Management Policy & Strategy Policy created by RSM for consideration.

**9. Academy Councils**

9.1 Summary of Academy Council Minutes

Minutes were received from OAAc, OAF, OAR, OPAK and joint minutes from OPALGr and OPAD.

**10. Items Not for Publication**

*RESOLVED (16)*

Item 6.1.1 is not for publication.

Any items relating to individual staff would be considered confidential.

**11. Date and Time of next meeting**

*RESOLVED (17)*

That the next meeting of the Board will be held on 11<sup>th</sup> December 2017 and will be held at Outwood Grange Academy.

**Signed**

**Dated**