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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 December 2017 at 1pm**

Present:

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

In Attendance:

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

Apologies

Chris Dalzell (CD) Director
Julie Slater (JS) Chief Executive Principal Secondary (joined the meeting at 4.14pm)

1. Notice/Quorum/Apologies/Confirmation of Papers

1.1 Executives informed Directors that a road traffic accident had taken place that morning at 8.45am near Outwood Academy Ripon causing injury to a year 9 student.

Directors and Executives thoughts are with the student and his family.

1.2 The meeting was quorate.

2. Declarations of Interest

RESOLVED (1)

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

3. Minutes of the Meeting held on 18 September 2017

3.1 Item 6.71 to be amended to say OAO, not OAAc.

4. Matters arising from the minutes

4.1 The minutes were amended to show that MO had been asked to be an associate director of FASNA.

4.2 It was confirmed that funding for the Future Generation project had been agreed until 31 December 2017. RP confirmed that the money allocated had not been spent and that a further extension would allow the project to continue. It was agreed that the project would be extended to 31 March 2018.

4.3 Item 6.2 Northern Alliance of Trusts: Three specialist subject directors have been appointed to start in January. RP raised a query on the confidentiality clause within the Memorandum of Understanding. KB agreed to review this.

4.4 Item 7.3: ER has spoken with the CEO of FASNA this morning regarding OGAT Directors supporting the Financial Performance and Accountability training as National Leaders of Governance. Directors agreed to support this training.

4.5 Item 8.21: Greystone Primary are scheduled to convert on 1st January 2018. Easingwold date of conversion is not yet confirmed.

4.6 Item 8.2.4: KB has spoken with the ESFA lead. They have confirmed that NYCC have asked the ESFA to fund the works to the hall as they do not have the money to do it. KB suggested it would be possible to achieve efficiencies to combine this with the works OGAT were planning.

4.7 Item 8.2.7: DMBC have stated they may have an educational use for the lower site at OAD. The land would need to be revalued for educational use as it has currently only been valued for residential and commercial purposes. MO informed Directors that OAD cannot, from a rooming or exams perspective, afford to release the lower site until there is capital investment in the upper site from receipt of sale.

RESOLVED (2)

a) Directors are happy to support the Financial and Accountability training for FASNA.

b) That the Future Generation project be extended to 31 March 2018.

5. Chief Executive Officer Update

5.1 CEO Report

5.1.1 Confidential

5.1.2 An infant school in North Yorkshire had been identified by the DfE as a potential for sponsorship.

5.1.3 Outwood Academy Newbold have secured Good with Outstanding Leadership in their recent Ofsted inspection.

Directors and executives expressed their thanks and congratulations to students, staff and governors at the academy.

5.1.4 KB informed Directors that capital requests had been received for 2018/19. KB thanked PS for work on timetabling to minimise capital costs. KB is liaising with AHR Architects and Rex Proctor Partnership to develop a suite of documentation for academies including updated condition, asbestos and M&E surveys which would cost approximately £25k for secondary academies and £15k for primary academies. PFI academies would not require them.

5.2 Appendix 1 SEND Report

5.2.1 Directors received the report on the SEND tribunal.

5.3 Appendix 2 OIE Report

5.3.1 ER updated Directors on the work of the OIE. There are teacher recruitment challenges but pleasing overall. ER said the OIE do a significant amount work with OGAT staff and have moved to a deeps structure for staffing. The OIE ended the year with a surplus and gift aided £153,948 to OGAT. OAAc were designated as a teaching school last year.

6. Dashboards

6.1 Outcomes Dashboard Key Stage 4 – Praising Stars I

Directors reviewed the KS4 dashboard. OAC is red for English and maths 5+ and 4+ however the Academy is improving under the leadership of Andy Downing and Dr. Phil Smith. Directors challenged the Executive on the additional resources for OAC and the impact of these. MO explained that the impact would be measured at PS2.

6.2 Outcomes Dashboard Key Stages 1 and 2 – Praising Stars I

OPALG and OPAK are hoping to achieve 90%.

6.3 CLFP Dashboard

Top two rows are two key parameters. 6.3% bonus as a Trust, previously 8%. Class sizes are slightly bigger than this time last year as the numbers fit better at KS3.

6.4 HR Dashboard

The dashboard indicates vacancies and absence, disciplinary, grievances and capability. It will be further developed to include retention and recruitment rates. The Directors questioned the absence rates and what was being done to improve these. KB confirmed that academies were being supported by the HR team and the tracking of this data would allow the Trust to intervene where absence rates were at their highest.

Directors requested separation of long and short term absence.

6.5 Destinations Dashboard

Data published on DfE performance tables. This is lagged data looking at where students are around October time. The executive is challenging whether the data is being captured correctly and assessing the quality of careers guidance. Directors expressed concern that the figures were often below national and local authority figures and requested a strategic response to this.

JS joined the meeting.

6.6 Estates Compliance Dashboard

The dashboard tracks 40 areas of statutory compliance within estates. The Worktop Post 16 data is incorporated into OAV's data which makes it a larger data set than the other academies. Directors requested a list of the 40 areas tracked. KB agreed to provide this.

6.7 Attendance Dashboard

Directors reviewed the dashboard. They questioned the impact of Attendance roles across the Trust. MO confirmed that these were currently looking at how to standardise practice and roll out good practice across academies.

6.8 Exclusions Dashboards

Directors reviewed the dashboard and challenged the Executive to develop strategies to reduce FTE without having an impact on standards or lowering behavioural expectations

RESOLVED (5)

Directors approved commencement of a staffing restructure at Easingwold upon conversion to make it fit for purpose.

7. Group Items

7.1 Policy Updates

KB informed Directors that the HR team had produced a single staffing attendance policy for the Trust which would replace previous policies that had TUPE'd over. This would offer consistency and equality across the Trust.

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

- Managing Attendance Policy
- Accessibility Plan 2017
- Risk Management Strategy & Policy
- Attendance and Punctuality Policy
- Purchase Order Policy

The following policies were also reviewed without amendment:

- Child Safeguarding
- Asbestos Management
- Electrical Safety
- Health and Safety
- Health and Safety for Science and PE
- Lone working
- Animals in school
- Allergy Policy
- SEND Policy
- Trips Policy

RESOLUTION (6)

That Directors approved all policies for immediate implementation.

7.2 Audit & Risk Committee Minutes

Directors received the OGAT annual internal audit report 2016/17 which was presented at the Audit & Risk Committee on 7 November 2017.

RP stated that the committee checked compliance across the Trust; general internal audit findings were good and improvements year on year for follow up of actions was an improvement. GDPR remains a risk.

RESOLUTION (7)

Directors approved the proposal for performance management pay increases.

7.4 Teacher Pay Claim

The School Teachers Pay Review Body awarded a 1% increase in pay, in keeping with the government's public pay cap instruction, to all grades but a 2% uplift to the minimum and maximum pay point on the Teachers Main Pay Scale – points M1 and M6.

At present OGAT has applied a 2% increase to MPS1 and MPS6 and a 1% increase to all other teaching staff. MO said that in doing this OGAT believes it has followed the recommendation of the STRB, and exceeded it.

The NASUWT have said that the STRB remit does not include the intermediate pay scale points as the responsibility for setting these was devolved to schools. However, they contest that as the spirit of the recommendation was to lift the pay for the lowest paid teachers the 2% increase should also apply to all main pay scale points.

The executive proposed that Directors approve an increment of 2% to M2, M3, M4 and M5 to support this.

MO acknowledged that it is unequitable for the Trust to award the lowest paid Teachers 2% and not do anything for the lowest paid support staff therefore the paper had proposed to move support staff off the lowest scale point immediately and a provision to remove the second lowest scale point in due course.

MO updated Directors that since the board paper was produced, the School Teachers Pay and Review Body, the National Employers for Local Government Services committee, issued their recommendations for support staff pay. Their final pay offer was published on the 5th December and details that they wish to see NJC scales awarded a significant increase: from 9.191% on Scale Point 6 sliding down to 3.734% for Scale Point 19 with all Scale Point posts 20 and above given a 2% award.

The executive recommended to Directors that a decision on an immediate increment is postponed for support staff until a decision has been made on a 9% increase in April. MO said the executive would right to support staff informing them of this decision.

RESOLVED (8)

Directors confirmed they cannot say with certainty that OGAT can offer support staff an immediate increase as a 9% increase is pending. Directors requested a further update following the announcement in April.

7.5 Brumby Juniors Due Diligence

Outwood Academy Brumby shares a playing field with Brumby Juniors. It is an 18-month new build. SH carried out a review of governance as part of her national leader of governance role.

MO requested permission to merge stage 1 and 2 due diligence and proceed to full due diligence given the low risk of the project.

RESOLVED (10)

Directors approved the merger of stage 1 and stage 2 due diligence proposals for Brumby Junior School.

8. Academy Councils

8.1 Summary of Academy Council Minutes

OGA academy council members have requested term of office for staff governors to be increased to 2 years from 1.

EN has resigned from OAV, DE to write to EN to thank him for his work and support.

8.2 Academy Council Appointments

Directors had been asked to approve NK as a sponsor governor for OAAc however RP informed Directors that since receipt of the board papers, he had now intended to sit on OARe's academy council.

SM has been appointed to OAAc.

RESOLVED (11)

Directors approved the following appointments to Sponsor Governors:

Outwood Academy Bishopsgarth

IK

DD

JA

JM

Outwood Academies Adwick & Danum

BB

Outwood Primary Academies

JB at Outwood Primary Academy Ledger Lane.

AB (Chair), SG, PP and TG at Outwood Primary Academy Greystone

CE, JK, JH and RD Outwood Primary Academy Kirkhamgate.

Outwood Academy Valley

AF

Outwood Grange Academy

AC

Outwood Academies Carlton & Shafton

EA

CM

9. Items Not for Publication

RESOLVED (12)

Any items relating to individual staff would be considered confidential.

10. Date and Time of next meeting

RESOLVED (13)

That the next meeting of the Board will be held on Monday 5 February and will be held at Outwood Grange Academy.

Signed

Dated