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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 2 July 2018 at 1pm**

**Present:**

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

**In Attendance:**

Ben Waterman (BW) Chief Financial Officer  
Julie Slater (JS) Chief Executive Principal Secondary  
Katy Bradford (KB) Chief Operating Officer  
Laura Calton (LC) Communications and Compliance Officer (Clerk)  
Lee Wilson (LW) Chief Executive Principal Primary  
Lisa Lewis (LL) Director of Executive Services  
Mark Hassack (MH) Associate Executive Principal

**Apologies:**

Chris Dalzell (CD) Director  
Paul Sorby (PS) Executive Director of Curriculum

**1. Notice/Quorum/Apologies/Confirmation of Papers**

- 1.1 Apologies were received from CD and PS.
- 1.2 The meeting was quorate.

*RESOLVED (1)*

Directors accepted apologies from CD and PS.

**2. Declarations of Interest**

*RESOLVED (2)*

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

### **3. Minutes of the Meeting held on 23 April 2018**

- 3.1 LW requested an amendment to 5.2. This should read short inspection rather than no notice inspection.

*RESOLVED (3)*

That Directors approved the amendment to item 5.2.

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

- 4.1 KB provided Directors with an update on the TES contract.

KB informed Directors that OAB<sub>y</sub> and OAR<sub>e</sub> are to be involved in the pilot for the DfE vacancy site as this may be a more viable option in future. As the DfE site is still in the infancy stages, the pilot will be reviewed prior to the end of the TES contract and a proposal will be brought back to Directors.

### **5. CEO Report**

- 5.1 The CEO has now had a display containing the Nolan Principles put up in the OGAT board room. All meetings are conducted under these principles.

- 5.2 Directors were informed that Wakefield City Academy has now joined the Trust on 1st July 2018 and has been renamed Outwood Academy City Fields. All WCAT transfers to OGAT are now complete.

- 5.4 Directors were given a copy of the new Academies Financial Handbook and an overview of the changes. As there is a requirement for Chairs of academy trusts to receive managements accounts every month and everyone else 6 times per year, BW proposed that the finance dashboard is updated monthly and in addition, cash flow will be added to this as good practice and will allow the Chair to see pressure points and when money is coming in to the Trust.

The CEO informed Directors that the bank statements were recently reconciled against the information provided by BW as a checking exercise and this was accurate.

Directors received a letter from Lord Agnew for use in Audit Committee. The executive recommended that the audit committee hold conversations with the internal and external auditors, using the letter as a guide to ensure good practice.

- 5.5 Directors were informed that Charlotte Grace, Physics Teacher at Outwood Academy Shafton has won the award for Outstanding New Teacher of the Year (2018) in the Pearson Teacher Awards. Directors recognised this achievement and requested their congratulations be passed to Charlotte.

*RESOLVED (4)*

Directors received and noted the content of the new Academies Financial Handbook.

### **6. Dashboards**

#### **6.1 Praising Stars 5 Key Stage 4**

JS updated Directors on the content of the dashboard. The dashboard does not currently include the three new secondary academies however their progress scores are very low.

JS added that feedback from the new academies had been positive and staff had welcomed the changes.

## **6.2 Praising Stars 5 Key Stage 1&2**

LW updated Directors on the content of the dashboard. Teacher based assessments had now been submitted. 100% of children attended the SATs test, none were upset or unsettled by them.

## **6.3 Exclusions**

Directors received the dashboards.

## **6.4 Attendance**

The CEO informed Directors that the Trust now had a letter to respond to parents who opt for educating at home. The letter is to encourage parents to opt back into school education and outline the academy's concerns regarding any loss of education.

## **6.5 Finance**

Directors received the dashboard.

## **6.6 Estates**

Directors noted that the health and safety compliance is a significant improvement from the last report, even with the addition of the new academies.

## **6.7 CLFP**

Directors received the dashboard.

## **6.8 OIE Teacher Training**

Directors were informed that OGAT have recruited 61% of trainee teachers.

## **6.9 Human Resources**

The executive confirmed there were no concerns to raise.

*RESOLVED (5)*

Directors received the dashboards and noted the content.

## **7. Committee Minutes**

### **7.1 Finance & Resources Committee 19 June 2018**

MO, JS, MH, LL, LW and BW left the meeting whilst item 4 of the minutes were discussed.

MO, JS, MH, LW, LL and BW returned to the meeting.

## 7.2 Audit & Risk Committee 21 June 2018

The Chair asked how the agenda for the meeting is decided. RP confirmed there were standing items and then it is based on the focus of internal audit. RP informed Directors and the Executive that the level of outstanding items not being actioned had greatly reduced and the impending implementation of the 4Action software would also assist with the tracking of audit actions.

RP added that SEND, GDPR and learner record audits all went well. There was a degree of inconsistency around alternative provision however KB was writing a policy to address this.

### *RESOLVED (7)*

Directors received and approved the minutes of the sub-committees.

## 8. Group Items

### 8.1 Budget 2018/19

BW talked Directors through the budget position stating that there was now a requirement for the formal submission to the ESFA to include an additional 3 years forecast.

Directors asked about pension schemes. BW confirmed he carrying out an exercise to see whether combining pensions to one provider would be more beneficial. Directors asked what the risks to this would be and BW responded that as there are a number of different providers, the risk is spread and is not reliant on the performance of one. If one provider was selected and their performance failed, it would affect all academies.

BW presented Directors with three scenarios for the budget position in advance of the meeting and proposed scenario 3 for submission. BW stated this was more weighted towards risk but sensible opportunity was included given unknown areas of funding at this point.

Directors unanimously approved the submission of scenario 3 and expressed thanks to BW, KB and PS for their work on finances.

### *RESOLVED (8)*

Directors approved the submission 3 budget position and thanked the executive for their work.

### 8.2 Business Case to Extend Outwood Academy Acklam

Directors received a paper regarding a proposed extension to OAAc.

The executive requested permission to spend £2m to extend the current OAAc building, with the returned surpluses the academy generates, this would be paid back within 7 years.

The executive informed Directors that although meetings were taking place with the Local Authority regarding funding, time constraints in terms of planning and build works meant that a decision was required ahead of any decisions or information was likely from the LA.

The executive requested that Directors make a telephone resolution following an additional meeting that is to be held on 11th July with Middlesbrough LA to confirm the pupil place needs however, to not slow down the process should the build go ahead, Directors were asked to allow KB £5,000 to commence the design process. This would be lost if the project did not fully go ahead.

*RESOLVED (9)*

Directors approved the spend of £5,000 for KB to commence the design process and would formally approve or deny the build via telephone conversation following the meeting on 11th July based upon the outcome.

### 8.3 Due Diligence

The CEO updated Directors on the potential for new schools joining the Trust and requested approval to proceed to stage 2 due diligence on a rebrokered academy.

The executive also requested approval to do a stage 1 and stage 2 on a North Yorkshire school. The executive confirmed that no decision for sponsorship would be made without board approval.

*RESOLVED (10)*

Directors approved a stage 2 due diligence of a rebrokerage academy.

*RESOLVED (11)*

Directors approved a stage 1 and stage 2 due diligence of a North Yorkshire school and would await a proposal on sponsorship.

*RESOLVED (12)*

Directors approved that the executive were permitted to explore additional academies and free schools and hold conversations that were felt would be in the best interest of the Trust.

### 8.4 Outwood Academy Ripon Post 16 Consultation

Directors were informed of the outcome of the formal consultation to close OAR 6th Form due to the student numbers making it unviable. The consultation attracted 9 responses, none of which were in favour of the closure. KB confirmed that a letter would be uploaded to the website responding to the queries.

Directors and the executive spoke at length about potential of the 6th form and it was agreed that the executive would explore whether the academy could retain its 11-18 designation but without accepting 6th form applications.

*RESOLVED (13)*

Directors agreed that the possibility of retaining the I1-I8 designation was preferable as this would allow the viability of the sixth form at OAR to remain under review.

## **8.5 New Behaviour Policy**

MH thanked Directors for allowing the executive to carry out a pilot for a new behaviour policy. The changes had a specific focus of reducing C6 exclusions as, these account for 60% of the Trust's overall exclusions. This had been successful and had also had an impact on lowering C5s.

Directors asked MH to explain what led to these reductions. MH stated that the new process allowed for more intervention opportunities.

Directors requested to know when data would start to show significant changes. MH confirmed this had already started and a wider picture would be available in September if approval was given to implement the policy across the Trust.

*RESOLVED (13)*

Directors approved the implementation of the revised behaviour policy into all academies from September 2018.

## **8.6 Careers Update (to be circulated)**

Directors received the paper on Tuesday 26th June 2018 and were given 18 recommendations to consider. Directors unanimously accepted the 18 recommendations and requested that Andrew Wappat, Associate Executive Principal discuss these with Chairs of academy councils at the OGAT conference and the link governors for careers.

*RESOLVED (13)*

Directors approved the recommendations within the careers paper.

## **8.7 Capital Update**

KB updated Directors on the larger capital projects across the Trust. Quotes had been received for the new build of OPAK and planning approval would hopefully be received by the end of the week with a minimum number of conditions. KB requested a £200,000 contingency which if needed, would be spent in 2020. KB also requested permission to move to appointment of contractor and carry out financial checks. Directors agreed unanimously.

KB said that as OPALL had now moved away from Kiers, a re-design had been undertaken, KB proposed a change of roof design at OPALL in order to manage budget costs. Directors unanimously agreed.

*RESOLVED (14)*

Directors approved a contingency fund for the OPAK new build and gave permission to appoint a contractor to carry out the works.

*RESOLVED (15)*

Directors approved an alternative roof design for OPALL.

## 8.8 Policy Update

Directors were asked to approve the following:

16-19 Bursary Fund Policy  
Backup and disaster recovery policy  
Scheme of delegation  
Disciplinary policy and procedure  
Modern slavery statement  
Work placement policy

In addition LC requested approval for the following policies:

### **Charging Policy**

Updated to clarify policy for Music lessons and remove duplicate reference to statutory requirements.

### **Team Building Policy**

Policy rewritten to reflect current policy formats and best working practice of the previous policy including list of permissible activities.

### **Careers Policy**

Updated to reflect statutory guidance.

*RESOLVED (16)*

Directors approved the proposed new policies and policy updates for immediate implementation.

## 9. Academy Councils

### 9.1 Academy Council Appointments

Directors were asked to approve the appointment of TB to the Academy Council of Outwood Academies OAB and OAF. Directors unanimously agreed.

RP left the meeting.

Directors were asked to approve the appointment of RP as sponsor governor to the Academy Council of OAE. Directors unanimously agreed.

RP returned to the meeting.

The CEO formally expressed thanks to all academy council members and their commitment to the academies they support.

## 9.2 Establishment of New Academy Councils

Directors were asked to approve the appointment of the following sponsor governors to the academy councils below:

MD (Newstead Green)

CF (Newstead Green)

PG (Bell Lane)

HP (Bell Lane)

AG (Bell Lane)

DH (Bell Lane)

EL (Bell Lane)

MS (Bell Lane)

MA (Bell Lane)

RB (Park Hill)

OH (Park Hill)

RL (Park Hill)

ML (Park Hill)

## 9.5 Academy Council Minutes Summary

Directors received a summary of the academy council minutes.

OAC has asked about the terminology 'adequate' being used in lesson observations. KB proposed a response confirming that in the revised Assessment and Feedback Policy, the judgments were Excellent, Good, Acceptable and Unacceptable.

OAB and OAF queried the charges being levied on academies by local authorities regarding exclusions. KB proposed a response that stated that academies are bound by the terms of their funding agreements to make the same payments as if they were maintained schools however this only relates to the relevant GAG funding for that student.

*RESOLVED (17)*

Directors approved the appointment of Trevor Barkas to OAB and OAF academy council.

*RESOLVED (18)*

Directors approved the appointment of RP to the OAE academy council.

*RESOLVED (19)*

Directors approved the proposed sponsor governors to the academy council's of OPANG, OPABL and OPAPH.

*RESOLVED (20)*

Directors approved the removal of Dr T Cavell-Taylor from the academy council of OAR.

*RESOLVED (21)*

Directors approved the removal of Clare Rushforth and Siobhan Thompson from the academy council of OPAD and OPALGr.

*RESOLVED (22)*

Directors approved the responses to two queries raised in the academy council minutes.

**10. Items Not for Publication**

*RESOLVED (23)*

Any items relating to individual staff would be considered confidential.

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

**11.1 Agenda Cycle for 2018/19**

*RESOLVED (24)*

Directors approved the agenda cycle for 2018/19

*RESOLVED (25)*

That the next meeting of the Board would be held on Wednesday 22nd August 2018 at the Outwood Institute of Education.

**Signed**

**Dated**