

TRUSTEES MEETING
HELD AT BEECHFIELD SCHOOL ON Thursday 12TH July 2018 at 1:00pm

ATTENDEES	JAMES ROACH (JR) – CEO & Trustee ANDREW CHAPPELL (AC) - Trustee RICHARD JONES (RJ) – Trustee & Chair BECKY BLACKSTAFFE (BB) – Member and Trustee JESSIE BRUCE (JB) – Trustee LIZ LEEMAN (LL) – Vice-Chair - Trustee
APOLOGIES	
IN ATTENDANCE	SHARON CARLYON (SC) – Company secretary, COO, CFO JO HART Emma Lad – Clerk
DOCUMENTS CIRCULATED PRIOR TO THE MEETING	<ol style="list-style-type: none"> 1. IMAT minutes 21/6/18 2. IMAT agenda 12/7/18 3. IMAT Trust Day agenda 12/7/18 4. BFS/ CTS/ LHS budget report Jul 18 for Trust Day 5. Budget summary assumptions – KPI 6. BFS/ CTS/ LHS outcome summaries July 2018 7. Pay and appraisal policy 8. Upper pay scale threshold application form
Distributed at the meeting	1.
	Beechfield School – BF Cherry Tree School – CT Laurance Haines School – LH LAB – Local Advisory Board

Meeting started at 1.09pm

No.	ITEM	Action
1	Welcome and Introductions – Trustees were welcomed and thanked for their attendance at the Trust Day	
2	Apologies for absence and acceptance of those absences – there were no absences and the meeting was quorate.	
3	Declarations of Conflicts of Interest - There were no conflicts of interest	
4	Notice of Any Other Business <ul style="list-style-type: none"> • Pay and appraisal policy • Work plan • Trustees contact with staff and pupils 	
5	Minutes of the meeting held on 21st June 2018 Amendment: 21st June for meeting date rather than 22 nd June on the document. The Chair changed and signed the copy approved by Trustees.	

SIGNED		DATED	
--------	--	-------	--

<p>6</p>	<p>Matters Arising from the meeting 21st June 2018 All matters arising were completed except: Item 6: RJ has completed an advert for the Academy Ambassadors' website requesting Trustees with the necessary skills. The advert will be uploaded to the website. Item 6: SC has spoken to a prospective governor who has personnel experience. The candidate will be retiring in a year and is looking for a project moving forward. She has a strong HR background which is an area the Trustees have identified as having a skills gap from their skills audit. SC will invite the prospective Trustee to attend a meeting Item 12: There has been interest from two applicants in the Trust re the Rapid Improvement Partner role. JR, SC and LL are interviewing both candidates tomorrow. Item 13: Policies: The Trustees agreed to approve policies which will be circulated over the summer holidays. Once they have received a copy they will have two weeks to comment to SC. This will include: Lettings, E safety and Data Security, and Mental Health and Wellbeing</p>	<p>RJ</p> <p>SC</p> <p>Clerk (Agenda)/ All Trustees</p>
<p>7</p>	<p>Update from local governing committees <u>BFS</u> – JR gave a verbal update</p> <ul style="list-style-type: none"> • There had been a concern about the financial future with ever shrinking budgets and JR made the LAB aware that the Trustees are working towards a plan to ensure financial security moving forward. • The governors discussed how to improve marketing of the school <p><u>CTS</u> – meeting taking place tonight. Governors will be asked if they would consider chairing Laurance Haines school LAB.</p> <p><u>LHS</u> – Governor day yesterday The governors were focused on the curriculum and it was a very celebratory day for the school.</p>	
<p>8</p>	<p>Summary of morning – Vision, Outcomes 2017/18, Trust plan <u>CTS and BFS tours</u> have taken place this morning</p> <ul style="list-style-type: none"> ○ BFS environment and the need to invest to improve was discussed as a key priority for the MAT. ○ Trustees reported they found it a very positive experience and commented on CTS environment and the work which is carried out by the site manager. ○ SC and JB were thanked for their tours. <p><u>Vision, aim and values</u></p> <ul style="list-style-type: none"> ○ After discussion it was decided that there was no need at present to change the Trusts vision and aims as they accurately reflect the three schools shared ethos. ○ Trustees asked that all staff have the vision and aims explained at the beginning of the inset sessions in September. ○ <u>Demonstrable synergy</u> – do the staff have the same vision and aims? SC explained that the new HT's were asked to present on the vision and aims as part of their interview as it is key that they have a good understanding of what the MAT is trying to achieve. This will be a continued piece of work over the year. SC and JR will visit all three schools to start the conversation from Trust level with staff. Trustees asked that the Heads of school come and present their vision to them in the new term. <p><u>Skills Audit</u></p> <ul style="list-style-type: none"> ○ Completed by Trustees this morning. 	

<p>SIGNED</p>		<p>DATED</p>	
----------------------	--	---------------------	--

- Trustees were clear about the change in skills required as the schools have moved from maintained to a MAT.

SATs attainment results – information presented for the three schools

- There are real positive outcomes for the schools and JR thanked everyone involved in supporting the success.

CTS

- The maths has improved on last year as has the combined score. There has been a lot of work completed over the year. Mainly through a rapid change in expectation through performance targets for teachers and SLT which has had a positive impact in the classroom.
- 67% combined attainment – above the national score.
- Progress – At present the children are on average and have a score of 0 so the school is above floor targets.
- Pupil premium – the results are good but there is a small gap which will be a focus for next year.
- Key stage one – attainment was lower than last year but it is a different cohort.
- Phonics – 88% above national average
- EYFS – improvement on last year and the school has received the Gold Quality Mark for EYFS.
- Trustees discussed the results for boys versus girls and the changing demographic and complexity of needs which change with each cohort.

BFS

- Drop from last year on the combined attainment score which is disappointing. The results over two years however show a continued improvement over time.
- The attainment in reading and maths scores have dipped in particular. This year group in particular has been part of the historical issues which the MAT has inherited.
- Progress is amazing for the cohort with scores of up to +4.
- The Fischer family trust data shows that the school sits within the top 20% for progress in the country but the attainment is not where the school would have hoped at 48%.
- Trustees discussed targeted support for the children and how the support is now in all years rather than just in year 6 as this is not sustainable.
- Systems in the school are now better embedded and will continue to show improving results over the next few years. The strategy which is in place will continue as the SLT feel this is the best way to improve the results over time.
- Trustees congratulated the school on their progress
- EYFS attainment below national average

LHS

- Combined 82% which is above national.
- Childrens progress figures are very good.
- The combined pupil premium is 81% which means the gap is nearly closed.
- Reading has improved greatly and this is due to the redeployment of resources to support reading.
- EYFS attainment below national – LHS was moderated last year and the results were approved.

Every school has something to celebrate and Trustees thanked everyone including those who worked so hard with year six.

There has been a lot of work on moderation and accurate assessment across the

SIGNED		DATED	
---------------	--	--------------	--

	schools which is supporting the confidence in results. This will continue to be embedded and teachers have allocated time to ensure they share good practice.	
9	<p>Budget 2018-2020 – paperwork distributed prior to the meeting</p> <p>General Annual Grant income from ESFA – the national funding formula hasn't been approved yet in the Commons. The uncertainty of this change in income is making budget setting difficult. Furthermore, pupil numbers are not at capacity across the Trust and this significantly impacts income. Trustees discussed the need to improve pupil numbers over the coming years as well as the need to recruit a 4th school.</p> <p>The increased spending on staffing is as a result of the payrises, pension costs etc. The Trust is concerned that any further cuts to spending will impact on the quality of teaching. Again, there are a number of uncertainties which impact on the process, eg teachers' pay award has not yet been finalised.</p> <p>Three possible scenarios were shown to trustees and JH explained that the MAT has used the assumption that there is no increase in funding moving forward. There may be more information available from the ESFA in the Autumn term and these income assumptions will be changed where appropriate in future forecasts.</p> <p>Trustees are aware that, using this flat cash scenario, the Trust will run out of reserves in 2019/20. They are clear that income must be monitored carefully and that a focused spending plan must be in place for financial effectiveness. By mid-November 2018 there will hopefully be a clearer understanding of future income and pupil numbers. Following this reforecast, Trustees will revisit the budget and make an informed financial plan.</p> <p>Trustees discussed possible changes which could be put in place to decrease spending. These included moving to split classes at BFS which would reduce their teaching costs per annum.</p> <p>Trustees had a robust and frank discussion around how to do things differently and how to ensure there is a harmonisation of staffing across the schools. The Integrated Curriculum Financial Planning Independent Evaluation (part of the MAT Development Grant) is currently being finalised by HFL Ltd and will be completed before September. A draft version was shown to governors but there is more work to be completed. This will form the starting point for financial review.</p> <p>The MAT has taken in year admissions in house to ensure that the school is not missing any possible children joining the school.</p> <p><u>Budget for 2018/19</u> – Trustees ratified the budget for 2018/19 <u>Trustees decided assumptions on the budgets posted to the ESFA for the following two years –</u> The budget will assume the introduction of the hard-National Funding formula that has been declared on the DFE Collect website. This will come with a declaration that if the funding does not come in as expected this will create associated risks for the MAT. The submission will also make it clear there will be reductions in spending to reduce the in-year deficit for 2019/20.</p> <p>Trustees are aware that these funding changes may not happen and will put in place more future proofing plans to ensure the MAT is financially secure after 2018/19.</p>	

SIGNED		DATED	
--------	--	-------	--

10	Trustee skills and recruitment – covered under other agenda items	
11	Finalise annual plan of work for 2018/19 – on-going	
12.	Communication: The Trustees will ensure a clear work plan will be in place to inform all levels of the IMAT.	
13	<p>Any other Business</p> <ul style="list-style-type: none"> Pay and appraisal policy including application form – The policy previously stated recommendations went to the Resources Committee for approval. The revised policy will bring the approval down to the CEO. Should there be an appeal it will come to the Trust Board. Staff will then have standards which are harmonised to move through pay scales across the schools. Trustees approved the policy Work plan – JR and JB met to discuss the curriculum aspect of the work plan. The HT's will be meeting to make sure there is a consistent plan across the three schools. The business plan will be amalgamated with the work plan so there is one document. Trustees feel they need to improve contact with staff and pupils through spending more time in school. Trustees also asked that a Trustees Pupil council be created with pupils from all the IMAT schools. JR will follow up 	JR
14	Date of next Meeting: See below	
15	<p>Items to be taken to LAB</p> <ul style="list-style-type: none"> Updated Pay and Appraisal policy Budget submitted and future work to be completed Results – Trustees were pleased and proud of the results and thanked everyone for their hard work. Parent governors on LAB's were reminded that they are the voice of the parents and the Trustees are always keen to hear their views. 	

Dates for 2018/19:

7pm	IMAT	Thursday 13/09/2018
7pm	Laurance Haines	Tuesday 18/09/2018
7pm	Cherry Tree 720 WD24 6ST	Wednesday 19/09/2018
7pm	Beechfield	Thursday 20/09/2018
7pm	IMAT	Thursday 25/10/2018
7pm	Laurance Haines	Tuesday 13/11/2018
7pm	Cherry Tree 720 WD24 6ST	Wednesday 14/11/2018
7pm	Beechfield	Thursday 15/11/2018
7pm	IMAT - AGM + FTB – clerk	Monday 10/12/2018
7pm	IMAT	Thursday 31/01/2019
7pm	Laurance Haines	Tuesday 12/02/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 13/02/2019
7pm	Beechfield	Thursday 14/02/2019
7pm	IMAT	Thursday 21/03/2019
7pm	Laurance Haines	Tuesday 02/04/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 03/04/2019

SIGNED		DATED	
--------	--	-------	--

7pm	Beechfield	Thursday 04/04/2019
7pm	IMAT	Thursday 16/05/2019
7pm	Laurance Haines	Tuesday 04/06/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 05/06/2019
7pm	Beechfield	Thursday 06/06/2019
7pm	IMAT	Thursday 27/06/2019
10am	IMAT - Governors day – No clerk	Thursday 11/07/2019
10am	IMAT - Trust day – No clerk	Wednesday 17/07/2019

Meeting ended 3.03pm

Approved for Signing

SIGNED		DATED	
---------------	--	--------------	--