

Minutes of the Uffculme Academy Trust Board Meeting held at 16.00 on 13th January 2020.

Attendees	Initials	Attendees	Initials
Sue Brewer	SB	Jill Larcombe	JL
Max Graesser	MG	Shaun Vickery	SV
Lorraine Heath – Chief Executive Officer	LHE		

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Julia Adamson – Work Commitments	JA	Wendy Farrier – Director of Finance and Resources	WF
Emma Fielding – Work Commitments	EF	Paula Gibson – Clerk	PG
Jenny Sutton– Work Commitments	JS		

Signed as a correct record of the meeting:

Date:.....

1. Welcome and Apologies

SB, acting Chair, welcomed Directors to the meeting.

Apologies were received and accepted from Julia Adamson (JA), Emma Fielding (EF) and Jenny Sutton (JS).

The meeting was quorate.

2. Declarations of Interest

No declarations of interest were declared related to items on the agenda for this meeting.

LHE informed all that Natalie Keeling has resigned from the Board of Directors due to ongoing work commitments – Directors thanked her for her time spent on the UAT Board. LHE explained that UAT was looking to recruit new Directors, and people that with an HR background would be a particular asset to the Trust.

Minutes from Previous Meeting

SB signed these as a true and accurate reflection of the meeting held on the 27th September and the 13th December 2019.

Update on outstanding actions -

Agenda Item	Update
Detailed report regarding the Fire related worked completed to date	Action Complete – A re-inspection from the Fire Officer has been undertaken and the fire enforcement notice has now been lifted. Both Ofsted and the EFSA have been informed.
Exam Results to be discussed at the Chairs Committee	Action complete – 08/10/19
Contact other Trusts to look at systems for LGC's to feedback to Directors	Ongoing – LHE / EF
Signatories of the Single Central Record	Action Complete – WF contacted the DPO and the information has been shared with the Schools and Chairs. LHE is to undertake a QA check of all Single Central Checks in the spring term. The CEO has the delegated responsibility from the Trust and this is recognised as a Business Requirement. Directors discussed if names should be made available for Governors completing SCR checks.
DSL's to be named as the Child Exploitation link and be included on schools websites	Action Complete – 04/10/19

4. Matters Arising

LHE informed Directors that as part of the AVA Ofsted inspection, all schools required access to Directors SCR information.

There were no other matters arising from the minutes 27th September and 13th December 2019.

Chair's initial..... Date.....

5. Finance Update

A Confidential Minute was held.

6. Personnel Update

The Gender Pay Gap analysis was discussed and WF informed Directors that this was not a legal requirement for UAT until March 2021 – Directors **ASKED** about the level of guidance available for this, WF explained that this was a complex issue with limited available clear guidance.

Directors **QUERIED** if the Trust was confident in its pay equality and LHE explained that staff are paid using School Teachers Pay and Conditions (STPCD), but recognised that work needed to be undertaken with regard to the use of TLR's across the secondary schools. Directors recognised that should changes be required for a September 2020 implementation, notice would need to be given by May 2020.

Support Staff in the schools use the Devon and Somerset grading structure as appropriate and Directors recognised that in the future work will need to take place on this differential.

WF informed all that the Trust planned to align payroll providers and that she would put to tender this provision in due course – Directors recognised the difficulties involved in the provision and briefly discussed the merits of payroll providers.

Actions from the Personnel Committee meeting held on the 12th November have been completed with the exception of the % Sickness Absence which is to be included in the Personnel Report, due for the meeting in February 2020.

The Staff Wellbeing offer has been implemented and some staff have already started to use this benefit – Directors discussed the use of Flu Jabs being made available to staff in the future and it was **AGREED** that this was of possible benefit.

LHE and WF explained that the Trust required the services of an HR Manager, and the monies received from a recent Trust Capacity Fund (TCaF) bid (£26K) for the expansion of central services would be used to fund this new post in the first year. Ongoing this post would be paid for from the central services top slice, which would remain at 4.1%. It was hoped that savings could be made by not using the services of Browne Jacobson. The details of this post including the job description was circulated and after reviewing this document, all Directors unanimously **AGREED** to the recruitment proposal as outlined.

7. Approval of Account 2018/19

These were approved at the meeting on the 13th December 2019.

8. Articles of Association

WF informed all that the DfE have agreed that an AGM was no longer required and that there were no other major changes required. The DfE, however, have recommended that the role of Members and Directors were separate entities - the Headteachers Board have also raised this as an issue as part of discussions held relating to Neroche Primary School joining the Trust.

9. CEO Report

Ave Valley Academy (AVA) Ofsted Inspection – December 2019

LHE explained that the inspection was very challenging and that the Academy had been judged as “Requires Improvement” in all areas except Personal Development which was judged “Good”. Directors were informed that the report is now available for inspection.

Curriculum - LHE explained the significant differences in the new framework and that Curriculum had been a major area of focus, and further explained that Her Majesties Inspector of Schools (HMI) had not been persuaded by the AVA 2 year KS3 / 3 year KS4 model explained to them. Directors **DISCUSSED** this model and further noted that both Holyrood Academy (HA) and Uffculme School (US) operate on a 3 year KS3 / 2 year KS4 model that Ofsted appear to favour.

LHE also provided further contextual information about the connectivity between curriculum subjects that was looked at by HMI and explained her disappointment that HMI did not accept the challenge of contextual information provided to them by the Academy and that the Curriculum Lead had been unable to successfully articulate the Academy’s view.

SEND - was an area of focus for the inspection and concerns had been raised about the narrow curriculum model within the Academy, however AVA has recently appointed a new SENDCo to address issues.

Behaviour - LHE explained that there was excellent behaviour modelled by students throughout the time of the inspection which was coupled with positive parent view but because some students had informed HMI of inconsistencies in behaviour management this impacted on the report.

A confidential minute was held.

10. Trust Update

Holyrood Academy Admissions Arrangements

2021 / 22 – Directors **AGREED** to prioritise students from feeder primary schools within the Trust as per the current Uffculme Primary School / Uffculme School model. Directors were made aware that the local authority may challenge this as some of the students are from out of the Holyrood Academy catchment area.

2020/21 – Directors were informed of the first round admission numbers and **AGREED** that the Academy should stick to the planned admission number of 232. Directors recognised that the increased building capacity was not yet available.

SV left at 17.30pm

Holyrood Academy Headteacher Recruitment

Directors were informed that Dave MacCormick was appointed as the Headteacher and positive feedback about this appointment has been received from staff, students and parents. He has a detailed action plan which has commenced implementation.

An external advert has been placed for an experienced Deputy Headteacher to start in April 2020.

Axe Valley Academy Headteacher Recruitment

LHE asked Directors to formalise the Headship at AVA – it was **AGREED** that this is to be advertised internally within the Trust and that following this appointment AVA would require a Deputy Head with significant experience in curriculum management.

11. Local Governance Committee Reports

These reports had been circulated in advance of the meeting.

Directors **QUESTIONED** how findings from the recent Ofsted inspection at AVA would be shared with the different LGC's – LHE will lead on this. Governance, within a MAT, is a Board responsibility, therefore LHE would attend any Ofsted Inspection in her role as CEO.

AVA – LHE reported that the LGC requires some continuing development work and that the Chair has requested support in undertaking a Chairs Training course – this was fully supported.

HA – LHE is pleased with the levels of challenge and support from this Committee. Directors **AGREED** to the appointment of the two new Parent Governors and one Support Staff Governor.

12. Safeguarding

There were no Safeguarding issues to report

13. Policies

There were no policies tabled for approval.

Meeting Closed at 17.51pm

Date of next meeting

Friday 6th March 2020 2.00pm at Axe Valley Academy, for a tour of the school site, followed by the Directors meeting

ACTIONS

Agenda item	Action	Who	Deadline
From previous meeting	Contact other Trusts to look at systems for LGC to feedback to Directors.	LHE / EF	Ongoing
8	Circulate the Articles of Association.	WF	Action Complete 14/01/2020