

## Minutes of the Uffculme Academy Trust Board Meeting held at 14.30 on 6<sup>th</sup> March 2020.

Attendees	Initials	Attendees	Initials
Sue Brewer	SB	Lorraine Heath – Chief Executive Officer	LHE
Emma Fielding	EF	Jill Larcombe	JL
Max Graesser	MG	Jenny Sutton	JS

Apologies / Absence (reason if required)	Initials	In Attendance	Initials
Julia Adamson – Work Commitments	JA	Wendy Farrier – Director of Finance and Resources	WF
Shaun Vickery – Work Commitments	SV	Paula Gibson – Clerk	PG
		John Akers – potential new Director	JA

Signed as a correct record of the meeting: .....

Date:.....

## 1. Welcome and Apologies

EF welcomed Directors to the meeting.

Apologies were received and accepted from Julia Adamson (JA) and Shaun Vickery (SV).

The meeting was quorate.

EF welcomed John Akers to the meeting and introductions were made.

## 2. Declarations of Interest

JS declared an interest in all items relating to WCTSA.

### Minutes from Previous Meeting

EF signed these as a true and accurate reflection of the meeting held on the 13<sup>th</sup> January 2020.

Update on outstanding actions -

Agenda Item	Update
Contact other Trusts to look at systems for LGC to feedback to Directors.	Ongoing
Circulate the Articles of Association.	Action complete 14/01/2020

## 4. Matters Arising

There were no other matters arising from the minutes 13<sup>th</sup> January 2020.

Matters arising from the Chairs Committee;

- Requalification of DBS Checks

This had been raised from the Chairs meeting, and after discussion, Directors agreed the following –

- 1) Staff are to sign an annual safeguarding self-declaration
- 2) DBS re assessment to take place when a staff member has any significant change of job role
- 3) Following any allegation regarding a staff member
- 4) Complete DBS checks for any staff member still on the List 99 register
- 5) Governors and Directors to complete enhanced DBS checks every 4 years

- Health and Safety Policy

Chairs of the LGC's raised concerns regarding the blanket nature of the H&S policy, which did not necessarily comply with the scheme of delegation. It was agreed that a member of the HA LGC, who has an H&S professional background, is to revisit the policy with WF. The policy will then be recirculated.

EF noted the positive nature of the Chairs meeting, there was evidence of cross working and the building of relationships between LGC chairs. Directors agreed that it was useful to have the personal interaction that this committee allows for and to hear issues directly.

## 5. Finance Update

Audit Adjustment – this information had been circulated in advance of the meeting

WF explained these and Directors **AGREED** to the audit changes.

Financial Review 2019/20 and 2020/21 - this information had been circulated in advance of the meeting

LHE noted that it was difficult to understand the level of detail required by the Directors, and thanked WF for her efforts in pulling the papers together – the narrative of which had been written by the School Business Manager's (SBM).

Directors requested the over-arching contextual commentary to understand the implications for the Trust, but needed no further detail.

LHE reported that work continues on the WTSCA finance details and that there was likely to be a requirement for some cross charges between WCTSA and Uffculme School.

HA Budget was initially modelled on the original DfE funding, however the indicative funding information shows a decrease of £75k – this maybe in part due to the schools block funding arrangements. LHE explained the staffing changes at HA which will require the budget, in part, to be rewritten.

Uffculme Sports and Fitness accounts were circulated. Membership is higher than anticipated than predicted, if this continues the facility is likely to be in profit by £32.5K by the end of the year. There may not be the need for the same level of classes going forward, so WF will be able to budget more accurately once these details are known. Directors commented on the excellent facilities on offer.

Holyrood Sports and Fitness is on schedule to open at Easter – a meeting will be held on the 9<sup>th</sup> March. Staff commence on the 16<sup>th</sup> March with a week's induction at Uffculme Sports & Leisure. Staff, students and Governors will have a preferential rate of £9.99 per month. The facility will be used by the Academy during the school day and by the community and members outside of these hours.

MG explained that the May FPR meeting will review the 2020/21 budget and that this will then be presented to the Board at their May meeting.

## **6. Personnel Update**

Permanent Exclusion (PEX) Panel Composition

Directors discussed the use of Governors from other schools to ensure impartiality, however after discussion it was agreed that it was a local schools decision and required some contextual information – Clerks and Panel members are to bear in mind any conflicts of interest. An 'independent' panel member (either Director or a member from another LGC) is to Chair these meetings.

PEX / IRP training will be held as part of the UAT Conference in July.

The PEX policy is to be rewritten to ensure commonality across the schools; however, it is not possible to have a generic Behaviour policy given the need for local contextual information.

Flexible Working Policy / Equalities Policy

These had been agreed, subject to TU consultation at the Personnel Committee meeting – this has not been commenced given the difficulties faced by the HR provision.

These are to be published in schools as draft  
**Action:** Clerk to circulate to schools in draft format.

LHE informed Directors that the Trust HR Manager post is again being advertised, as the incumbent staff member has tendered her resignation from the Trust – they have agreed to stay for the handover period

## 7. CEO Report

This report had been circulated in advance of the meeting – Directors thanked LHE noting the useful contextual content.

LHE provided details of M Lees and R Crocker, who are to be appointed to the AVA LGC – Directors **AGREED** to these appointment. R Crocker is the new Deputy Head at HA, and this role is a key part of his professional development.

LHE notified the Directors of other key recruitment roles within the Trust, which included

- Deputy Headteacher at AVA
- Head of Year at HA
- Head of Business Support at US

The restructuring process is underway at UPS; the consultation period finishes on the 20<sup>th</sup> March.

A confidential minute was held.

### Admissions

First round admission numbers have now been confirmed as –

- AVA – 141 – Directors were delighted that this number is much higher than previous years
- HA – 232 (PAN) – Directors were informed that there are likely to be appeal hearings following the second round deadline
- US – 216 – Directors noted that they had agreed to increase the PAN

The SEF “ragged” process is underway with LHE and the Heads.

Discussions took place following an external review of Safeguarding at HA, from which a detailed action plan will follow – Directors **AGREED** to LHE’s proposal of an additional non-pupil day on the 20<sup>th</sup> April 2020 to hold a robust safeguarding training day. Directors **REQUESTED** to be updated on this at their next meeting.

### Tracking Data

Directors **QUESTIONED** if the predicted Progress 8 (P8) figures at HA were realistic – LHE and DMC are cautious, as they are similar to the predicted P8 figures last year, however it was noted that the current Year 11 cohort are in a more positive place to last year’s cohort. When the mock exam data is known, a new tracking point will be entered.

AVA P8 predicted figures are better than last year.

Directors **COMMENTED** upon the common areas of difficulties – cross MAT support is an ideal way of promoting positive outcomes, however departments are not yet able to pursue this. LHE explained that a common curricular model, in departments such as MFL, is an ideal starting point with shared training, recognising the need for Quality First Teaching.

UPS results are similar to last year's predictions although all were mindful of the impact that individual results can have on a very small cohort.

#### Exclusions

This data is for Autumn term and the first half of the Spring term.

Directors were **CONCERNED** about the high level of fixed term exclusions (FTE) at HA, yet LHE reminded them that this is approximately half of the FTE at the same point in 2019/20, but shared their concerns. Directors asked about the issues – these are mainly cultural – the numbers relate to 68 students with only 30 of these being repeat offenders. 17 of those 30 students have had either 2 or 3 FTE and 13 students had 5 or more FTE, 4 of those have since been permanently excluded.

SEMH concerns, predominantly within the Year 9 and 10 cohort at HA, was then discussed. As some SEMH provision had not been provided, at an earlier stage, high tariff students are defiant of the academy rules and these students, no longer see the ½-day FTE for this, as a sanction. There has been an increase in the SEND provision at HA, which now includes a specialist SEMH worker for 2 days a week, as well as external provision bought in by the academy. The Behaviour Policy is currently being rewritten and the current Year Leaders and Pastoral Leaders roles are being reviewed to develop an early help focus. Directors **RECOGNISED** that community issues plays a part in behaviour and noted that cultural changes take some time and asked to be kept informed of developments and further **ASKED** that LHE provide PP contextual information with regard to exclusion data.

LHE drew attention to the absence data and explained that the persistent absence at HA is too high and that US absence is poor in the context of their previous absence data.

#### Teaching School

Directors **ASKED** about the management of the Teaching School becoming a hub, and after discussion, it was agreed that this was an area that UAT did not wish to pursue. The ideal scenario is that the teaching school develops into the school improvement arm of the MAT alongside school-to-school support.

#### Central Services

- The payroll provision goes out to tender on the 9<sup>th</sup> March
- The central services function requires development, but LHE is mindful of the provision of services to schools from the top slice, which remains at 4.1%
- There is a need for a Personal Assistant to support LHE and other central functions, however LHE explained that there is not yet any clearly defined office space for a central function. LHE updated all on a current CIF bid at UPS which may offer some office space for the central services team of the CEO, Director of Finance and HR Manager.

## Strategic Plan

This had been circulated in advance of the meeting and is based upon the 'Visions and Values' of the Trust. Heads have been able to comment and the Members have approved the draft plan. The "ragged" process will now commence and will be available for the May Board meeting.

## 8. UAT Conference – 3<sup>rd</sup> July 2020

LHE updated all on the plan and explained that Hannah Woodhouse, Regional Schools Commissioner for South-West England, will also be a guest speaker.

*JS left at 16.30pm*

## 9. Local Governance Committee Reports

These reports had been circulated in advance of the meeting.

Directors liked the content of the reports, noting the potential for these to develop into "success and concern" items.

HA:

- An additional meeting was held following the appointment of DMC – the SEF, which had been written, following the AVA Ofsted inspection, was shared with them. The February meeting was in their planned schedule. Either the additional meeting planned for the 23<sup>rd</sup> March or their scheduled April meeting will reflect upon the SEF.
- LHE is pleased with the direction of HA and it's LGC, explaining that there was an improved quality of relationships and positive parental feedback - at the recent Year 8 parents evening, 100% of parents recommend the school to others.
- Their Ofsted preparation file compiles evidence, which includes parental affirmation.

AVA:

- Directors **REQUESTED** a copy of their Ofsted Action Plan and felt that it should be a key priority for their LGC. LJ is to be invited to attend the Directors meeting in July to provide them with an update on the AVA Ofsted action plan.

UPS:

Directors approved the appointment of Claire Hayman as staff governor at UPS

## 10. Any Other Business

LHE provided Directors with an update on the Trust's plans regarding COVID-19, which follows all DfE guidance. Heads regularly communicate with parents and students, alongside information included within assemblies, availability of hand sanitiser, making plans for any potential closures etc.

Any overseas school visits will follow FCO advice.

New Director – John Akers was thanked for attending the meeting and asked if he wished to join UAT as a Director – he indicated that he would be happy to do so. Directors were

mindful of his skills and experience relating to SEND which would be a very positive addition to the Board.

The meeting closed at 16.59pm

**Date of next meeting**

Friday 15<sup>th</sup> May 2020 2.30pm at Uffculme School

**ACTIONS**

<b>Agenda item</b>	<b>Action</b>	<b>Who</b>	<b>Deadline</b>
6	Circulate to schools for publication the draft version of the Flexible Working Policy and the Equalities policy	Clerk	asap
7	Update on HA action plan as an agenda item for the May meeting	LHE	May 2020
7	Ragged version of the Strategic Plan to be circulated for the May meeting	LHE	May 2020
9	Clerk to invite <ul style="list-style-type: none"><li>• Laura Jenkins</li><li>• Dave Tucker – Chair, Neroche Primary school</li></ul> to attend July meeting	Clerk	