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with shared values

Wolds Learning Partnership

Minutes of the Board of Trustees meeting held at Woldgate School and Sixth Form College on Monday, 24th September 2018 at 6pm

Present: Jonathan Britton (CEO) Graham Cook
 Alan Shadrack (Chair) Karen Taylor
 Angela Ekers Stephen Burley
 John Sinclair Graham Cook

In attendance: Liz Andrews-Wilson (Governance Advisor, Clerk)

		ACTIONS
1.	Welcome, apologies for absence/consent and Declarations of Interest	
	The Chair welcomed everyone to the meeting. Apologies were received, with consent from Julia Thomson. There were no declarations of interest. [Later in the meeting Karen Taylor advised that as part of her job, she would be supporting Malton Primary School]. The Governance Advisor circulated the Trustees' Business Interest forms for 2018-19, which were duly signed and returned.	
2.	Confirmation of items under Any Other Urgent Business	
	Nothing was noted.	
3.	Minutes of the meeting held on 2nd July 2018 (including Confidential minutes)	
	Previously distributed. The minutes (and the confidential minutes) from the previous meeting held on the 2 nd July 2018 were reviewed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
4.	Action Plan and Matters Arising	
	<p>Matters arising from the minutes of the meeting held on 2nd July 2018</p> <p>The Chair advised that the Chair's Forum had met on the 19th September and had received a demonstration from the Governance Advisor on how to use MinutePad to support effective governance. He suggested that the Trust Board may want to display the agenda pack on a screen to help the flow of the meeting and to avoid everyone looking down at their screens. This was to be tried at the next meeting.</p> <p>A Trustee asked for further details about why the Trust Board had decided to introduce the Finance and Audit Committee and increase the number of Trust Board meetings. The Chair advised that the cyclical calendar of both meetings had been set up to be in alignment with the DfE's agenda and would help to streamline the meetings, to ensure that each one had a clear focus.</p> <p>With reference to the previous set of minutes the Chair reflected on the useful challenges and debate that had arisen out of the Overall School Effectiveness Report item. He noted that one of the</p>	

LGBs had been having difficulty following the format, so he had picked this up at Chair's Forum, advising the Chairs that the Report allows governors the opportunity to have an input and an understanding of the SEF, which an effective governing body should be reviewing regularly. The CEO was asked to provide some support to the Headteachers and the LGBs to develop this.

CEO

The Chair stated that he had asked the LGB Chairs at Chair's Forum if they were receiving the feedback that they needed from the 'Items to be raised with the Trust Board' in a format and time frame that was useful. There was reportedly a long delay from when the LGB queries go up to the Trust Board to when the LGBs received a response. The cyclical pattern of meetings should help with the flow of information. The Governance Advisor was asked to pull out the *Items to be raised with the Trust Board* section of the minutes (while they are still in DRAFT) and pass the responses back to the LGBs which should remove much of the lag time. The Chair added that the LGB Chairs were advised to speak to the Chair of the Trust Board or CEO if they have unanswered concerns.

Angela Ekers volunteered to become the Trust's nominated Child Protection Trustee.

The Chair reported that there had been some concern about the request from the Central Team to increase the central charges. The CEO was to ask the Headteachers to share the breakdown of the top slice details with their governing bodies.

CEO

Part of this item was recorded as a confidential minute.

Action plan

	Action	Status
1.	The CFO to check the depreciation figure with the Accountants	Carried forward (an audit was to be conducted shortly)
2.	The Chair and the CEO were to instruct a Valuation Survey and a Condition survey	Carried forward (to be actioned after the finalised accounts)
3.	John Sinclair to pass a copy of his letter to the Chair and GA	Closed
4.	CFO to liaise with the Head of Personnel and Welfare, re: mileage rates. Review the rates and conduct a benchmarking exercise and consider budget implications	Completed - resolved
5.	The Chair to amend Clause 1.4 of the ToRs	Completed
6.	The Chair was to report back once a suitable procedure (for the removal of governors) had been sourced	Completed - advice is to use LA guidance
7.	CEO to provide some clarity to the Headteachers about the WLP policies and the policies that the LGB are responsible for	Policy Review schedule to be sent to the Headteachers
8.	Governance Advisor to share the MAT policy tracker (developed by the Governance Service) with the CEO	Completed - further work required
9.	The CEO was to speak to the Headteacher's Board to inform them that the role which had been supporting the Central Team had been reduced	See below
10.	CEO to emphasise that the SBM/Central Team needed to pull together to support each other	See below
11.	The CEO to speak to the Head of Personnel & Welfare and ask for the Whistleblowing Policy to be reviewed and amended	Completed

Action 9: The CEO advised that an appointment had been made at WSSC to support the CFO, to allow more of her time to be allocated to her Trust-wide workload. The CEO was hoping to appoint an Office Manager to support the Head of Operations and Administration.

Action 10: The CEO advised that in the longer term he would be looking to use a proportion of the individual school's SBMs time to support Trust-wide work, but at this stage he felt it was not wise to dilute the business support at local level. Any changes would be dependant on the growth of the MAT. This would remain under review.

5.	Finance update	
	<p>Letter from the ESFA</p> <p>Trustees reviewed a copy of a letter sent to the CEO and the Chair from the ESFA (included in the agenda pack). The Chair highlighted that the Academies Financial Handbook had been amended and that finance probity needed to remain a key function of the Trust Board.</p> <p>Trustees were reassured that the Board was fulfilling it's financial duties, especially since the establishment of the Finance and Audit Committee, which would ensure that all Trustees see the financial position of the MAT six times per year. The Chair noted that he needs to have a monthly update on the MAT's financial position. The CEO advised that he could share the live updated with Chair on a monthly basis. The CEO provided further reassurance by confirming that the MAT's GIAS (Get Information About Schools) data was up to date and all of the correct people are listed on the database. He advised that his PA keeps GIAS up to date.</p> <p>A Trustee asked if the MAT were able to meet all of the deadlines stipulated by the EFSA. The Chair confirmed that the meeting dates had been scheduled to fall in line with the deadlines.</p>	
6.	Update from the CEO	
	<p>Updates</p> <p>Part of this item was recorded as a confidential minute.</p> <p>Teaching school</p> <p>The CEO reported that the Teaching School had been granted Teaching School status. Consent had been given for the Teaching School to run its first programme of SSAT (Schools, Students and Teachers network) courses, with more places being granted than had been expected. The programme would be advertised in due course.</p> <p>The CEO informed the Trustees that a school leader needed to be deployed to look at where the Teaching School and the MAT were investing their money, as financial oversight and challenge would be required. The Chair of the Finance and Audit Committee was asked to ensure that this group review the Integrated Curriculum Financial Plan in more depth.</p> <p>Terms of Reference document for the Trust Board</p> <p>The CEO tabled a Terms of Reference paper (tabled item 1), outlining the Trust Boards cycle of business. He explained that the Trust Board needs to be developing the areas that the LGB are looking at, as part of their cycle of business, noting that the LGBs are accountable and have delegated powers. The CEO stated that he would be talking to the Headteachers about making the ToRs fit for purpose for each school.</p> <p>The CEO advised that when the LGBs are looking at performance measures they need to remain focused on looked at progress not just outcomes, so that the Trust Board has oversight of these key performance indicators. With reference to the ToRs the CEO advised that he would present the data from the 2018 results in the next item and then further analysis would be carried out at the second meeting.</p> <p>The CEO explained that he wanted the Trust Board to focus on the key areas that are inspected: Pupil Premium, catch up sessions, rewards, SEN, disadvantaged pupils, exclusions, wellbeing of staff and pupils, safeguarding and leaderships. The quality of teaching at each of the schools would also be scrutinised on a more regular basis.</p> <p>A Trustee challenged the CEO to provide data trends, so that the Trustees can see the trends moving through time. This would enable the Trustees to have oversight of any areas of concern and put them in a better position to be able to challenge. The CEO stated that he would bring this up at</p>	F&A

	<p>the Headteacher Board so that the group can develop a template table for completion. He noted that this would be a journey as the individual schools do use different systems to support their data collection. Trustees accepted that they may need to look at things in different formats until the schools have migrated across to using the same data collection systems. He added that there was a willingness to pre-populate a template so that a Trust-wide picture can be built up over time which would help to identify trends. The Chair commented that all of the schools are tied to the Ofsted criteria, and bringing it altogether in this way would provide the Trust Board with some consistency.</p> <p>The CEO stated that he felt it was important that any judgements made on Teaching and Learning should be reported to the LGBs. Any areas of concern should then be clearly outlined to the staff so that they can improve. He advised that the risk of not reporting on this might mean that the SLT would not see any anomalies. The Governance Advisor stated that if individual staff member's performance is to be discussed at the LGB meetings the staff governors would need to leave the room. The CEO countered this stated that it is beneficial to have the staff governors in the room but he clarified that it would be the high level detail that would be reported to governors not the full detail about individuals.</p> <p>The Chair noted the importance of making sure that any training undertaken by governors and trustees is recorded. The Governance Advisor advised that at local level, governors know to report this at the LGB and they are asked to hand copies of certificates to the school office for filing. The Chair encouraged his fellow Trustees to sign up to some of the training sessions listed in the Training Programme which had been circulated with the agenda pack. He stated that the MAT needed to make use of these training sessions. In response to a question the Governance Advisor confirmed that all of the training offered through CYC is included in the MAT-wide training package offered by CYC and therefore there is no additional cost applied to any of the sessions.</p> <p>Trustee recruitment and update on the Diocesan vacancy</p> <p>The Trustees agreed to review their pen portraits on the WLP website to highlight the skills that are represented on the Trust Board. A Trustee noted the importance of reviewing what skills the Trust Board needs when looking at recruitment. The Chair provided an update on the Diocesan vacancy, advising that the Trust had requested a Trustee with either finance, business, HR or publicity skills, which was proving difficult for the Diocese to fill. The Governance Advisor reported that the Governance Service had received an application form from a highly skilled gentleman who was interested in becoming a Trustee. The Trustees discussed the idea of moving the CEO out of a Trustee role, in order to build capacity and so that he can attend the Trust Board meetings as an ex-officio attendee. Mr Sinclair also noted that he was having to consider his dual role and was reviewing his future position. The Governance Advisor reminded the Trustees that the Members would have to make the decision to move the CEO into the ex-officio role and that they may want to bring this to the AGM.</p>	All
7.	Headline Results data and initial analysis	
	<p>KS4 data</p> <p>The CEO tabled a summary of attainment and progress, detailing the results from the four MAT schools and TMWS and LC (tabled item 2). Trustees took some time to scrutinise the tabled paper. The CEO advised that the KS4 results had not been validated, as the national data would not be available until October. He noted that Longcroft's standards were dropping rapidly with a three year downward trend evident on the Progress 8 scores. He advised that the Progress 8 score is the main measure for secondary schools, so initial analysis had been compared to three datasets: 1) the MAT's data; 2) the Fischer Family Trust and 3) SISRA.</p> <p>The CEO provided some headline figures to allow the Trustees to have an oversight on the performance of the three secondary schools. He noted that WSSC was on track to achieve a</p>	

Progress 8 score of 0.41, which would be a very positive outcome if this figure remains this high once the validated data is available. He reported that 77% of the pupils at KS4 achieved a standard pass, with 60% securing a strong pass. Trustees celebrated the achievements of the English and Maths departments, with 84% of pupils achieving a standard pass in English and 86% in Maths. By comparison, LC had a Progress 8 score of -0.36; with 73.2% of pupils achieving a standard pass in English and 75.8% in Maths. He noted that these results could lead to a Requires Improvement judgement. The Market Weighton School had a Progress 8 score of -0.25, which was an improvement on the last two years. Further analysis was being done to see if this was cohort specific. The CEO reported that at TMWS 75% of pupils achieved a standard pass in English but only 62% achieved a standard pass in Maths, which was a real concern.

In response to a question the CEO advised that Longcroft School has a very similar intake to WSSC, but TMWS have more social mobility than WSSC, so should be out-performing WSSC. This was also going to be looked at in more detail. A Trustee asked if the PPG figures across the three schools were representative, noting that LC seemed to have a higher proportion of PPG pupils than TMWS and WSSC. The CEO explained that LC is situated next to the Barracks so the Service children are included in these figures, which can skew the true meaning of PPG, when comparing it to TMWS. A Trustee commented that it is important for the Trustees to be aware if there is an improvement in attainment for the PPG pupils. Another Trustee commented that Ofsted are willing to look at individual case studies.

A Trustee challenged the number of EHCPs at LC. She queried this with the CEO asking if it was right that the school had 33 pupils on roll with EHCPs. The CEO explained that Beverley is home to two high performing schools so LC supports many of the local children with additional need. A Trustee commented that this would affect the school across the board - with behaviour, results, the level of SEN support required and so on, which would in turn impact on their budget.

KS5 data

Trustees took some time to scrutinise the ALPs scores and the average grades for LC and WSSC. LC was causing concern as their ALPs score was on track to be a 6 (unvalidated).

Primary

The summary of attainment and progress also contained data for the primary schools. The CEO highlighted the three year trends and the national data from the previous year; he stated that the progress scores should reflect the national picture. The Trustees noted that the trend across the Trust was that Writing scores had come down. A Trustee challenged the way in which the data had been presented asking the CEO to include additional information which will enable the Trustees to unpick the data at a greater depth. He stated that he would like to see the cohort size labelled, so that it was possible to see how much each child represents as a percentage and he would like to see the breakdown of the boys / girls ratio. The CEO agreed to present the data in this way going forward and he explained that the trend had been for girls to be exhibiting signs of accelerated learning and that the boys had been 'moved on'.

The Trustees took a moment to congratulate Pocklington Junior School and the work of the Headteacher and the staff. Their Reading and Maths combined score had been consistently increasing and the number of children working at greater depth had also increased, showing some stunning improvements. The CEO commented that this represented an impressive story of school improvement, which he hoped would be picked up by Ofsted.

The CEO reiterated that Melbourne Primary School was not in the Ofsted inspection window and remained 'Good'. He reported that the Headteacher was investing time in the Early Years Foundation Stage, so that the foundation work will improve and over the years these improvements

	<p>will be seen coming up through the school. Trustees commented on the positive message that this gives to the school community.</p> <p>The Trustees noted the very impressive results which Stamford Bridge Primary School had produced this year and the trends which were mostly positive. The CEO stated that the school had maintained its position and improved.</p> <p>The Chair of the Trust Board was to send a letter to each of the Headteachers and Chairs of Governors to congratulate them on their outcomes. The Trust Board wished to record how well all of the schools are doing and thanked the Heads and the staff for the progress that is being made. Trustees noted that the detailed analysis of the outcomes will be discussed at LGB level and these discussions would be captured in the minutes of the LGB meetings. A Trustee stated that the Trust Board need to review the data from across the MAT and hear details from the CEO about any areas of concern. He highlighted the importance of knowing at Trust Board level what each of the schools are doing to improve their weaker areas. The CEO advised that the reports that come through from the HMI visits to the schools should enable the Trustees to drill into this detail.</p> <p>The CEO was to ask Chris Keeler to attend a Trust Board meeting to report back about his findings.</p>	<p>Chair</p> <p>CEO</p>
8.	Policies for review	
	<p>WLP Educational Visits Policy</p> <p>The Trustees had reviewed the WLP Educational Visits Policy. A Trustee asked if there was a specific risk assessment in place across the MAT to assess the risk posed by pupils on trips and visits who have behavioural issues. The CEO confirmed that such risk assessments are in place, but they sit at Headteacher level locally. A Trustee noted the need for all staff to carry mobile phones - which must be turned on. In response to a question the CEO advised that the Trust still buy into the ERYC guidance for the management and leadership of offsite visits but liability sits with the Trust Board.</p> <p>A Trustee asked the CEO to confirm that all of the staff have completed the training, which the policy requires. The CEO stated that if the policy is approved he will ensure that training in up to date across the Trust.</p> <p>A Trustee asked the CEO what insurance the MAT had in place. The CEO advised that the insurance policies still sit at school level.</p> <p>WLP Educational Visits Policy - APPROVED</p>	<p>CEO</p>
9.	Trust Board governance	
	<p>Trust Board approval of the LGB recommendations for Chairs:</p> <ul style="list-style-type: none"> • SBPS - Sarah Willis APPROVED • PCJS - Julia Thomson APPROVED <p>Melbourne Primary School and Woldgate School and Sixth Form College were due to have their Chair elections in Cycle 1. The Trust Board were informed that Sarah Willis would be standing down as Chair during this academic year but a succession plan was in place and the Vice Chair was shadowing Sarah and had attended Chair's Forum.</p> <p>LGB Composition</p> <p>Trust Board approval of the LGB Composition model</p> <p>The Governance Advisor explained that the Chair of the Trust Board had asked her to produce a model for LGB composition, which outlines the structure of an LGB. The Governance Advisor had produced three models: 1) ex-community schools; 2) VA schools and 3) VC schools. The models had been circulated with the agenda and were taken as read. The Governance Advisor guided the Trustees through the model for an ex-community school, noting that the LA and co-opted governor</p>	<p>Trust Board</p>

categories would change to 'Trust Appointed' and Associate Members are not permissible in an academy governance structure. The Chair stated that the LGBs should be able to set their own parameters within these sensible guidelines. LGBs were asked to work on the basis of having 9, 11 or 13 governors, but it was felt that there was no need to change WSSC's composition as they currently had 14 spaces on their governing body. The VA and VC models were noted but were to be filed until such a time that a faith school joins the Trust.

The Chair advised that some of the LGB Chairs had been concerned about governor application being delayed, owing to the need for the applicant to fill in a form, come to meet the Head and the Chair, before coming to an LGB meeting, to then have their appointments ratified by the Board. A Trustee stated that the potential governor could attend as an observer. The Governance Advisor explained that wherever possible she and the school's clerk would facilitate a smooth process and with the meetings being organised in a cycle this should remove some of the delay. She added that governors who have been appointed by the LGB can attend meetings, while their Trust appointment is pending. Trustees noted that any observers need to step out of the room during confidential items. The Chair reiterated the need for all potential governors to be interviewed.

The Trustees **APPROVED** the ex-community school model. It was agreed that this model would apply to Melbourne Primary School's LGB following conversion.

Quorum requirements

Trustees discussed the quorum requirements for LGBs and the Trust Board. They acknowledged that the Trust Board's quorum rules sits within the legal framework of the Articles, but a Trustee had strong feelings about the need for quorum requirements at LGB and Trust Board level to be higher. There was an acceptance around the table that the Trust Board is bound by the Articles, but the Trustee felt that the LGBs should be able to choose their own quorum number.

The Governance Advisor explained that she had sought guidance on this from the Head of Governor Services who had advised that as the LGBs are a sub-committee of the Trust Board, the same rules would apply to them with their quorum being three or a third whichever is great, but no less than three. The Chair stated that the LGBs need to be mindful of how many people are in a meeting when discussing difficult issues, but a Trustee challenged the robustness of this stating that it would still be possible for a small group to make a decision which impacts on the pupils and the staff within the school. Trustees took some time debating this issue and the Chair summarised the main points and the advice that had been provided. The Trustee who had raised the concerns wished for his concerns to be clearly minuted and for the Trust Board to consider the implications of a low quorum.

Discussion around Melbourne's governance structure post-conversation and terms of office

The Governance Advisor explained that MPS were looking for a steer from the Trust Board about the term of office of their governors. The Chair, in agreement with the Trustees, stated that their terms of office should re-start from the date of conversion in the same way that the other LGBs had done previously. Trustees noted the issue of succession planning and the worry of all of the terms coming to an end at the same time, but felt that this was the best way to proceed as it provides the governing body with stability. The Governance Advisor made the Trustee aware of the high parent representation on the MPS LGB.

Acknowledgement and approval of changes to the LGBs membership

- Stephen Burley had resigned from Pocklington Community Junior School to remove the issue of his dual role
- Kathryn Douglas (SBM) had resigned from the LGB at Stamford Bridge Primary School

Items to be raised with the Trust Board

	<p>The Chair acknowledged the issue that the Upper School sub-committee at Woldgate school wished to raise with the Trust Board, about the committee Terms of References and agendas. Mr Sinclair (in his role of Chair of Governors) stated that this was an ongoing issue as the governors have a lot to get through in the two hours. He had responded to this by asking school leaders to provide the headline data and trends and he noted the need to streamline the process.</p> <p>Chair's Forum Update The Chair reiterated that the feedback from the above item was to be returned to the LGBs in a more timely manner and he stated that the Governance Advisor had this in hand.</p> <p>Training and online training Training programme noted.</p>	
10.	Any Other Urgent Business	
	<p>The Chair advised that the WLP Member's AGM was due to take place in December. He outlined how the Finance and Audit Committee will have received and scrutinised the accounts and the information from the auditors. The Trust Board would then need to ratify the accounts between (6-7pm) at the meeting on the 17th December 2018. He advised that the Trust Board meeting would then be suspended while the Members are in attendance of the AGM from 7pm. The Members would then formally improve the accounts and be informed of any updates. They would then be welcome to stay to observe the rest of the Trust Board meeting if they wish to, so that they can see how the Trust Board conducts its business.</p>	
11.	Date of Next Meeting	
	<p>Finance and Audit Committee - Tuesday, 9th October 2018 at 6pm</p> <p>Full Trust Board - Monday, 22nd October 2018 at 6pm (at Melbourne Primary School) School Council to attend 6 - 6.30pm</p> <p>Angela Ekers advised that she would not be able to attend the meeting on the 22nd October.</p>	

Meeting ended at 8.30pm

Signed: Alan Shadrack (Chair)

Date:

Action points from the meeting of the Board of Trustees 24th September 2018 at 6pm				
	Action	Item	Person(s) Responsible	Timescale
1.	The CFO to check the depreciation figure with the Accountants <i>(carried forward from 14.05.18)</i>	4	CFO	Autumn term
2.	The Chair and the CEO were to instruct a Valuation Survey and a Condition survey <i>(carried forward from 14.05.18)</i>	4	CEO and Chair	Dec 2018
3.	The CEO to share the Policy Review schedule with the Headteachers	4	CEO	Autumn term

4.	The CEO was to provide some support to the Headteachers and the LGBs to develop the Overall School Effectiveness Report	4	CEO	Autumn term
5.	The CEO was to ask the Headteachers to share the breakdown of the top slice details with their governing bodies	4	CEO	Autumn term
6.	Trustees to review their pen portraits on the WLP website to highlight the skills that are represented on the Trust Board	6	All	Oct 2018
7.	The Chair was to letter to each of the Headteachers and Chairs of Governors to congratulate them on their outcomes	7	Chair	Oct 2018
8.	The CEO was to ask Chris Keeler to attend a Trust Board meeting to report back about his findings	7	CEO	Autumn term
9.	The CEO to ensure that the training required by the Educational Visits Policy is up to date across the Trust	8	CEO	Dec 2018

Items for next Board of Trustees meeting:	<ul style="list-style-type: none"> MPS and WSSC approval of Chairs
Items for next Finance and Audit Committee meeting:	<ul style="list-style-type: none"> Review of Integrated Curriculum Financial Plan

All minutes copied to:

Helen Walker (Headteacher's PA)