



A family of schools
with shared values

Wolds Learning Partnership

Minutes of the Board of Trustees meeting held at Melbourne Primary School on Monday 22nd October 2018 at 6pm

Present: Jonathan Britton (CEO) *(from 6.10pm)* Graham Cook
Alan Shadrack (Chair) Karen Taylor
John Sinclair Julia Thomson
Stephen Burley

In attendance: Irie Grant (Teaching School & DHT of WSSC) (from 6.15pm and for Item 5 only)
Liz Andrews-Wilson (Governance Advisor, Clerk)

		ACTIONS
	<p>School Council</p> <p>The Chair of the Trust Board welcomed the School Council from Melbourne Primary School to the meeting. The Trustees introduced themselves to the children and the Chair explained the role of the Trust Board. The children rotated around the room meeting each Trustee in turn. They discussed life in school and what it is like to be on the School Council. After 20 minutes the Chair drew the discussions to a close and thanked the children and the staff for attending.</p> <p><i>6.10pm - Jonathan Britton (CEO) arrived during this item</i> <i>6.15pm - Irie Grant arrived during this item</i> <i>6.30pm - The children and the staff left the meeting</i></p>	
5.	<p>Teaching School - Progress update</p> <p>Irie Grant (Director of the Teaching School and Deputy Headteacher of Woldgate School (WSSC) was welcomed to the meeting. IG had been invited along to give a presentation to the Trust Board about the development of the Teaching School. IG tabled a paper copy of her presentation. IG stated that she was going to give an update on what work had been done already and what work was planned for the next six months. The headlines are recorded below:</p> <p>Vision and Ethos</p> <ul style="list-style-type: none"> The Teaching School hopes to promote a love of learning, as this is at the heart of everything the TSA is doing (represented in the imagery of the logo) The TSA is to be very people focused - trainees are to be known and cared for as an individual The aim of the TSA is to inspire teachers and trainers <p>Infrastructure</p> <ul style="list-style-type: none"> The Training Room is set up at WSSC, with the first event being held on 8th November The TSA are working on establishing a Headteacher's Board, which will include WLP Headteachers and Headteachers from other schools in the local area Marketing, website and social media were all in design 	

- The launch event was planned for 22nd November 2018 at WSSC

School to School support

- School to School support was already being delivered at Long Croft (LC) and The Market Weighton School (TMWS). WSSC had hosted members of their staff and the schools were working together to develop and share Teaching and Learning strategies
- The TSA aims to develop more Specialist Leaders in Education (SLEs)

Continuing Professional Leadership and Development

The TSA can deliver The Schools, Students and Teachers Network (SSAT) training sessions

- Enhancing Teaching Practice aimed at new teachers
- Leaders for the future - taster course for leadership, aimed at new teachers who might have leadership in their sight
- National Professional Qualification for Middle Leaders (NPQML)
- Teachers can apply to the DfE for bursaries up to £1,000 to help to cover costs
- The DfE offer a funding bid process to enable teachers to re-train in one of the priority areas, to keep them in the profession

Initial Teacher Training Programmes

- The TSA has secured Leeds Beckett University, Carnegie School of Education as it's partner
- The TSA has gained approval to run five courses, English, Maths, Geography, PE and Primary
- UCAS applications were already being received

Recruitment and retention pilot

- The DfE has selected the TSA to trial the pilot, which is aimed at retaining teachers, encouraging them to access training programmes, internal mentoring and early career support

Other professional links

- The TSA has a Maths Hub with two staff working out of Harrogate
- English Strategies Group with EborHope TSA
- Computing at School Lead School and Microsoft School
- Links with Research School Network through Huntington School (York)

Strategic action plan

- A strategic action plan is being developed with the support of a local partner
- The Plan looks at success criteria and progress which are RAG rated

Benefits for the Trust

- Developing the Trust's teachers to improve teaching and learning standards
- Developing the Trust's leaders to promote best practice
- Providing development opportunities for the Trust's staff
- Sharing expertise and enthusiasm across the Trust and beyond
- Recruiting and retaining teachers who share the Trust's ethos
- Links with key institutions to develop the Trust's practices further
- Financial support provided by the DfE and access to funding streams

In response to a question, IG advised that the TSA are expected that 25-30 people will enrol onto the Enhancing Teaching Practice course in the first year and an estimated 30-40 people will enrol onto the leadership courses (two cohorts). She noted that the School to School support work was already ongoing, involving numerous staff from WSSC. In response to a question, IG advised that these trainees would currently have to travel to South Hunsley or York to receive the training. She added that the TSA are trying to do something unique, by not growing too big so not to lose the personal approach.

The Chair commented that teacher workload and retention were both very high profile issues at this time and something that the Trust is working to improve. He stated that it had been heartening to hear that the TSA is concerned about workload and retention and that it is good to hear that these issues are getting recognition, as staff need to feel valued and appreciated. A Trustee noted that the

	<p>set up of the TSA looks professional and very 'sellable' to external bodies. The Trustees thanked IG for her report and acknowledged the work that had been involved in pulling all this together in such a short time.</p> <p><i>Irie Grant left the meeting</i></p>																																									
1.	Welcome, apologies for absence/consent and Declarations of Interest																																									
	The Chair welcomed everyone to the meeting. Apologies for absence were received with consent from Angela Ekers. There were no Declarations of Interest. [Later in the meeting under Item 10, the Chair declared an interest as his wife is a part time teacher at one of the Trust's primary schools.]																																									
2.	Confirmation of items under Any Other Urgent Business																																									
	The Chair advised that he would like to add the following items to AOB: (1) teachers workload and retention; (2) quorum; and (3) strengthening the Trust Board.																																									
3.	Minutes of the meeting held on 24th September 2018 (including Confidential minutes)																																									
	The minutes from the previous meeting held on the 24 th September 2018 had been prepared by the Governance Advisor but were awaiting comment from the CEO. The Chair briefly guided the Trustees through the content of the minutes and the confidential minutes. The minutes were to be circulated once any amendments had been finalised and would be approved at the next meeting.																																									
4.	Action Plan and Matters Arising																																									
	<p>From the minutes of the meeting held on 24th September 2018</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The CFO to check the depreciation figure with the Accountants (<i>carried forward from 14.05.18</i>)</td> <td>To be looked at Finance and Audit Committee</td> <td>F&A</td> </tr> <tr> <td>2.</td> <td>The Chair and the CEO were to instruct a Valuation Survey and a Condition survey (<i>c/f from 14.05.18</i>)</td> <td>To be looked at Finance and Audit Committee</td> <td>F&A</td> </tr> <tr> <td>3.</td> <td>The CEO to share the Policy Review schedule with the Headteachers</td> <td>To be discussed at Headteacher Board after half term</td> <td></td> </tr> <tr> <td>4.</td> <td>The CEO was to provide some support to the Headteachers and the LGBs to develop the Overall School Effectiveness Report</td> <td>The CEO and the HMI had visited SBPS, PCJS, TMWS and LC. A report was to be shared with the LGBs</td> <td></td> </tr> <tr> <td>5.</td> <td>The CEO was to ask the HTs to share the breakdown of the top slice details with their governing bodies</td> <td>Completed</td> <td></td> </tr> <tr> <td>6.</td> <td>Trustees to review their pen portraits on the WLP website to highlight the skills on the Trust Board</td> <td>Carried forward to December</td> <td>All</td> </tr> <tr> <td>7.</td> <td>The Chair was to send a letter to each of the Heads & CoGs to congratulate them on their outcomes</td> <td>Carried forward</td> <td>AS</td> </tr> <tr> <td>8.</td> <td>The CEO was to ask Chris Keeler to attend a Trust Board meeting to report back about his findings</td> <td>See matters arising</td> <td></td> </tr> <tr> <td>9.</td> <td>The CEO to ensure that the training required by the Educational Visits Policy is up to date across the Trust</td> <td>The CEO reported that this was in hand</td> <td></td> </tr> </tbody> </table> <p>Matters arising</p> <p>The CEO commented that Melbourne Primary School (MPS) was in a transition phase moving from being maintained the by LA to becoming an academy. The CEO reassured the Trustees that MPS would be in a good position to grow and that he had no concerns about the school's future, as it continues to flourish.</p> <p>Action 8: The CEO advised that Chris Keeler (HMI) would like to meet with a few Trustees to review and scrutinise the outcomes of his recent visit to the Trust schools which are in the Ofsted window. The group was to look in detail at the School Improvement priorities. The following Trustees volunteered to form this scrutiny group: Alan Shadrack, John Sinclair, Julia Thomson and Graham</p>		Action	Status		1.	The CFO to check the depreciation figure with the Accountants (<i>carried forward from 14.05.18</i>)	To be looked at Finance and Audit Committee	F&A	2.	The Chair and the CEO were to instruct a Valuation Survey and a Condition survey (<i>c/f from 14.05.18</i>)	To be looked at Finance and Audit Committee	F&A	3.	The CEO to share the Policy Review schedule with the Headteachers	To be discussed at Headteacher Board after half term		4.	The CEO was to provide some support to the Headteachers and the LGBs to develop the Overall School Effectiveness Report	The CEO and the HMI had visited SBPS, PCJS, TMWS and LC. A report was to be shared with the LGBs		5.	The CEO was to ask the HTs to share the breakdown of the top slice details with their governing bodies	Completed		6.	Trustees to review their pen portraits on the WLP website to highlight the skills on the Trust Board	Carried forward to December	All	7.	The Chair was to send a letter to each of the Heads & CoGs to congratulate them on their outcomes	Carried forward	AS	8.	The CEO was to ask Chris Keeler to attend a Trust Board meeting to report back about his findings	See matters arising		9.	The CEO to ensure that the training required by the Educational Visits Policy is up to date across the Trust	The CEO reported that this was in hand		
	Action	Status																																								
1.	The CFO to check the depreciation figure with the Accountants (<i>carried forward from 14.05.18</i>)	To be looked at Finance and Audit Committee	F&A																																							
2.	The Chair and the CEO were to instruct a Valuation Survey and a Condition survey (<i>c/f from 14.05.18</i>)	To be looked at Finance and Audit Committee	F&A																																							
3.	The CEO to share the Policy Review schedule with the Headteachers	To be discussed at Headteacher Board after half term																																								
4.	The CEO was to provide some support to the Headteachers and the LGBs to develop the Overall School Effectiveness Report	The CEO and the HMI had visited SBPS, PCJS, TMWS and LC. A report was to be shared with the LGBs																																								
5.	The CEO was to ask the HTs to share the breakdown of the top slice details with their governing bodies	Completed																																								
6.	Trustees to review their pen portraits on the WLP website to highlight the skills on the Trust Board	Carried forward to December	All																																							
7.	The Chair was to send a letter to each of the Heads & CoGs to congratulate them on their outcomes	Carried forward	AS																																							
8.	The CEO was to ask Chris Keeler to attend a Trust Board meeting to report back about his findings	See matters arising																																								
9.	The CEO to ensure that the training required by the Educational Visits Policy is up to date across the Trust	The CEO reported that this was in hand																																								

	<p>Cook. The CEO's PA was to be asked to liaise with CK to find a suitable date and Angela Ekers was to be invited to attend. A Trustee noted the importance of having an understanding of the Trust-wide picture from the view point of an external advisor.</p> <p>Review of the ICFP - The Chair advised that the Integrated Curriculum Financial Plan would be reviewed by the Finance and Audit Committee at a future meeting. The Chair of Finance and Audit (F&A) Committee noted that there is no standard framework for this document which will make its completion more challenging. The Chair advised that there are tools available to help Trust Boards to develop this document, but each Trust is to produce its own version of the document and then the DfE will issue the one that is most fit for purpose to all Trusts. The CEO commented that Headteachers do not seem to like the document, as it is de-humanising and not very useful for setting KPIs and performing benchmarking exercises.</p> <p>The CEO reported that he had been into PCJS and SBPS to look at how expenditure is being used. He noted that the schools in the Trust were to continue to receive support to ensure that there is excellent financial probity and that the schools are operating in the most cost effective ways.</p> <p>Accounts - The Chair reminded the Trustees that the accounts were to be presented at the December meeting, following a full audit. The Chair of the F&A Committee commented that there is some value in de-humanising a school and looking at it in terms of the black and white detail, as removing the personalities enables making decision making. The CEO acknowledged that some strategic work was ongoing with the CFO to make the finances stable; he noted that this was still his number one priority. The Chair of the F&A Committee reported that she had spent some time with the CFO and would be repeating this to support her in her role. She advised that there was some work to do to ensure that key systems were up and running to add efficiency to the financial management of the Trust. Once the time had been investigated in this work the workload of the CFO and the school SBMs should improve.</p> <p>Approval of the amendment to the Scheme of Delegation made in March 2018 (Function 104) The Trustees approved the amended version of the Scheme of Delegation which had circulated with the agenda. It was noted that the note accompanying Function 105 was redundant: <i>'The terms of reference for any sub-committee of the Local Governing Body shall first be approved by the Trustees'</i>. The Governance Advisor was asked to remove this note and re-circulate the Scheme of Delegation for approval at the next Trust Board meeting.</p>	<p>CEO's PA</p> <p>Agenda</p>
<p>6.</p>	<p>Finance update</p>	
	<p>The minutes from the first Finance and Audit Committee meeting held on 9th October 2018 had been prepared by the Governance Advisor, but were awaiting comment from the CEO and the Chair of the Committee and had therefore not been released. The Chair of F&A reported that the Committee had:</p> <ul style="list-style-type: none"> • Agreed the Terms of Reference for the Committee • Reviewed the monthly financial management information for the Trust • Scrutinised the variances and anomalies • Provided guidance to the CFO on how the layout of the report might be improved • Looked at the scope of the annual audit <p>The Chair of F&A reported that each school in the Trust produces their own financial management information. She highlighted the small risk associated with this approach as the schools might be out of sync with the Trust-wide report.</p> <p>The Chair of the Trust Board asked if the Committee had any concerns about the financial management of the Trust. The Chair of the F&A Committee reported that a detailed discussion had taken place at the meeting about numerous school accounts, which were being referred to as the</p>	

	<p>'school fund'. She advised that having looked into the nature of these accounts she was satisfied that they are separate bank accounts that are used to manage the cash flow of trip monies. A Trustee challenged the Chair of the F&A asking for reassurance that this practice was legal and considered best practice. The Chair of the F&A reported that she was still looking into the best way to manage these accounts to ensure an open and transparent accounting system. A Trustee noted that WSSC are not set up to receive charitable monies.</p> <p>A Trustee challenged the Chair of the F&A by asking her if the money held in these 'school fund' accounts <i>could</i> be used by someone who wanted to misappropriate the funds. The Chair of the F&A reassured that Trust Board that such an incident was highly unlikely given the way the accounts are managed, but she recognised that the current system was not transparent. A Trustee summarised the discussion, stating that the Trust Board were confident that the Trust's financial model was working and that sound decisions can be made based on the finances presented; however there are some issues with some of the systems which are not robust at this time and could leave the Trust Board open to challenge. Another Trustee challenged the Chair of the F&A by asking what was being done to rectify these issues. The Chair of the F&A advised that the finance team had been depleted and the Trust was still working with a number of LA legacy issues carried over from the LA reporting systems. She advised that the Committee would be drilling into the issues and making recommendations and she advised that some staff training may be required. She further added that she had spoken with the CFO to advise her of what information the Trustees would like to see, primarily the finance data which informs the reports that are submitted to the EFSA.</p> <p>After much discussion the Chair asked if Trustees can feel assured that the systems are in place to ensure financial probity. The Chair of the F&A advised that work was on going to ensure that the Trustees could feel confident in the processes that underpin the financial mechanisms of the Trust. In response to a question, the CEO advised that there is a policy in place to advise Headteachers and support staff about their delegated spending authority, but he acknowledged that these limits had been exceeded.</p> <p>The Governance Advisor was to await comments from the Chair of the F&A Committee and CEO before releasing the minutes of the F&A meeting.</p>	
7.	<p>Update from the CEO</p>	
	<p>Whole School DfE Performance Measures (Secondary)</p> <p>The CEO tabled the Headline results from the schools in the East Riding (tabled item 2 and 3a-c). He explained that the data looks at three sets of numbers: (1) Progress 8; (2) Attainment 8 (used by the DfE) and (3) the new 5 measure (5 equalling a strong pass - equivalent to a high C).</p> <p>With reference to tabled item 2, the CEO reported that Long Croft (LC) had a Progress 8 of -0.36, while WSSC had a Progress 8 of 0.43, despite the two schools having a very similar intake. The Market Weighton School (TMWS) also had a below national Progress 8 of -0.25, despite having a stronger intake than WSSC. With reference to tabled item 3a, the CEO highlighted that at WSSC 83.7% of KS4 pupils had achieved 4+ in English and 73.5% had achieved 5+ in English. In Maths 85.5% had achieved 4+ and 66.3% had achieved 5+. The combined English and Maths headlines were: 77.1% had achieved 4+ and 59.6% had achieved 5+. The Trustees took a moment to celebrate these outstanding KS4 results, while noting the big gap between WSSC, and LC and TMWS.</p> <p>With reference to tabled item 3b which provided data on Progress 8 trends by subject area, the CEO explained that LC and TMWS had both been negative for a while, but TMWS had seen improvement. He commented that this could be due to the cohort and leadership strategies. WSSC's Progress 8 had dipped in the academic year 2017/18 but this had been due to an extreme outlier: once their results are removed WSSC continued on an upwards trend. The CEO commented</p>	

	<p>that he had compared WSSC to the other schools in the East Riding, which had rated WSSC as third but he was of the opinion that these figures were not ambitious enough. The Trustees noted that WSSC was on a par with South Hunsley School and Sixth Form College and that Beverley High School is a single-sex selective school. The school is also ranked second in the City of York. The CEO noted that if WSSC was an all-girls school, it would have performed better than Beverley.</p> <p>The Trustees thanked the CEO for enabling WSSC to improve its results.</p> <p>Safeguarding See confidential minutes.</p> <p>GDPR The CEO reported that there had been a data breach at the Pocklington Junior School and the school had been issued with a warning letter which contained recommendations. A minor breach had also occurred at WSSC and was being dealt with internally.</p> <p>A Trustee asked if the Trust has a policy in place to protect against any potential financial penalties resulting from a data breach. The CEO stated that he would liaise with the Head of Operations, about seeking advice from the DPO</p>	Head of Operations
8.	<p>Overall School Effectiveness Report</p> <ol style="list-style-type: none"> 1) Outcomes of pupils (all settings) 2) 16-19 Study Programme (WSSC only) 	
	<p>The four schools within the MAT had each completed the Overall School Effectiveness Report(s) relating to this reporting period. All four settings had reviewed the Outcomes of pupils part of their SEF; in addition WSSC had reviewed the 16-19 Study Programme part of the SEF. The judgements had been discussed and agreed at the recent LGB meetings and the discussions and challenge had or had not been captured within the minutes. Both the judgements and the sections of the LGB minutes which refer to the Overall School Effectiveness Report(s) had been circulated with the agenda pack, for review and scrutiny.</p> <p>Outcomes of pupils (all settings) The Chair noted that the commentary that had accompanied WSSC's judgements had been exemplary, as the minutes had captured the detail about which papers had been made available to the LGB in order to triangulate their judgements. He added that there had been a lot of challenge captured in the minutes, with governors asking challenging question about the accuracy of the data. Mr Sinclair (Trustee and Chair of Governors at WSSC) advised that the LGB needed to be rigorous and clear on their judgements due to the fact that they had agreed that all areas were Outstanding. He noted that the level of challenge from the governors had been very strong, with governors finding it useful to break out into discussion groups with the SLT.</p> <p>The Chair noted that the Headteacher at MPS had presented a range of evidence which had helped to inform a very thorough discussion. The Chair commented that there was clear evidence of challenge and the governors were aware of the threads running through the data. A Trustee commented that the report was reflective of the progress that had been made. It was noted that this was MPS' first Overall School Effectiveness Report. The Trustee did however note the lack of triangulation apart from reference to the school's recent Ofsted inspection, but acknowledged that the dashboard backed up the data.</p> <p>The Chair noted that the Head and Chair at PCJS had taken the decision to remove the stage of the process where the Head and the Chair meet to complete a first draft of the judgements. Mrs Thomson (Trustee and Chair of Governors at PCJS) advised that this decision had been taken to</p>	

	<p>empower the LGB to come to its own conclusions without being led by the Head and the Chair. She stated that it had helped to foster a more open and responsive discussion at the LGB meeting. The Trustees noted that there was evidence of really good challenge in the discussion, which reflected the direction of travel that the school was moving towards. The Chair noted the approach taken by PCJS was much more inclusive and recommended that this policy be recommended across the MAT at the next Chair's Forum.</p> <p>The Trustees noted the very disappointing lack of challenge at SBPS. It was suggested by the Governance Advisor that the LGB had struggled to get through the detail on the report and the full LGB agenda within the time. The Chair observed that this was not an acceptable reason as the Trustees are required to ensure that challenge is occurring at a local level and to ensure that this is being recorded; in order to see how the LGB have effectively undertaken their primary obligation of keeping the school under review. Evidence of triangulated judgements and a fulfilment of holding leadership to account is required. The Chair was to provide some support to SBPS.</p> <p>A Trustee reported that Chris Keeler had advised that the governors need to have an understanding of the detail. She added that he had explained that the role of the link governor had changed and that governors had be asked to report back to the LGB about their link governor visits so that the detail can be recorded by the Clerk. The CEO commented that the Trustees need to have oversight of the LGB agendas and look at improving them to ensure that the LGBs remain focused on the needs of the children.</p> <p>The Chair summarised that in general the Trustees were very pleased with the overall progress of all schools as demonstrated by the continued very good results. However, he looked forward to an early improvement when inconsistencies in the rigour adopted by all LGBs in the discussions of judgements were overcome. A Trustee noted that the commentary and the inclusion of the detail that has been referred back to are really useful and this represents the level of detail that is needed.</p> <p>The Chair commented that the Trust Board needs to have a system in place which helps to keep the Board's oversight tight. He added that the MAT was moving towards a direction of travel where the operational sides of the Headteacher role (such as finance and HR) are controlled centrally to allow the Headteachers to focus on school improvement. A Trustee noted the vast expectations that are placed onto governors and highlighted his concern that experienced governors are thinking of leaving because of the length and breadth of the role.</p> <p>16-19 Study Programme (WSSC only)</p> <p>The Trustees were in agreement that they had no concerns about the Sixth Form provision at WSSC. They took at moment to review the judgements and the commentary which accompanied this report. The CEO (Headteacher of WSSC) commented that as the outcomes are Outstanding, it could be assumed that the quality of teaching and learning is Outstanding. He stated that the provision must be careful to not under-sell itself.</p>	Chair
9.	Ofsted Ready	
	<p>The Trustees noted the press release which had been circulated with the agenda. The Chair asked that Trustees review the current Ofsted framework and the section in the press release on myth busting.</p>	
10.	Policies for review	
	<p>WLP Pay Policy - APPROVED</p> <p>The Chair challenged how the Trust has implemented a section of the Pay Policy [having declared an interest - as stated above]. He referred to page 10 of the Policy and asked if the Trust had a statement in place with part-time staff to ensure that this part of the policy was being enacted:</p>	

	<p>SBPS Allocation of Pupils to Classes Policy - APPROVED</p> <p>WSSC - Admissions Policy (September 2019) – APPROVED subject to amendments (below) A Trustee challenged the Admissions Policy by asking if the Trust would be open to challenge having listed the named feeder schools and prioritising the Trust primary schools. The CEO advised that a MAT is able to stipulate that priority is given to pupils who attend Trust schools. In response to a question, the CEO advised that traveller children and MoD children who attend one of the feeder schools have the same rights to admission as the other children. The CEO confirmed that the Policy had gone out to consultation. He added that WSSC was receiving calls from concerned parents already, as they would like to secure a place for their child at the school in future years.</p> <p><u>Policy amendments (to be actioned by the CEO’s PA):</u></p> <ul style="list-style-type: none"> • WLP staff have to have been in post for two years before their child can be given priority • Typo on page 2: Holme on Spalding Moor • Definition of ‘sibling’ to be added • With regards distance from school, an explanation needs to be given about how separated parents are taken into account <p>WSSC - Accessibility Plan - APPROVED</p> <p>WSSC - Use of Word Processor Policy - APPROVED</p> <p>As a general point a Trustee asked that if a policy is subject to any changes, the policy be presented with the changes highlighted.</p>	CEO’s PA
11.	Trust Board governance	
	<p>Trustee application The Chair reported that he and the CEO had interviewed a retired solicitor who was interested in joining the Trust Board. His application had originally come through the Governance Service, but he had a specific interest in WLP. The Chair was progressing the gentleman’s application. The Chair reported that the Diocese had not yet identified a Diocesan Trustee.</p> <p>Trust Board size The Chair proposed to increase the size of the Trust Board to 11, from nine. He explained the importance of recruiting Trustees with HR, Finance and marketing skills to strength and add to the skills that were already around the table. The Trustees agreed to increase the size of the Trust Board to 11, from nine. An item was to be added to the Member’s AGM in December to ask the Members to increase the size of the Trust Board from nine to 11. The CEO advised that the Diocese would have to be consulted about any proposed change. The CEO reminded the Trustees that it was also possible for him to move off the Trust Board and attend the meeting in an ex-officio capacity. The Chair reiterated that the Trust Board were also working towards removing dual roles on the LGBs and Trust Board / LGB and Members.</p> <p>Trust Board approval of the LGB recommendations for Chairs</p> <ul style="list-style-type: none"> • John Sinclair was approved as the Chair of Governors for WSSC • Jane Henley was approved as the Chair of Governors for MPS <p>Chair’s Forum update The notes from the Chair’s Forum meeting held on the 19th September 2018 were noted.</p> <p>Training and online training - No report.</p>	AGM

	<p>Acknowledgement and approval of new LGB governors (GA to inform successful applicants)</p> <ul style="list-style-type: none"> • Claire Holden (parent) - seeking a Trust Appointment at MPS - APPROVED • Roddy Vann - seeking a Trust Appointment at SBPS - APPROVED • Samantha Pinkney - seeking a Trust Appointment at SBPS - APPROVED <p>Formal process for appointing Trust Appointed governors The Governance Advisor was to share a document with the CEO and the Chair which will help to provide Trustees with more detail about the potential governors that are seeking Trust Appointment and help to formalise the process.</p> <p>Acknowledgement of the LGB governors resignations</p> <ul style="list-style-type: none"> • Avril Charlton (Staff Governor at MPS) ACKNOWLEDGED - WLP thank you letter to be sent • Emily Calvery (Staff Governor at SBPS) ACKNOWLEDGED - WLP thank you letter to be sent <p>The Chair stated that he would also like to write a letter to any retiring staff member to show the Trust's appreciation of the work that they have done.</p> <p><u>Items to be raised with the Trust Board</u></p> <p>Pocklington Community Junior School</p> <table border="1" data-bbox="164 824 1364 1391"> <tr> <td data-bbox="164 824 874 1039">Governors noted that no formal procedure is in place within the WLP MAT to formally acknowledge trust appointed governor applicants. A standard precedent letter should be in existence to send to such applicants on receipt of a completed form, thanking them for their application and informing them of what to expect next</td> <td data-bbox="874 824 1364 1039">This has been actioned. The Chair of the Trust Board has composed a letter for new governors to welcome them to the Trust. This will be issued soon after their appointment</td> </tr> <tr> <td data-bbox="164 1039 874 1182">What is the procedure for interviewing trust appointed governor candidates?</td> <td data-bbox="874 1039 1364 1182">The Chair of the Trust Board will circulate (via the Governance Advisor) a set of model questions that the NGA recommend for this purpose</td> </tr> <tr> <td data-bbox="164 1182 874 1391">Clarification of whether Governors from other schools in the WLP MAT can be allocated to another school's Staff Performance and Pay Committee</td> <td data-bbox="874 1182 1364 1391">Unfortunately the Trust's Pay Policy does not support this at this time; however the Trust Board acknowledged that the Pay Policy needs to be reviewed to better suit MAT governance. Any such review would need to go through Union consultation</td> </tr> </table> <p>Stamford Bridge Primary School</p> <table border="1" data-bbox="164 1464 1364 1787"> <tr> <td data-bbox="164 1464 874 1608">Clarification whether Governors from other schools across the WLP MAT could be utilised to sit on the following: Headteacher Performance Management Review Group, Staff Performance and Pay Committee and Appeals Committee</td> <td data-bbox="874 1464 1364 1608">As above</td> </tr> <tr> <td data-bbox="164 1608 874 1787">The LGB will be recommending two Trust Appointed Governors. One of the successful candidates is a parent of a child at the school. The Governance Service have advised the LGB to be mindful of the heavy parental stakeholder representation on the LGB</td> <td data-bbox="874 1608 1364 1787">Noted - the Trust Board did not have a concern in this regard, but one Trustee noted that it can create difficulties</td> </tr> </table> <p>Melbourne Primary School</p> <table border="1" data-bbox="164 1868 1364 1944"> <tr> <td data-bbox="164 1868 874 1944">Notification that MPS wish to increase the size for their LGB from 9 to 11</td> <td data-bbox="874 1868 1364 1944">The Trust Board noted this notification</td> </tr> </table> <p>The Governance Advisor was to share this feedback with the LGB Chairs and the Headteachers.</p>	Governors noted that no formal procedure is in place within the WLP MAT to formally acknowledge trust appointed governor applicants. A standard precedent letter should be in existence to send to such applicants on receipt of a completed form, thanking them for their application and informing them of what to expect next	This has been actioned. The Chair of the Trust Board has composed a letter for new governors to welcome them to the Trust. This will be issued soon after their appointment	What is the procedure for interviewing trust appointed governor candidates?	The Chair of the Trust Board will circulate (via the Governance Advisor) a set of model questions that the NGA recommend for this purpose	Clarification of whether Governors from other schools in the WLP MAT can be allocated to another school's Staff Performance and Pay Committee	Unfortunately the Trust's Pay Policy does not support this at this time; however the Trust Board acknowledged that the Pay Policy needs to be reviewed to better suit MAT governance. Any such review would need to go through Union consultation	Clarification whether Governors from other schools across the WLP MAT could be utilised to sit on the following: Headteacher Performance Management Review Group, Staff Performance and Pay Committee and Appeals Committee	As above	The LGB will be recommending two Trust Appointed Governors. One of the successful candidates is a parent of a child at the school. The Governance Service have advised the LGB to be mindful of the heavy parental stakeholder representation on the LGB	Noted - the Trust Board did not have a concern in this regard, but one Trustee noted that it can create difficulties	Notification that MPS wish to increase the size for their LGB from 9 to 11	The Trust Board noted this notification	<p>GA</p> <p>GA</p> <p>GA</p>
Governors noted that no formal procedure is in place within the WLP MAT to formally acknowledge trust appointed governor applicants. A standard precedent letter should be in existence to send to such applicants on receipt of a completed form, thanking them for their application and informing them of what to expect next	This has been actioned. The Chair of the Trust Board has composed a letter for new governors to welcome them to the Trust. This will be issued soon after their appointment													
What is the procedure for interviewing trust appointed governor candidates?	The Chair of the Trust Board will circulate (via the Governance Advisor) a set of model questions that the NGA recommend for this purpose													
Clarification of whether Governors from other schools in the WLP MAT can be allocated to another school's Staff Performance and Pay Committee	Unfortunately the Trust's Pay Policy does not support this at this time; however the Trust Board acknowledged that the Pay Policy needs to be reviewed to better suit MAT governance. Any such review would need to go through Union consultation													
Clarification whether Governors from other schools across the WLP MAT could be utilised to sit on the following: Headteacher Performance Management Review Group, Staff Performance and Pay Committee and Appeals Committee	As above													
The LGB will be recommending two Trust Appointed Governors. One of the successful candidates is a parent of a child at the school. The Governance Service have advised the LGB to be mindful of the heavy parental stakeholder representation on the LGB	Noted - the Trust Board did not have a concern in this regard, but one Trustee noted that it can create difficulties													
Notification that MPS wish to increase the size for their LGB from 9 to 11	The Trust Board noted this notification													
12.	Any Other Urgent Business													
	The Chair stated that having sought the advice from both the CYC Governance Service and the NGA,													

	there was a difference of opinion about the quorum requirements for LGBs. The Chair outlined the details and advised that he would be discussing this again at the Chair's Forum meeting in January. He stated that the NGA had advised that the Trustees make the decision about quorum requirements.	
13.	Date of Next Meeting	
	<ul style="list-style-type: none"> ➤ Monday, 10th December 2018 at 6pm (Finance and Audit Committee) ➤ Monday, 17th December 2018 at 6pm (Full Trust Board) ➤ Monday, 17th December 2018 at 7pm (Member's AGM) 	

Meeting ended at 9.20pm

Signed: Alan Shadrack (Chair)

Date:

Action points from the meeting of the Board of Trustees 22nd October 2018 at 6pm				
	Action	Item	Person(s) Responsible	Timescale
1.	Trustees to review their pen portraits on the WLP website to highlight the skills that are represented on the Trust Board <i>(c/f from 14.09.18)</i>	4	All	Jan 2019
2.	The Chair was to send a letter to each of the Heads & Chairs of Governors to congratulate them on their outcomes <i>(c/f from 14.09.18)</i>	4	Chair	Nov 2018
3.	The CEO's PA was to be asked to liaise with CK (HMI) to find a suitable date for a scrutiny group to meet and Angela Ekers was to be invited to attend	4	CEO's PA	Nov 2018
4.	Head of Operations to liaise with the DPO to seek advice about a policy to protect the Trust against any potential financial penalties resulting from a data breach	7	Head of Operations	Dec 2018
5.	The Chair was to provide some support to SBPS' LGB and their OSER	8	Chair	Dec 2018
6.	The CEO to explore with HR colleagues, developing a clearer statement of what is expected from part-time staff	10	Head of Personnel	Jan 2019
7.	The CEO was to speak to the Head of Personnel and Wellbeing asking her to issue the Pay Policy	10	Head of Personnel	Completed
8.	The CEO PA's was to amend the Admissions Policy	10	CEO's PA	Dec 2018
9.	The Governance Advisor was to send the welcome to governance email to the new Trust Appointed governors	11	GA	Completed
10.	The Governance Advisor was to share a document to formalise the process of appointing Trust Appointed governors	11	GA	Completed
11.	The Governance Advisor was to share Trust Board feedback with the LGB Chairs and the Headteachers	11	GA	Completed

Items for next Board of Trustees meeting:	<ul style="list-style-type: none"> • Scheme of Delegation – Function 105
Items for next F&A meeting:	<ul style="list-style-type: none"> • CFO to check the depreciation figure with the Accountants • Chair & CEO were to instruct a Valuation Survey and a Condition survey • Review the Integrated Curriculum Financial Plan
Items for the Member's AGM:	<ul style="list-style-type: none"> • Members to be asked to increase the size of the Board from nine to 11

All minutes copied to:

Helen Walker (Headteacher's PA)