



A family of schools
with shared values

Wolds Learning Partnership

Minutes of the Board of Trustees meeting held at Woldgate School and Sixth Form College on Monday 17th December 2018 at 6pm

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

In attendance: Terrie Bixby - Chief Financial Officer (CFO) WLP (*until 7.09pm*)
David Marsden - potential Trustee (observer) (*until 7.08pm*)
Claire Fielding - Headteacher, Melbourne Primary School (*until 6.28pm*)
Liz Andrews-Wilson (Governance Advisor, Clerk)

		ACTIONS
	The agenda was taken out of order	
1.	Welcome, apologies for absence/consent and Declarations of Interest	
	<p>The Chair welcomed everyone to the meeting, extending a special welcome to David Marsden. The Chair advised that David had applied to become a Trustee through the Governance Service and had since met with himself and the CEO. He added that David had agreed to attend this meeting to allow the Trust Board the opportunity to ask him questions. The Chair invited David to introduce himself. David stated that he was a retired Litigation Solicitor, who specialised in dispute resolution. David had been the partner in the practice, which had over 200 staff. In response to a question, David stated that he was familiar with accounts and HR processes, in addition to his legal knowledge. He added that having retired he now had time to devote to other interests.</p> <p>The Chair advised that David would be present for the first part of the meeting as an observer. He would then leave when the meeting is adjourned to allow for the Annual General Meeting to take place. The Chair noted that David's application form and reference had been included in the agenda pack. Trustees were to be given the opportunity to discuss David's appointment under Item 8.</p> <p>All Trustees were present. There were no declarations of interest.</p>	
6.	Presentation - School Improvement (Claire Fielding, Headteacher at Melbourne Primary School)	
	<p>Claire Fielding - Headteacher at Melbourne Primary School had been invited along to the meeting to talk about School Improvement and to give the Trust Board an update on MPS, one term into being part of the Trust. Claire used a PowerPoint to guide the Trustees through her presentation.</p> <p>Claire stated that her main goal was for the school to become outstanding, not just in term of an Ofsted judgement but to be judged as <i>outstanding</i> by all of the stakeholders. Claire noted that</p>	

when she took on the headship she wanted to implement a sense of order in the school. Firstly, she reviewed the school's safeguarding provision. An electronic signing in/out screen was installed in Reception for staff, visitors and pupils. She explained that the pupils only use the screen if they are late, with the aim of driving higher expectations and making it the responsibility of the parent/ child to sign in. As a result the school saw an improvement in attendance and punctuality. Claire added that higher expectations were also given to the staff. For example, a dress code for staff was established and the TA's start time was changed to enable them to help with the children who arrive on the bus.

6.12pm - John Sinclair stepped out of the meeting

Claire stated that the staff had been using tools and techniques such as Growth Mindset and metacognition to improve poor attitudes to learning and poor resilience. All teaching was to be meaningful and challenging. Claire noted that in order to drive up standards she applied HR policies consistently but this had led to a high staff turn over, which had since stabilised.

6.17pm - John Sinclair rejoined the meeting

Claire advised that the staff are aware of the expectations; they know that they need to work to the Code of Conduct, follow the Marking Policy and have a clear idea on what good planning should look like. She noted that the recent roll out of the new Handwriting Policy had been effective and the pupils and parents had taken to the cursive script, which had raised the bar and was helping to raise standards. She added that No Nonsense Spellings had also become embedded. Claire advised that as a new Headteacher she had been able to draw upon the experiences of colleagues in ERYC and CYC, other Heads and a National Leader of Education in order to seek external validation to ensure the school remained on track and focused on its aims.

With specific reference to school improvement Claire outlined how she had looked at the strengths within the school and also the areas for development. She established staff drop-in sessions to allow the staff to come in to speak to her and for them to be able to document everything that was being done to improve standards. The team had recently focused on the children's books and the initial foci for improvement had been Maths, English and Phonics. All books have to have systematic marking and feedback, with detailed feedback to support a child's development. This initiative was implemented with the new guidance from the DfE on teacher workload, helping teachers to be mindful about what level of marking to apply to each piece of work. Claire praised the work of the dedicated team working at MPS and she noted that they had high morale.

Claire concluded her presentation stating that MPS had lost its identity, so she and the team were working hard to establish the school's ethos and vision. As part of this review of the strategic direction of the school the governors had received some training to enable them to be able to challenge the SLT at the appropriate level. The staff were in receipt of professional development and changes had been made to ensure that UPS staff have responsibilities across the whole school. She noted that the team was comprised of a larger than average number of NQTs, who were accessing a lot of CPD.

6.27pm - Graham Cook stepped out of the meeting

Claire stated that she was widening the focus to include the other subjects, to ensure that the children are learning for a purpose in everything that they do. She added that the staff team had asked her to give them direction and as a result of the above outlined improvements the team was going from strength to strength.

The Chair thanked Claire for her presentation and for attending the meeting.

6.28pm - Jonathan Britton stepped out of the meeting and Claire Fielding left the meeting

	6.28pm - Graham Cook rejoined the meeting	
5.	Finance	
	<p>Minutes from the Finance and Audit Committee meetings held on 9th October 2018 and 10th December 2018 The minutes from these meetings were accepted into the record.</p> <p>6.31pm - Jonathan Britton rejoined the meeting</p> <p>Approval of the Annual Report and Financial Statements for year ended 31-08-18 <u>Recorded as a confidential minute</u></p> <p>On conclusion of this item: 7.08pm - David Marsden left the meeting 7.09pm - Terrie Bixby (Chief Financial Officer) left the meeting</p> <p>Appointment of Auditors - recommendation to the Members Discussed as part of the Annual General Meeting.</p>	
	<p>The Trust Board Meeting adjourned at 7.10pm</p> <p>Annual General Meeting The Wolds Learning Partnership - Annual General Meeting was held between 7.10pm to 8.25pm <i>(Please see the separate minutes of the Annual General Meeting)</i></p> <p>The Trust Board Meeting continues at 8.25pm</p>	
8.	Appointment of prospective Trustee	
	<p>The Trustees discussed David Marsden's application and the Trust's governance arrangements under which a Trustee can be appointed. The Trustees noted the potential benefits of appointing David. The Chair reported that he had spoken to Andrew Smith (Diocesan Director of Education, at the Diocese of York) about the Diocesan vacancy that the Trust Board was carrying. Mr Smith had indicated that the Diocese were happy for Angela Ekers to be the sole Diocesan representative on the Board for the foreseeable future, given the fact that the Diocese was struggling to fill the vacancy. The Chair proposed that the Trustees seek to amend the Articles of Association, to allow the Trust Board to grow from nine to 11. This was endorsed by Trustees.</p> <p>The Chair outlined current guidance received from the DfE regarding Executive Directors. The Governance Advisor drew the attention of Trustees to the wording of the current Articles.</p> <p>The Chair advised that it had come to his attention that the Trustees needed to be clear that all of the current Trustees had been appointed by the Members when the Trust Board was formed, apart from Angela Ekers (Diocesan representative). The Chair proposed that David Marsden attends the Finance and Audit Committee as a co-opted external member [permissible under Clause 1.5 of the Committee's Terms of Reference]. The Trustees agreed unanimously to appoint David Marsden to the Finance and Audit Committee as outlined above. The Chair asked the Governance Advisor to enrol David and provide him with access to MinutePad.</p> <p>The Chair undertook to seek guidance from the DfE, in consultation with the Diocese of York Educational Trust, to amend the Articles of Association.</p>	<p>GA</p> <p>Chair</p>
4iii	Trust Board governance	
	Acknowledgement of new LGB governors:	

	<ul style="list-style-type: none"> • <u>Kelly Foxton</u> (Deputy Headteacher) - Newly elected Staff Governor at Stamford Bridge Primary School - ACKNOWLEDGED • <u>Jo Brosenitz</u> (Deputy Headteacher) - Newly elected Staff Governor at Melbourne Primary School - ACKNOWLEDGED <p>Approval of new LGB governors:</p> <ul style="list-style-type: none"> • <u>Tom Chamberlain</u> - seeking a Trust Appointment at SBPS - APPROVED • <u>Louise Northrop-Clay</u> - seeking a Trust Appointment at SBPS - APPROVED • <u>Paula Goodrick</u> - seeking a Trust Appointment at PCJS - APPROVED • <u>Ian Jackson</u> - seeking a Trust Appointment at PCJS - APPROVED • <u>Bethany Jenkins</u> - seeking a Trust Appointment at WSSC - APPROVED 													
4v	Trust Board governance													
	<p>Acknowledgement of the LGB governors resignations</p> <ul style="list-style-type: none"> • <u>Rachel Whittaker</u> (Trust Appointment - Staff Governor at MPS) ACKNOWLEDGED 													
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	<p>Items to be raised with the Trust Board</p> <p>Pocklington Community Junior School</p> <table border="1"> <thead> <tr> <th>Item raised</th> <th>Feedback</th> </tr> </thead> <tbody> <tr> <td>The Headteacher wished to note the very delicate financial situation the junior school was operating under. It was requested that if any assistance could be provided through grants they would be gratefully accepted and the very best use made of them.</td> <td>This item was noted.</td> </tr> <tr> <td>The timely dissemination of financial reporting and information being fed through to the school from the WLP MAT. Concern is raised over the capacity levels of the CFO to produce the detail and information the school requires within necessary timeframes.</td> <td>The Trust Board wanted to reassure school leaders that this was being discussed at Board level and action will be taken.</td> </tr> </tbody> </table> <p>With regards to the second item raised by PCJS, a Trustee asked if the CFO had the capacity to complete all of the required tasks - owing to the very demanding workload. Another Trustee asked if the Trust was using the right software, to enable systems to work in an efficient manner. The Chair of the F&A Committee advised that the Trust uses PS Financials, but the systems seemed to be labour intensive and she and the CFO were working on this to streamline the processes to allow the CFO to pull off financial reports in a more efficient manner.</p> <p>Stamford Bridge Primary School</p> <table border="1"> <thead> <tr> <th>Item raised</th> <th>Feedback</th> </tr> </thead> <tbody> <tr> <td>The Headteacher requested to only present the Headteacher's report once termly to the LGB.</td> <td>The Headteacher's Board were to review this in the Spring term, owing to the need to cover all areas of the Trust's Terms of Reference.</td> </tr> <tr> <td>Notification that the LGB will increase from 11 to 13 Governors.</td> <td>The Trust Board noted this item.</td> </tr> </tbody> </table>	Item raised	Feedback	The Headteacher wished to note the very delicate financial situation the junior school was operating under. It was requested that if any assistance could be provided through grants they would be gratefully accepted and the very best use made of them.	This item was noted.	The timely dissemination of financial reporting and information being fed through to the school from the WLP MAT. Concern is raised over the capacity levels of the CFO to produce the detail and information the school requires within necessary timeframes.	The Trust Board wanted to reassure school leaders that this was being discussed at Board level and action will be taken.	Item raised	Feedback	The Headteacher requested to only present the Headteacher's report once termly to the LGB.	The Headteacher's Board were to review this in the Spring term, owing to the need to cover all areas of the Trust's Terms of Reference.	Notification that the LGB will increase from 11 to 13 Governors.	The Trust Board noted this item.	CEO / HT Board
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4ii	Training / Trustee visits													
	None reported.													
2.	Minutes of the meeting held on 24th September 2018 and 22nd October 2018 (including Confidential minutes)													

	Previously distributed. The minutes and the confidential minutes from the previous meetings held on 24th September 2018 and 22nd October 2018 had been reviewed. The minutes were agreed to be a true and accurate record of both meetings and were signed by the Chair.																																					
3.	Action Plan and Matters Arising																																					
	<p>Action points and matters arising The Trustees noted the updated Scheme of Delegation, which had been circulated prior to the meeting. The new update included the agreed amendment to Function 105.</p> <p>From the minutes of the meeting held on 22nd October 2018</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>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>)</td> <td>Carried forward</td> </tr> <tr> <td>2.</td> <td>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>)</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>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</td> <td>Completed</td> </tr> <tr> <td>4.</td> <td>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</td> <td>Status to be confirmed at the next meeting</td> </tr> <tr> <td>5.</td> <td>The Chair was to provide some support to SBPS' LGB and their OSER</td> <td>Completed</td> </tr> <tr> <td>6.</td> <td>The CEO to explore with HR colleagues, developing a clearer statement of what is expected from part-time staff</td> <td>Status to be confirmed at the next meeting</td> </tr> <tr> <td>7.</td> <td>The CEO was to speak to the Head of Personnel and Wellbeing asking her to issue the Pay Policy</td> <td>Completed</td> </tr> <tr> <td>8.</td> <td>The CEO PA's was to amend the Admissions Policy</td> <td>Completed</td> </tr> <tr> <td>9.</td> <td>The Governance Advisor was to send the welcome to governance email to the new Trust Appointed governors</td> <td>Completed</td> </tr> <tr> <td>10.</td> <td>The Governance Advisor was to share a document to formalise the process of appointing Trust Appointed governors</td> <td>Completed</td> </tr> <tr> <td>11.</td> <td>The Governance Advisor was to share Trust Board feedback with the LGB Chairs and the Headteachers</td> <td>Completed</td> </tr> </tbody> </table> <p>There were no matters arising.</p>		Action	Status	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>)	Carried forward	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>)	Completed	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	Completed	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	Status to be confirmed at the next meeting	5.	The Chair was to provide some support to SBPS' LGB and their OSER	Completed	6.	The CEO to explore with HR colleagues, developing a clearer statement of what is expected from part-time staff	Status to be confirmed at the next meeting	7.	The CEO was to speak to the Head of Personnel and Wellbeing asking her to issue the Pay Policy	Completed	8.	The CEO PA's was to amend the Admissions Policy	Completed	9.	The Governance Advisor was to send the welcome to governance email to the new Trust Appointed governors	Completed	10.	The Governance Advisor was to share a document to formalise the process of appointing Trust Appointed governors	Completed	11.	The Governance Advisor was to share Trust Board feedback with the LGB Chairs and the Headteachers	Completed	
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	<p>This item was carried forward to the next meeting.</p> <p>To be approved: Charging Policy from SBPS and the Accessibility Plans from SBPS, MPS and PCJS.</p>	Trust Board																																				
9.	School Overall Effectiveness Report																																					
	<ul style="list-style-type: none"> Quality of Teaching and Learning Assessment of the Early Years provision <p>This item was carried forward to the next meeting.</p>	Trust Board																																				
4v	Trust Board governance Trustees Skills Audit																																					
	The Governance Advisor was asked to circulate the Trustee Skills Audit early in the Spring Term to maintain the annual review cycle of the audit.	GA																																				
12.	Any Other Urgent Business																																					
	<p>Part of Item 5: Section 128 checks on Trustees The Head of Personnel and Welfare was to complete the Section 128 check on Trustees and Members.</p>	JoB																																				

	The Trustee agreed to schedule an additional meeting in Spring term, to cover the items that have been carried forward.	
13.	Date of Next Meeting	
	<ul style="list-style-type: none"> ➤ Wednesday, 6th February 2019 ➤ Monday, 4th March 2019 	

Meeting ended at 8.45pm

Signed: Alan Shadrack (Chair)

Date:

Action points from the meeting of the Board of Trustees 17th December 2018 at 6pm				
	Action	Item	Person(s) Responsible	Timescale
1.	Any Trustees who had not yet reviewed their pen portraits for the WLP website was asked to complete this ASAP (<i>c/f from 14.09.18</i>)	3	All	Feb 2019
2.	The Governance Advisor was to enrol David Marsden and provide him with access to MinutePad	8	Governance Advisor	Completed
3.	The Chair to seek guidance from the DfE, in consultation with the Diocese of York Educational Trust, to amend the Articles of Association	8	Chair	March 2019
4.	The Headteacher's Board were to review the Headteacher's Report, Primary school LGB agendas and terms of reference	4i	CEO / HT Board	March 2019
5.	The Governance Advisor to circulate the Trustee Skills Audit early in the Spring Term	4v	Governance Advisor	Completed
6.	The Head of Personnel and Welfare was to complete the Section 128 check on Trustees and Members	12	Jo Brighton	Feb 2019

Items for next Board of Trustees meeting:	<p>Policy Review (carried forward from 17.12.18) To be approved: Charging Policy from SBPS and the Accessibility Plans from SBPS, MPS and PCJS.</p> <p>School Overall Effectiveness Report (carried forward from 17.12.18)</p> <ul style="list-style-type: none"> • Quality of Teaching and Learning • Assessment of the Early Years provision
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All minutes copied to:
Helen Walker (CEO's PA)