

## LAURUS TRUST BOARD

Date: 6<sup>th</sup> October 2021  
 Time: 10.00am  
 Venue: Hazel Grove High School

Clerk: N Burgess  
 Present: C Fisher, P Benton, C Nevin, R Kumar, W Mason, T Little, D Kershaw, D Brown and L Woolley

Also in attendance: L Magrath and M Vevers

Action		Initials
1	Trustees to report any changes to the Register of Business Interests to the Clerk	All
1	To make an application to the Academy Ambassadors programme	LM
1	To share IT Disaster Recovery Plan with RK	WM
1	To send invite to training event 1 <sup>st</sup> December 2021	NB
4	To send Apertura overview document to Trustees	HE/NB
5	To update the Skills Audit	CN/LW
5	Template of the 21 questions to be RAG rated	NB
6	Report from the AFR Committee regarding Cybersafety to be circulated to Trustees	WM
6	Inform the Clerk if any Trustees require a hard copy of the Academy Trust handbook	All

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	Apologies were received and accepted from L Elias and J Crombleholme	
		AOB items	There were no other items of business to raise.	
		Register of interests	Trustees were asked to inform the Clerk if there were any updates required to their individual record.	ALL
		Appointment of Chair and Vice Chair	A confidential email ballot had taken place prior to the meeting. The Clerk informed that a unanimous vote had been received to re-elect T Little as Chair and C Nevin as Vice Chair for a further term of 12 months.	
		Minutes of the last Trust Board meeting	The minutes of the last meeting, held 6 <sup>th</sup> October 2021, were accepted as a correct record of the meeting.	

		<p><u>Actions:</u></p> <ul style="list-style-type: none"> <li>• Trustees informed the clerk of changes to the Register of Business Interests</li> <li>• The Governor Onboarding information is being finalised and a Trustee version is included in the documents for this meeting</li> <li>• TL had spoken to A Law regarding recruitment of Trustees and LM agreed to make an application to Academy Ambassadors programme</li> <li>• LW reported the application to become an Employee Apprenticeship Provider was a lengthy and in-depth process which was still in progress</li> <li>• Trustees had sent feedback on the Trust Development Plan where applicable</li> <li>• The Disaster Recovery Plan has not yet been shared but will be following the recent updates</li> <li>• The list of Trust Directors and Link Trustees was added to TEAMS</li> <li>• TL had written to V Horsfield</li> </ul>	LM           WM
	Annual updates and onboarding	<p>Thanks were offered to M Dyer for the excellent work done in compiling the annual declarations for Trustees and LAC Governors.</p> <p>Trustees were reminded of the requirement to adhere to the Code of Conduct and all were in agreement.</p>	
	Curriculum Governance arrangements and Ofsted requirements	<p>LM informed Trustees that she and D Woolley had recently undertaken 9 days of Ofsted training and they now had a robust understanding of the inspection process.</p> <p>IT was agreed that it would be beneficial for Leaders to present to Trustees and AC Governors (Chairs, Vice Chairs and Curriculum links) of the expectations of an Ofsted inspection and how their role fits in within the process. It was <u>agreed</u> that this meeting would take place on 1<sup>st</sup> December 2021. The Trust Board Meeting 2 would commence at 9.00am and the presentation would be 10.00 – 13.30 including lunch. NB to send out the invitation to identified Trustees and AC Governors.</p>	NB

2	Systems and Structures	Terms of Reference	The Terms of Reference were circulated to Trustees prior to the meeting. The Terms of Reference were <u>approved</u> and Trustees did not have any questions.	
3	Reporting	Trustee updates	<p>In the absence of LE, WM updated Trustees on the Audit Committee meeting which had taken place in July.</p> <ul style="list-style-type: none"> <li>• An update was given on the financial position to 31<sup>st</sup> May 2021 and the summer projects planned</li> <li>• Planned work includes classrooms at CHHS in Engineering and also a server room. Roof works at HGHS and at LCH an outdoor food pod installation, outdoor dining space and Reception refurbishment to include a new meeting room</li> <li>• Pupils numbers across the Trust were discussed</li> <li>• Assumptions were included for pending pay awards and funding</li> <li>• The opening of 3 Sixth forms in 2023 was discussed</li> <li>• Pupil numbers at Gorsey Bank, and the potential to expand to incorporate a preschool, was discussed</li> <li>• A lengthy discussion took place around the IT Development Plan and in particular Cyber security</li> <li>• Internal audit reports were presented and it was agreed to remain with the current internal auditors for a further year</li> </ul>	

4	Being strategic	<p>Theme: Unashamedly Academic</p> <p>Priority: Headline Performance</p>	<p>Trustees updated on their individual meetings with their link curriculum areas.</p> <p><u>Maths</u> – LE is the link and had sent apologies for the meeting today</p> <p><u>English</u> – CN had a meeting arranged for the week following this meeting</p> <p><u>Science</u> – RK had had conversations with the Trust Director for Science over the course of the year. A structure had been agreed of 3 school visits over the year with some lesson observations. RK had attended the Science day and found this to be very enjoyable. The next meeting is arranged for November.</p> <p><u>Humanities</u> – DK was in the process of arranging a meeting</p> <p><u>Culture, Creative and Rhetoric</u> – TL reported he had met with H Eckhardt the day before this meeting and had observed students in a UN session. TL was very impressed with provision available to the students, which was unique to the Trust</p> <p><u>MFL</u> – CF has meet with L Brooks on two occasions and had attended the cross Trust curriculum meeting which had been particularly useful</p> <p><u>Careers</u>- RK will contact J Peet to arrange a meeting</p> <p><u>SEND</u> – P Benton is in regular contact with E Warrington and attended a meeting in June. Champions have been set up for parents to support each other as well as receiving support from the team. There had been a meeting on 5<sup>th</sup> October with 8 parents from each school with the aim of setting up child centred collaborative working. There will be half termly meetings at each school and PB will be attending the meeting at CHHS on 8<sup>th</sup> November. PB will also be meeting E Warrington and M Sackville-Ford on 5<sup>th</sup> November.</p> <p><u>SRE/PSHE</u> – PB had met with H Bowe and they had reviewed the policies to check they were in place and up to date. Some of the policies are school specific and others are Trust level. The Anti-bullying Policy is currently being reviewed and the Safeguarding Policy is being updated following the release of new guidance.</p> <p><u>Sporting Excellence</u> – JC is the link and had sent apologies for the meeting today</p> <p>LM and D Woolley have an upcoming meeting with Trust Directors and will go through what should happen at a link meeting. Trustees need to be assured that the curriculum plan is in place and is being delivered.</p> <p>Trips and Visits were discussed and it was <u>agreed</u> that where there was not currently a Trips and Visits AC Governor they should be signed off by the Chair or Vice Chair.</p>	
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			<p>The themes and priorities of the Trust Development Plan will be reviewed in the Trust Board meetings throughout the academic year.</p> <p>H Eckhardt has recently been promoted to Deputy Headteacher and is working towards the opening of the 3 new Sixth Forms at Didsbury, Laurus Ryecroft and Hazel Grove in September 2023.</p> <p>HE presented to Trustees on the Sixth Form at CHHS – including Destinations, Apertura, Electives, and Life after Laurus. Trustees were invited to ask any questions on the presentation.</p> <p><u>Destinations</u> In 2021 90% of the students went on to attend University. There were also 10 students who chose to take a gap year and 5 students selected other routes, including one student who had commenced an Apprenticeship with the Trust as an IT Technician. 72% of students went on to a Russell Group University.</p> <p>It was noted that Queens College Belfast is the only Russell Group University that no CHHS students have ever attended.</p> <p>A trip will be taking place for all year 12 students to attend half a day each at Newcastle and Durham universities.</p> <p><b>Q – DK asked how much of students selecting Manchester and Liverpool is financially motivated?</b> A – It is difficult to enquire as to finances but we know some decisions are financial and also some cultural. Staff in CHHS Sixth Form support students to make informed choices to ensure they select the correct university for them. Some simply do not want to leave home.</p> <p><u>Apertura</u> A pilot of the Apertura programme had been run at CHHS last academic year to 42 students in year 12. This year the programme has been expanded to include LCH, HGHS and Ryecroft.</p> <p><b>Q – CF asked what exactly is Apertura?</b> A – Apertura is a super curricular programme for academically able students. There are 3 strands to the programme, Natural Sciences, Humanities and Literature. Apertura Supervisors have groups of 8/10 students and</p>	
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			<p>the academic content mirrors that of a tutorial. The programme teaches students it is okay to challenge in an appropriate way. Students take part in a research project. LFET funding covers the programme which is delivered after school. Following this meeting HE agreed to circulate an overview document of the Apertura programme to Trustees.</p> <p>In the academic year 2021 – 2022 there have been 21 Oxbridge applications.</p> <p><b>Q – WM asked of the 21 students how many are from CHHS and how many are external students?</b>  A – there are 11 students from CHHS and 10 external students. In previous years there have been more external student applications than internal and that it would be interesting to be able to see the effect of the Apertura programme on these figures.</p> <p>HE shared with Trustees the way in which students are identified for Apertura. In the January of year 10 teachers are contacted and asked to identify the most able students. This information is then used by the team as a basis for the start of the Apertura list. The list is then cross checked to Pupil Premium lists and a final check is completed by the Head of Year to ensure all students have been identified. It was noted that not all students complete the programme, by their own choice.</p> <p>In Year 12 students self-identify themselves after reviewing the programme information.</p> <p><b>Q – RK asked how many of the groups could we retain to Sixth form?</b>  A – it is hoped we would retain all the students. The current year 10 students will have the opportunity of 3 Sixth Forms within the Trust.</p> <p>Year 13 become the Alumni of the programme when it ends at the end of Year 12.</p> <p><u>Electives</u>  Trustees were shown the list of over 30 Electives on offer to students. Students are able to opt to undertake the EPQ. Currently there are 82 students in year 12 and 50 in year 13 undertaking EPQ. Students know that doing more gives them more opportunities.  Trustees were very impressed with the opportunities available to the students.</p>	HE/NB
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			<p><b>Q – PB asked if the Model United Nations elective was linked to other schools?</b></p> <p>A – Yes, students are attending an event at Cheadle Hulme School the weekend following this meeting.</p> <p><u>Life After Laurus</u></p> <p>Life after Laurus is giving students exposure to events/issues to prepare them for their next stages. Opportunities available to students are wide ranging and include study skills, work/life balance, consent, careers briefings and health and wellbeing.</p> <p>Trustees thanked H Eckhardt for her comprehensive presentation.</p> <p><b>Q – CF asked how do you track where students are in 10 years time?</b></p> <p>A – This has been identified as a gap for us and we are in the process of setting up an Old Laureates network. There is currently a LinkedIn group which is expanding and which students are encouraged to join.</p> <p>Former students also come back into school to speak to current Year 12 students. There is also the possibility of holding a 10 years of Sixth Form event to reengage with former students.</p>	
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		<p>Priority:</p> <p>Accountability and Quality Assurance</p>	<p>Trustees were given documents to provide an overview of how QA takes place across the Trust, in both secondary and primary schools.</p> <p>Individual School Development Plans link into the QA process and as a result are reviewed in January and also at the end of each academic year.</p> <p>School Self Evaluations are also reviewed and refined annually after each set of results.</p> <p>School Development Plans are based around previous reviews of the school. Reviews are done at school level, at Trust level and also by external sources.</p> <p>L Magrath commented that visiting the schools in the Trust is a method of QA, but due to Covid restrictions it has been difficult to formalise this process.</p> <p>External QA reviews can be done by MAT to MAT. It is vital to choose the correct MAT to link with and this is something which is being investigated further.</p> <p>The Trust review by Sir David Carter has been postponed until 2022.</p> <p><b>Q – TL asked what will an external review entail?</b></p> <p>A – Ambition, who are a large reputable organisation, can complete a review. 3 staff, who are CEOs from other Trusts, attend to do an ‘inspection’ with a 360° element and produce a final report with a follow up visit after 12 months. Leaders feel this is a useful process to have an external view from outside of the Trust.</p> <p>Each Head of School has a Trust wide responsibility and will be able to do a review of their area in all schools.</p>	
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5	Holding to Account	Risk management	<p>Tameside and Stockport Covid rates are high at present. PHE say the areas may have reached the peak of cases. Leaders reported it was easier in schools now that whole year groups and bubbles had to be sent home to isolate, but that there were still a large number of students absent across the Trust.</p> <p>The Risk Assessment presented to Trustees reflects the changes to contact tracing and that new guidance is being adhered to. Trustees <u>approved</u> the continued use of the existing risk assessment.</p> <p>WM detailed the Large Events Risk Assessment document. In line with current advice all Open Evenings will now be virtual events, with the exception of Didsbury, where there will be a rule of face covering to be worn, one-way systems and encouraging lower numbers to attend.</p>	
		Autumn School Census	<p>W Mason confirmed that Autumn School Census will take place on 07.10.2021 and will be completed by all schools in the Trust.</p>	

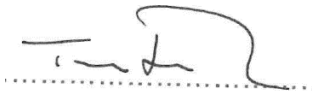
		<p>Admissions</p>	<p>There are 12 Admissions Policies for approval. 7 Schools, 4 Sixth Forms and CHPS Nursery.</p> <p>Trustees were given a summary of the proposed changes made to the policies and had sight of the proposed first admission policies for the new sixth forms opening in 2023.</p> <p>Trustees <u>approved</u> the 2023-24 policies not requiring any consultation (11-16 HGHS, DHS, LCH, Gorsey, CHPS and CHPS nursery)</p> <p>Trustees <u>approved</u> the request for the LA to coordinate LA in year admissions process for 2021 – 2022.</p> <p>Consultation is required for the 2023-2024 11-16 Admission Policy changes to CHHS and Laurus Ryecroft, as well as the changes to the Cheadle Hulme Sixth Form policy.</p> <p>CHHS 11-16 – It is proposed to remove category C (Children in attendance at Cheadle Hulme Primary School). Trustees gave <u>approval</u> for consultation to commence.</p> <p>CHSF – it is proposed to simplify the oversubscription criteria but retain priority for internal year 11 applicants. Trustees gave <u>approval</u> for consultation to commence</p> <p>Ryecroft 11-16 – It is proposed to reduce the PAN figure back to 210 from 220. Trustees gave <u>approval</u> for consultation to commence.</p> <p>Didsbury, Ryecroft and Hazel Grove Sixth Forms – it is proposed that these new sixth form admission policies give priority to internal applicants. Trustees gave <u>approval</u> for consultation to commence.</p>	
		<p>Approve Policies as per the Trust Policy Schedule</p>	<p>The Trust Employee Mobile Phone Policy was <u>approved</u> by Trustees.</p> <p>It was noted that as C Fisher was leaving the Trust there is a requirement for another Trustee to join the policy sub group and chair the Pay Committee.</p>	

		TB Self Review	<p>C Nevin presented a proposal to formulate a more defined and focussed skills audit. The results of the skills audit would then provide an excellent tool to aid recruitment and identify training needs.</p> <p>The revised document would then be reviewed by the Governance, Standards and Oversight Committee at their November meeting, before being presented to Trustees. LW and CN agreed to work on the updated skills audit.</p> <p>Evidence of Trust Board review based on the NGA 21 Key Questions a MAT Board should ask itself is a recommendation which appears on the internal audit report every time. Reference is also made in the Academy Trust Handbook. It was <u>agreed</u> for the Trust Board to undertake to review the 21 questions ahead of TBM5.</p> <p>The Clerk will provide a template of the questions and RAG rate in order of priority to review at the next meeting.</p>	<p>LW/CN</p> <p>NB</p>
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6	Ensuring financial probity	Academy Trust Regulatory Framework	<p>Prior to the meeting W Mason shared the letter from the EFSA, which has been sent to CEOs and Chairs of Trustees, with Trustees for their information.</p> <p>The Academies Financial Handbook is now the Academy Trust Handbook. WM gave a brief presentation around the current changes to Trustees:</p> <ul style="list-style-type: none"> <li>• The top 10 ‘musts’ for Trustees in order to fulfil their duties</li> <li>• Trusts’ obligations with regards to safeguarding, health and safety and estates</li> <li>• The process of appointing a senior executive leader as a Trustee</li> <li>• Emphasising the value of external reviews of Governance</li> <li>• The requirement to notify the RSC if a CEO is leaving the Trust</li> <li>• Clerks are now known as Governance Professionals</li> <li>• Trustees attention is drawn to the section of the handbook relating to Cybersecurity. A report from the AFR meeting, where Cybersecurity will be discussed in depth, will be sent to Trustees. A significant amount of work is currently taking place around staff training and also adding additional controls to prevent attacks</li> <li>• The key changes for internal and external scrutiny</li> <li>• The key changes for financial requirements – including what documents need to be available for public inspection</li> </ul> <p>The Academy Trust Handbook is an excellent resource which provides information to maintain good financial systems and strong governance, but also signposts to a wide range of key resources.</p> <p>Trustees were asked to inform the Clerk if they would like to request a hard copy of the Academy Trust Handbook.</p>	WM
			AOB	Any other business

<b>Meeting Dates:</b>	To note:	Wednesday 1 <sup>st</sup> December 2021 at 09.00am Wednesday 2 <sup>nd</sup> February 2022 at 10.00am Wednesday 23 <sup>rd</sup> March 2022 at 10.00am Wednesday 4 <sup>th</sup> May 2022 at 10.00am Wednesday 6 <sup>th</sup> July 2022 at 10.00am	
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Impact of Meeting / Key Outcomes
The Chair and Vice Chair were unanimously voted for a further term of 12 months
A presentation regarding the expectations of an Ofsted inspection would be held 1 <sup>st</sup> December.
Terms of Reference for the Trust Board committees were approved
Trustees received a brief overview of the Audit Finance and Resources meeting which had taken place in July 2021
Trustees gave an update on their Link Curriculum areas
H Eckhardt made a presentation regarding the Sixth Form provision at CHHS, including Destinations, Apertura Programme, Electives and Life after Laurus
Trustees were given an overview of how QA takes place across the Trust
Trustees approved the continued use of the Covid Risk Assessments
CFO confirmed that all schools would be completing the Autumn School Census
Trustees approved the Admissions policies for 2023-2024 with minor changes
Trustees approved the request for the LA to coordinate LA in year admissions process for 2021-22
Trustees <u>approved</u> for consultation to commence regarding the proposed changes to Laurus Rycroft and CHHS Admissions policies
Trust Employee Mobile Phone Policy was approved
CFO circulated the EFSA letter to CEOs and Chairs of Trustees
The NGA 21 Questions a MAT Board should ask itself would be reviewed by Trust Board Meeting 5
W Mason gave a brief presentation to highlight the changes to the Academy Trust Handbook
C Fisher attended her last Trust Board meeting



Tony Little  
 Chair of Trust Board  
 01.12.2021