

TRUST BOARD MEETING

Date: 1st December 2021
 Time: 9.00am
 Venue: Cheadle Hulme High School- Boardroom

Clerk: N Burgess
 Present: L Woolley, R Kumar, P Benton, W Mason, T Little, C Nevin, D Brown and L Elias
 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
2	Trustees to record their link visits on the visit proforma and submit to the Clerk for retention	ALL
3	To update on the progress of the planning application for HGHD Sixth Form	WM/LM
4	To write a note of thanks, on behalf of Trustees, to all staff at the end of term	TL
4	To review the 21 questions a MAT should ask itself annually – include as an agenda item	LW/NB

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	Apologies were received and accepted from J Crombleholme and D Kershaw	
		AOB items	There were no additional items of business to be raised as part of this meeting.	
		Register of interests	Trustees were asked to inform the Clerk of any changes to their record. TL reported a change to his details.	ALL
		Minutes of the last Trust Board meeting	<p>The minutes of the meeting held 6th October 2021 were <u>approved</u> and agreed as a correct record of the meeting.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> Trustees informed the clerk of any changes to the Register of Business Interests held An application has been made to the Academy Ambassadors programme The IT Disaster Recovery Plan will be shared with RK in the week following this meeting An invite was sent to Academy Committee Governors for the training following this meeting 	

			<ul style="list-style-type: none"> • The overview of the Apertura was circulated to Trustees • The Skills Audit is currently being updated • A template of the 21 questions was formulated and forms part of the agenda for this meeting • The report from the AFR Committee on Cybersafety will be circulated following the meeting on 10th December 2021 • There were no requests for paper copies of the Academy Trust Handbook 	
2	Reporting	Annual Report and Accounts	The Annual Report and the Accounts are delegated to the Audit Finance and Resources Committee and will be discussed and approved at their meeting on 10 th December 2021.	
		Trust Board Committee Chair Updates	<p><u>Pay Committee – C Fisher</u> The minutes of the meeting have been approved by CF prior to her resignation as Trustee. A summary of the meeting was circulated and any questions should be referred to CFO. It was also noted that a new Chair of the Pay and Remuneration Committee would need to be appointed.</p> <p><u>Governance and Oversight Committee</u> The meeting scheduled for November has been rearranged for 13th January 2022.</p>	

		Link Trustee updates	<p>Trustees were asked to record their visits on the proforma issued and send copies to the Clerk. Trustees also received an updated list of the links.</p> <p>It was agreed that TL would take on the role of Safeguarding Trustee. TL will arrange to meet with D Brown to clarify the role going forward.</p> <p>English – CN has rearranged the link meeting for the new year. Maths – LE will be joining the meeting later Science – RK has a meeting scheduled for February 2022 MFL – CF has already met this academic year and WM will be meeting in January 2022 Humanities – DK was not in attendance at this meeting Culture, Creativity and Rhetoric – TL had met with H Eckhardt and K Edmonds and has also attended Apertura sessions for year 10 and 13. Sporting Excellence – WM meets regularly with E Haslam regarding the Elite Pathway SEN – PB had met with E Warrington 2 weeks ago to discuss provision across the Trust. PB had also spent a day in CHHS observing lessons and had found this to be very informative Sex & Relationships Education – JC was not in attendance at this meeting Careers Education, Information, Advice and Guidance PE – RK has a meeting scheduled for March 2022 Academic Enhancement and Aspiration – TL had met the day prior to this meeting</p>	ALL
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3	Being strategic	<p>Theme: Influence</p> <p>Priority: Sound service and finance base</p>	<p>There have been no changes to the Trust Development Plan since the last meeting.</p> <p>The foci for this meeting is verbal updates around Trust expansion.</p> <p><u>Sixth Forms</u> Sixth Forms will open at Didsbury, Laurus Ryecroft and Hazel Grove High School in September 2023. Elements of work are currently taking place to promote to year 10 students and formal marketing will commence in the new year.</p> <p>In terms of the refurbishment of HGHS Sixth Form, planning permission was submitted in the last month and feedback is expected in the coming week. A decision will be made to see if the application will need to be referred to the Area Committee. A video of the proposed refurbishment was shown to Trustees. Improvements include refurbishment of two science labs in school, outdoor social space and making the building double storey. Trustees will be given an update on the progress of the planning permission application at their next meeting.</p> <p>Q – RK asked how green is the building? A – As much as possible within the budget limitations. The work is currently in the tender process and a report will be given at a later date.</p> <p><u>Elite Pathway</u> The programme, in conjunction with Loughborough University, is available to students trust wide and is supported by LFET funding. The programme, launched in October 2021, is led by E Haslam and there are currently 70 students enrolled. Trustees enjoyed viewing the promotional video and were delighted with the offer available to students who participate in elite level sport. The programme rewards students who would not necessarily be recognised and there is a real buzz around the Trust. There were 250 applications for the 70 places.</p> <p>Q – What age is the programme available to? A – It is available to students 11-18 and a variety of sports are represented.</p> <p>Q – Is there a written protocol for the selection process? A – Yes to make the process as fair and transparent as possible. Applications are scored on a points system.</p>	LM/WM
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			<p><u>10,000 students</u> Application data was issued to Trustees prior to the meeting. Secondary applications closed 31st October 2021 and all schools in the Trust are heavily oversubscribed. DHS is the most oversubscribed secondary school in Manchester for the third year running.</p> <p>Pupil projections for the coming years have been made using prudent assumptions and the growth does not account for any new schools joining the Trust.</p> <p>Q – How many students will there be when all schools are full? A – It is anticipated there will be around 8400 which will vary depending on sixth form numbers.</p> <p><u>Current opportunities</u> Leaders are currently waiting to hear if the Trust will be successful in gaining an interview for the Woodford School. Interviews are to be held mid-December. Trustees will be updated further at their next meeting.</p> <p>In terms of primary expansion within the Trust a couple of schools have expressed an interest but the schools currently have major issues with their buildings. It is advised that the schools go back to their LA to try and get some of the essential works completed and revisit at a later date.</p> <p>There are no secondary expansion opportunities at present and no free school waves planned. As Ofsted inspections are now taking place again there could be opportunities arise to take in schools placed in a category.</p> <p>A visit to DHS had recently been made by the Permanent Secretary to DfE and Director General of DfE. A discussion had taken place around trust expansion and LM had commented that Trusts have to be prudent and were wary of taking in schools which required significant building repairs with no opportunity to apply for funding to carry out the works. It was also noted that Trusts/Schools were more risk adverse due to Covid.</p> <p>Q – TL asked what are the Manchester figures as opposed to Stockport in terms of numbers of schools who have converted to academies? A – The figures are not currently known but could be sought and reported back. The numbers definitely depend on the LA position on academies. It is also</p>	
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			<p>worth noting that there are more secondary than primary academies.</p> <p>Q – Are there any opportunities for merging with smaller MATS? A – Not that we are aware of. There is no incentive or impetus for change.</p> <p>Q – RK asked are there any Trusts we have synergies with? A – There is a local school but they are not interested, despite the appointment of a new Headteacher. It could be that schools cannot see what they may look like as part of a Trust and maybe could not see what could be gained.</p> <p>Q – RK asked if it was a possibility for Trustees to reach out to other Trusts? A – Any contact is made via the Regional Schools Commissioner. Growing Trusts can be wrongly perceived if the communication is not via the correct approach.</p> <p>It was noted that there were lots of positive comments on the recent staff survey from HGHS staff on the benefits of being part of the Trust.</p>	
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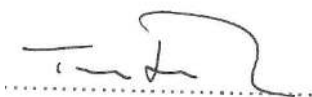
4	Holding to Account	Risk management	<p>The Trust Risk Register has been updated following review with RK and discussions at the Audit, Finance and Resources Committee meeting. A one page summary document has now been produced to clearly identify and rate the risks.</p> <p>Areas rated as red are the main focus:</p> <p><u>Staff recruitment and retainment</u> There are challenges to recruit and retain to some support staff posts at present. Posts include EYFS, LSA, and IT. Work is currently taking place to resolve and this will be discussed in detail at the forthcoming meeting of the Audit, Finance and Resources Committee. A possible support staff pay restructure will be discussed. It was noted that the support staff pay award, from April 2021, has not yet been agreed or implemented.</p> <p>Results of the staff survey will also be discussed at the Audit, Finance and Resources Committee meeting.</p> <p><u>Management systems and information</u> Currently there is one system being used in each school – SIMS. This is a good system for a single school but not Trust wide. The Trust are currently looking at other options for the future.</p> <p><u>Data and Cyber Security</u> This is a significant area of focus for Leaders. There have been a number of controls implemented and training has been completed by all staff.</p> <p><u>SCITT Recruitment</u> Recruitment to the SCITT programmes is currently a concern. A promotional video is in the final stages and was shown to Trustees. The video will be used for marketing purposes.</p> <p>Q – TL asked how do we promote the SCITT? A – There are numerous ways we market, including social media, website, hard copy materials, banners and promotional materials. There is a currently an advert for a Trust Director of Communications and interviews will be held in January. A priority for this postholder will be to assist with a targeted marketing campaign for SCITT recruitment.</p> <p>Q – TL asked are there any pressure points are present with recruitment? A – UCAS opened for applications in October 2021 and applications tend to increase in January/February.</p>	
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			<p>Recruitment is not helped by the slashing of bursaries available to applicants, particularly secondary. Altius attracts a number of career changers but this has also been heavily affected by bursaries. It is also to note that although a number of applications can be received there is a very selective and rigorous application process.</p> <p><u>Covid 19 Risk Assessments</u> The Covid specific Risk Assessments for primary and secondary schools were circulated prior to the meeting. Both documents are regularly updated as new guidance is released, including the recent change to revert back to wearing face coverings in communal areas. Further updates also include the changes to self-isolation guidance and to reflect the new variant.</p> <p>TL agreed undertook to write to all staff, on behalf of Trustees, to thank them for their hard work and being so adaptable and flexible during the difficult times. This will be included as part of the communication sent to all staff at the end of term by the CEO.</p> <p>Q – RK asked in terms of the risk assessment what are the numbers for school closures? A – This would always be a last resort and we do not want to close schools. We would always endeavour to run on a skeleton staff, whilst acknowledging that the new variant, and self-isolation could be a major issue.</p>	TL
		Auditing and reporting arrangements for matters of compliance	<p>The Trust Safeguarding organogram was shared with Trustees.</p> <p>All work in schools is done by the Designated Safeguarding Lead and their deputy. The Link Governor would then meet termly to review the Single Central Record and Safeguarding in school. D Brown, W Searle and L Woolley oversee Trust wide.</p>	

		Approve Policies as per the Trust Policy Schedule	<p>After review by the policy sub committee the following policies were <u>approved</u> by Trustees:</p> <ul style="list-style-type: none"> • Btecs Policy • CPD Complaints Policy • CPD Malpractice and Maladministration Policy • Exams Policy • Non-examined Assessments Policy • Online Safety Policy • Relationships and Sex Education Policy – LT Primary • Use of a Word Processor in Formal Examinations Policy • Harmful Sexual Behaviours Policy • Trust Safeguarding Policy <p>It was also noted that there is a vacancy for another Trustee to join the policy sub-committee.</p>	
		TB Self Review	<p>TL updated Trustees on the progress of recruitment of new Trustees to the board.</p> <p>An advert had been placed on Academy Ambassadors and 3 expressions of interest had been received. LM is to meet with one potential applicant in the new year. Trustees will be updated on the recruitment at the next meeting.</p> <p>Trustees discussed the “21 questions a MAT should ask itself” document. It was felt that a significant number of questions are general and illustrate what is already done by Trustees. It was <u>agreed</u> that the questions would be reviewed formally once a year.</p>	LW/NB
5	Ensuring financial probity	Finance and Audit update – CFO	<p>Trustees were given the agenda for the forthcoming Audit, Finance and Resources committee meeting.</p> <p>The Audit Report and Final Accounts will be presented and reviewed at the meeting. It was noted that the Audit Report was a clean report and that was a credit to the hard work done by the Finance team.</p>	
	AOB	Any other business	<p>There were no other items of business to discuss at this meeting.</p> <p>The meeting closed at 10.15am</p>	

	Meeting Dates:	To note:	Wednesday 2 nd February 2022 at 10.00am Wednesday 23 rd March 2022 at 10.00am Wednesday 4 th May 2022 at 10.00am Wednesday 6 th July 2022 at 10.00am	
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Impact of Meeting / Key Outcomes	
Trustees were informed that the Audit Finance and Resources Committee would review the Audit Report and Final accounts at their meeting on 10 th December 2021	
Trustees received a brief summary overview of the recent Pay and Remuneration Committee meeting	
Link Trustees updated on the progress of their link meetings with Trust Directors	
Trustees were given an overview of plans around Trust expansion – including Sixth Forms, Elite Pathway and current opportunities	
Trustees reviewed the Risk Register and discussed the major risks and subsequent mitigations	
Trustees received the updated Covid 19 Primary and Secondary Risk Assessments	
Safeguarding arrangements for the Trust was presented to Trustees	
Trustees approved 10 policies	
The Chair updated Trustees on recruitment to the Trust Board	
21 questions a MAT should ask itself was reviewed and discussed	



Tony Little
Chair of Trust Board