



PRIVATE AND CONFIDENTIAL
LAURUS BOARD OF TRUSTEES

Date: 11/10/2019
 Time: 09.30 – 12.00
 Pre Meeting Training: Academies Financial Handbook 2019 (item 7)
 Venue: Didsbury High School

Clerk: Rebecca Clare
 Present: T Little, R Kumar, C Nevin, D Brown, P Benton, C Fisher, D Kershaw, V Horsfield, L Woolley, W Mason
 In attendance: L Magrath, M Vevers, D Woolley, N Burgess

Action	Initials
Trustees discussed J Singleton remaining as a Member but not in her role as Trustee. L Magrath will discuss with J Singleton	LM
The performance tables will be shared in March once they are published.	DW

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	<p>The Chair welcomed those in attendance to the meeting. An apology for absence was received for L Elias. J Singleton was not in attendance at the meeting. The Chair reminded Trustees that this was the first of six meetings scheduled for this academic year. L Woolley shared the Schedule of Business and explained that the main academic focus for this meeting was Headline Performance. The Trust priorities were identified in the Schedule of Business and were linked to the new Inspection Framework. One of the priorities would be discussed at each meeting.</p> <p>There were a number of Policies that would be reviewed under Any Other Business on the Part 1 Agenda.</p>	
	Register of interests	The Register of Interest was circulated. Trustees were asked to check the document and make any amendments.	

	Code of Conduct	<p>Trustees were requested to confirm that they agreed to the Code of Conduct for Trustees and Governors. The aim of the Code was to encourage 'open governance' and included the Nolan Principles. Trustees discussed how they know that Academy Committees ensure that policies are being implemented. The Governance and Oversight Committee will monitor the work of the Academy Committees and ensure that policies are being implemented.</p> <p>L Woolley informed Trustees that an Annual Report had been created for Academy Committees to share the work that they have done in the year and how they have added impact. This may take longer for Hazel Grove High School as it was noted that they are in a period of change.</p> <p>The Head of School Report for Academy Committees had been developed and although the heads would be reporting on different schools, the key aspects of the report would help governors to focus on the same key priorities.</p> <p>Trustees agreed to abide by the Code of Conduct.</p>
	Scheme of Delegation	<p>The Scheme of Delegation was shared. Trustees noted that there were no material changes to the Scheme of Delegation.</p>
	Part I Minutes	<p>Trustees reviewed the Part I Minutes of the Trust Board and approved the minutes as an accurate record. All the actions from the previous meeting had been completed.</p> <p>L Magrath confirmed that a new Governor, Mark Kelly, had been appointed to the CHHS Academy Committee. The updated Terms of Reference were an item on the agenda.</p>

2	People	Membership and Succession Planning	<ul style="list-style-type: none"> • Verbal update Appointment of Chair of Trust Board T Little left the room. The Clerk explained that the Law Family Education Trust shall each school year appoint a Chair from amongst the Trustees. The Law Family Education Trust recommended the appointment of T Little as Chair of Trustees for a further year. T Little was appointed as Chair of Trustees for a further year. • Appointment of Vice Chair of Trust Board C Nevin left the room. The Clerk explained that the Trustees elect a Vice-Chair from amongst their number each school year. The Clerk stated that C Nevin self-nominated for the position of Vice Chair. A vote was taken and Trustees voted unanimously to appoint C Nevin as Vice Chair of Trustees for a further year. • To note the appointment of Academy Committees Chair and Vice Chair C Nevin confirmed that he had been elected as Chair of CHHS Academy Committee for a further year and A Jarvis was elected as Vice Chair of CHHS Academy Committee to allow for succession planning. C Nevin stated that the aim was to put the mechanisms in place to plan for a future Chair. C Nevin reported that parent elections had taken place for the new schools. C Nevin would be Chair of the new schools initially whilst the new governors are mentored on their role. Governor opportunities will be increased over two to three years to ensure that governors have time to learn their role and in order for parent governors to be appointed from more than just one year group (new schools only current have Year 7). The skills audit will continue to be the primary source for identifying skills and knowledge gaps. L Woolley confirmed that J Lawson will remain in position as Chair for Gorse Bank as she is relatively new to this role. However, C Shepherd will be retiring from his position as a governor at the end of the year and the school is looking to appoint a new Vice Chair at the next meeting. This will allow time for C Shepherd to mentor the new Vice Chair until the end of the year. <p>Trustees discussed J Singleton remaining as a Member but not in her role as Trustee. L Magrath will discuss with J Singleton.</p>	LM
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3	Systems & Structures	Confirm governance structures/Terms of Reference	<p>Terms of reference for Trust Board Committees (x 4) The Clerk confirmed that all four Terms of Reference have been reformatted.</p> <p>The Audit, Finance and Resources Committee Terms of Reference were reviewed and approved. Trustees noted that the name of the Committee had been updated to 'Audit, Finance and Resources Committee' and the CEO was no longer a Trustee but could attend the Committee as an observer and/or to present information.</p> <p>The Governance and Oversight Committee Terms of Reference were reviewed and approved. Trustees noted that a parent governor/Trustee would join the Governance and Oversight Committee. L Woolley informed Trustees that S Mellor, who is a parent governor for Gorseley Bank Academy Committee, would fulfil this role.</p> <p>Both the Pay Committee and Remuneration Committee Terms of Reference were extracted from the Pay Policy for review and approval. The Clerk noted that the entire Pay Policy including the Terms of Reference was also on Trust Governor for approval under the 'Policy' item. Both the Pay Committee and Remuneration Committee Terms of Reference were approved.</p>	
4	Reporting	Trust Board Committee Chair Updates	<p>Minutes of Governance and Oversight Committee The minutes of the Governance and Oversight Committee were received. The recruitment of Governors will continue to be monitored by the Governance and Oversight Committee.</p>	

5	Being Strategic	<p>Priority 1: Academic Focus (Headline Performance)</p> <p>Review Trust Vision and performance in relation to KPIs</p>	<p>The Laurus Trust Development Plan for 2019/20 was reviewed. L Woolley requested that Trustees review page 8 where the revised structure of the Laurus Trust was shared and included Hazel Grove High School. M Stewart is Head of School for Hazel Grove High School and is being overseen by M Vevers as the Executive Head for Secondary. On page 9, the Strategic Priorities for 2019-20 were shared and on page 10, the KPIs for 2019-20 were shared for the Laurus Trust.</p> <p>Trustees reviewed each Strategic Priority and each KPI within the Laurus Trust Development Plan. It was confirmed that the Strategic Priorities were linked to the new Ofsted framework 'Outstanding' descriptors. This was different to the old framework as impact will not be measured by data and will have a curriculum development focus. M Vevers described the mechanisms in place for schools across the Trust to measure each other's work and ensure that each curriculum design meets the needs of the school. Going forward, the focus will be on ensuring all teachers within the Trust are fully equipped to share the curriculum intent. There will be a particular focus on curriculum intent for Hazel Grove High School.</p> <p>L Woolley confirmed that for 'Marketing and Communications', each school would be taking a slightly different approach due to the differing context of each school.</p> <p>L Magrath stated that Hazel Grove High School had been deemed an appropriate site for the new AP School. The Local Authority was currently undergoing a review of High Needs education as they are spending a lot on money on sending high needs students out of area. The Stockport schools had agreed to fund the top up funding to secure places. The Trust was hopeful that the Heads of Terms will be in place for January 2020 with the aim of opening in September 2021.</p> <p>Priority 1: Academic Focus (Headline Performance) Gorse Bank Primary School</p> <p>D Woolley reported that 85% of pupils had achieved a 'Good Level of Development' in the Early Years. For KS1, 85% of pupils had achieved the Expected Standard for reading, writing and mathematics. For KS2, for reading, writing and mathematics combined 92% of pupils have achieved the Expected Standard. The KS2 results put the school second in Cheshire. It was noted that the school had achieved very well at the 'greater depth' level. Trustees considered writing and how nationally it is not externally moderated so the results are not dependable. The Gorse Bank Ofsted report was received and considered. The Chair of the Trust Board congratulated the team on the excellent report.</p>	
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Cheadle Hulme High School

D Woolley reported that the national data is not yet available, the basics 5+ including mathematics and English was 69% and the best results the school had ever had and the best in Stockport. The target was 75% but the targets are always set extremely high as the school is ambitious. It was stated that the Progress 8 score for CHHS this year was +0.72. The attainment 8 figure was 58 which meant that students at CHHS average grade were a 6, equivalent of an old B+. The top end students performed really well. The EBACC entry final result was 44%. The difference in Progress 8 between disadvantaged and other students was 23%. It was reported that girls achieved better than boys. The results will put Cheadle Hulme High School top in Stockport.

Cheadle Hulme High School Sixth Form

D Woolley reported that seven A-Level students scored a clean sweep of straight A*s. The Year 13 students achieved a 100 per cent pass rate with one in five of all students gaining three or more straight A*/As. Half of the 132 A-Level students scooped three or more A*/A/Bs. The average grade that the Sixth Form students achieved was a B. 63% of students secured places at one of the Russell Group Universities. CHHS continue to compete, and beat, some of the best grammar schools.

Q: Will there be any remarks?

It was reported that schools are not seeing as much success with remarks and the cost is increasing.

A comparison was shared for the results for Cheadle Hulme High School and Hazel Grove High School. The results were reported to be up for Hazel Grove High school this year. The context for both schools was considered including the Resource base at HGHS. L Magrath confirmed that there is a five year plan in place to get HGHS to the same point as CHHS. It was noted that a lot of work will be required to enhance the curriculum at HGHS and make necessary changes to the KS4 curriculum in particular. The Laurus Trust was unpicking a number of cultural issues, particularly around maths and students behaviour. However, there was high attendance at a recent CPD session and members of staff were reported to be on-board with the curriculum changes. Changes to the uniform at Hazel Grove High School were being considered. Trustees agreed that a two year Key Stage 3 at Hazel Grove High School is totally inappropriate and limits students' knowledge. Hazel Grove High School will move to a three year Key Stage 3 so the current Year 8 will take their options next year not this year.

Trustees congratulated all schools on their success and noted the hard work and commitment from staff. The performance tables will be shared in March once they are published.

DW

6	Holding to	Review and monitor risk	There were no changes to the Risk Register reported.	
7	Ensuring Financial Probity	Academies Financial Handbook Update	<p>W Mason provided Academies Financial Handbook training to all trustees and made them all aware of the mandatory requirements of the AFH and Trustees responsibilities. The training enabled WM to submit the Financial Management and Governance Self-Assessment which was required due to the opening of the newest school, Didsbury High School. All Trustees are provided with their own copy of the 2019 Academies Financial Handbook and Governance Handbook. The Academies Financial Handbook is updated each year. This year there is an emphasis on clarity within the handbook of the three core functions and ensuring that money is well spent along with professional performance.</p> <p>Trustees were informed of their statutory duties particularly relating to the Funding Agreement, Companies Act, Charitable Law and statutory regulations. W Mason confirmed that the '10 musts' within the handbook are being implemented well. The key changes for 2019 were reported, which included an annual internal scrutiny report and areas of risk being identified. Trustees agreed that the Risk Register should be on every Audit, Finance and Resources Committee agenda and be regularly reported to the Trust Board. Strong Management Accounts are required and should be shared with the Chair of the Trust Board on a monthly basis. There was also an emphasis on the role of the Clerk to Governors and Estate Management. Scrutiny was also on Executive Pay and it was discussed that if the pay is deemed too high then this could affect the amount of funding awarded for CIF bids being reduced.</p> <p>W Mason informed Trustees of the requirements in relation to Whistleblowing, Related Party Transactions, auditing of accounts and any Financial Notice to Improve.</p> <p>Q: Where should Trustees focus be? W Mason confirmed it was important for Trustees to be aware of the processes in place and controls to monitor finances effectively.</p>	

	AOB	Policies	<p>The following policies were put forward by the Policy Group for approval:</p> <p>Safeguarding Policy - Changes made to Trust Policy Allegations of abuse against staff_LTPPrimary CCH Privacy Notice_LT CCTV Privacy Notice_LT Club Laurus Privacy Notice Code of Conduct_LT Consent Policy_LT Data Protection Policy_LT Data Breach Policy_LT Data Subject Rights_LT Equality Policy_LT_Secondary Equality Policy_LT_Primary FOI Policy Including Publication Scheme_LT ipad-staff-agreement_LT LAC and Safeguarding Privacy Notice_LT Leave of Absence for School Based Staff_LT Privacy Notice - Workforce_LT Privacy Notice Students_LT Privacy Notice visitors_LT PriSchoolvacy Notice_LT Safeguarding Policy_LT Safer Working Practice_LT Teaching & Learning LT Secondary Pay_Policy_LT</p> <p>A document explaining changes to the Admissions Policy was received. Trustees reviewed the changes and approved the Admissions Policy for Laurus Ryecroft, Didsbury High School and Cheadle Hulme Primary School.</p>	
	Meeting Dates	<p>TBM2 – 05/12/19 TBM3 – 06/02/20 TBM4 – 26/03/20 TBM5 – 07/05/20 TBM6 – 09/07/20</p>	<p>The meeting dates listed under the agenda were confirmed.</p>	

Impact of Meeting / Key Outcomes

Trustees agreed to abide by the Code of Conduct.
T Little was appointed as Chair of Trustees for a further year.
C Nevin was appointed as Vice Chair of Trustees for a further year.
The Audit, Finance and Resources, Governance and Oversight, Pay and Remuneration Committee Terms of Reference were reviewed and approved.
The Laurus Trust Development Plan for 2019/20 was reviewed. L Woolley requested that Trustees review page 8 where the revised structure of the Laurus Trust was shared and included Hazel

Grove High School. KPIs and Strategic Priorities were reviewed.

A comprehensive update on Headline Performance was received. Gorsey Bank, CHHS and Sixth Form had performed extremely well. An update was provided on Hazel Grove High School and the Gorsey Bank recent Ofsted inspection.

A number of policies were approved.

The growth of the Trust was carefully considered.