



## PRIVATE AND CONFIDENTIAL LAURUS BOARD OF TRUSTEES

Date: 07/02/2020  
Time: 9.30  
Venue: Pre meeting training Inspection and Governance  
Laurus Trust Boardroom

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

Action	Initials
Copy of the Powerpoint Training session for Inspection and Governance to be sent to the Clerk to be added to Trust Governor	DW
Governance guide to be included on all websites across the MAT	LW
Register to business interests to be updated subject to any changes	NB
To review GDPR and Privacy policy being more prominent of all websites across the Trust	WM
To send out Link Trustee visit guidance	MV
To send out Survey Monkey relating to Trust Governor	LW

### **Pre-meeting training – Inspection and Governance – delivered by D Woolley**

D Woolley is a qualified Ofsted inspector and has recently undertaken a 5 day training programme. The training today is looking at an inspection from the Governance view.

The Quality of Education is the biggest part of the inspection judgement and includes safeguarding.

Governance sits within Leadership and Management and if Governance and Oversight is not effective it is deemed inadequate.

A 90 minute call is received by the school the day before an inspection and details the subjects which will be seen and the data required.

Inspectors will always seek to meet those responsible for governance during the inspection and will allow the school to invite as many Governors or Trustees as possible to meet inspectors during the inspection

In academies, meet those directly responsible for management and governance, including the chief executive officer (CEO) or their delegate (or equivalent), the chair of the board of trustees and other trustees. Inspectors will talk to the chair of governors/board of trustees by telephone if they are unable to attend a face-to-face meeting with the inspector in the school. Inspectors will view documented evidence of the work of those responsible for governance and their priorities, including any written scheme of delegation for an academy in a MAT.

The importance of Link Governors was discussed and in the future it may be possible to have Link Governors who work with Link Trustees. Up to date training for Governors and Trustees will be reviewed and accurate training records should be maintained.

D Woolley was thanked for the comprehensive training which Trustees had found most useful. A

copy of the presentation would be sent to the Clerk to be added to Trust Governor.

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	D Kershaw and R Clare.	
		Appointment of new Trustee	Jane Cromblehome was welcomed to her first meeting as a Trustee. Jane is MD for Executive Education at Alliance Manchester Business School at the University of Manchester. Jane has school governance experience, including previously being a parent Governor at CHHS.	
		AOB items	WM update on HGHS.	
		Register of interests	The register of business interests was circulated and Trustees were asked to check and make any amendments to their record and return to the Clerk	NB
		Code of Conduct	The Code of Conduct has been uploaded to Trust Governor for reference and is for Trustees and Governors to adhere to.	
		Scheme of Delegation	Trustees noted that the document was located on the Trust website. There were no material changes to the scheme to note.	
		Part 1 Minutes	<p><b>Trustees reviewed the Part 1 minutes of the Trust board meeting and approved the minutes as an accurate record. The chair then reviewed the actions from the minutes.</b></p> <p>WM confirmed the required adjustments to the Risk Register had been completed. There is one Risk Register centrally for the Trust and then each Academy Committee holds one for the individual schools.</p> <p>New Trustee J Cromblehome was now appointed and in attendance at this meeting.</p> <p>R Kumar agreed to join the Academy Committee of HGHS.</p>	

2	People	Membership: Recruitment Update/Succession Planning	<p>A draft training plan will be added to Trust Governor. All Trustees will have statutory training every 2 to 3 years and records held by the Clerk.</p> <p>E Learning packages for Trustees and Governors was discussed. This training would be completed in Trustees or Governors own time and then discussed at the following meeting. Training at the start of each meeting will also be continued.</p> <p>NGA offer a Learning Links package which includes membership to NGA plus access to training for £1400 to include every Trustee and Governor within the Trust.</p> <p>L Woolley detailed that as part of Ambition Leadership programme there is access to additional training. This is not fully funded and would cost in the region of £1700.</p> <p>This would also provide the opportunity for an external review of Governance across the Trust in addition to access to training.</p> <p>The use of Trust Governor against other packages available was discussed.</p> <p>The following was agreed:</p> <ol style="list-style-type: none"> <li>1. Approval to go ahead with NGA membership for all Trustees and Governors across the Trust, including access to Learning Links, at a cost in the region of £1400</li> <li>2. Approval to go ahead with Ambition Leadership was delegated to LW if felt it provided value for money and was suitable for Trust use</li> <li>3. LW to send out a survey monkey to collect views of Trustees and Governors relating to Trust Governor</li> </ol>	LW
3	Systems & Structures	Confirm Governance structures/Terms of reference	There were no changes to report.	

4	Reporting	<p>Ensure all Trust websites are fully compliant Check Spring</p> <p>Census completed in all schools</p>	<p>The two documents circulated were to reassure all aspects were fully compliant. Trustees asked for documents to include a glossary or an explanation of acronyms the first time they are used.</p> <p>HGHS will have a fully streamlined website which will be launched after Easter. This website will be in line with all other schools across the Trust.</p> <p>A Trustee commented that the GDPR and Privacy Policy information should be more prominent on all websites across the Trusts. WM agreed to look into this being updated.</p> <p>It was noted that all schools across the Trust had completed the Spring Census.</p>	WM
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5	Being strategic	<p><b>Priority 1: Academic Focus (Curriculum Development &amp; QA)</b></p> <p>Review Trust performance in Relation to KPIs</p>	<p><u>Secondary</u></p> <p>MV discussed how the curriculum statements are reviewed and all are part of the overarching Curriculum Policy. Curriculum statements are broken down by subjects and all are available on the individual school websites. MV and DW share this responsibility across the Trust.</p> <p>Regular meetings are held with Trust Directors to ensure how the statements are being applied and adhered to across the Trust and to review ongoing. Whilst there is clarity and alignment across the Trust is accepted that there are curriculum differences across the schools.</p> <p>There is an Ofsted team on the ground in each school in addition to Trust Directors, Leadership Link and Subject Leaders.</p> <p>An overview of how the processes work is reviewed on a constant basis, as documented in SDP and SIP and this is cascaded down via appraisal targets. Formal review takes place and then revisit and refocus. There are also external advisor visits for the new schools.</p> <p><u>Primary</u></p> <p>The primary QA document was uploaded to Trust Governor prior to the meeting. LW detailed that in the new schools DfE moderation visits take place as well as LA visits and moderation with other local schools. LM and LW also undertake formal reviews via HOPS (Heads of Primary School) meetings.</p> <p>School level and Trust Level QA takes place including cross phase. An example of this is Trust Director of Geography is currently working with the primaries to agree what knowledge would be most beneficial for Y7 to arrive with. Trustee subject links were encouraged to complete the link meeting proforma to ensure clear structured records of visits are maintained.</p> <p>The Trust are currently looking at other MATs to review and look at their practice.</p> <p>An external review of LCH is being done in the first instance by Head of School at Altrincham Grammar School for Boys. This is something which will need to be done across the Trust in the future and will include Teaching and Learning, QA and Safeguarding. It was agreed that this would be revisited following the outcome of the LCH review.</p>	
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		<p>Stockport LA – Head of Estate &amp; Asset Management CEO LCH/CHPS visit – 24/02/2020</p> <p>Dunham Trust</p>	<p><b>Q – How often will formal reviews across the Trust take place?</b></p> <p>A – Reviews will start in the Spring term as a trial and the more formal structure will then be agreed.</p> <p>CEO will feedback to Trustees at the next meeting following the visit.</p> <p>LW feedback that due diligence had been completed for Dunham Trust and it was felt that 2 of the schools were a good fit for the Laurus Trust. However the RSC was trying to find a Trust which would accept all 5 schools together. Trustees would be kept updated if anything changes relating to Dunham Trust.</p> <p>LW and R Carling had met with the Head of School of a feeder school of Laurus Ryecroft. A very positive conversation had taken place but the primary school felt they were happy as they were at present and would not at this time be joining the Trust.</p> <p>The proposed school at Woodford will be linked to Stockport and Laurus Trust would be able to submit an expression of interest in the future.</p> <p>Cavendish Primary School in Manchester are in a period of transition and may possibly consider joining the Trust in the future.</p> <p>Pozzoni architects are involved in an integrational concept – location yet to be identified.</p> <p><b>Q – Has there been any progression with regards Moorfield Primary School joining the Trust?</b></p> <p>A – Not at present, this is not something the Trust are likely to pursue as the building conditions were an issue.</p> <p>Headteacher Reference Group</p> <p>National Schools Commissioner had been present at the meeting LM had recently attended. Another wave of free schools has been mentioned and ministers are emboldened. A potential Free School 6<sup>th</sup> form bid at LCH was discussed in the future. LM and GT had met with Trafford Group to discuss the purchase of the land.</p>	
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6	Holding to account	<p>Link Trustees roles and responsibilities</p> <p>Report of performance management of the CEO</p> <p>Check all admissions arrangements have been determined and appeals timetables are published on relevant websites</p> <p>Trust Level policies</p>	<p>Link visits which have taken place/or are planned were discussed. Trustees asked for guidance to be issued ahead of the meetings to ensure it was clear what the expected outcomes of the visits were. MV agreed to send out guidance.</p> <p>It was agreed that the Trustees who are not currently linked are appointed to the following areas:</p> <p>J Cromblehome – Careers &amp; Progression and Sixth Form</p> <p>V Horsfield – Safeguarding and Personal Development</p> <p>CEO Performance Management is scheduled to take place immediately after this meeting.</p> <p>Approved policies were included in the September summary document. DHS and CHPS policies had to be consulted on with LA, Schools and Community. DHS had had one query and CHPS less than 10. Trustees approved the proposed changes and agreed for the policies to be added to the school websites and issued to the LA.</p> <p>Stockport LA admissions department were praised for the efficient and effective way they handled admissions.</p> <p><b>Q – Why has the PAN at HGHS been reduced from 275 to 270?</b></p> <p>A – The previous Headteacher had allowed the school to oversubscribe leading to bigger numbers in all year groups.</p> <p>The Safeguarding Policy has been updated following new guidance arising from the most recent Keeping Children Safe in Education Guidance. J Johnson and C Nevin have reviewed the policy and note there are no significant changes. Trustees approved the policy.</p>	MV
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7	Ensuring Financial Probity	<p>Discuss any implications arising from audited accounts/financial statements submitted for previous year</p> <p>Review DfE Revenue Funding Settlement for next academic year</p>	<p>The last Resources meeting took place in December.</p> <p>All schools are oversubscribed and therefore there should be no issue with pupil numbers.</p> <p>The Audit report was excellent and Trustees offered their thanks to WM and her team. Trustees felt the financial management was in very capable hands. It was noted that there was a need to keep monitor expenditure of LFET funding where not guaranteed but that the Trust was in a good financial position at present.</p> <p>Review of DfE funding settlement has not yet been agreed and this is causing delays in being able to book in works to take place Summer 2020. The Trust can no longer bid for CIF funding due to the size of the Trust. WM is writing a policy to show how income is distributed across the Trust. The policy will go to Resources Committee for approval when completed.</p>	
	AOB		<p>WM – Due diligence at HGHS uncovered 2 outstanding P.I. claims.</p> <p>One was a member of staff who had been injured using a guillotine. School had admitted liability due to the room not being locked and the claim had been dealt with by the insurers.</p> <p>The second claim was from a former pupil who had been involved in a high profile court case involving a relationship with a member of staff. The student has now submitted a claim for personal injury. There could possibly be no case to answer to, according to HGHS lawyers, but the case remains ongoing and any potential costs would be covered by insurance. Further updates will be given in due course.</p>	
	Meeting Dates:	<p>TBM 4- 25/03/2020</p> <p>TBM 5 – 06/05/2020</p> <p>TBM 6 – 08/07/2020</p>		
<p><b>Agenda – Part 2</b></p> <p>The press and members of the public to be excluded from the meeting at this point under 2003 (school governance procedures) (education) regulations because of the confidential nature of the business to be transacted.</p>				
Category	Item	Notes	Action	

1				
2	AOB			

### Impact of Meeting / Key Outcomes

- Ofsted and Governance training was delivered
- Future CPD for Governors and Trustees was discussed and NGA membership including Learning Links approved
- R Kumar to join the Academy Committee at HGHS
- Curriculum plans and implementation and QA across the Trust was discussed
- Trustees received an update on Trust Growth – Primary Sector
- Safeguarding Policy and Admissions policies for CHPS and DHS were approved