

Local Academy Board Meeting

Minutes of Meeting
Tuesday 18 June 2019

REVIEWED
7.10 PM - The Whiting Room

Membership			'A' denotes absence
Mrs L Allen	LA	Parent Governor	
Mrs C Ball	CB	Foundation Governor	
Mrs K Cowley (Vice-Chair)	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	
Mrs J Eastwood	JE	Foundation Governor	
Mrs A Harmston-Hall	AHH	Parent Governor	Apologies
Mrs E Hopkin	EHO	Staff Governor: Teaching	Apologies
Mrs H James	HJ	Foundation Governor	
Mrs G Johnson	GJ	DALP Governor	
Mr S Jones	SJO	Staff: Senior Executive Leader	
Mr A McKibbin	AM	Foundation Governor	Apologies
Mr B Marshall	BM	Foundation Governor	
Mrs K Mitford (Chair)	KM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
Mr M Paine	MP	Foundation Governor	
Rev J Stephens	JS	Foundation Governor (ex-officio)	Apologies
Mr S Yardley	SY	Foundation Governor	
Vacancy		Parent Governor	
<i>In attendance</i>			
Mrs S Robbins	SR	Associate Governor	Apologies
Ms J Heath	JHE	Interim Principal	
Mr A Hawkins	AHA	Acting Vice-Principal	
Mr D Llewellyn	DLL	Assistant Principal	
Mrs C Stones	CST	Assistant Principal	
Mrs K Wall	KWA	Assistant Principal	
Mr S Bray	SBy	Clerk	

LAB/044/1819	<p>Apologies & Welcome</p> <p>The Chair welcomed everyone to the meeting and advised that the following apologies for absence had been received: -</p> <p style="padding-left: 40px;">Mrs A Harmston-Hall: Illness Mrs E Hopkin: Maternity Leave Mr A McKibbin: Illness Rev J Stephens: Work sabbatical</p> <p>Governors were asked to consider and agree the apologies submitted. The apologies were approved.</p> <p>Apologies were also submitted by Mrs S Robbins (Associate Governor).</p>	
LAB/045/1819	<p>Declarations of interest and any changes since last declaration made</p> <p>Mrs Mitford, Mrs Johnson and Mrs Allen declared an interest in the scheduled agenda item 49 “New Governance Structure and Scheme of Delegation”.</p> <p>There were no further declarations of interest, either direct or indirect, for any items of business on the agenda and there had been no new declarations of interests since declarations had last been made.</p>	
LAB/046/1819	<p>Minutes of Last Meeting</p> <p>Minutes of the Local Academy Board meeting held on 5 March 2019, having been previously circulated, were agreed and signed by the Chair as a true and accurate record.</p>	
LAB/047/1819	<p>Matters arising from meeting - 5 March 2019</p> <p><i>LAB/032/1819- Local Appendix to DALP Health & Safety Policy</i> – Ms Heath confirmed that the actions outlined had been addressed and that Mrs Eastwood had been invited to oversee matters through the Health & Safety Committee.</p> <p><i>LAB/037/1819- Bad debt write-offs</i> – The Clerk confirmed that issues raised by governors had been drawn to the attention of the Company Secretary and Chief Operating Officer. No response had been received, though the proposal to report the matters in question to the Finance & Resources Portfolio Team had been overtaken by changes to delegation arrangements.</p> <p><i>LAB/041/1819 – Draft Training Plan</i> – This matter was considered at agenda item 56 below.</p>	
LAB/048/1819	<p>Safeguarding Update Ms J Heath: Interim Principal</p> <p>Mr Heath advised governors that there were no further Safeguarding issues to report at present.</p>	

LAB/049/1819	<p>New Governance Structure and Scheme of Delegation (including election of Academy Committee Chair) Mr S Bray: Clerk</p> <p>Mr Bray advised governors that the first meeting of the new Academy Committee, established under new Diverse Academies governance arrangements, would need to take place early in the Autumn Term to allow for feedback to governors on Summer 2019 examination results. Following further discussion it was agreed that the first meeting of the new Academy Committee would take place on Tuesday 10 September 2019 at 6 pm. Dates for meetings for the remainder of 2019/20 would be set at that meeting.</p> <p>Governors were asked for nominations for chair of the Academy Committee for 2019/20, pending the end of Mrs Mitford's term of office as a trustee/governor on 31 August 2019 and her decision not to seek a further term of office. Mrs Cowley was nominated to be Chair of the Academy Committee for 2019/20 and she confirmed her willingness to take the role. She left the room.</p> <p>Her appointment was proposed and seconded and it was: -</p> <p>Resolved To appoint Mrs Kirsty Cowley as Chair of the Academy Committee from 1 September 2019.</p> <p>Mrs Cowley returned to the room and made a presentation to Mrs Mitford on behalf of governors in recognition of her long and distinguished service as a trustee and governor at the Academy.</p> <p>Nominations for the role of Vice-Chair of the Academy Committee would be considered at the meeting on 10 September 2019.</p>	SBy – Sept 2019
LAB/050/1819	<p>Senior Executive Leader Update (including key DALP Trust messages) Mr S Jones: Senior Executive Leader</p> <p>Mr Jones updated governors on a range of current issues across the Diverse Academies Learning Partnership (DALP).</p> <ul style="list-style-type: none"> • The Multi-Academy Trust (MAT) vision and values had recently been reviewed and would be further circulated in due course. • Three-year strategies had been drafted for each Directorate, reflecting the new OFSTED framework. Fifteen further strategies, by subject, were being developed to sit beneath the Directorate strategies and these would be shared with trustees at year-end. • Business realignment was underway across the Partnership. Governors expressed concern as to whether this was in effect a reorganisation of the staff involved. • Approaches to CSI and FAR were being reviewed in conjunction with the new OFSTED framework. The FAR process was expected to change for 2019/20 and Mr Jones would be presenting proposed changes to senior leaders in July. He outlined the likely approach to governors in broad terms. • Curriculum models had been updated to reflect what was happening in each partner academy, linked to CLFP, to ensure consistency of approaches. • Pupil Premium plan reviews were in progress and Mr Jones outlined the work involved in these. The impact of delivery for students was being stressed in these reviews. 	

	<ul style="list-style-type: none"> Progress towards the Aspirant Teaching School had stalled due to changes to the government's approach to introduction of these bodies. The MAT was exploring the possibility of schools with high-performing teams becoming TVSA hubs as an alternative. Academy Improvement Plan performance templates were being reviewed across all academies in the partnership, with a view to issuing guidance to ensure more consistency in approaches. NCEA's work in this area had been praised. <p>Further questions from governors were invited, including by email.</p> <p>Governors thanked Mr Jones for his update.</p>	
LAB/051/1819	<p>Principal's Termly Update Ms J Heath: Interim Principal</p> <p>Governors noted the AIP Progress report from Ms Heath, copies of which had been previously circulated. Further questions from governors were invited, including by email.</p> <p>Governors welcomed the progress evidenced in the report and thanked Ms Heath Jones for her update.</p>	
LAB/052/1819	<p>Trips for authorisation Ms J Heath: Interim Principal</p> <p>Governors were advised that there were no further trips for authorisation at the present time.</p>	
LAB/053/1819	<p>Feedback from recent Portfolio Team Meetings Mrs K Cowley: Chair of Standards and Outcomes Portfolio Team Mrs H James: Chair of Finance and Resources Portfolio Team Mrs J Eastwood: Vice-Chair Finance and Resources Portfolio Team</p> <p>Mrs Cowley summarised issues which had been discussed at the meetings of Standards & Outcomes Portfolio Team held on 20 March 2019 and 22 May 2019.</p> <p>Mrs James and Mrs Eastwood summarised issues which had been discussed at the meetings of Finance & Resources Portfolio Team held on 27 March and 15 May 2019 respectively. There had been discussion of the Admissions Process at these meetings and Mrs Mitford updated governors on the outcome of recent admissions appeals, of which four had been successful.</p> <p>The Clerk reminded governors that minutes of Portfolio Team meetings are available for governor reference on SharePoint.</p>	
LAB/054/1819	<p>Clerk's Termly Report Mr S Bray – Clerk to the Board of Directors</p> <p>Governors noted the Clerk's Termly report previously circulated, which included details of correspondence, visits and training activity over the past term, and thanked Mr Bray for the report.</p>	

LAB/055/1819	<p>Local Appendices to DALP Policies – Local Appendix to DALP Provider Access Ms J Heath: Interim Principal</p> <p>Governors ratified the Local Appendix to the DALP Provider Access Policy, which had been approved by Standards & Outcomes Portfolio Team at its meeting held on 20 March 2019.</p>	
LAB/056/1819	<p>Draft Training Plan 2018/19 Mrs K Mitford: Chair</p> <p>Governors were advised that it had not been possible to prepare a written update to the current Draft Training Plan in time for consideration at the meeting. It had however been proposed that a Briefing on the new OFSTED Framework should be held early in the Advent Term, most likely on 10 September 2019 at the beginning of the first Academy Committee meeting, and that Mr Brailsford had been approached to deliver this training. The Training Plan is to be updated accordingly.</p>	SBy – Jul 2019
LAB/057/1819	<p>Retirement of Principal Mrs K Mitford: Chair</p> <p>On behalf of governors, Mrs Mitford expressed thanks and appreciation to Ms Heath, who was retiring at the end of Pentecost Term after 38 years' service to the school, including the current year as Principal.</p>	
LAB/058/1819	<p>Date and Time of Next Meeting</p> <p>Mr Bray advised governors that this would be the final meeting of the Local Academy Board in its current form. As agreed in minute 49 above, the first meeting of the new Academy Committee will take place on Tuesday 10 September 2019 at 6pm in the Whiting Room.</p>	
LAB/059/1819	<p>Determination of confidentiality of Business and Equality Act and Nolan Principle consideration</p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during the discussions any equal opportunities had arisen.</p> <p>It was resolved that:-</p> <ul style="list-style-type: none"> • Detailed discussion of New Governance Structure and Future Scheme of Delegation <p>were confidential.</p> <p>No further items discussed were deemed to be confidential and there had been no Equalities Act implications to consider.</p> <p>The Nolan Principles had been considered throughout all discussions.</p>	

The meeting closed at 7.39 pm.

SignedPrint.....Date:/...../2019