

National Church of England Academy Trust (NCEAT) Board Meeting

Minutes of Meeting

Tuesday 23 June 2020

REVIEWED

6.00 PM – By video conference

Membership			'A' denotes absence
Mrs L Allen	LA	Parent Governor	Apologies
Mrs C Ball	CB	Foundation Governor	
Mrs K Cowley (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 G Johnson	GJ	DAT Governor	
Mr B Marshall (Vice-Chair)	BM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
Rev J Stephens	JS	Foundation Governor (ex-officio)	
Mr M Paine	MP	Foundation Governor	
Mr S Yardley	SY	Foundation Governor	
Vacancy		Parent Governor	
Vacancy x 4		Foundation Governor	
Vacancy x 3		Staff Governor	
<i>In attendance</i>			
Mr M Brailsford	MBR	Principal	
Mrs K Boothroyd	KBO	Vice-Principal	
Mrs J Straw	JST	Chief Operating Officer – MITRE	
Mr S Bray	SBy	Clerk	

Mrs Cowley asked Rev Stephens to begin the meeting with a prayer.

NCE/95/1920	<p>Apologies & Welcome</p> <p>The Chair welcomed everyone to the meeting and reminded trustees of the protocol for remote meetings, copies of which had circulated prior to the Trust Board meeting held on 12 May 2020. She urged all to follow the protocol when taking part in the meeting.</p>	
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	<p>The Chair introduced Mrs Straw to trustees, who was attending in her capacity as Accounting Officer of MITRE Trust through which she had advised Mr Brailsford in the development of budget reports (see agenda item 100 below).</p> <p>The Chair advised that the following apologies for absence had been received: -</p> <p style="padding-left: 40px;">Mrs L Allen: Work commitment Mrs A Harmston-Hall: Work commitment</p> <p>Trustees were asked to consider and agree the apologies submitted. The apologies were approved.</p> <p>Rev Stephens advised that she would need to leave the meeting at 7.30 pm. Given that this would be Rev Stephens' last meeting before stepping down from her role, the Chair took the opportunity to thank Rev Stephens for her valuable contributions during her time as a trustee and member and wished her every success for the future.</p>	
NCE/96/1920	<p>Declarations of interest and any changes since last declaration made</p> <p>There were no new declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The Clerk declared an interest in the discussion of support staff pay scales at agenda item 100 below.</p>	
NCE/97/1920	<p>Minutes of last meeting – 12 May 2020</p> <p>Minutes of the NCEAT Board meeting held on 12 May 2020, having been previously circulated, were agreed as a true record. The Clerk to make arrangements with the Chair for the minutes to be signed by the Chair as soon as possible.</p>	SBy – June 20
NCE/98/1920	<p>Matters arising from NCEAT Board meeting 12 May 2020</p> <ul style="list-style-type: none"> • NCE/83/1920 – Becoming a Nut-free academy - Mr Brailsford advised trustees that further progress had been delayed but it was still the intention to progress the initiative in due course. • NCE/83/1920 – Admissions Policy – The Chair introduced the background to the issue in response to the points raised by Nottinghamshire County Council as initially reported at the last meeting of the Trust Board. She outlined changes made to the Admissions Arrangements 2020/22 document; Faith Supplementary Form and In-year Transfer Application Form. Copies of all three documents had been circulated to trustees earlier on the day of the meeting. Trustees were asked to submit any questions or comments to the Chair or to Mr Brailsford by Friday 26 June 2020. In the absence of comment, trustees would be assumed to support the changes made. Trustees agreed to delegate to the Chair and Vice-Chair authority to agree the changes to the three documents in question, subject to any comments made by trustees as outlined above. • NCE/84/1920 – Future NCEAT Governance and Partnership Arrangements - These matters were considered at agenda item 101 below. • NCE/85/1920 – Funding for Service Level Agreement – Trustees were informed that it had not been necessary to bring forward funding in advance and that therefore that delegated decision making powers had not needed to be deployed to deal with the matter. 	KC/BM – June 2020

	<ul style="list-style-type: none"> • NCE/88/1920 – Standards and Outcomes matters – Issues relating to the AIP 2020/21 were considered at agenda item 107 below. Requested information regarding insurance cover for Covid-19 had been shared with Mr Marshall and Mr Yardley. Mr Brailsford indicated that arrangements were understood to be satisfactory. • NCE/89/1920 – Finance and Resources matters – These items were considered at agenda item 106 below. • NCE/91/1920 – Membership Update - This matter was considered at agenda item 109 below. 	
NCE/99/1920	<p>Decisions made under delegated powers</p> <p>The Clerk advised that the following decisions had been made under delegated powers agreed at the last meeting since that meeting was held on 12 May 2020.</p> <ul style="list-style-type: none"> - Academy Behaviour Policy revision for Covid-19 (agreed by Chair 3 June 2020) - Change to Safeguarding and Child Protection Covid-19 local appendix to reflect DfE advice (agreed by Chair and Vice-Chair 20 May 2020) <p>Documentation relating to both matters had been circulated to all trustees for information.</p> <p>Trustees confirmed support for both decisions made under delegated powers.</p>	
NCE/100/1920	<p>NCEAT Budget 2020/21</p> <p>Mrs Straw and Mr Brailsford jointly introduced the reports previously circulated relating to NCEAT’s budget for 2020/21 and beyond.</p> <p>Mrs Straw summarised the Income and expenditure spreadsheet. She highlighted significant differences from previous years, including proposed shared arrangements for staff recruitment and the potential economies of scale arising from this; proposed provision for staff absence insurance; training for teaching and support staff; building maintenance and operational licenses; and matters relating to a specific member of staff. She drew attention to the MITRE levy rate set out in the spreadsheet report and advised trustees that the predicted surplus was considered to be prudent. She drew trustees’ attention to Key Performance Indicators included in the report. Trustees thanked Mrs Straw for her full and thorough presentation of the information.</p> <p>Mrs Straw outlined key issues set out in the Hucknall Sixth Form Centre spreadsheet, providing further detail regarding staffing and running costs and the proposed split of costs with DAT. She confirmed that the proposals had been developed through work with various staff at NCEA and DAT. Mrs Straw invited questions from trustees, who expressed their appreciation for the full and detailed explanation provided.</p> <p>Mrs Straw further explained issues set out in the budget narrative document, including assumptions underlying budgetary calculations. She assured trustees that these had been subject to scrutiny by MITRE Trust’s accountant. A breakdown of Hucknall Sixth Form Centre costs had been included and detailed issues relating to the future funding of the centre were discussed further.</p>	

	<p>As part of this work, Mrs Straw asked trustees to consider whether they wished to adopt nationally agreed support staff pay scales as used by MITRE for the future payment of support staff, or whether they wished to retain DAT pay scales currently used.</p> <p><i>The Clerk declared an interest in this matter at this point</i></p> <p>She shared with trustees a table comparing the different pay scales for information and made clear that current staff would not be disadvantaged should trustees decide to adopt MITRE pay scales.</p> <p>Trustees expressed a view that the MITRE pay scales better reflected NCEA's ethos and, after further consideration, agreed to adopt MITRE pay scales for NCEA support staff with effect from 1 September 2020. Mr Brailsford was asked to ensure that the arrangement is implemented as part of transitional arrangements.</p> <p><i>Mrs Johnson left the meeting at 6.44 pm and returned at 6.48 during discussion of the item below.</i></p> <p>Mrs Straw explained issues which had arisen from a review of NCEA's IT provision carried out by MITRE's IT Manager. Options for future provision had been set out in a table previously circulated. Costs for required improvements and funding options for these were outlined, while options for data migration and server replacement were considered in more detail.</p> <p>Trustees challenged whether the costs of the server upgrade had been included in the MoU with DAT previously agreed. It was agreed that this required further investigation and had the potential to offset at least part of the cost of the upgrade. This would be one of the matters raised in a further planned meeting between MITRE, DAT and NCEA staff during w/c 29 June 2020.</p> <p>Trustees were urged to share with MBR and JS details of matters understood to be funded from within the MoU for discussion at that meeting. Trustees asked for payment of fees to DAT to be withheld pending clarification of these matters and receipt of assurance that all services agreed to be provided to NCEA by DAT for 2019/20 had been provided.</p> <p>Trustees agreed that there was an urgent need to upgrade NCEA IT systems and supported the use of the proposed funds for this purpose. Mr Brailsford was asked to ensure that the works required are progressed urgently. Trustees also supported the replacement of the NCEA Wi-Fi system from within available funds.</p> <p>The Chair invited questions to Mrs Straw on any matter raised prior to her leaving the meeting. Trustees observed the positive base from which NCEA was working and thanked Mrs Straw for her full and thorough presentation of all matters. The Chair advised that any further trustee questions could be sent to Mrs Straw by email.</p> <p><i>Mrs Straw left the meeting at 6.57 pm.</i></p> <p>Following further discussion trustees agreed the proposed NCEAT budget 2020/24, including Hucknall Sixth Form Centre funding arrangements 2020/21).</p>	<p>MBR – July 2020</p> <p>MBR/JS – June 2020</p> <p>All – June 2020 MBR – July 2020</p> <p>MBR – July 2020</p>
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NCE/101/1920	<p>Future NCEAT Governance and Partnership Arrangements</p> <p>The Chair updated trustees verbally on developments since the last meeting of NCEA Trust Board. She drew trustees' attention to a supportive letter (8 June 2020) received from the Diocesan Board of Education, copies of which had been previously circulated, which trustees welcomed and noted. Arrangements for contacting the Regional Schools Commissioner (RSC) to progress the matter further were discussed. It was understood that the Head Teachers Board would be meeting in August to consider the matter.</p> <p>Trustees were advised that it was now unlikely that NCEA would be able to join MITRE on 1 September 2020 but the aim would be to join as soon as possible thereafter. The most likely date to join MITRE now appeared to be 1 January 2021.</p> <p>Trustees reconfirmed their decision for NCEA to join MITRE from 1 September 2020 or as soon as possible thereafter.</p> <p>The Chair advised that there were no further matters to discuss relating to the Hucknall Sixth Form Centre and transfer to MITRE, other than those issues relating to budget as referenced in minute 100 above. She reported back to trustees on recent interviews for the post of Head of Sixth Form.</p> <p>Trustees were invited to consider a minor change to the proposed Local Governing Body Terms of Reference document for use when NCEA becomes part of MITRE originally agreed at the previous meeting of the Trust Board. The changes reflected issues raised with regard to future staff governor roles. Copies of the revised document, showing changes made, had been previously circulated. Following further discussion, trustees agreed the proposed minor change to future Terms of Reference for the Local Governing Body. The Clerk to inform the MITRE CEO of this change.</p> <p>Further to initial discussion at the past meeting, Mr Brailsford summarised the proposed Service Level Agreement between NCEAT and MITRE, for planned application from 1 September 2020. Copies of the proposed agreement had been previously circulated. Following further discussion, trustees agreed the proposed Service Level Agreement between NCEAT and MITRE.</p> <p>Trustees were advised that it would be necessary to appoint legal representatives to carry out the required legal work to transfer NCEA to MITRE. Arrangements for procurement of this work were discussed further and Mr Brailsford advised that it was likely to be necessary to seek three quotes for the work involved. It was agreed to delegate to the Chair and Vice-Chair approval to appoint legal representatives on conclusion of the procurement exercise.</p>	<p>SBy – June 2020</p> <p>KC/BM – July 2020</p>
NCE/102/1920	<p>Governance Matters</p> <p>The Clerk outlined arrangements being put in place to secure governance support for trustees during the period through which NCEAT continues to function as a Single Academy Trust prior to joining MITRE. The arrangements included future governor training and induction into MITRE, which would be arranged in due course. The Clerk drew trustees' attention to details previously circulated on these issues.</p> <p>The Clerk also drew trustees' attention to arrangements for the completion and return of annual Declaration of Interest and Code of Conduct returns, details of</p>	

	<p>which had been previously circulated. The need for all to be returned no later than 31 August 2020 was stressed.</p> <p>Proposed dates of trustee meetings for Advent Term 2020, previously circulated, were agreed. Dates for meetings for the remainder of the 2020/21 academic year would be put forward in due course.</p>	All - Jul/Aug 2020
NCE/103/1920	<p>Covid-19 update</p> <p>Mr Brailsford summarised developments regarding the Academy's response to Covid-19 since the last meeting of the Trust Board.</p> <p>Following receipt of government guidance on 11 May with regard to return to school, Leadership Team had engaged with the Chair and Vice-Chair to assess risks, considering issues including Health & Safety, PPE provision, site management, staffing and curriculum. A detailed risk assessment was completed, supported by site walks involving the Site Manager and senior leaders. As a result, the Academy was ready to re-open.</p> <p>Mr Brailsford summarised the experience of the Academy from the first week of reopening. This first week had been a pastoral week; this was to be followed by four weeks of curriculum activity. The Chair had visited the Academy during the week and had been shown details of new arrangements put in place. Changes in place included a one-way system, provision of hand sanitizer; cleaning arrangements; PPE provision; use of allocated rooms; installation of protective screens; signage and toilet arrangements. Mr Brailsford informed trustees of the number of year 10 and key worker students who had attended.</p> <p>Leadership Team had reviewed the experience of the first week of re-opening at the end of that week. There had been a minor issue emerge with regard to a fire drill which had subsequently been resolved.</p> <p><i>Rev Stephens left the meeting at 7.30 pm during discussion of this item.</i></p> <p>Mr Brailsford thanked all teaching and support staff for their work in enabling and supporting work to re-open the Academy. Trustees echoed those thanks to all staff and also expressed thanks to Mr Brailsford for his work on this. Trustees expressed specific appreciation for letters sent by Heads of House to welcome back students.</p> <p>Mr Brailsford updated trustees on work carried out to support vulnerable students since the matter was discussed at the last meeting. Government funding had been used to provide 20 laptops and 8 8GB routers to the most disadvantaged in Y10 with little or no access to IT. Free school meals vouchers had been sent and hand delivered to eligible students and phone calls made to all vulnerable students, with calls logged. The 2020/21 AIP would include a separate catch-up section. Academy leaders were currently considering assessment of students to identify gaps - this would facilitate future curriculum planning to catch up.</p> <p>Trustees noted recent research on the impact of school closures on disadvantaged students and reflected on details set out in a recent NGA briefing on the matter, copies of which had been previously circulated. Trustees supported the concept of a strategic review discussion between senior leaders and trustees, as advised by DfE, and it was agreed that special meeting of Standards & Outcomes Committee would be held before the end of the 2019/20 academic year, at which these matters would be considered further.</p>	SBY – July 2020

	<p><i>Post meeting note – That meeting has now been arranged to take place on Tuesday 14 July 2020 at 5.30 pm.</i></p> <p>Trustees expressed support for staff in preparation for the introduction of new arrangements from September.</p>	
NCE/104/1920	<p>Safeguarding – Culture and Compliance</p> <p>Mr Brailsford updated trustees on recent developments with regard to Safeguarding. While there had been no increase in the use of the MyConcern system, the tool was being used and there was evidence of its use by key worker children. It was felt there may be potential for a peak in use of the system in September.</p> <p>Calls had regularly been made to vulnerable students and their parents. Two safety/welfare issues identified through this route had been addressed, including through engagement with social care professionals. Calls had therefore been impactful.</p> <p>All staff were currently completing Safeguarding refresher training, using the EduCare online training package.</p> <p>Trustees were advised that the Safeguarding Link Governor report had been delayed. It was hoped this could be reported either to the additional Standards & Outcomes Committee meeting later this term or to the first Trust Board meeting of 2020/21.</p> <p>Trustees noted the change to the Safeguarding and Child Protection Covid-19 local appendix to reflect DfE advice, as referenced at minute 99 above.</p>	AHH – July 2020
NCE/105/1920	<p>Standards & Outcomes key strategic matters</p> <p>Year 11 and 13 data and grading update – Mr Brailsford updated trustees on Quality Assurance arrangements for examination grade assessments, including scrutiny by Leadership Team which trustees were assured had been very thorough.</p> <p>Trustees asked for more information with regard to A level grades – in response it was confirmed that all had been reviewed and entered and arrangements for co-ordination with the Holgate Academy on these matters were discussed further.</p> <p>Trustees sought further information regarding external review and moderation, seeking assurance that NCEA students would not be disadvantaged if a view was taken that other academies across the country had inflated grades, as had been speculated. In response, trustees were assured that academy leaders were confident that arrangements at NCEA were both robust and morally correct for students involved.</p> <p>Significant behaviour and welfare issues to report – Issues relating to behaviour and welfare had been discussed as part of the Covid-19 agenda item (see minute 103 above).</p>	
NCE/106/1920	<p>Finance & Resources key strategic matters</p> <p>Trustees considered the April 2020 Financial Performance report, copies of which had been previously circulated. Mr Brailsford summarised the current financial</p>	

	<p>position, assuring trustees that the Academy's overall financial position was strong, though there was potential longer-term uncertainty as a result of the wider national economic situation. Trustees noted the report.</p> <p>Mr Brailsford set out proposals for proposed IT improvements and for other proposed investment, including for music technology. He stressed the importance of thorough IT system improvements, a view supported by trustees.</p> <p>Mr Brailsford summarised arrangements for future staffing support for IT at the academy.</p> <p>CONFIDENTIAL MINUTE</p> <p>CONFIDENTIAL MINUTE</p> <p>Mr Brailsford informed trustees of a SALIX loan agreement which had been signed to allow for energy efficiency improvements to lighting to be installed at the Academy, following discussion with the Chair. The duration of the loan period was to be agreed, but the loan would be charged at 0%. Works would begin during Summer 2020.</p> <p>Mr Brailsford updated trustees on recent staffing changes, including the appointments of an economics teacher; a third in the science faculty; and an Assistant Head for technology. Interviews for the post of Acting Vice-Principal would be held on 25 June.</p> <p>The Chair invited Mr Brailsford to update trustees on current audit matters following recent discussion of these matters. Mr Brailsford informed trustees that advice had suggested that three systems ought to be tested in the current year and outlined arrangements for the procurement of the work involved, including the role of trustees in the process. Following further discussion, and in view of the need for the work to be commissioned promptly, trustees agreed to delegate appointment of auditors for the work required to the Chair and Vice-Chair, following this procurement exercise.</p> <p>Mr Brailsford advised trustees that it had been decided that items of the academy's musical equipment had been deemed surplus to requirements. He sought and received trustee approval to sell two pianos, with a view to re-using funds generated within the music department. Trustees also supported the sale of any other musical equipment deemed to be surplus for this purpose. Records of all sales to be kept by the Head of Music.</p> <p>Mr Brailsford summarised latest Risk and Health & Safety matters. On Risk, catch-up and addressing the knowledge gap had been added to the academy's risk register. With regard to Health & Safety, works to the academy reception area had been completed and a new speaker and bell system had been installed. There had been no cases of Covid-19 at the academy and the Covid-19 room had not been called into use.</p> <p><i>Mr Dean left the meeting at 8.12 pm.</i></p>	<p>KC/BM – June 2020</p>
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NCE/107/1920	<p>Principal's Termly Report</p> <p>In addition to the items raised above relating specifically to Covid-19, Standards and Outcomes and Finance & Resources, Mr Brailsford reported to trustees on a further range of issues.</p> <p>ERM and Line Manager meetings had been postponed due to Covid-19, though there had been some QA carried out on student work and examination entries. Mrs Boothroyd had developed an improved QA system which would be in place from September 2020.</p> <p>Ideas for further improvements to on-line learning and feedback were under consideration for deployment in any future lockdown. Some of these improvements were already in place and were being used for homework.</p> <p>Trustees asked whether Teams was being used for work with students. In response, it was explained that this was in use and worked effectively with Year 12 students but on-line lessons had been found to be problematic for younger students. There had also been technical issues. Alternatives were being explored and implemented.</p> <p>Mr Brailsford advised trustees that, in engagement with the ESFA, it had been confirmed that the ESFA were content with the Academy's financial work.</p> <p>Mr Brailsford asked trustees to consider continued use of video conferencing for governing body meetings. Trustees were open to the idea, though it was felt that the AGM ought to be held face-to-face, should this be possible. The matter to be discussed further with the Chair.</p>	KC/MBR – July 2020
NCE/108/1920	<p>Policies for review</p> <p>Corporate and business-related policies - Trustees considered a report from the Clerk (previously circulated) which outlined potential future arrangements for corporate and business-related policies. The report proposed adoption of MITRE's policies in these areas from 1 September 2020, in anticipation of NCEA joining MITRE on that date or soon after this. The report included a link to all of the policies involved. These would replace DAT-related policies currently being worked to in these areas.</p> <p>Following further discussion, trustees agreed to adopt all MITRE corporate and business related policies with effect from 1 September 2020.</p> <p>RSE Policy - Trustees considered the draft RSE Policy for 2020, copies of which had been previously circulated. It was confirmed that changes proposed reflected latest guidelines on the issue.</p> <p>Following further discussion, trustees agreed the RSE Policy 2020.</p> <p>Curriculum Policy 2020 - Trustees considered the draft Curriculum Policy for 2020, copies of which had been previously circulated. Mrs Boothroyd advised trustees that changes included in the document reflected findings in the AIR report.</p> <p>Following further discussion, trustees agreed the Curriculum Policy 2020.</p>	

NCE/109/1920	<p>Membership Update</p> <p><i>Mrs Johnson left the meeting at 8.31 pm on consideration of this item.</i></p> <p>The Chair reminded trustees that Mrs Johnson's served as a trustee in the capacity of being a representative of DAT. Given that all links with DAT would be severed from 31 August 2020, it was no longer considered appropriate for a DAT appointed representative to serve on the NCEA Trust Board. It had therefore been agreed with Mrs Johnson that she would stand down from her role as a trustee and that her directorship would be terminated following this meeting. Trustees supported this course of action.</p> <p>The Chair further advised trustees that, in discussions Mrs Johnson had indicated that she would wish to continue to serve the governing body in some capacity in future. Trustees recognised the valued and informed contribution that Mrs Johnson made to the governing body. It was therefore proposed that Mrs Johnson be appointed as an Associate Governor with effect from 1 September 2020. Trustees supported the proposal. Trustees were also mindful of appointing Mrs Johnson to the role of co-opted governor role under new MITRE governance arrangements once these were in place.</p> <p>The Chair informed trustees that an appointment had been made to the vacant post of Incumbent of St Mary Magdalene Church, Hucknall. It was therefore expected that the new postholder would join the governing body in their capacity as Incumbent, replacing Rev Stephens. This matter to be raised with Diocesan representatives with a view to securing an early appointment.</p> <p>Mr Brailsford updated trustees on developments in relation to the appointment of a new Chaplain for the Academy. Mr Brailsford was to raise the matter of the new postholder's role in relation to the governing body with Diocesan representatives.</p>	<p>SBy – July 2020</p> <p>MBR – July 2020</p>
NCE/110/1920	<p>GDPR</p> <p>Mr Brailsford informed trustees that there had been one issue relating to the use of Teams and future group. The issue did not represent a major breach and had been addressed by the Data Protection Officer with the member of staff involved.</p> <p>Trustees noted the matter.</p>	
NCE/111/1920	<p>Date and time of future meetings</p> <p>The next NCEAT Board meeting is to be held on Tuesday 22 September 2020 at 6.00pm via remote video link.</p>	
NCE/112/1920	<p>Determination of confidentiality and Equalities Act and Nolan Principle consideration</p> <p>Trustees 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 discussion of:-</p> <ul style="list-style-type: none"> • Detailed financial matters, including those relating to disputed invoice • Hucknall Sixth Form Centre 	

	<ul style="list-style-type: none">• Any individual students or staff members. <p>Were all 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>	
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The Chair thanked all for their attendance and closed the meeting with a prayer.

The meeting closed at 8.44 pm.

SignedPrint.....Date:/...../2020