

National Church of England Academy Trust (NCEAT) Board Meeting

Minutes of Meeting
Tuesday 3 March 2020

REVIEWED
6.00 PM - The Whiting Room

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	Apologies
Mrs A Harmston-Hall	AHH	Parent Governor	
Mrs H James	HJ	Foundation Governor	Apologies
Mrs G Johnson	GJ	DALP Governor	Apologies
Mr A McKibbin	AM	Foundation Governor	
Mr B Marshall (Vice-Chair)	BM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	Apologies
Rev J Stephens	JS	Foundation Governor (ex-officio)	Apologies
Mr M Paine	MP	Foundation Governor	
Mr S Yardley	SY	Foundation Governor	
Vacancy		Parent Governor	
Vacancy		Foundation Governor	
<i>In attendance</i>			
Mr M Brailsford	MBR	Principal	
Mr S Bray	SBy	Clerk	

Introduction of Head Girl and Head Boy 2019/20

Trustees welcomed Emily Holmes and Henry Parker, Head Girl and Boy for 2019/20, to the meeting and invited them to outline what they had done in their roles in the year so far and to set out their plans for the remainder of the year.

Emily and Henry informed trustees that their work in the role had started in Summer 2019, when they spoke to students at the Achievement Evening. Since then they had delivered readings at the Year 7 welcome service; they had outlined life in Sixth Form to prospective students at a year 11 assembly and had addressed a whole

school assembly on the issue of peace, its links to religion and the impact of climate change. They had spoken to parents at the Year 6 Open Evening and had attended the Hucknall Sixth Form Centre Open Evening.

In the community they had attended the Remembrance Day parade in Hucknall, where they had laid a wreath on behalf of the academy, and had delivered a reading at the Education Sunday service.

Emily and Henry explained that their plans for the remainder of the year included planning a charity even at the academy, which may take the form of an Easter Egg-themed event.

Mr McKibbin informed trustees that feedback from their assembly had been very positive and thanked Emily and Henry for their contribution.

Trustees thanked Emily and Henry for their attendance at the meeting and for their work to represent the academy. They wished both every success with their forthcoming A levels and for the future.

Annual Self-Evaluation Exercise

Trustees completed the annual self-evaluation exercise, working to a template set of questions which had been previously circulated.

The Clerk is to compile results and review with the Chair, with a view to informing future training opportunities.

The main meeting began at 6.42 pm. Mrs Cowley invited Mr McKibbin to begin the meeting with a prayer.

NCE/63/1920	<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 L Allen: Illness Mrs J Eastwood: Work commitment Mrs H James: Work commitment Mrs G Johnson: Maternity leave Mr J Oldfield: Family commitment Rev J Stephens</p> <p>Trustees were asked to consider and agree the apologies submitted. The apologies were approved.</p> <p>Trustees also noted apologies from Mrs S Robbins (Associate Governor), from Mrs Boothroyd and Mr Hawkins.</p>	
NCE/64/1920	<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>	
NCE/65/1920	<p>Minutes of last meeting</p> <p>Minutes of the NCEAT meeting held on 28 January 2020, having been previously circulated, were agreed and signed by the Chair as a true record.</p>	

NCE/66/1920	<p>Matters arising from NCEAT Board meeting 28 January 2020</p> <ul style="list-style-type: none"> • NCE/54/1920 – Minutes of 10 December 2020 – Invoice related issue This matter had now been picked up by Finance & Resources Committee, where an update had been received at the committee meeting held on 11 February 2020. • NCE/54/1920 – Minutes of 10 December 2020 – Governance Matters A further report on financial delegations was considered at agenda item 69 below. • NCE/55/1920 – Future NCEAT Governance and Partnership Arrangements These matters were considered at agenda item 67 below. • NCE/56/1920 – Governance Matters Issues relating to financial delegations were considered further at agenda item 69 below. Mr Brailsford confirmed that work to update policies as agreed was currently in progress. • NCE/58/1920 – Becoming a Nut-free academy Mr Brailsford informed trustees that the academy’s canteen already operated on a nut-free basis. Wider progress on the matter would be made in due course and reported back to trustees for consideration. • NCE/59/1920 – Membership Update This matter was considered at agenda item 72 below. 	MBR – Summer 2020
NCE/67/1920	<p>Future NCEAT Governance and Partnership Arrangements</p> <p>The Chair reported back to trustees on developments since the last meeting.</p> <p>Decision on the choice of MAT – The choice of MITRE as the MAT which NCEA wished to join, agreed at the last meeting (minute 55 refers), had been reported to the CEOs of the two MATs under consideration; the Diocese of Southwell and Nottingham and the RSC. There had also been engagement with the Head of Linby-cum-Papplewick Primary School. NCEA staff had also been informed and a Q and A session with the Chair and Vice-Chair had been held on 3 March 2020.</p> <p>Project Group – The Chief Executive Officer (CEO) of MITRE had attended the Project Group meeting held on 10 February 2020 and productive discussion had been held. It had been concluded that, with the choice of MAT now made, the work of the group was substantially concluded as the focus now needed to shift towards more operational matters relating to the transfer of services to the new MAT and associated issues. No further meetings of the Project Group had therefore been scheduled at this point. Mr Brailsford had in the meantime begun meetings with MITRE’s CEO and Chief Operating Officer (COO) and key contacts had been made between MITRE, NCEA and DAT staff to facilitate service transition. Timescales for the completion of MITRE’s Due Diligence work had been discussed.</p> <p>Response from the Diocese of Southwell and Nottingham – Following receipt of a letter from the Chair on NCEA’s choice of MAT, the Diocesan Board of Education (DBE) had given the matter initial consideration at its meeting held on 5 February 2020. The Chair had discussed the issue with the Acting Chair of the DBE in advance of that meeting. The DBE had set out its response in a letter to the Chair dated 14 February 2020, copies of which had been circulated to trustees with reports for this meeting. The Chair explained that the DBE had responded positively to NCEA’s proposal to join a Church of England MAT but was seeking further information across</p>	

	<p>a range of issues. A response to those issues was to be compiled in a report, which it was hoped would be considered by the DBE at its next meeting in late March. The report was to be submitted to the DBE by 11 March 2020 and copies would be circulated to trustees for information. Mr Brailsford reported back on constructive and positive recent engagement with senior Diocesan representatives, confirming that this engagement was ongoing.</p> <p>Trustees were advised that, should there be any further delay arising from the DBE's questions, it was possible that the proposed date for NCEA joining MITRE may need to be delayed beyond the planned 1 September 2020 start date. A temporary Service Level Agreement may need to be entered into to ensure continuity of service provision in the meantime and this was now under consideration.</p> <p>Governance matters - The Clerk updated trustees on governance-related issues to be considered on joining MITRE. Trustees would need to consider and agree a Local Governing Body Terms of Reference document (LGB ToR), based around a MITRE template, which would then be reviewed by the MITRE Board. That process would need to be completed before the end of Pentecost Term to allow for implementation from 1 September 2020. NCEA would need to work within MITRE's Scheme of Delegation but within that, there remained a significant amount of local decision making. In developing the LGB ToR, trustees would need to reflect on the number of governors to be on the LGB and by whom these would be appointed, acknowledging that a majority would need to be church appointees consistent with the academy's VA status. It would be possible to establish committees reporting into the LGB, with clear terms of reference and delegations. Arrangements for governor training and development at MITRE were outlined.</p> <p>Following further discussion, it was agreed that the Clerk would develop a draft LGB ToR document, on advice from the Chair and Vice-Chair, for consideration at the NCEAT Board meeting on 12 May 2020.</p> <p>Project Plan – the latest version of the Project Plan, copies of which had been previously circulated, was noted.</p> <p>Hucknall Sixth Form Centre – Mr Marshall and Mr Brailsford reported back on recent discussions held with Diverse Academies Trust on the future of the Centre. Those discussions had been positive, with a strong appetite to continue demonstrated by both sides. On NCEA joining MITRE, it was likely that there would be a partnership between MITRE and DAT to operate the centre, with a separate governing board including representation from DAT and MITRE (NCEA). A further meeting had been planned for 17 March 2020, at which MITRE's COO would be present. Trustees welcomed progress on the matter, on which further updates would be presented in due course.</p>	<p>SBy – Mar 20</p> <p>SBy – May 20</p> <p>MBR – May 20</p>
NCE/68/1920	<p>Safeguarding – Culture and Compliance</p> <p>Mr Brailsford summarised the headline conclusions from a recent Safeguarding audit carried out at the academy, the results of which had been very positive and had evidence further improvement from an already strong base. Copies of the summary document had been previously circulated. The academy's work in the area was both comparatively and absolutely very strong and Mr Brailsford cited a number of examples of good practice that reviewers had observed while carrying out the audit, as set out in the report. Improvements to training in relation to Modern Slavery and Human Trafficking were planned for later in 2020, to address an issues raised by</p>	

	<p>reviewers. The full Safeguarding Audit report would be presented to Standards & Outcomes Committee once received.</p> <p>Trustees welcomed the positive feedback on the issue and thanked Mr Llewellyn for his work in leading the academy's approach to this matter. Trustees noted the Safeguarding audit summary report.</p>	<p>MBR – Mar 20</p>
<p>NCE/69/1920</p>	<p>Principal's Termly Report</p> <p>Mr Brailsford reported to trustees on a range of issues.</p> <p>Academy Improvement Plan (AIP) Summary – Mr Brailsford drew trustees' attention to the RAG rated summary of the AIP for term 1, copies of which had been previously circulated. Progress was considered to be good for the time of year. The plan continued to be subject of ongoing discussion and review with Leadership Team. A summary of Term 2 performance would be presented to the next NCEAT Board meeting on 12 May 2020.</p> <p>AIR – Mr Brailsford summarised the recent independent review of the academy's performance and progress, which had been positive. A report would be presented to trustees on receipt. The review had identified potential for better alignment between quality assurance and the AIP.</p> <p>Key Performance Indicators (KPIs) – Mr Brailsford highlighted a range of latest KPIs for attendance and persistent absence. He also informed trustees that fixed-term exclusions were significantly higher than they had been at the same time last year, with both the number of exclusion events and the number of exclusion days higher than they had been at the same time last year. Exclusions were now more often for two or three days, rather than one day, which had impacted particularly on the total number of exclusion days.</p> <p>Trustees sought assurance that fixed-term exclusions were being discussed and enforced consistently. In response, Mr Brailsford confirmed approaches to the issue were designed to ensure consistency, with the power to exclude being limited to four members of Leadership Team. Most exclusions were issued either by himself or by Mr Llewellyn, reflecting Mr Llewellyn's role.</p> <p>CCTV – Mr Brailsford advised trustees that he was considering expanding current CCTV provision. Trustees supported the principle, but stressed that use must be proportionate and reasonable and subject of consultation. A clear rationale for expansion would be required and the need for compliance with GDPR and related legal matters was stressed. Locations would need to be carefully considered to support staff in their duties. There followed wider discussion of behaviour-related matters that the proposal sought to address and the improved application of ARCH values.</p> <p>Finance and staffing matters – Mr Brailsford updated trustees on the academy's financial position, details of which had been reported to the recent Finance & Resources Committee. Forecast documents had since been received from DAT. Trustees agreed changes to financial delegations and approved budget holders, copies of which had been previously circulated.</p> <p>Mr Brailsford summarised a range of staffing matters, including staff absences and the reasons for these, and staff leavers.</p>	<p>MBR – May 20</p>

	<p>Coronavirus update - Mr Brailsford updated trustees on this matter, confirming it had been discussed at Leadership Team. Government advice had been shared and hand cleaning gels introduced throughout the building. Advice shared with parents was based on government guidelines. The ski trip had gone ahead and Coronavirus had been included in the risk assessment for the trip.</p>	
NCE/70/1920	<p>Policies for review</p> <p>Trustees confirmed that no changes were to be made to the NCEA Admissions Policy for 2021/22. This information is to be relayed to Nottinghamshire County Council.</p> <p>There were no further policies for review.</p>	MBR – May 20
NCE/71/1920	<p>Engagement with stakeholders</p> <p>Mr Brailsford advised trustees that a meeting of Parent Forum was due, at which he would be reporting back on the findings of the recent parents’ survey. Engagement with parents and students with regard to new trust arrangements would be launched once initial engagement with the Diocesan Board of Education had been progressed. Mr Brailsford also informed trustees of his intention to produce a fortnightly Head Teacher’s newsletter, which would be published on the academy website and issued to all parents via ParentMail. This would include details of future events and would be delivered outside of regular DAT-provided marketing arrangements.</p> <p>Trustees asked whether students had yet been informed formally of the proposal to join MITRE. In response, it was confirmed that no formal announcement had been made but that it was likely that students were informally aware of the proposed change of arrangements. In response to a further question, trustees were advised that there was generally less “noise” about the issue than there had been towards the end of 2019.</p> <p>Mr Brailsford advised trustees that he was considering bringing provision of social media responses in-house. There was further discussion of the matter, in which trustees expressed concern and disquiet at the proposal. Trustees stressed that full training of any staff to be involved in the initiative should be delivered before social media work was transferred in-house.</p> <p>Trustees agreed to put the provision of social media in-house on hold, pending further discussion.</p>	
NCE/72/1920	<p>Membership Update</p> <p>The Clerk informed trustees that the Southwell and Nottingham Diocesan Board of Education had agreed the reappointment of Mr Marshall as a trustee for a further four-year period. Mr Marshall’s new term of office would begin on the expiry of his first term. Trustees confirmed the reappointment of Mr Marshall.</p> <p>The Chair advised trustees that she had received notification from Mrs James of her intention to resign as a trustee due to changed work circumstances. Mrs James’s resignation would take effect from 9 March 2020. Trustees expressed thanks to Mrs James for her valued service during her time as a trustee.</p> <p>The Chair advised trustees of the need to appoint a new Complaints Governor to replace the role previously carried out by Mrs James. She proposed to appoint Mr</p>	

	<p>Paine as the new Complaints Governor and, following further discussion, the appointment was approved.</p> <p><i>Mr Marshall left the meeting at 8.07pm.</i></p> <p>The Chair indicated her intention to join both Standards & Outcomes and Finance & Resources Committees. This proposal was supported.</p> <p>The Clerk to ensure that relevant records are updated.</p> <p>Mr McKibbin advised trustees that he was leaving his post as Chaplain at the academy in April 2020 and that he would resign from his role as a trustee at the same time. Trustees thanked Mr McKibbin for his service to both the academy and to the trust board and wished him every successful for the future.</p> <p>Given that Rev Stephens had advised trustees that she had decided to leave the parish and resign from her role as ex-officio trustee on 10 June 2020 (see minute 59 – 28 Jan 2020), trustees recognised that there would be no church representation on the governing body when Rev Stephens stands down. This was a matter of potential concern, until new appointments were made. The Chair agreed to raise the matter with Diocesan representatives and to report back to trustees.</p>	<p>SBy – Mar 20</p> <p>KC – Mar 20</p>
<p>NCE/73/1920</p>	<p>Feedback and referrals from Committees</p> <p>Standards and Outcomes Committee 4 February 2020 – Mrs Harmston-Hall summarised key issues discussed at this meeting. Issues considered included the recent Safeguarding Audit; Key Performance Indicators; and Student Behaviour and Attitudes during Autumn Term. There had been a full discussion of target setting and academy leaders had been challenged over various issues relating to behaviour and attitudes. Mr Brailsford advised trustees that things had moved forward significantly on those matters since the discussion took place.</p> <p>There were no referrals from the committee to the NCEA Trust Board. Draft minutes of the meeting had been posted on SharePoint.</p> <p>Finance and Resources Committee 11 February 2020 – Mr Yardley summarised key issues discussed at the meeting. A range of matters were considered arising from the Financial Performance report, which included management accounts and related matters. The Clerk confirmed that these reports would continue to be distributed to all trustees as and when they are received. There had been a further update of budget issues at the meeting and outstanding issues relating to disputed invoices had been considered further. Since the meeting, Mr Brailsford advised trustees that he was looking into an example of potentially inaccurate reporting of financial information to OFSTED, which he undertook to rectify. Following further discussion with DAT, it had been confirmed that Mr Corban was continuing to fulfil the role of the academy’s Chief Operating Officer, under “as is” arrangements currently in place between NCEAT and DAT</p> <p>There were no referrals from the committee to the NCEA Trust Board. Draft minutes of the meeting would be posted on SharePoint in due course.</p>	<p>SBy – Mar 20</p>

NCE/74/1920	<p>GDPR</p> <p>Further to the appointment of Mr Cockerill as the Academy's Data Protection Officer as reported to the last meeting (minute 60 refers) Mr Brailsford informed trustees that the relevant authorities had been updated.</p> <p>Trustees were advised that there were no further GDPR issues to report.</p>	
NCE/75/1920	<p>Clerk's termly report</p> <p>Trustees noted the Clerk's report, which included a summary of recent correspondence, training delivered and membership details.</p>	
NCE/76/1920	<p>Link Governor reports</p> <p>Trustees considered the latest Ethos Link Governor report, which had been written by Mrs Ball, copies of which had been previously circulated. Questions on the report were invited.</p> <p>Trustees further discussed efforts being made to maintain Christian distinctiveness at the Hucknall Sixth Form Centre. Mr Brailsford reported back to trustees on a meeting held earlier in the day with the newly appointed Diocesan Director of Education and on recent involvement of Diocesan staff at the Sixth Form Centre.</p> <p>Trustees noted the Ethos Link Governor report.</p> <p>Mrs Harmston-Hall advised trustees that she was looking to arrange an early future visit to the academy in her capacity as Safeguarding Link Governor and that she would report back to trustees in due course.</p>	AHH – May 20
NCE/77/1920	<p>Training Plan Update</p> <p>The Chair and the Clerk agreed to update the annual training plan to reflect any issues arising from the self-evaluation carried out earlier and from joining the new MAT.</p>	SBy – Apr 20
NCE/78/1920	<p>Trips for authorisation</p> <p>Trustees were informed that there were no trips to authorise at present. Mr Brailsford undertook to check that notification of all trips for authorisation were reaching Mr Marshall for review.</p>	MBR – Apr 20
NCE/79/1920	<p>Date and time of future meetings</p> <p>The next NCEAT Board meeting is to be held on Tuesday 12 May 2020 at 6.00pm in the Whiting Room.</p> <p>It was noted that it may be necessary to alter the date of the following NCEAT Board meeting from 23 June 2020. The Clerk will liaise with the Chair, Vice-Chair and Principal to rearrange should this be required.</p>	SBy – Apr 20

NCE/80/1920	<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:-</p> <ul style="list-style-type: none"> • Detailed discussion of future NCEAT governance and partnership arrangements • Detailed discussion of financial matters <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 invited Mr McKibbin to close the meeting with a prayer.

The meeting closed at 8.35 pm.

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