

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON THURSDAY 6 JULY 2017 IN MEETING ROOM 1, ENTERPRISE BUILDING, BRAYFORD POOL

Present:

Deputy Vice Chancellor (External Relations)

Professor Toby Wilkinson [Chair]

Chair of Governors: Holbeach Primary Academy

Jenny Worth

Chief Executive Officer (LET)

Andy Breckon

Trustee

Professor Ian Abrahams

Trustee

Jenny Parry

Principal: University Academy Holbeach

Steve Baragwanath

Principal: Holbeach Primary Academy

Sue Boor

Principal: Gosberton House School

Louise Stanton

Chief Finance Officer

Catherine Hamblett

In attendance:

Head of Governance (UoL)

Lisa Baker [Clerk]

Action

1. (i) APOLOGIES FOR ABSENCE

There were no apologies.

(ii) DECLARATIONS OF INTEREST

There were no declarations of interest.

PART A – ITEMS FOR DISCUSSION

2. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

Received:

The minutes of the meetings held on 6 December 2016 and 27 April 2017.

Agreed:

- Approval of the minutes of the meeting held on 6 December 2016 was **endorsed** (the recommendation for endorsement had been made at the last meeting).
- The minutes of the meeting held on 27 April 2017 were **approved**.

3. 2017/2018 BUDGET

Received:

The 2017/2018 budget submitted by the CFO.

Noted:

- The Trust was required to submit the 2017/2018 budget to the Education and Skills Funding Agency (ESFA) by 31 July 2017.
- The budget had been prepared by the Principals and Finance Manager and reflected the confirmed grant funding for 2017/2018 as received from the ESFA in March 2017.
- Each academy budget had been reviewed by the Academy Resource Committee and Board of Governors.
- The consolidated total income was just over £12m.
- The Trust had been asked to produce balanced budgets (before depreciation charges for the year) and, while challenging, this had been achieved.
- In respect of UAH, the notified GAG funding for sixth form provision was under review; a business case had been submitted for receipt of an additional £45k of funding which had, by UAH's calculations, been cut from the budget. However, UAH had been notified that because this represented less than 5% of the sixth form budget it would not be reviewed because the ESFA relied on the accuracy of census returns made by schools in making its funding decisions.
- On investigation by UAH 24 students had not met the criteria in the census return. The data was actually correct for 16 of these and a further 8 had been correct on viewing the data on the computer screen but had somehow changed via submission to the ESFA. Capita had collated the information and made the submission and UAH colleagues were in dialogue with Capita to understand where the errors had originated. The data was transmitted through a CSV file but had been correct in the database. It appeared that the ESFA may have interpreted some of the data incorrectly as well which had compounded the issue. It was hoped that the funding would be recoverable. The Principal would update the Board at the next meeting.
- The budget included a 1% pay increase for all teaching and non-teaching staff. Increments had also been included for all staff entitled to them; performance management reviews would determine success.
- There was strong feeling in the public sector about education and funding. The government had stated that no schools would lose funding through the new funding formula.
- All academies had benefitted from a reduced employer contribution rate for the LGPS and UAH had also received a reduction in the lump sum deficit payment for the following three years. Some of this saving had been offset by the introduction, in April 2017, of 0.5% Apprenticeship Levy which affected all academies.
- UAH and HPA would take increased student numbers in September 2017 and all academies were fully staffed in readiness. There would be a delay in respect of ESFA funding for these additional students.
- The budget did not include any actuarial gains or losses in respect of the pension scheme. The Trust's auditors had provided an update at Audit Committee earlier in the week and they did not expect there to be any material issues between now and August and that the valuation would be in line with previous years.

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Agreed:

- The budget for 2017/2018 was **approved**.

4. REPORT FROM AUDIT COMMITTEE

Received:

An oral update from the CFO.

Noted:

- An internal audit review of UAH had produced a very good outcome. There had been a few minor recommendations around governance and housekeeping which would be addressed. HPA would be audited before the end of August 2017.
- It had been agreed that the external auditors' contract would be extended for a further two years.
- HPA had now employed an individual to provide financial support one day per week which was working very well.
- Nick Cooper had announced that he would be stepping down as Chair of the Audit Committee and as an independent member. Professor Braybrooks would Chair the Committee in the future and an additional independent member would be sought.

5. CEO UPDATE

Received:

A draft Governance Framework for 2017/2018, a draft Scheme of Delegation and Policy Schedule for 2017/2018, a report regarding website compliance and a report regarding financial monitoring submitted by the CEO.

Noted:Governance Framework 2017/2018

- The Framework was updated annually; this time personnel updates had been made together with some changes around the structure of the local governors' meetings and an attempt to link governance work so that it would feed seamlessly into Trust Board meetings.
- The Framework had been discussed at length at the Operations Bard and with all three Principals.
- Attendance at meetings needed to be published annually and it was therefore very important that meetings were quorate. If members were not able to attend they were encouraged to join via teleconference when possible.
- The appointment of a parent governor for UAH was in process.

Scheme of Delegation and Policy Schedule 2017/2018

- The Scheme was updated annually. The Board had the power to set different levels of delegation for different academies but in each of the past three years the delegation had been the same for each. It was proposed that this arrangement continued.

Website Compliance for 2017/2018

- The government had updated its requirements for publications on academy websites and the document proposed what content the website should include. This went beyond the minimum requirements because it was a principle of the Trust to provide as much detail to parents, carers and young people as possible to inform decision-making.
- Attendance from 2016/2017 would also be included.
- All policies were already on the website in pdf format.

Budget Monitoring

- Over the past three years the demands of the ESFA in relation to financial matters had significantly increased. This included the need to provide a financial return for the end of both the financial and academic year. The CEO had also recently been informed that academies were required to upload the asset values of all their buildings within the next two months. The report proposed a clear plan for monitoring and reporting budgets across the Trust Board, academy governors' committees and the Operations Board.
- It was hoped that each academy would, in time, manage its own finances.

- The ESFA financial handbook also required monthly monitoring and this would be effected through the Principals' monthly meetings with the finance officer.

Agreed:

- The Governance Framework 2017/2018 was **approved**.
- The Scheme of Delegation and Policy Schedule 2017/2018 was **approved**.
- The website content for 2017/2018 was **approved**.
- The plan for financial monitoring was **approved**.

6. OFSTED REPORT ON HPA

Received:

The Ofsted Report for HPA.

Noted:

- The Ofsted inspection had resulted in a Good outcome. This was very gratifying and endorsed what others already knew about the school.
- The inspection itself had been challenging for staff but had brought out the best in the school's children and everyone was justifiably very pleased with the result.
- The school accepted the inspectors' recommendations and was taking steps to address them.
- The inspectors had looked particularly at attendance. This was a complex matter, involving a small number of families.
- The Board congratulated Ms Boor and her team on an excellent achievement.

7. REPORT ON CHILDREN'S AND YOUNG PERSONS' PROGRESS/PLUS OTHER MATTERS

- UNIVERSITY ACADEMY HOLBEACH
- HOLBEACH PRIMARY ACADEMY
- GOSBERTON HOUSE ACADEMY

Received:

Oral reports from the Principals of UAH, HPA and GHA.

Noted:

University Academy Holbeach

- It was a challenge to meet the national average in terms of results but the school was able to do so. Its predictions last year had been quite accurate but predictions this year would be more difficult because of the change to GCSE grades to numerical scores.
- Based on prior attainment and the latest work the tracking for GCSEs was 62% with one Science at 73%, two Sciences at 64% and three Sciences at 83%. This represented an uplift on last year.
- MFL was a risk to progress as the department had required a number of supply teachers during the year. It predicted a 45% pass rate but this needed to be viewed against last year's pass rate of 26%.
- Coursework was significantly down in a number of subjects which also presented a risk.
- Year 11 had performed very well. The timetable had been collapsed in favour of revision sessions. Students had felt that the exams had been hard but fair.
- In the sixth form, 17 students had completed 3 A levels with a predicted 100% pass rate with an overall average grade of C-. A total of 54 students had taken Level 3 A level equivalents and a pass rate of 100% was predicted with an average distinction grade.
- In terms of Year 11, a high proportion would go into the sixth form. Students were provided with independent advice and guidance and the school was very

careful to ensure that they received information about all options available to them. A total of 139 students enrolled last year and 152 were predicted to enrol in September. A small number of individuals would take up places in FE colleges or the local high school or grammar school.

Holbeach Primary Academy

- Early Years had achieved 73% compared with a 69% national average last year (this year's national average data was not yet available). This had been cluster moderated and analysis was complete.
- Year 1 had achieved 82%; the figure had remained around 82% for the past couple of years.
- Year 2 who had retaken achieved 78% and would go into Year 3 with strong phonics.
- At KS1 the following results had been achieved: reading 80% (greater depth 20%); writing 78% (greater depth 15%), mathematics 78% (greater depth 15%). These figures had been moderated and were in line with last year's national average.
- At KS2 the following results had been achieved: reading 79% (national average 71%); writing 81% (national average 76%), mathematics 76% (national average 75%). The combined score was 76% compared with the school's 33% figure last year. This was an excellent result and reflected the hard work put in by staff and particularly the newly appointed Year 6 teacher. She had made work more test driven and the results clearly indicated that this approach had paid off.
- The children had really taken ownership of what was expected of them and had stayed in at break times on a voluntary basis to complete more work on the understanding that it would help them to improve.

Gosberton House Academy

- GHA used the same national system but a large proportion of its pupils were unable to operate at that level. The most cognitively able students were not always in GHA by Year 6 as they may have been placed in mainstream schools.
- CASPA enabled a comparison of special pupil attainment and under this 100% of students had attained expected standards or above in mathematics and 55% had scored above expectations which was a very pleasing result as many pupils had issues around problem solving.
- In terms of language and literacy (a core area of deficit) 77% had scored above expectations and 23% were within expectations.
- The school had recently submitted for Investors in People and would find out the result in August. It was also awaiting a CPD final report and a peer review health check report, all of which would be reported to the next meeting.

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8. ANY OTHER BUSINESS

8.1 UAH MATTERS

Noted:

- The Principal drew to the Board's attention that UAH currently had 19 looked after children enrolled. This was because UAH was the only non-selective school rated as 'Good' by Ofsted in the region. The majority of these pupils had very complex needs and often impacted on the relevant year group and also placed strain on the pastoral team.
- UAH had run curriculum activity days in the past and this year it had changed the criteria so that pupils had to have a minimum of a 97% attendance rate and no detentions, exclusions or isolations. The Principal had received one complaint from a parent whose child had not met that criteria. Overall, the day had been very successful and the venue had commented on how well behaved the children had been.

8.2 DEVELOPMENT

Noted:

- The CEO updated the Board on the current position; a paper would be submitted to the October Board.

CEO

8.3 COMPLETION OF COMPLAINT AGAINST UAH

Noted:

- The Chair advised that a recent complaint made by a parent against UAH (and which had gone through the relevant complaints procedures) had not been upheld by the ESFA which had declared the matter closed.
- In line with good practice, the Trust would review its complaints procedure to ensure that it remained fit for purpose. Any resultant revisions would be submitted to the October Board meeting.

Chair

9. DATES OF MEETINGS 2017/2018

- 11am, 5 October 2017 (Lincoln)
- 11am, 12 December 2017 (Lincoln)
- 11am, 24 April 2018 (Holbeach)
- 11am, 12 July 2018 (Lincoln)

PART B – ITEMS TO BE RECEIVED

10. AUDIT COMMITTEE MINUTES: (none received)

The meeting closed at 12.45pm.

These Minutes, together with the papers presented to the Board, form the official record of the business conducted at the meeting. The papers are held on file by the Clerk to the Board of Trustees.