
THE LINCOLNSHIRE EDUCATIONAL TRUST LTD

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON MONDAY 23 APRIL 2018 AT 2PM IN THE VICE CHANCELLOR'S OFFICE BOARDROOM, MINERVA 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

Jenny Parry

Trustee

Professor Ian Abrahams

Principal: University Academy Holbeach

Steve Baragwanath

Principal: Holbeach Primary Academy

Sue Boor

Chief Finance Officer

Catherine Hamblett

In attendance:

Executive Assistant (UoL)

Heather Smith [Clerk]

Action

1. (i) APOLOGIES FOR ABSENCE

Apologies for absence were received from Louise Stanton, Principal, Gosberton House Academy, Professor Val Braybrooks and Mr Andy Robinson.

Ms Parry joined the meeting via conference call.

(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 12 December 2017.

Agreed:

The minutes of the meeting held on 12 December 2017 were **approved**.

Noted:

An update on results of the Year 11 mock exams would be provided under item 3.

The UAH self-evaluation document had been shared with trustees.

An update on GDPR would be provided under item 11.

3. ACADEMY UPDATE REPORTS – UAH, HPA AND GHA

Noted:

UNIVERSITY ACADEMY HOLBEACH

- Attendance was at 93.1% and was expected to improve over the coming weeks as winter illnesses eased.
- The Easter holiday club was very well attended.
- There were several staffing changes and measures were in place to address the vacancies.
- There had been investment in pastoral care with the appointment of learning coordinators and 2 part time counsellors.
- 7 members of staff on maternity leave were due to return in July which may bring further changes to staffing.
- An update was provided on allocated funding and it was confirmed that there was no reduction in post-16 funding for the coming year. The appeal for a reduction in funding from the previous year remained pending with Capita.
- There had been 178 applicants for 2018/19 sixth form places.
- UAH was significantly oversubscribed for first choice year 7 places and were offering an additional 30 places to accommodate demand. A number of appeals were pending with an expected intake between 220-225.
- Registration on the apprenticeship gateway had been successful and a local construction firm were keen to work solely with UAH to offer construction apprenticeships throughout the region.
- An update was provided on Key Stage 4 and Progress 8 figures across the core subject areas.
- There were some challenges in DT due to staffing changes which meant results were volatile – an update would be provided at the next meeting.
- A number of concerts had taken place with sports days and year 6 welcome days planned over the coming weeks.

HOLBEACH PRIMARY ACADEMY

- Total number of pupils 292, expected to increase to 295 and places within most year groups was at capacity.
- Attendance was at 95.6%, aiming for 96% by the end of the year. Incentives such as 'win a bicycle' were encouraging certain groups of families to improve attendance.
- Persistent absentees remained an issue but a range of interventions were in place to offer assistance.
- Pupil progress was at +75%
- KS2 were currently working on Sats practice.
- The Easter holiday club was popular with year 6 children and was opened to all abilities.
- HPA's website was being updated to provide more detail in line with Ofsted requirements.
- HPA were involved in several sporting tournaments including the hosting of some events. They were also involved in science themed events at the University, Holbeach in Bloom and the Lincolnshire Show.
- A new element of the curriculum relating to religious education was being taught as recommended by the local authority for the whole of Lincolnshire.
- A NQT had recently been appointed and there were two other staff vacancies to be filled.

- Staff training on ASP had taken place before Easter with all staff fully owning the data. There was also an initiative in place to mobilise teaching assistants which was working well.
- A joint research project was taking place with the University and had so far proved very positive.
- Work was being undertaken to plan early year's induction with the inclusion of Holbeach Bank School from 01 June 2018.

GOSBERTON HOUSE ACADEMY

- *The CEO provided an update in the absence of the Principal.*
- The academy was operating at full capacity and attendance was at 95%.
- A replacement vice principal had recently joined the academy and the assistant vice principal was due to depart at the end of the month.
- GHA continued to invest in its specialist discipline of autism and was undertaking research with the University's School of Psychology. It had recently been awarded a silver award for 'working outside the classroom'.
- The autism outreach programme had been renewed by the local authority for a further 2 years.

Safeguarding

- All 3 academies adhered to the local authority safeguarding policy.
- HPA had implemented a number of updates in line with Ofsted policy and the local authority policy. Consideration was also being given to Holbeach Bank School and a central recording format would be introduced from 01 June 2018.
- UAH continued to manage safeguarding as a high priority and ensured good resource capacity to manage the ongoing issues.
- GHA had recently undertaken a health-check of safeguarding.

4. GOSBERTON HOUSE ACADEMY – LET DECISION ON LCC STRATEGY

Noted:

The CEO provided background information to the proposed changes being introduced by Lincolnshire County Council (LCC) under the 'Building Communities of Specialist Provision'.

Following a number of meetings with the CEO and Principal, LCC had provided written assurance to secure the current number of places at GHA and funding would be provided to allow the academy to meet the physical/resource implications of the changes.

Parents/carers views and concerns of the proposal had been shared and GHA/LET were committed to ensuring that the proposed changes had no detrimental effect on its pupils.

It was noted that the principal was supportive of the proposed changes and the long term sustainability of GHA was important to all.

Agreed:

Following an in-depth discussion and based on written assurance from LCC to secure the number of places at GHA, trustees agreed to support Lincolnshire County Council in its 'Building Communities of Specialist Provision'.

It was agreed that the Chair of Trustees would approve the business case to the Regional Schools Commissioner.

5. ACADEMY DEVELOPMENT PLANS

Noted:

UAH

- Academic attainment improvement, pastoral care and partnership working would be developed.
- There was a need to maintain Progress 8 scores during challenges within certain subject areas (MFL, DT and Humanities).
- A summary report would be provided for trustees on UAH development plans.

SBa

HPA

- It was noted that all staff at HPA had ownership of the development plan and each milestone had a RAG score.
- Planning for the next academic year (18/19) was taking place with the inclusion of Holbeach Bank School.
- It was confirmed that all targets set by Ofsted had been/would be achieved.

GHA

- See update under item 4.

6. RISK REGISTERS**Received:**

Risk registers were received for: UAH, HPA, GHA and LET

Noted:

- All risks registers had been approved by their local governing bodies and the LET Board of Trustees Audit Committee (with some minor amendments).
- Key risks scored as amber and red were discussed and after questioning, trustees were satisfied that the appropriate mitigations were in place to manage the risks.

Agreed:

- Although all risk registers were subject to Audit Committee approval on an annual basis, it was agreed that the risk relating to UAH teacher recruitment would be reviewed at the next board meeting.
- Trustees were encouraged to raise any other risks as necessary.

SBa/HS**7. FINANCIAL REPORT SUMMARY****Received:**

A Finance Report Summary from the Chief Finance Officer

Noted:

- The Chief Finance Officer provided a summary of the management accounts as at the end of February 2018.
- Funding had been received for the transition of Holbeach Bank Primary School and potential transition of Peele Community College.
- An appeal for lost funding for post-16 provision remained outstanding with the ESFA and Capita.

Agreed:

- It was confirmed that the publication of gender pay gap information had no impact on staff costs, it was agreed that the data would be circulated to all trustees for information. **HS**

8. DEVELOPMENT UPDATE – CONFIDENTIAL

Received:

The CEO provided a confidential paper on LET developments.

Noted:

- LET Members had agreed the transfer of Holbeach Bank Primary School into the LET based on the set criteria being met. It was anticipated that the school would formally join the LET on 01 June 2018 and good progress was being made. The Principal of HPA would become Executive Head overseeing both schools. There would be a joint Local Governing Committee, chaired by the Chair of Governors of HPA.
- One of the key objectives was to ensure there was a high level of provision available at both academies.
- There had been little progress on the UTC application; however, the CEO continued to monitor opportunities for development, particularly as there was support from local businesses.

9. BENCHMARKING OF REWARDS (PRINCIPALS)

Noted:

Confidential Item

Agreed:

- It was agreed that the LET would continue to self-regulate, adhere to best practice and work transparently in relation to its reward policy.

10. SUPPORT MECHANISMS FOR ACADEMIES AND STAFF (REFLECTIVE DISCUSSION)

Agreed:

- This item was deferred to the next meeting to allow sufficient time for an in-depth discussion. **HS**

11. IMPLEMENTATION – GENERAL DATA PROTECTION REGULATION

Noted:

- A UAH governor was leading a task group for the implementation of GDPR across all academies and Data Protection Officers had been appointed at each academy.
- The local authority had issued a GDPR policy which would be discussed at the next governing body meeting.
- In general, good progress had been made and there was a clear understanding of the work to be completed before the May 2018 deadline.

Agreed:

- It was agreed that the University's mandatory GDPR staff training module would be shared with all academy staff and governors. **HS**

12. EMPLOYMENT MANUAL UPDATE

Noted:

- A standard application form for staff vacancies would be available for future job vacancies across the academies with effect from 1 May 2018.
- It was proposed that there would be an extension to the notice periods for vice principals and assistant principal roles to allow academies to effectively manage vacancies in senior roles.

13. POLICY APPROVAL

Noted:

There were no policy approvals.

14. ANY OTHER BUSINESS

There was no other business.

DATES OF MEETINGS 2017/2018

11am, 12 July 2018 (Holbeach Campus)

PART B – ITEMS TO BE RECEIVED

15. LET BOARD OF TRUSTEES AUDIT COMMITTEE MINUTES 12 DECEMBER 2017 AND 20 MARCH 2018

The meeting closed at 4pm.

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.