

The Priestley Academy Trust Board

**Minutes and Actions**

<b>Trust Board/Academy</b>	<b>Trust Board</b>
<b>Date</b>	23 March 2020
<b>Venue</b>	Skype
<b>Present (alphabetical)</b>	Javed Ahmed Ros Garside Kevin Holland – CEO Sam Keighley Ashfaq Rahman Maggie Smith
<b>Others in attendance</b>	Mathew Atkinson – Headteacher - Westbourne Michael Horrocks – CFO Lorraine Martin – Headteacher - MMPS Tracey Parry – COO Nicola Roth – Headteacher - Lilycroft Lisa Simpson – Headteacher - Atlas Jane Townend – Headteacher – Green Lane
<b>Chair</b>	Ros Garside
<b>Clerk to Governors</b>	Charlotte Heap – PAT Clerk and Project Officer
<b>Papers Circulated</b>	

The meeting commenced at 18:03.

The Chair opened the meeting and welcomed all attendees.

<b>Agenda Item</b>	<b>Minutes including agreements, actions and challenges</b>	<b>Action</b>
	The Chair stated that following advice, meetings should be undertaken online and asked if everyone agreed to the meeting taking this format.  This was agreed by all.  The CEO stated the Headteachers had done an amazing job sorting things out and getting started.	
40/19	<b>Apologies for absence and their acceptance</b> No apologies.	
41/19	<b>Any Other Business and requests for Agenda order variations</b> ( <i>only items of urgent business will be heard under this item</i> )	
42/19	<b>Declarations of Interest for items on this Agenda</b> No interests were declared.	
43/19	<b>Minutes of the meeting held on 16 December 2019</b>	

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<p>44/19</p>	<p><b>Matters arising not covered by the Agenda</b></p> <p><b>Update from Headteachers</b></p> <p><b>Green Lane</b> Green Lane had 13 children today from key workers' families, those classed as vulnerable and those with an EHCP. No-one attended who should not. Ten more came at lunchtime for food. Five came in the afternoon after the DfE response. The food parcels were made up from the magic breakfast. The children finished by 3:00pm, except one who left at 5:45pm. Five children have parents who are critical workers and one on a shift pattern for work over a three-week plan. There will also be an ASC pupil whose parent has had a change in shift pattern. Staff who are at home have been working on home learning. School has also discussed paper copies which may be handed out next week. There have been no complaints or issues.</p> <p><b>Westbourne</b> Westbourne has 20 children that are eligible from key workers' families and those classed as vulnerable. Four children were in today from 8:00am, two left at 4:00pm and two left at 5:00pm. Staff have been organised into two shifts per day on a four-week cycle. Home learning has been shared with parents. Staff have started telephoning vulnerable families. For the Free School Meals (FSM) there was not enough bread to facilitate this today. There have been 23 families identified who will come to pick up a packed lunch from the bottom of the drive between 12:00pm and 12:30pm.</p> <p><b>Atlas</b> Atlas has 18 eligible children from key workers' families and those classed as vulnerable. Seven children were in today who arrived at 8:00am and most left between 4:00pm and 5:00pm; one left at 6:00pm whose parent is a hospital worker. The EHCP pupil is self-isolating. Last week food parcels were given out from our food bank. Paper homework packs were given out last week and the information is also on the website. Some parents have already posted pictures. A steady flow of FSM were collected, with parents standing 2m apart. Extra food was given. A first aider and DSL are in school. Staff are in three teams with one reserve. All has been fine today.</p> <p><b>Lilycroft</b> Lilycroft had four children today from critical workers' families on normal school hours and one parent has already arranged their hours. As we thought we were going to be shut we did not have enough food, so families were sent to MMPS. Some families have heard about FSM vouchers that secondary schools have handed out and from Tesco, which has been confusing. Our TAs and teachers have been very good, we have one DSL and first aider and a member of staff in the office.</p>	
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	<p><b>MMPS</b> MMPS had three children today. Staff are in three teams, with a DSL and first aider in each team. 25 packed lunches were collected today. St Cuthberts also collected packed lunches from MMPS.</p> <p>The Chair stated all had done an amazing job.</p> <p>AR reiterated the Chair's comment and said a big thank you and well done. AR also asked as there are only small numbers of children attending, would schools look at joining provision and if the LA had been in touch.</p> <p>The CEO stated yes, the LA had been in touch and we need to see how the next week goes as it is believed the country will go into lockdown soon. There is a concern with children picking up packed lunches and how this fits with self-isolation. Further discussion needs to be done this week. AR commented that in the schools in his Trust they have gone to a voucher system for the next two weeks, with a choice of two supermarkets; which has taken the pressure off schools. Nothing will be given out over Easter.</p> <p>The CEO stated he had spoken to David Heath at Bradford regarding a voucher scheme; however, it is believed by the LA that this will be abused. Bradford has enough food and there is no limit on this, therefore it is felt better to do food parcels so that the whole family can be fed. David Heath has also said we need to know how the lockdown will work.</p> <p>AR stated food parcels are OK, but there may be a shortage of bread and pasta.</p> <p>The Chair questioned if The Trust would be better providing food vouchers. NR questioned how the vouchers would be bought. AR commented the vouchers have been paid for by their Trust and will be reimbursed by the DfE, which should be within two weeks. People are self-isolating but still coming to collect.</p> <p>MA pointed out people also have to go to the supermarket. Providing vouchers is the same as packed lunches, we are still asking families to come out. It is good to see the vulnerable pupils when they come to pick up a food parcel.</p> <p>The Chair stated the situation was to be further discussed by the CEO. If there is a lockdown The Trust will have to listen to advice and change the plan. Everyone is acting on their best instincts and things will have to be reviewed at the end of the week.</p> <p>MS stated the Heads and The Trust have to constantly re-think, we cannot come up with one solution. We all have to go shopping and are all in the same situation. The numbers may get higher if people become aware.</p>	<p>CEO</p>
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	<p>SK stated she would like to thank the Heads and CEO. She pointed out it is important to keep contact with the vulnerable families and this has to be upheld. The Trust has to keep thinking and responding to different things as it is changing.</p> <p>The CEO commented all the Heads and their staff had done a fantastic job.</p> <p>JA stated he agreed with all the comments. The Heads are doing a fantastic job under difficult circumstances. We need to see how things develop.</p> <p>The Chair thanked the Heads and they left the meeting at 18:33.</p>	
45/19	<p><b>Chair's Correspondence and Actions</b></p> <p>The Chair reported that she had been in regular contact with the CEO before and during the period of lockdown.</p>	
46/19	<p><b>Monitoring and Accountability</b></p> <p><b>Update from Finance Committee</b></p> <p>The CFO confirmed the Finance Committee had met and gone through the current budget and forecasts for the next three years. The figures in blue are what the schools were forecasting 12 months' ago. This time last year there was a deficit forecast for the end of the three years. The CFO was asked to work with the Heads and produce more sustainable budgets. This has been completed.</p> <p>Atlas has a deficit but their staffing is higher than normal as Ofsted are due for revisit. Green Lane is undergoing a staffing restructure which will reduce the deficit and provide the school with a surplus. Lilycroft has had natural wastage particularly around leadership and this has managed to produce a surplus. MMPS has the largest reserves and the CEO and CFO have been asked to use this to invest in the school to look at a new IT suite. Westbourne had a deficit over three years but again through natural wastage they will now have a surplus.</p> <p>The schools have taken on board the need to do sustainable budgets.</p> <p>The Chair thanked the CFO.</p> <p>JA stated when needed to act, the Heads have taken action. We are making the necessary changes. The CFO has worked with the Heads and this will be good going forward.</p> <p>MS stated her concern for Green Lane and the staffing restructure meetings that are scheduled for 20 April 2020.</p>	

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	<p>The CEO stated a decision may be needed to contact staff via Skype, however, a lot of the issues may have been resolved over the last few days as some have put in requests for redeployment to be moved around The Trust. This should mean there will be less appeals.</p> <p>The CFO stated by having early discussions with JT, she was able to take opportunities where staff have moved on.</p>	
47/19	<p><b>Strategic Decisions / Discussions - Succession Planning</b></p> <p><b>School Improvement Lead/Vice CEO</b></p> <p>The Chair has met with the CEO and AR to discuss school improvement and succession planning. With regards to school improvement, one LLE will finish at the end of the summer term. Due to the current circumstances it will be necessary to have a post that can take the role of deputising for the CEO when needed.</p> <p>The CEO stated B11 has done a review of the schools and since all the schools have now had Ofsted, who are not due back for three or four years, it is felt that further work with B11 is no longer needed at this time. Funds used for this work could be utilised for the succession planning.</p> <p>AR stated a different approach is needed within The Trust which would be more developmental, working with the Heads in a more positive way and acting as a Vice CEO to be in charge when the CEO is out of circulation.</p> <p>The Chair stated the proposal is for someone within the Trust to, initially for one year, be the school improvement lead and deputise for the CEO in his absence.</p> <p>MS asked if it would be useful to call the role Curriculum Manager, as this is what it is striving to become – this was discussed. The question was asked if it would be advertised internally and this was agreed.</p> <p>The Chair asked if the Trustees agreed in principle and stated if so documentation would be put together.</p> <p>MS agreed it would be good to do this before the summer.</p> <p>JA confirmed he was comfortable with the proposal to go ahead.</p> <p>SK confirmed it makes sense to have two people in command for whatever circumstances. The CEO is front and centre of the Trust, but the Trust needs someone to carry it forward and will struggle without a second person.</p> <p>The Chair stated that to help fund the position it would not be a new position, but an increment and the funding would come from the current SI role and the</p>	

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48/19	<p>savings made by not commissioning B11. Work will take place around a reasonable increment on top of the salary.</p> <p>AR stated the post is for someone in the Trust. The type of profile is going to be a Head or an experienced Deputy/Assistant Head. Consideration needs to be made to backfilling the post in the school where the successful candidate is currently working. This needs to be brought back to the table.</p> <p>The Chair stated AR, MH and herself will look at the budget and will share the documentation as quickly as possible.</p> <p>The CEO stated 5% is the top slice and suggested that the next Finance Committee should look at what items currently purchased through this could be given back to the schools. This may be met with resistance. The CFO agreed this needed further discussion.</p> <p>The Chair stated the CEO, AR and herself would discuss this and share the outcome.</p> <p><b>Trustee Vacancy</b> The Chair stated there is still a vacancy and the Founder Members have been contacted regarding filling this vacancy. The Chair also stated AR had asked her if she was prepared to Chair for another year. This was confirmed, however, it was agreed she would stand down if another Trustee wished to take over this role.</p> <p>The Chair asked if someone could be co-opted from a local board as an interim measure for a year. AR suggested he could ask the previous Chair at Green Lane and it was agreed contact should be made.</p>	<p>Chair CFO AR</p> <p>Chair CEO AR</p> <p>AR</p>
49/19	<p><b>Any Other Business referred from item 41/19</b></p> <p><b>Communication</b> MS stated communication via email is not always the best way and suggested a Whatsapp group be set up. The Chair enquired if members agreed and this was confirmed. The CEO stated he would discuss with the COO.</p> <p><b>Letter from the Board</b> AR asked if a letter could be sent from the Board to Heads to communicate what excellent work they are doing and explain what the Board are doing with a follow up after the Prime Minister's announcement to be made this evening at 8:30pm.</p> <p>The Chair stated she would draft a letter and send this via email for comment before sending to Heads.</p> <p><b>Easter</b></p>	<p>CEO COO</p> <p>Chair</p>

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	<p>The Chair asked if staff would get the Easter weekend off. The CEO stated he was not sure yet. The rotas are one week on and two weeks off.</p> <p>The Chair thanked everyone and stated it was not easy conducting a meeting in this way but that it had worked well. The meeting closed at 19:10.</p>	
50/19	<p><b>Date of next meeting</b></p> <p>13 July 2020</p>	

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