

Priestley Academy Trust – Trust Board

**Minutes and Actions**

<b>Trust Board/Academy</b>	Trust Board
<b>Date</b>	Monday, 7 December 2020, at 18:00
<b>Venue</b>	Virtual Meeting via Microsoft Teams
<b>Trustees Present (alphabetical)</b>	Javed Ahmed Ros Garside (Chair) Abid Hussain Ashfaq Rahman Maggie Smith
<b>Others in attendance</b>	Mathew Atkinson (PAT Director of Learning & Achievement, MA) Kevin Holland (PAT CEO) Michael Horrocks (PAT CFO, MH) Tracey Parry (PAT COO, TP)
<b>Chair</b>	Ros Garside
<b>Clerk to Governors</b>	Charlotte Heap (PAT Clerk and Projects Officer)
<b>Papers Circulated</b>	Trust Board Minutes – 12.10.2020 CEO Report Ofsted letter re Woodfield 26.10.2020 Letter from North Yorkshire CC re Woodfield 25.11.2020 Priestley Academy Trust SoD update 25.11.2020 CFO Report to FAR committee meeting 4 December 2020 A1-ACC Draft accounts A1-AFR Draft account report Consolidated Management Accounts to 31 October 2020 @24.11.2020 Cashflow Report 26.11.2020 COO Report – 07.11.2020 Trust Hazard Identifiers Action List – September 2020 Trust Fire Hazard and Required Control Measure – September 2020

The meeting commenced at 18:00.

The Chair opened the meeting and welcomed all attendees and welcomed the CEO back.

<b>Agenda Item</b>	<b>Minutes including agreements, actions and challenges</b>	<b>Action</b>
<b>21/20</b>	<b>Apologies for absence and their acceptance</b> Apologies received for Sam Keighley.	
<b>22/20</b>	<b>Any other business and requests for Agenda order variations</b> <i>(Only items of urgent business will be heard under this item)</i>  CEO Appointment	
<b>23/20</b>	<b>Board Membership</b> The Chair reported Kevin is to step down from the board as per recommendations of the DfE. The Chair thanked the CEO. MS stated she would like to step down from the Board. She was going to leave at the end of the last academic year, but due to COVID-19 will stay until the end of this academic year giving the Board time to recruit. The Chair thanked MS.	

Signed: 

Name: Ros Garside

Date: 18 January 2021

	<p>The Chair has contacted the Members regarding making AH's temporary appointment permanent and the Members have requested a copy of his CV to match his skill set. The Chair welcomed AH.</p> <p>The Chair congratulated AR on his appointment as CEO to the Nova Education Trust and thanked him for agreeing to continue serving as a Board Member.</p> <p>The Chair reported JA and SK's terms of office have come to an end and they have both agreed to another term. The Chair thanked JA and SK.</p>	AH
24/20	<p><b>Minutes of the previous meeting held on 12 October 2020</b>  <b>Trustees unanimously agreed the minutes as a true record.</b>          However, the minutes were not signed as this was a virtual meeting.</p>	
25/20	<p><b>Matters arising from the Minutes not elsewhere on the Agenda</b>  <b>Item 06/20</b> – The DoLA has contacted Emma Hendry to work more closely with Exceed. The DoLA has sent a follow up email to Born in Bradford but has not yet received a reply.  <b>Item 11/20</b> – The deadline for the RSE policy to be updated is Easter. The CEO reported that Nicola Roth will lead on Born in Bradford across the Trust as her Performance Management project. Lorraine Martin will lead on RSE across the Trust. The policy is to be presented to the LGBs in January and will come back to the Trust Board to be signed off. It was presented to Lilycroft in March, but not the other LGBs due to lockdown.  <b>Item 12/20</b> – AR reported he has spoken to the Heads to support the CEO, DoLA and COO on the impact of marketing.          The CEO stated Jane Townend will work with the COO on marketing. Marketing is in the COO's brief. The Chair thanked the COO for the article in the T&amp;A. The CEO added Lisa Simpson will lead on extra-curricular offer and the children's interests and Robin Cusdin will lead on middle leadership to develop training across the Trust.  <b>Item 16/20</b> – The Chair asked if the Trustees are now using their Trust email addresses. <b>The Trustees confirmed they were now using their Trust emails.</b>  <b>Item 17/20</b> – The COO reported a date has been set for the Joint Trustee/LGB meeting, this is to be held on 3 March 2021. However, a location is needed.</p>	CEO
26/20	<p><b>Chairs Correspondence and Actions</b>          The Chair formally welcomed the CEO back.</p> <p>The Trustees agreed to sign the policies off formally. They updated policies are on the Trust website.</p> <p>The Chair reported it had been decided the Trust will go for a one-year action plan as there is a period of transition due to the CEO's retirement. The DoLA will have the plan ready for the next SI Committee in January.</p>	DoLA
27/20	<p><b>Accountability and Monitoring</b>  <b>CEO Report</b>          The DoLA reported there had been a big impact on bubbles through closures, some classes having closed multiple times. The Year 6 bubble at Lilycroft has closed three times, and multiple cases are now being seen. Staff having to isolate due to a family member having tested positive is having more of an impact than class closures.</p>	

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	<p>Wednesday last week Margaret McMillan had eleven teaching staff off and two classes closed due to Test and Trace, or staff waiting for test results.</p> <p><b>The Chair asked what is best to do when teachers are absent.</b> Schools are using staff the children are familiar with. There has been one case in Margaret McMillan when a class was sent home to further sustain other classes in school. Closing the schools on a Wednesday afternoon for PPA has allowed support staff to be released through the week. This action, agreed by email, was supported by the Board.</p> <p><b>Trustees asked, due to families being able to mix over the holiday period, what was were schools doing.</b> Schools are reminding families to continue to social distance and a translated version is on social media. Schools are communicating with families and encouraging families to have the test.</p> <p><b>Trustees asked if staff provision needs looking at as there will be a spike following the holiday due to families being able to mix.</b> Schools can look at this, however, the hardest will be the one form entry, and staff cannot mix bubbles. There are positives in attendance and the Trust compares favourably as the national average is 89%. The Trust average is currently 92.58%. Normally attendance is a challenge.</p> <p><b>The Chair commented the Trust appreciate the staff and all they are doing to secure the level of attendance.</b></p> <p><b>Trustees asked due to Brexit has the Trust considered stock piling food.</b> The catering is through Bradford and they have stock piled food, however, this has been used due to COVID-19 but Bradford have prepared.</p> <p><b>The Trustees congratulated the DoLA for his work at Woodfield and the positive comments from the LA and inspection report.</b></p> <p><b>The Chair stated it was really positive to have put counselling in place and asked even though it will be hard to measure, has it had an impact.</b> The counselling has had a big impact. The sessions have been over six weeks and the counselling is now moving to the next set of children and to more complicated cases. It is more apparent the children are being affected by COVID-19, for example multiple bereavements and children have had parents pass away.</p> <p><b>The Chair asked that the recommendations regarding PP and funding and how it is being spent is brought to the SI Committee for an overview at the next meeting so that impact can be assessed at the end of the academic year.</b></p> <p><b>The Trustees asked if there was anything more that could be done for the SEND children as it is currently slow to access additional support.</b> The CEO is working with the LA and is working with Lilycroft regarding money spent on physical difficulties. They can get extra resources. Lilycroft are paying £3,500 per wheelchair. It has been suggested the caretaker's house could be used as a DSP and more information is being sought.</p>	<p>DoLA</p>
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	<b>The Board agreed the leadership bandings.</b>	
<b>28/20</b>	<p><b>Scheme of Delegation</b> The Chair, CEO and DoLA had previously met to go through the SoD, and discussed the main responsibilities. The Chair asked the Board for their comments. The Trustees suggested indicating who had overall responsibility where more than one role is named. It has to be what works for the Trust, the CEO and DoLA. Trustees to email any final comments to the COO.</p>	Trustees/ CEO to update
<b>29/20</b>	<p><b>Leadership Bandings</b> Covered in Item 27/20.</p>	
<b>30/20</b>	<p><b>External Audit and Financial Statements 2019/20</b> The Chair of the FAR Committee reported the audit was positive. The Trust has strong accounts. The audit findings showed some minor flaws in housekeeping rules. All the revenue received and all income is accounted for and there are no issues. All the grants received have been dealt with and spent on what they should have been spent on. There were some issues with the local pension, but no major problems. There are a number of small adjustments to make, the nett effect being £3,000. The CFO and team have made sure everything is done in the proper manner.</p> <p><b>The Chair thanked MH and the team, and thanked them for following up the issues from last year, which the auditors had reported on positively.</b></p> <p><b>The Board agreed the audit to be signed off. The Chair to arrange with the CFO when to sign the audit.</b></p>	Chair & CFO
<b>31/20</b>	<p><b>FAR Committee Report</b> Covered in Item 30/20.</p>	
<b>32/20</b>	<p><b>COO Report</b> The COO reported there have been two breaches raised and one require an internal investigation. The COO has completed the investigation and has written the report; the recommendations have been put in place. The two injuries under Health and Safety require no further action. The violence reported against a staff member is the same child. The Health and Safety Consultant has been given further information from the school and is happy with what the school are doing to support the child and staff member. The child has severe SEND and should be in a special school. The 1:1 staff has had all the training.</p> <p><b>The Chair stated this indicates the needs of the child are not being met and asked what the Board could do.</b> The CEO has had similar experience with other children, but it is difficult to get a special school placement. There has been a complaint (1120/020) received from the parent regarding the half day fixed exclusion.</p> <p><b>The Trustees asked if Barnardo's could be involved.</b> The CEO has used Barnardo's in the past. The child started in September and the nursery had not indicated any issues. Therefore, the process of additional provision was not started until the pupil arrived at school. Parents are starting to get on board.</p>	

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	<p><b>Trustees asked if it was the same member of staff on each occasion.</b> The COO confirmed it is the 1:1 support.</p> <p><b>The Chair asked to discuss this again at the next Board meeting to look at all the alternatives.</b></p> <p>The COO reported the HR Administrator had started at Green Lane. The Clerical Assistant/Receptionist has been appointed and is awaiting a start date. The Office Manager at Westbourne is on a sabbatical and the school is being supported by the Central Office finance team.</p> <p>School videos have been done for Atlas and Westbourne. These can be put on the website.</p> <p><b>The Chair asked how long the videos are and could the Board see them.</b> The COO will send the link.</p> <p>There has been an article in the T&amp;A and a second one has been agreed regarding outdoor learning. <b>The Chair congratulated the COO on building a relationship with the T&amp;A.</b></p> <p>The Christmas cards are now printed and will be distributed this week. The Chair had judged the Christmas card competition.</p> <p>There will be no appeals this year for CIF bids, therefore, Green Lane's bid will be submitted in the 2021/22 CIF funding and this is being looked at now. The Fire and Health and Safety audit summary is attached in Appendix 1 of the report.</p> <p>The tender exercise for management information system has been completed and a summary sheet has been produced for recommendation to the Trustees. <b>Approval has been received to go ahead with the recommendation and the Trust will appoint Arbor from 1 April 2021.</b></p>	<p>COO / Board</p> <p>COO</p>
33/20	<p><b>Safeguarding and Health &amp; Safety</b> Covered in previous items and reports.</p>	
34/20	<p><b>Other</b></p> <p><b>Any other business referred from item</b> <i>Two confidential items were discussed and are reflected in two separate minutes.</i></p> <p>KH and MA the meeting left at 19:29.</p>	
35/20	<p><b>Date of next meeting</b> The dates of the next Board meetings are: <b>22 March 2021, 7 June 2021</b> (possible change to 24 May 2021) and <b>Thursday, 15 July 2021</b>. Meetings to start at 18:00.</p> <p>The Chair thanked everyone for attending. The meeting closed at 19:46.</p>	

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