

Priestley Academy Trust – Trust Board

**Minutes and Actions**

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| <b>Trust Board/Academy</b>             | Trust Board   |
| <b>Date</b>                            | Monday, 12 October 2020, at 18:00   |
| <b>Venue</b>                           | Virtual Meeting via Microsoft Teams   |
| <b>Trustees Present (alphabetical)</b> | Javed Ahmed<br>Ros Garside (Chair)<br>Abid Hussain<br>Sam Keighley<br>Ashfaq Rahman<br>Maggie Smith   |
| <b>Others in attendance</b>            | Mathew Atkinson (PAT Director of Learning & Achievement, MA)<br>Michael Horrocks (PAT CFO, MH)<br>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 – 13 July 2020<br>Keeping children safe in education part 1 Sep 2020<br>CEO Report – 12.10.20<br>CFO Report to FAR committee meeting 9 October 2020<br>School Improvement report October 2020<br>Appendix E attendance trustees v1.0<br>COO Report – 12.10.20<br>The Priestley Academy Trust LGBs September 2020<br>Feedback from LGBs<br>PAT Protocols for Virtual Meetings v1.0 |

The meeting commenced at 13:30.

The Chair opened the meeting and welcomed all attendees.

| <b>Agenda Item</b> | <b>Minutes including agreements, actions and challenges</b>   | <b>Action</b> |
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| 01/20              | <b>Apologies for absence and their acceptance</b><br>Apologies received for Kevin Holland.  |               |
| 02/20              | <b>Election of Chair and Vice Chair</b><br>AR, seconded by AH, proposed RG for Chair. RG, seconded by JA, proposed AR for Vice Chair.<br><b>The Board unanimously agreed the election of RG for Chair and AR for Vice Chair.</b>  |               |
| 03/20              | <b>Committee Membership</b><br>The Chair asked if AR was still happy to be on the SI Committee and as Chair. AR confirmed he was. AH agreed to be on the SI Committee.<br>FAR Committee members are JA, SK, AR and MS. However, there have been two inquorate FAR Committee meetings. The Chair and MA have discussed this, and in order to help the meeting to be quorate, the Chair will join the Committee.<br>JA: The Committee needs to consider the time of the meeting. Further discussion regarding timings was deferred to Item 13/20. |               |

Signed: 

Name: Ros Garside

Date: 7 December 2020

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| 04/20 | <p><b>Any other business and requests for Agenda order variations</b><br/>(Only items of urgent business will be heard under this item)</p> <p>A letter to the Heads.<br/>Scheme of Delegation.<br/>Acknowledgement that Belinda has now completed her post.</p>  |  |
| 05/20 | <p><b>Declarations of interest for Items on this Agenda</b><br/>No declarations of interest were made.</p> <p>The Chair asked if the Trustees had all completed their Declarations of Interest for the academic year ending August 2021.<br/><b>There are some outstanding. Clerk to send reminder.</b></p>   | <p>Clerk to update<br/>(reminders sent 14/10/20 and 18/11/20)</p>  |
| 06/20 | <p><b>Minutes of the previous meeting held on 13 July 2020</b><br/>Amendments to be made by the Clerk:<br/>P3 – Item 52/19 3<sup>rd</sup> paragraph, JA emailed amendment prior to the meeting.<br/>P4 – Item 58/19 – EH did come back to AR to discuss CPD and training to close the disadvantaged gap. <b>MA asked if there were any suggestions as to how this could be taken forward. MA to contact EH.</b><br/>P5 – Item 61/19 – MH has spoken to Bryan Millar regarding appointing separate companies to be the external auditor and internal auditor, as required by the DfE. Bryan is happy for the FAR Committee to go ahead and appoint the auditors and keep the Members updated. It was suggested the Chair be involved in the process. <b>The Chair confirmed she is happy to be part of the process.</b><br/><b>It was agreed MH to issue both appointments on one tender for companies to bid on either appointment.</b><br/>P7 – Item 63/19 Trustees asked if Born in Bradford had been contracted to ask if they can be more involved in school improvement and planning. MA has contacted Born in Bradford but has not heard back from them. <b>MA to send follow up email.</b><br/>P8 – Item 68/19 MH reported there are three government schemes to support apprenticeships: fully funded work placements of 25 hours; it is unsure if the Trust has the capacity for this due to the present changes but MH can raise this with the Heads. Second, there is funding for appointments made between August 2020 and January 2021 for under 25's of £2,000; Westbourne has two apprentices and MH will apply for this funding. The third scheme is £1,000 for employees taking on trainees.</p> <p>The Trustees agreed apprenticeships may help to improve support for the children but ultimately the Heads need to make the decision.</p> | <p>Clerk<br/>(done 9/11/20)</p> <p>DoLA</p> <p>FAR<br/>Committee &amp;<br/>Chair</p> <p>CFO</p> <p>DoLA</p> <p>CFO</p> |
| 07/20 | <p><b>Matters arising from the Minutes not elsewhere on the Agenda</b><br/>No matters arising.</p>  |  |
| 08/20 | <p><b>Chairs Correspondence and Actions</b><br/>The CEO will start a phased return after half term. The Chair and MA have discussed a plan with Kevin as to how he will be phased back into work and what he will focus on, recognising that he has had major surgery.</p>  |  |
| 09/20 | <p><b>Strategic Decisions / Discussions</b></p> <p><b>The Priestley Academy Trust Update</b><br/>Westbourne have appointed a Head and Lilycroft have appointment a Deputy Head.</p>   |  |

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| 10/20 | <p><b>Keeping Children Safe – September 2020</b><br/> <b>All Trustees confirmed they have read the Keeping Children Safe in Education document.</b><br/> Trustees found the summary very useful, keeping the key points to hand. The Chair stated it was more and more upsetting that additional things are added but it is clear that everyone needs to be aware of the different situations.</p>   |    |
| 11/20 | <p><b>RSE Policy</b><br/> This item has been deferred until the CEO's return. KH started to present this at the LGBs in March but this was postponed due to lockdown. The deadline for this has been pushed back until summer. <b>Needs to be in place by Easter 2021.</b></p>   |    |
| 12/20 | <p><b>Accountability and Monitoring</b></p> <p><b>CEO Report</b><br/> The number of pupils on roll has reduced by 65 compared to last year. The number of staff absences due to COVID-19 is reported for each school. Eight classes have closed at Margaret McMillan, explaining why more staff have been off. There have been no transmissions within schools, no one has caught COVID-19 from anyone in school, which is very positive. All staff training and safeguarding is up to date. Schools have seen an increase in domestic violence. Two schools have been selected for HSE visits, these are Green Lane and Westbourne.</p> <p><b>Trustees reported that no in school transmission was a credit to the schools and for the measures they have been put in place.</b></p> <p><b>Trustees asked if the fall in roll number was happening across the district or just the Trust and what is the strategy for increasing numbers.</b> Numbers are falling across the district. The school that has done marketing has done well. There has been a massive push on marketing over the last few months which has increased pupil numbers by 15. The COO has had discussions regarding marketing and done marketing with other schools.</p> <p>TP: Schools need to be doing marketing now. Leaflets were done for three of the schools last year, however, it was offered to all the schools. All the schools need to be on board, as it also helps to promote the Trust.</p> <p><b>Trustees commented if there is a model that works all schools should be using it and this should not be an option. Some schools are now preparing videos as schools cannot hold open days due to COVID-19, therefore, it is important to see inside the schools.</b> TP: Atlas are preparing a video of a walk around the school.</p> <p><b>Trustees agreed all schools across the Trust should be doing marketing with a strategic plan for next year, putting together a positive message about what the schools are doing. It was suggested a Trustee speaks to the Heads at the next Update meeting to express how important this is and the need for consistency. It was agreed AR would attend the next Heads Update as he has had experience of this.</b></p> | AR |

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| 13/20 | <p><b>FAR Committee Report</b></p> <p>This year the audit will take place in November and the feedback will be delivered at the next meeting to be held on 4 December 2020. The need to appoint a separate internal auditor and separate external auditor was discussed.</p> <p>The Trust finance system has changed from PS Financials to Access Education Finance. This was implemented in summer but the two systems are running in parallel until the year end.</p> <p>The school budgets were set in March, however, for Green Lane and Margaret McMillan, the budgets are quite different and the budget setting and monitoring has not been accurate enough. MH will speak to the schools to understand why.</p> <p>The allowance made for the staff pay awards was 2% for teachers and 1% for support staff. However, these were much higher. The teachers' pay award is on a sliding scale of 5.5% at M1 down to 2.75% at M6. The support staff pay award is 2.75%. The Trust has been able to deal with the pay awards that have been given but going forward it may be difficult to absorb any large pay awards.</p> <p>The Chair discussed the timings of the FAR Committee as Friday morning is difficult for Trustees to attend as it clashes with work commitments. It was suggested Monday's at 6:00pm. <b>CH to look at new dates.</b></p> <p>MH: The date of the meeting in December has to remain the same due to the auditors attending. Current advice also states the CEO should not be a Trustee, Board needs to look at the separation between the roles. Trustees support this and this needs to be addressed.</p> | CFO<br><br><br><br><br><br><br><br><br><br>Clerk |
| 14/20 | <p><b>CFO Report on Finance including impact of COVID-19</b></p> <p>The issue regarding different budgets was covered in Item 13/20. At the DfE review the DfE questioned the reserve and asked what is being done with that money. The money needs to be invested in schools. Schools have been over cautious and 65% of the reserves are in Green Lane and Margaret McMillan.</p> <p>The forecasts have been updated since being submitted to the DfE and the Head of Lilycroft has made the decision to draw down the reserve and there are no overall concerns with this. There are issues around Head Office which has been expanded but the top slice cannot stand that long term. Head Office services need to be developed for other schools but the Trust has not expanded so the Central Team does not have any funds. Therefore, if the Trust does not take on any new schools the range of services offered by the Central Team will have to be relooked at as it will go into deficit.</p> <p>The Chair agreed there has not been the time due to COVID-19 to look at expansion but the Board does need to be aware of this. This is to be added to the next FAR Committee Agenda.</p>   | Clerk ( <i>done</i> )                            |

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| 15/20 | <p><b>SI Committee Report</b></p> <p>The SI Committee has looked at a range of things and the three-year plan that has come to an end. MA will feedback where that should be and help to share the new plan. Due to COVID-19 and all the changes there will be a one-year plan, and looking at additional reserves, this is the year that support is needed. MA will meet the Heads and look at ways to utilise this money and the catch-up funding that has been received and that will enable MA to formulate a long-term strategic plan that will work over a number of years, be ambitious and involve parental engagement. The plan will also include NQT and RQT development, and a link with other trusts.</p> <p>Attendance for pupils is above the national average at this time at 90-91%, compared to the national average of 89%. School's attendance issues have been reported and the schools that have had to send bubbles home. The bubbles closing is very difficult. A report will be put together for January as to where the pupils are expected to be which will include assessment by the teachers and what they need to do to plug the gaps going forward.</p>  |     |
| 16/20 | <p><b>COO Report</b></p> <p><b>GDPR</b> – New GDRP training will now be online and Trustees, Founder Members and Governors will be asked to the training. The COO will set this up on the system and they will receive an email using their PAT email addresses, instead of using personal emails. Anyone who cannot access their PAT email or has forgotten their password should please contact the COO.</p> <p>There have been no breaches raised.</p> <p><b>Health &amp; Safety</b> – Someone slipped on a wet floor but there was a wet sign visible and there is no evidence.</p> <p><b>School complaints</b> – There has been one complaint regarding supervision but this has been dealt with and the parent has not raised a formal complaint.</p> <p><b>Subject Access Requests</b> – There has been one Subject Access Request regarding CCTV footage. They have been provided with stills and no one else's identity.</p> <p><b>Recruitment</b> – A Head of School has been appointed at Westbourne. A Deputy Head has been appointed at Lilycroft. An Office Manager has been appointed at Margaret McMillan to start on 2 November 2020. Interviews have taken place for a Clerical Assistant/Receptionist at Margaret McMillan but there is not start date yet. The Office Manager is on sabbatical at Westbourne and interviews to cover this have taken place, as well as for the Acting Deputy Head at Westbourne. The COO has contacted EPM regarding HR and Payroll to iron out issues regarding contracts. There is a review with EPM next week.</p> <p><b>Marketing</b> – PAT lanyards, staff pin badges and other marketing items have been handed out for the training day in October.</p> <p><b>Websites</b> – Lilycroft's website has not got professional photographs but that is being updated and will be live in two weeks' time.</p> <p><b>Intranet</b> – Six intranet sites, one for the Trust and one for each of the five schools, have been rolled out. This is a one stop shop for all staff policies and training requirements. There will be a page for Trustees and Founder Members, and for the LGBs to access meeting papers. It is, therefore, important everyone is using their PAT email addresses in order to access the information.</p> | All |

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|       | <p><b>Press Releases</b> – There have been no press releases since the last Board meeting. However, the Trust needs to build the relationship with local newspapers.</p> <p><b>Twitter</b> – The Trust twitter account is increasing in activity.</p> <p><b>Newsletters</b> – Staff, Parent and Governor newsletters have been sent out and the aim is to do this monthly.</p> <p><b>Cleaning</b> – This has been reviewed and feedback has been good through lockdown. Communication between Enviroserve and the schools has been good.</p> <p><b>Buildings</b> – Atlas now has a new IT suite, Early Years play area and new market garden. The new CIF bid has been approved. Green Lane’s CIF works have been completed for last year. The bid was not awarded this year but an appeal has been put in. Lilycroft’s last year’s CIF works are complete and this year’s bid has been approved. Margaret McMillan’s CIF works are complete for last year and the new bid has been approved. Westbourne’s CIF works have been completed for last year’s bid and the new bid has been approved.</p> <p><b>Health &amp; Safety</b> – All the schools have been audited and one school received a moderate risk as the fire doors had been propped open. COVID-19 advice is to open doors and windows; however, this does not apply to fire doors, they must remain closed.</p> <p><b>School Management Information System</b> – The contract with Capita SIMS runs out next year, therefore, the Trust can take the opportunity to look at other systems on the market. A working party has been set up to look at other systems with a representative from each school. Four companies have sent documentation and the tender closes on 20 October 2020. The decision will be made in November and all staff will receive training before using the system.</p> <p><b>Trust Learning Platform</b> – The home learning platform sits behind the intranet. This will not be the home learning platform for COVID-19, but will be developed and used long term.</p> <p><b>The Chair asked, referring to information from the NGA stating there is a requirement for schools to put home learning in place as soon as children are sent home, is this being addressed.</b> MA: Yes, this has been in place since September in different ways; three schools use WEDUC and paper learning packs have also been given out, for children to do work at home. Home learning has been set for all the children who are off.</p> <p>Four out of the five PAT schools have access to IT and Strive have worked throughout summer to make sure staff who are working from home have access.</p> <p><b>The Chair asked if there are plans to bring the fifth school on board for the IT support.</b> TP: The school has its own IT technician employed by the school.</p> |      |
| 17/20 | <p><b>LGB Matters</b></p> <p>Two years ago, discussions took place to amalgamate the membership of the Local Governing Boards for Atlas and Green Lane. However, due to the Ofsted inspection due after Christmas, the Head of Atlas has asked to separate the governing boards in order to give the skills to Atlas that it needs. The board has been strengthened and this is now possible.</p> <p><b>Trustees agreed to support separating the boards.</b></p>  | DoLA |

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|       | <p>One LGB questioned the joint meeting of the LGBs and Trust Board that has been arranged previously.</p> <p><b>The Chair suggested the end of the spring and hoped the current situation may have changed by then, if not it will have to be a virtual meeting.</b></p> <p><b>Trustees asked if they were to be present or was a report to be produced.</b><br/>Chair: When this was set up it was as a means of communication between the LGBs and Trust Board where two or three members of the Trust Board attended to discuss any issues. It is one meeting for all to attend.<br/><b>MA to put a date forward.</b></p> | DoLA                                      |
| 18/20 | <p><b>Safeguarding and Health &amp; Safety</b><br/>Discussed in previous items and reports.</p>   |   |
| 19/20 | <p><b>Other</b></p> <p><b>Any other business referred from item</b><br/>The Chair stated how grateful the Trustees are to all staff and particularly the Heads' leadership at this time. Chair to write to the Heads. Trustees agreed the return of the children has been well managed.</p> <p>The Scheme of Delegation is to be reviewed at the next meeting. There needs to be a draft for the next meeting. MA to speak to KH.</p> <p>Belinda has finished her two-year role as School Improvement Lead for the Trust. It was agreed the Chair should write a formal letter to thank her.</p>                              | <p>Chair</p> <p>DoLA/CEO</p> <p>Chair</p> |
| 20/20 | <p><b>Date of next meeting</b></p> <p>The dates of the next Board meetings are: <b>18 January 2021, 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 19:44</p>   |   |

Signed:

*Ros Garside*

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