

Priestley Academy Trust – Trust Board

Minutes and Actions

Trust Board/Academy	Trust Board
Date	Monday, 18 January 2021, at 18:00-20:00
Venue	Virtual Meeting via Microsoft Teams
Trustees Present (alphabetical)	Javed Ahmed Ros Garside (Chair) Abid Hussain Sam Keighley Ashfaq Rahman Maggie Smith
Others in attendance	Mathew Atkinson (PAT Director of Learning & Achievement, MA) Kevin Holland (PAT CEO) Michael Horrocks (PAT CFO, MH) Tracey Parry (PAT COO, TP)
Chair	Ros Garside
Clerk to Governors	Charlotte Heap (PAT Clerk and Projects Officer)
Papers Circulated	Minutes of previous meeting 17 December 2020 The Priestley Academy Trust LGBs Dec 2020 PAT Staff Wellbeing Policy v1.0 CEO Report Atlas Pupil Progress GL Pupil Progress for Trust Board Dec 20 Lilycroft Pupil Progress MMPS Pupil Progress for Trust Board Pupil Progress for Trust Board Westbourne Pupil Premium and Covid Premium Summary Jan 2020 Priestley Academy Trust – SoD v5.0 COO Report – 18.01.21

The meeting commenced at 18:10.

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

Agenda Item	Minutes including agreements, actions and challenges	Action
36/20	Apologies for absence and their acceptance No apologies were received.	
37/20	Any other business and requests for Agenda order variations <i>(Only items of urgent business will be heard under this item)</i> Audit Tender Response Update	
38/20	Declarations of interest for Items on this Agenda There were no declarations of interest made.	

Signed: 

Name: Ros Garside

Date: 22 March 2021

39/20	<p>Board Membership</p> <p>At the December 2020 meeting it was proposed AH become a permanent member of the Board for the full term of office. The Founder Members have approved the appointment.</p> <p>As KH has stepped down there is a vacancy and the Chair asked for Board Members to let her have any suggestions as to individuals that may be interested. MS has also stated she will step down at the end of the year.</p> <p>The Chair thanked MS for the work she has undertaken as a Board Member and thanked AH for agreeing to be a permanent member of the Board.</p>	
40/20	<p>Minutes of the previous meeting</p> <p>The Minutes of the meeting held on 7 December 2020 were approved as a true record. As this was a virtual meeting the minutes were not signed but agreement was made that electronic signatures could be included.</p>	
41/20	<p>Matters arising from the Minutes not elsewhere on the Agenda</p> <p>Item 25/20 - The RSE Policy had been presented to the LGBs and all agreed that it be brought to Trustees for ratification.</p> <p>Item 26/20 – The DoLA confirmed the one-year action plan has been completed. As the School Improvement Committee has been deferred, it was agreed that the plan be circulated to members of the Committee.</p> <p>Item 30/20 – The finance audit has been signed and sent off.</p>	DoLA
42/20	<p>Chairs Correspondence and Actions</p> <p>The recruitment process for the appointment of a new CEO has been started and the post will be advertised week commencing 25 January 2021. Interviews are planned for early March 2021 and will be held virtually if necessary.</p> <p>The Chair has signed the Wellbeing Policy.</p> <p>The Chair supported the CEO in closing the schools on Thursday/Friday due to snow. The had to be done quickly due to the circumstances but went smoothly. Discussion followed regarding the Scheme of Delegation and in particular the Chair’s powers and it was agreed that this aspect of the SoD needs more clarification.</p>	Chair/CEO
43/20	<p>Priestley Academy Trust Update</p> <p>There were no key changes to report.</p> <p>COVID-19 Testing</p> <p>Trustees asked for an update regarding testing and enquired as to whether there had been any issues raised by Heads.</p> <p>Heads have not queried the testing and schools will receive the lateral flow tests by the end of the week for staff to carry out at home. A video is available providing instructions on how to do this.</p> <p>The COO is to arrange a risk assessment with the Health and Safety consultant. Cleaning, catering, IT and any members of the central team who are working in schools will be included in the testing.</p> <p>Trustees asked for an update on the testing at the next meeting.</p>	COO DoLA

Signed: 

Name: Ros Garside

Date: 22 March 2021

44/20	<p>Presentation on Governance</p> <p>The DoLA shared a PowerPoint on findings from a survey completed by Governors (LGB Members) in December 2019 and options for moving forward.</p> <p>Discussion followed and the main concerns raised were:</p> <ul style="list-style-type: none"> • What is the training plan for governors? • It is felt that governors do not offer enough challenge. • LGBs have previously been anxious about the Trust Board taking powers away. • Has the Trust looked at community communication and the people working in Manningham and how to increase parent engagement in order to help recruit new governors? • Attendance has increased since switching to online meetings. <p>The issue of membership of Trustees on certain LGBs was also raised as this is not viewed as good practice by the DfE.</p> <p>The Chair asked that further models be looked at and be discussed again in May.</p>	DoLA/Chair
45/20	<p>Wellbeing Policy</p> <p>Trustees approved the policy and the Chair confirmed this could now be shared with staff.</p>	
46/20	<p>CEO Report</p> <p>The Chair questioned the considerable turnover in schools referenced under mobility. Since September 2020 a number of children have gone abroad, or gone to other schools in the country. It has taken time to get these children off roll. A number of children have come in through Bradford admissions. Atlas pupil numbers increasing by 27 is positive and the overall increase across the Trust is also positive.</p> <p>The Chair questioned staff absence relating to long COVID-19 and what the prognosis was. Referrals have been made to occupational health, counselling has been provided where appropriate and schools have worked closely with HR.</p> <p>The chair questioned Term Time Leave for pupils especially under the current lockdown and COVID-19. The DoLA reported some families have travelled to visit family members in Pakistan who are unwell, other families have booked holidays. Families have been informed they will be issued with a fine (when they have let schools know they are going on holiday) to try and discourage travel.</p> <p>An update on Woodfield is recorded in a separate confidential minute.</p> <p>The Chair asked for an update on Term Time Leave in the next CEO report and the strategies used and how schools are supporting disadvantaged pupils.</p>	CEO
47/20	<p>School Data Commentary</p> <p>Trustees enquired as to the plans going forward in terms of obtaining accurate data due to the current situation and in light of the cancellation of SATs and formal assessment. Last term staff allowed the children to settle before finding out where they were through quality teaching and assessments.</p>	

Signed: 

Name: Ros Garside

Date: 22 March 2021

	<p>Schools will continue with quality first teaching and look at assessment drops, particularly around phonics at the end of the summer term as it is expected that phonics testing will be put back until the Autumn assessments will continue with Year 1 so that teachers have a baseline for September.</p> <p>Trustees asked for an indication of when to expect the next interim report on progress. The DoLA reported progress assessment was dependent on when the children return to school following the current lockdown.</p>	DoLA
48/20	<p>Pupil Premium/Additional COVID-19 funding plan and report Trustees asked if schools are following the guidance from Ofsted regarding what great lessons look like. The Top Tips have been shared with staff online and the Ofsted audit will be used to benchmark the schools. Feedback regarding online learning is positive and schools are telephoning families or doing home visits when children are not engaging. The first allocation of DfE laptops have been given out. Staff that have delivered strong remote learning have been identified and their good practice will be shared.</p> <p>Trustees asked if pupils had the access to the equipment to work online. The Trust has been allocated 360 laptops in total. The second allocation are being imaged to hand out to families identified as having no device. Some families are struggling with having multiple children sharing devices especially those with siblings in secondary schools who are attending live lessons. Vodaphone SIM cards have been provided and additional data for parents' mobiles. Getting details from parents in order to provide them with extra data has afforded some challenges.</p> <p>Forensic monitoring software has been installed on all laptops provided to pupils. This monitors the use of the machine in terms of searches, etc. and alerts the school of any issues. There has been one case of inappropriate images being downloaded which was alerted to the COO and the police. Parents have had to be reminded that the laptops are school devices and are not theirs to keep.</p> <p>Trustees asked why live teaching was not being done, as the closer to strong pedagogy pupils will learn more. All schools are doing recorded learning. The Vice Chair offered to have a conversation with the CEO and DoLA in relation to remote learning, sharing practice from his own Trust and including EEF research evidence.</p>	Vice Chair
49/20	<p>Scheme of Delegation Covered by Item 42/20.</p>	
50/20	<p>LGB Matters A date for the joint meeting of the LGBs and Trust Board was arranged for March. However, due to the current situation venues are not presently taking bookings. It was agreed therefore, to look at a date in May, especially considering the discussion of LGBs in Item 44/20. and for the COO to find a venue. DoLA and Chair will find a suitable date to share with colleagues.</p>	COO Chair/DoLA
51/20	<p>COO Report There were no questions or concerns raised from the report. Trustees agreed the report was very clear.</p>	

Signed:



Name: Ros Garside

Date: 22 March 2021

	Trustees suggested that as the schools have had marketing videos done it would be good to have one made for the Trust to increase communication and recruitment of Governors. This was agreed once all five have been completed.	COO
52/20	Health and Safety violence against a member of staff The COO reported only two incidents related to the same child since the last report in December 2020. The Health and Safety consultants have asked to see a risk assessment. The Chair asked if any progress had been made in working towards a different placement for the child referred to in the last report in December 2020. The child is in school and is being assessed for an EHCP.	
53/20	Safeguarding and Health & Safety Trustees enquired as to whether all staff are aware of the latest guidance in terms of teaching and what information has been provided to staff and pupils. It was confirmed that Heads and staff are aware of the latest guidance. An addendum to the Safeguarding Policy has been shared with staff. When laptops have been given out parents have signed a loan agreement which outlines the safety issues. AH will share a crib sheet he uses when teaching online.	AH
54/20	Any other business referred from item Audit Tender Response Update The CFO reported responses had been received for the tender, however, of the seven companies invited, one declined and four did not respond. Clive Owen and BHP have submitted completed tender documentation. Following discussion, it was agreed Clive Owen should be put forward for the external audit due to the cost saving and BHP for the internal audit. The CFO will take the proposal to the Founder Members.	CFO
55/20	Date of next meeting The dates of the next Board meetings are: 22 March 2021, 7 June 2021 (possible change to 24 May 2021) and Thursday, 15 July 2021 . Meetings to start at 18:00. The Chair thanked everyone for attending. The meeting closed at 20:03.	

Signed:

Ros Garside

Name: Ros Garside

Date: 22 March 2021