

The Priestley Academy Trust – Trust Board

Minutes and Actions

Trust Board/Academy	Trust Board
Date	Monday, 22 March 2021, at 18:00-20:00
Venue	Virtual Meeting via Microsoft Teams
Trustees Present (alphabetical)	Javed Ahmed (JA) Ros Garside (Chair) Abid Hussain (AH) Ashfaq Rahman (AR)
Others in attendance	Mathew Atkinson (PAT Director of Learning & Achievement, MA) Kevin Holland (PAT CEO, KH) Michael Horrocks (PAT CFO, MH) Lorraine Martin (MMPS Head, LM) Tracey Parry (PAT COO, TP)
Chair	Ros Garside
Clerk to Governors	Charlotte Heap (PAT Clerk and Projects Officer)
Papers Circulated	Minutes of previous meeting 18 January 2021 Timeline for Governor Development for The Priestley Academy Trust RSE Consultation Feedback – February 2020 Q and A from RSE Consultation event Briefing Paper for Trust Board – RSE PAT RSE Pupil Voice Summary PAT Relationships Education Policy v1.0 CEO Report – 22.03.2021 LGB Review of SoD – for Trustees Woodfield Primary School Ofsted report Final COO Report – 22.03.2021 Case Study – Woolsack Debating Society

The meeting commenced at 18:08.

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

Agenda Item	Minutes including agreements, actions and challenges	Action
56/20	Apologies for absence and their acceptance Apologies were received and accepted from Sam Keighley and Maggie Smith.	
57/20	Any other business and requests for Agenda order variations <i>(Only items of urgent business will be heard under this item)</i> Order variation – Items 65/20 and 67/20 were brought forward.	
58/20	Declarations of interest for Items on this Agenda There were no declarations of interest made.	
59/20	Minutes of the previous meeting The Minutes of the meeting held on 18 January 2021 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.	Clerk (Done)

Signed: 

Name: Ros Garside

Date: 24 May 2021

	<p>Trustees asked that once the policy was ratified, what were the next steps. The policy will be put on the schools' websites, with an overview of the curriculum and the results of the consultation for parents, to allow anyone who did not attend the event to ask further questions. SLT will work with teaching staff to make sure they are confident to deliver the curriculum.</p> <p>Trustees asked if there will be centralised training. Training will be done by a working group and delivered in each school with the same materials. There will be a training programme online with each school, as some have NQTs. The message will be consistent. The curriculum will be implemented from September and will be reviewed on a half termly basis at first. It is really important to talk to the pupils in KS2, as when the children understand it they can explain it to their parents.</p> <p>The Chair proposed the Relationships Education Policy be ratified, seconded by AR. The Board agreed the ratification of the policy.</p> <p>The Board thanked LM and colleagues for the consultation work and for the work that will continue to be done to deliver the curriculum.</p> <p>LM left the meeting at 18:21.</p>	
67/20	<p>FAR Committee Update The Far Committee met on 8 March 2021 to discuss the budgets for 2020-21 for the five schools and these have changed as the year has progressed. There is a concern regarding Atlas's deficit this year and going forward as it may deplete its reserves and pupil numbers are falling. Further marketing is to be done. There is a possibility of a housing development nearby but this will not happen for some time. The Head of Atlas is working on a revised budget to take back to the Local Governing Board.</p> <p>The current catering contract was extended to 31 August 2021, and Red Box Consultants have worked with the schools on the tender process. Four replies have been received from the tender, and some savings can be made once a contractor has been agreed on. There was an issue regarding the Halal meal offer and this is being explored further. The four contractors met staff representatives from each school and pupils at Westbourne on 17 March 2021, where the four contractors provided food samples for the pupils. The food samples and standard of presentations were high, with the exception of FM as the pupils preferred the food from the other three contractors. However, as there are only four contractors they will remain in the process. The next stage is for staff to visit primary schools where the contractors already provide their service to obtain further feedback, before making a final decision. It is not about savings but about the best quality of food for the children, engaging them in a wider palette and health eating.</p> <p>Responding to a question, the DoLA stated the children were on point, questioning the suppliers and asked if there would be a full choice at the end of the sitting.</p>	

Signed: 

Name: Ros Garside

Date: 24 May 2021

	<p>The CEO reported that, when the Trust was developed five years ago, he had insisted all the schools cooked from fresh. The schools own all the equipment; however, Atlas may need a new oven but this was included in the quote.</p> <p>The Chair enquired as to when a final decision was required. Red Box Consultancy would like a decision before 1 April 2021.</p>	
62/30	<p>CEO Appointment Update The Chair announced that Michael McCarthy from the Tyne Coast Academy Trust, where he is currently the Vice CEO, has been appointed as CEO and will join the Trust in September 2021. Michael will meet people during the summer term.</p> <p>The Chair reported a thorough recruitment process had taken place for the position of CEO, and Founder Member Emma Hendy, AR and herself were on the panel. The Chair asked that all those who were involved in the recruitment process be thanked on the Board's behalf. Panels included a staff panel, Central Team panel and a pupil panel. The Chair thanked the COO for managing the process throughout. An official announcement has gone out to all staff and governors.</p>	
63/20	<p>Board Membership The Board is one member short since the CEO stepped down as a Board member in line with current recommendations. MS intends to step down at the end of the academic year. Therefore, it is necessary to discuss how to rebuild the Board to give a better perspective in order to make decisions. It is the Founder Members' duty to appoint Trustees, however, Trustees may put forward suggestions.</p> <p>Discussion followed regarding recruitment of future Trustees. The DoLA reported he has placed an advert for Governors with Academy Ambassadors and an advert can also be placed for the Trust Board. It was agreed the Board requires experience in the areas of finance, education and governance.</p> <p>The DoLA is to contact Founder Member Emma Hendry, and prepare an advert for the Trust Board, for the Founder Members to then chose from the applications.</p> <p>RG has agreed to Chair the Trust Board for one more year, through the recruiting process of new Trustees and to assist with the training of a new Chair. The Board agreed RG should remain as Chair for another year.</p>	DoLA
64/20	<p>Governance The DoLA reported he has put together a timetable for governor development and there has been an audit of the Scheme of Delegation. Governors have now completed a skills audit and the results will be looked at after Easter and feedback will be given to the Board at the meeting to be held in July 2021. Governors have started to sign up for the Trust training sessions on safeguarding, budgeting monitoring and accountability to be held in May and June.</p> <p>The joint meeting for the Trust Board and LGBs will be held on 20 May 2021 and all are invited to attend.</p>	

Signed: 

Name: Ros Garside

Date: 24 May 2021

	<p>Schools have contacted families where pupils have not been engaged and have dealt with any safeguarding concerns.</p> <p>There are some historic issues that have been challenged regarding pupil absence and families going abroad, however, some pupils have continued to access the remote learning abroad. Videos have been done to further engage pupils and parents.</p> <p>One or two pupils have had their DfE devices removed as they have been used inappropriately. The e-Safe monitoring software has picked up the issues and helped in terms of safeguarding. Internet safely will be the focus of IT lessons in schools.</p> <p>Staff have gone above and beyond and the engagement in remote learning was very strong.</p> <p>Staff and pupils have come back to school in a positive way and staff are completing lateral flow testing (LFT). Work to close the attainment gap will progress over the next few weeks.</p>	
69/20	<p>CFO Report Covered by Item 67/20.</p>	
70/20	<p>COO Report The COO drew the Board's attention to the violence to staff, this involves the same pupil on numerous occasions. The Trust health and safety consultants are aware, and staff training has been provided. The school has discussed a special placement, but currently there are no special school places available.</p> <p>Trustees asked what support is the member of support staff receiving, are there opportunities for the staff to have time out. The members of staff are being supported throughout by the school and have had training on 1:1 support. There is more than one member of staff supporting the child. Staff cannot pre-empt what the child may do.</p> <p>Trustees asked whether they should be putting pressure on the local authority in order to meet the pupil's needs. The CEO did not think this would help at this time.</p> <p>The Board agreed the case studies and the debating society newsletter was a great exercise to promote the children's work and encourage pupils to be involved.</p> <p>The updated Whistle Blowing Policy was approved by Trustees via email between this meeting and the meeting held in January 2021.</p>	
71/20	<p>Safeguarding and Health & Safety The CEO stated the schools' estate has improved due to the CIF bids over the last two years and have had new fire doors fitted and CCTV. The Estates Officer has overseen the building works.</p>	

Signed: 

Name: Ros Garside

Date: 24 May 2021

72/20	<p>Any other business referred from item</p> <p>The Chair reported that the Founder Members have requested an end of year meeting.</p> <p>The Board agreed the Found Members should be invited to the meeting to be held on 15 July 2021.</p>	Clerk
73/20	<p>Date of next meeting</p> <p>The dates of the next Board meetings are: Monday, 24 May 2021 and Thursday, 15 July 2021. Meetings to start at 18:00.</p> <p>The Chair thanked everyone for attending. The meeting closed at 19:56.</p>	

Signed: *Ros Garside*

Name: Ros Garside

Date: 24 May 2021