

The Priestley Academy Trust – Trust Board

Minutes and Actions

Trust Board/Academy	Trust Board
Date	Monday, 26 September 2022, at 18:00-20:00
Venue	PAT Head Office
Trustees Present (alphabetical)	Javed Ahmed (JA) Ashfaq Rahman (AR) (attended virtually) Steve Wadsworth (SW)
Others in attendance	Mathew Atkinson (MA) – Director of Learning & Achievement (DoLA) (attended virtually) Ros Garside – Previous Chair Michael Horrocks (MH) – Chief Finance Officer (CFO) Michael McCarthy (MMc) – Chief Executive Officer (CEO) Tracey Parry (TP) – Chief Operating Officer (COO)
Chair	Steve Wadsworth
Clerk to Governors	Charlotte Heap – Clerk and Projects Officer
Papers Circulated	Minutes of previous meeting 18 July 2022 CEO Report CFO Report COO Report Governance paper


The meeting commenced at 18:02.

The Chair opened the meeting and welcomed all attendees, stating this was his first meeting as Chair. He thanked Ros for her time as Chair of the Trustees and her help and support. Ros has put a lot of dedication into the Trust. The Chair also thanked Ros for a very good handover. The Chair asked Ros to stay for this last meeting.

The CEO thanked Ros on behalf of the Trust and stated how supportive she has been to himself during his first year with the Trust.

JA noted his thanks to Ros for her support, time and effort, as they have both been with the Trust from the beginning.

Agenda Item	Minutes including agreements, actions and challenges	Action
01/22	Apologies for absence and their acceptance No apologies were received. Abid Hussain (AH) was not in attendance. The Clerk advised the meeting was quorate.	
02/22	Election of Vice Chair The Chair invited nominations for the Vice Chair of the Trust Board. SW, seconded by JA, proposed AR for Vice Chair. The Board unanimously agreed the election of AR for Vice Chair.	

Signed: 

Name: Steve Wadsworth

Date: 5 December 2022


03/22	<p>Committee membership Following discussion, it was agreed that JA, AR and SW would remain on the Finance, Audit and Risk (FAR) Committee.</p> <p>It was agreed that AH, AR would remain on the School Improvement (SI) Committee and SW would join the Committee to ensure the meetings were quorate.</p>	
04/22	<p>Any other business and requests for Agenda order variations No other business was raised.</p>	
05/22	<p>Declarations of interest for Items on this Agenda There were no declarations of interest made.</p>	
06/22	<p>Minutes of the previous meeting The Minutes of the meeting held on 18 July 2022 were approved as a true record.</p> <p>Agreement was made that electronic signatures could be included.</p>	Clerk (Done)
07/22	<p>Matters arising from the Minutes not elsewhere on the Agenda</p> <p>Item 95/21 – The CEO reported an overview of the data will be included in the report to the School Improvement Committee at the next meeting on 5 December 2022.</p> <p>Trustees asked at what point will the assessment data be pulled from. The executive team has the majority of the data and the LA data has been accessed recently. A conversation will be held with Green Lane Primary School.</p> <p>When will the assessment data be pulled for the new Years 2 and 6? At what point will you know how well they are doing and what is being done for them to reach their targets? The CEO confirmed the deadline for the data is November 2022 as staff members will be completing training on Arbor over the next couple of weeks. The targets and data will be put into Arbor for this academic year. The data will be available to be discussed at the School Improvement Committee meeting.</p> <p>Item 96/21 – AR asked if the GDPR training is an annual requirement. The COO reported that the ICO ask if annual refresher training is undertaken, therefore, GDPR training is an annual requirement. The link to the training has been sent out to Trustees. The COO confirmed she had received a screen shot of AR’s training certificate.</p> <p>Item 100/21 – The CEO reported the team are in the process of recruiting co-opted vacancies to the LGBs where the number of co-opted governors has been increased from two to four. The Trustee vacancies are also being looked at.</p> <p>Item 102/21 – The CFO reported the new energy contract that starts in April 2023 has been signed.</p>	
08/22	<p>Chair’s Correspondence and Actions The Chair reported he had met with Ros for a handover and to discussed training. The Chair has also had his first meeting with the CEO.</p>	

Signed: 

Name: Steve Wadsworth

Date: 5 December 2022


<p>09/22</p>	<p>Keeping Children Safe in Education – September 2022 The Chair reminded Trustees it is a requirement for everyone to have at least read Part one of the Keeping Children Safe in Education document.</p> <p>All Trustees present confirmed that they had read the KCSIE document.</p> <p>The Clerk is to email AH for his confirmation.</p> <p>At what point is safer recruitment done and who of this Board is trained? The COO reported the CEO, DoLA and herself are safer recruitment trained. The training monitoring is kept up to date by the COO. The Headteachers can add who they want to complete the training. There are enough staff members across the schools to undertake interviewing.</p>	<p>Clerk (done)</p>
<p>10/22</p>	<p>CEO Report The CEO reported the COO has organised indemnity insurance for covenants dating back to 1853 on the land Miriam Lord Primary School was built on. The cost was just over £2,000 and this is a one-off payment. The CEO thanked the COO for her work on this.</p> <p>The DfE have confirmed the transfer of Miriam Lord Primary School to The Priestley Academy Trust will be signed on 1 October 2022. The central team and Chair will be at Miriam Lord on 3 October 2022 to celebrate with all staff, pupils and governors. This is the first growth for the Trust.</p> <p>The Chair thanked everyone for their efforts regarding the transfer of Miriam Lord.</p> <p>Following the schools' progress data, the CEO reported the progress for Green Lane was not as positive. The other schools' progress has been really good and Margaret McMillan and Lilycroft have made the strongest progress.</p> <p>What is this progress marked against? This is the progress for Years 2 and 6 and this is the first set of data since the pandemic. If every pupil made progress, the data would show '0'. Above '0' is more than expected progress. A negative figure is less than expected progress.</p> <p>The CEO and DoLA have a meeting with the Headteacher and Deputy Head at Green Lane. The leadership team and Year 6 teachers have changed at Green Lane and it has a significant falling roll number. Out of 90 places in Reception, 46 pupils are currently on roll. Discussions will take place regarding reducing Green Lane from a three-form entry school to a two-form entry. However, the pupils' behaviour at Green Lane is good, they are engaged and can talk about their learning in class.</p> <p>The Headteacher of Miriam Lord was concerned about the progress, but progress has been made.</p>	

Signed: 

Name: Steve Wadsworth

Date: 5 December 2022

	<p>Are the schools coming from the same base? Were the pupils at Green Lane starting from a lower point?</p> <p>The CEO reported this may be the case for some pupils in Year 2 at Green Lane. Some pupils were missing at the end of the academic year. However, at least '0' was still expected. The DoLA agreed, the expectation is still '0'.</p> <p>There is variability across the schools, there is not a pattern. Why is there such variability within each school and from school to school?</p> <p>We need to find the strengths, for example Margaret McMillan's strength is writing. Westbourne may look at that and ask how did Margaret McMillan make that progress.</p> <p>The DoLA reported there will be support to draw on these schools and there will be areas for development. Westbourne staff have been to Margaret McMillan to discuss reading and writing. The DoLA has signposted schools to other schools.</p> <p>AR stated this data cannot be aligned against local and national figures. The aspirational targets are from the Fischer Family Trust. The Board wants pupils to be secondary school ready. How close can pupils get to their aspirational targets to give them life chances. The team will have other data to sit behind these results. The vulnerable groups will be looked at by the School Improvement Committee on 5 December 2022 and the Committee will ask what is being done to support these pupils with better outcomes.</p> <p>The CEO reported attendance for this academic year so far has been similar to that shown in his report. There are a number of pupils who did not return to school in September 2022 from extended leave. There are no pupils at Lilycroft on extended leave, but there are 25 at Margaret McMillan, 12 at Green Lane, 4 at Westbourne, 12 at Atlas and 4 at Miriam Lord. This is a significant number of pupils and will have an impact on the schools' attendance data, safeguarding efforts and referrals to the SENDCo if there are SEND needs.</p> <p>There has been no more sponsor work come forward as Ofsted has only just started making inspections. The Trust's work has come to an end at Glusburn Primary School. The funded partnership agreement has been taken away.</p> <p>The Trust's relationship with the Regional School's Commissioner (RSC) is strong and they would like to discuss the Bradford and North Yorkshire border as there are schools in the Keighley area. The CEO will keep Trustees updated.</p> <p>The Trust's bid for Trust Capital Funding (TCaF) was unsuccessful. The feedback received outlined that Miriam Lord Primary School was not rated Requires Improvement (RI) by Ofsted.</p> <p>The CEO reported there has been a lot going across the schools since the start of the academic year but the Headteachers are feeling positive and there is nothing major to report.</p>	CEO
--	---	-----

Signed: 

Name: Steve Wadsworth

Date: 5 December 2022

<p>11/22</p>	<p>CFO Report</p> <p>The CFO reported there are three major financial implications that are hitting the Trust's schools and nationally.</p> <p>The schools' budgets based on ASCL guidance allowed for a teachers' pay award of 3%, however this is higher at between 9% at the highest and 5% at the lowest. The support staff pay award backdated to 1 April 2022 has not yet been agreed. Employers have offered £1,925 on each scale point, which is 10% for the lowest scale to 3% at the highest. The schools' budgets allowed for 2.75%.</p> <p>Regarding energy costs, schools were asked to allow for costs to be increase by double at the end of the current contract in March 2023, from £184,000 to £413,000. Following discussion with the Trustees after the Board meeting on 18 July 2022, the CFO secured an energy contract to start on 1 April 2023 at a cost of £487,000.</p> <p>For comparison, the CFO signed the energy contract to start on 1 April 2023 at a cost of 9.2p for gas and 37p for electric. Figures in late August 2022 rose to over £1.00 for electric and over 23p for gas. The Government has introduced a cap until April 2023, but the Trust's current competitive contract does not end until March 2023 and the new contract does not start until April 2023.</p> <p>How long is the energy contract fixed for?</p> <p>The contract is fixed for five years, with an option to review at 12-months to extend for a further 12 months if prices comes down. Trustees worked quickly at the end of term to allow the CFO to secure the energy contract.</p> <p>With the total increase to each school's budget for the above, at the end of the three-year period to August 2025, the school's will be in deficit. Only Lilycroft will maintain a surplus at the end of three years as it has much higher forecasts before building in the additional costs.</p> <p>It is currently unknown if the Government will step in with some funding for schools for 2024/25. No decisions need to be taken at this time, but the Trust needs to be observant of this academic year. Some schools have less pupil numbers, therefore, the forecasts could be worse. Overall, the school budgets are not in a good position. Schools are having to spend their reserves to survive the next two years, then there could be issues.</p> <p>AR stated that previously the Government has met half of increasing costs, so there should be some funding. This economic climate is not going to change. It is the same picture at Nova Education Trust and we are tightening our budgets, spending money on essentials and all other projects are now on hold. This is in order not to use reserves at the moment. Are there opportunities for savings in the budgets?</p> <p>The CFO reported there are some contracts already committed to and these cannot be stopped. Other schools could be put under review and we could look at where they are with this. The IFP metrics have been cutting school budgets for a number of years. Green Lane will look at moving to being a two-form entry school. However, Atlas being a one-form entry has little room for movement. Trustees need to be aware that the budgets are going to be a challenge by year three.</p>	
--------------	---	--

Signed:



Name: Steve Wadsworth

Date:

5 December 2022

	<p>The Government is aware of the amount of school reserves and will use that to meet the next three years' costs.</p> <p>In terms of the TCAF bid, the CFO reported he had prepared two central team budgets, one including the TCAF bid and one without the funding. No appointments have been made based on the TCAF bid.</p> <p>The CEO reported there is a system in place for recruitment. All staff posts for recruitment are reviewed centrally and looked at financially, operationally and from school improvement point of view by the central team, before being signed off by himself.</p> <p>The Chair asked if the spending plans the Trust does have need to be reviewed. Some capital works have already begun; therefore, they cannot be stopped but as new projects will be reviewed. Two of the school buildings are listed and Lilycroft's heating system will need to be addressed. Therefore, the Trust will continue to apply for Condition Improvement Funding (CIF) money. The schools will be very cautious with any new projects, unless they are regarding health and safety or safeguarding.</p>	
12/22	<p>COO Report</p> <p>The COO reported there has been five reportable injuries since the last meeting but no further action is required. There have been two incidents of violence to staff received. One incident was a SEND 1:1 support. The other incident involved a member of the public towards a member of staff and there was police involvement. The incident did shake the member of staff, but it was not violent. The Health and Safety Consultant is comfortable with the reporting and the parent has been excluded from the school premises.</p> <p>One school concern has been reported and this has been investigated over the summer by the LGB Chair of another school within the Trust. The parent concerned has written to confirm receipt of the outcome. This has now been closed.</p> <p>Two requests to recruit have been received this academic year, for a teacher and member of support staff. These have been agreed by the central team. An advert has gone live across the Trust, including Miriam Lord, for an Acting Deputy Head.</p> <p>In terms of marketing, links to the videos for Green Lane and Margaret McMillan have been uploaded to the school's website. The T&A have run another article and agreed a further article on the environmental work being done across the schools.</p> <p>Miriam Lord now has access to the PAT intranet and have their own page. Senior leaders have access to this and members of staff will receive training.</p> <p>The Child Protection and Safeguarding Policy is currently under review and will be sent to the Trust Board for ratification as soon as it is ready.</p>	Clerk (Done)

Signed:



Name: Steve Wadsworth

Date:

5 December 2022

	<p>Various building works have taken place over the summer holiday, this is Condition Improvement Fund (CIF) works or finishing work off. There has been no new building work.</p> <p>There have been 13 e-safety alerts since the previous meeting. All alerts have been dealt with appropriately by the schools. Nine alerts were for Westbourne all received from the same device over summer, this was not done by a pupil but an older sibling.</p> <p>The Health and Safety Executive will be inspecting schools for asbestos. All schools have an asbestos register and the Estates Officer has checked that these are all up-to-date.</p> <p>The additional Bank Holiday for the Queen's funeral will have an impact for any staff that do not work on Mondays. This will affect the Term Time Only (TTO) factor for these staff.</p> <p>The recent court case regarding TTO and the impact on TTO staff who have worked for the Trust for under five years. We are still awaiting guidance from Bradford LA about the impact of this. The Trust's relationship with the unions is strong and they are happy we are honouring this extra payment and there are no concerns.</p>	
13/22	<p>Safeguarding and Health & Safety It was agreed this was covered by Item 10/22 and 12/22.</p>	
14/22	<p>Governance Paper The Clerk reported there are various governor vacancies across the schools and three Trustee vacancies. The Chair of three LGB's has announced he will step down from the end of November 2022.</p> <p>AR stated he had been approached by a recruitment firm and suggested this would be a way forward. Leaflets to local business was not working and he suggested an advert with a recruitment firm for the Trustee vacancies. AR offered to put the Clerk in touch with Clerk of Nova Education Trust.</p> <p>After further discussion the CEO reported he was working with Fusion HR to assist with recruiting someone with HR experience. He will also ask Headteachers to speak to people within the community to build further links.</p> <p>The Clerk reported a link to an online Pecuniary Interests Declaration form will be sent out to all governors and trustees.</p> <p>The Trustees present confirmed they have read the Code of Conduct within the Governor's Handbook. The Clerk will email AH to ask for his confirmation.</p>	<p>AR</p> <p>Clerk</p>
15/22	<p>Any other business referred from item 04/22 There was no urgent business discussed.</p>	
16/22	<p>Dates of the next meetings The dates of the next Trust Board meetings are: 5 December 2022, 30 January 2023 (following AGM), 20 March 2023, 5 June 2022 and 17 July 2023 Meetings to start at 15:00</p> <p>The Chair thanked everyone and for attending the meeting. The meeting closed at 19:32.</p>	

Signed: 

Name: Steve Wadsworth

Date: 5 December 2022