The Heath Family (NW) Multi Academy Trust PART I - Minutes from the MAT Board meeting held on Thursday, 8th November 2018 at 9.30 am

9.30 am – Trustees were invited to tour the school.

10.00 am – Mrs Kennedy (Head of School) and Mr Jardine (Executive Principal) provided a detailed presentation to Trustees (see documentation attached). Trustees were also given opportunity to ask questions during the presentation. Mrs Cassin (Chair of Governors) was also in attendance for this part of the meeting. Trustees thanked Mrs Kennedy & Mr Jardine for their presentation, stating that they had found it extremely informative. They also noted the amount of work that has been undertaken by SLT, Governors and staff, to move the school forward. Trustees asked Mrs Kennedy, Mr Jardine and Mrs Cassin to pass on their appreciation. Mrs Kennedy, Mr Jardine and Mrs Cassin then left the room.

10.30 am – Business Meeting began.

Edward Vitalis,	g Stevenson (Chair), Morag Davies, Anantha Subramanayam, Karl Smith, Laura Williams, David Donnelly, Jane Ainsworth, Craig Parkinson Alison Duckworth, Louise Casey	Apologies: David F	Non attenders:			
				Clerk: Trish	Clerk: Trish Roberts	
Items	Discussion	Action	Who	When	Notes	
Welcome, introduction apologies Declaration Business and Pecuniary Interests	Apologies were received and accepted from David Felix. of A copy of the printed register was circulated to Trustees, and one change was noted:	Register of Interests to be updated in light of the notified changes.	P Roberts	ASAP		
3. To receive/ ratify minu from THF B						

Page 1	Chair's initials to record approval of minutes:	
	Date:	14 03 19

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	meeting held	RESOLVE: That the PART I and PART II minutes of the MAT Board meeting held on				
	on 20.09.18	20.09.18 be approved as a correct record and signed by the Chair.				
4.	To review	Matters Arising from Minutes of 20.09.18				
	matters arising					
	not included on	Page 2 – Agenda Item 3 – Declaration of Business & Pecuniary Interests – the register was				
	the Agenda	circulated to Trustees and amendment/s noted.				
	(to include					
	Action Tracker)	Page 2 – Agenda Item 5 – Matters Arising (Clerking Services) – Mrs Roberts advised that	Further	P Roberts	ASAP	
	, , , , , , , , , , , , , , , , , , , ,	she has contacted One Education ref the Clerking Services that they offer. Details have	investigation re			
		been received but it was noted that due to lack of staff capacity they are not in a position to	clerking services to			
		offer clerking support until at least April 2019. Mrs Roberts also advised that One	take place.			
		Education's costs are higher than the other service providers engaged at some of the				
		schools; but that their offer seems to provide more services. Further investigation is				
		needed.				
		Page 3 – Trust Appointed Governors – Mrs Roberts advised that letters of appointment				
		have been sent to the Trust Appointed Governors that had been approved at the meeting				
		held on 20.09.18. The DfE website has been updated with their details.				
		Their off 20.05.15. The Die website has been apaated with their details.				
		Page 4 – Letter to Principals – Mr Barnes confirmed that the letter was sent to Principals on				
		10.10.18.				
		10.10.16.				
		Page 4. Chille Andite. Nan Debaute adviced that Chille Andite have been assured to disc.				
		Page 4 – Skills Audits – Mrs Roberts advised that Skills Audits have been completed by				
		current Trustees and will be looking to ask any new Trustees to complete it shortly following				
1		their appointment.				
		Page 5 – Committee Membership – following discussion it was agreed that Ms Stevenson	Meetings to take	H Stevenson,	ASAP	
		will meet with Mrs Roberts regarding this agenda item, with a view to speaking with	place ref Com.	P Roberts &		
1		Trustees individually, so that membership of committees can be finalised.	membership	indiv.Trustees		
		Page 8 – Visioning Session – Ms Stevenson explained that due to the problems with trying	Trustees to be	P Roberts	ASAP	
		to agree a date this term, she has asked Mrs Roberts to contact Trustees to request details	contacted re			
		of their availability during the first half term after the Christmas break. It was noted that	availability for			
		this piece of work is extremely important and needs to be completed as soon as possible.	Visioning Session –			
1		, , ,	Jan 2019			

5. CEO Report	Trustees received electronic copies of the CEO Report (dated 08.11.18) prior to the meeting.				
dated 20 th					
September	Mr Donnelly reported:				
received					
	Overall Status – general discussion is needed to look at ways that the RAG-rating can be	CEO report RAG-	D Donnelly	ASAP	
	changed so that it evidences 'progress made'; it was noted that this is required otherwise	rating to be			
	the Overall Trust Status will always be red until such a time that the Trust's financial	investigated, so			
	situation is improved, and the FNTI is removed.	that it shows			
		'progress made'			
	Governance – Impact of LGBs: The Chair of Governors Forum will be focussing on working				
	with LGBs to demonstrate impact. Mrs Roberts and Mrs Ainsworth (Chair of CoG Forum)				
	are due to meet to look at mechanisms that can be put in place to support LGBs, including				
	impact logs/ statements etc; it was also noted that LGBs are in the process of completing				
	skills audits, and that action plans will be produced in the near future.				
	Q: Are we still looking for Trustees to attend as observers at LGB meetings?				
	Discussion followed. It was noted that this would be useful; as it would also assist Trustees				
	in assuring themselves of the work taking place at LGB level. Mrs Ainsworth also spoke				
	about The Heath's Governor Conference and how the LGB had found it really beneficial that				
	Mr Donnelly had been in attendance.				
	Discussion then moved onto the possibility of arranging a MAT-led Governors Conference.	CoGs to be	P Roberts /	ASAP	
	It was noted that this had been tried in the past, but logistics had been a problem, in terms	contacted re the	J Ainsworth	AJAI	
	of getting all Governors together at the same time. Following further discussion it was	possibility of	3741134401611		
	agreed that this concept needed to be revisited, and that the first step would be to contact	setting up a MAT			
	CoGs to ask "if this type of event was set up, in their opinion where would be the best	Governors			
	place/date for it to happen". It was also noted that other educational establishments	Conference; incl			
	plan/arrange these events up to a year in advance, and therefore this may be what is	venue/dates			
	needed in this instance. Trustees also suggested that a stipulation for Governors to attend				
	Trust event/s could be added to the draft role specifications.				
	O. Harry do so the MAT Be and link to CoC Fam. v.2				
	Q: How does the MAT Board link to CoG Forum? It was noted that although the CoG Forum reps are invited to MAT Board meetings, there	Dovolon Trustos	Trust Board /	ASAP	
	currently isn't a link Trustee attending CoG Forum. Following discussion it was agreed that	Develop Trustee links with CoG	CoG Forum	ASAP	
	this would be a beneficial link to develop.	Forum	COG FOI UIII		
Page 2		cord approval of min	1		

Date: 14.03.19

Mr Donnelly reported that LGBs have been asked to set their meetings within a specific	Summary	D Donnelly	ASAP	
timeframe. He is also looking to produce a standardised format for Principal Reports. Mr	Principals Report	,		
Donnelly stated that a future plan is that a summary Principals report will be produced for	to be developed			
the Board, which shows the risks assessed at each school. The report would provide details	and presented to			
of what is working/not working, and would be used as a vehicle for Trustees to assess any	Trust Board			
support/interventions that the Trust can offer.				
Q: Are there any vulnerabilities within the LGBs that Trustees need to be aware of?				
A: We still have a number of Governor vacancies across the Trust, which we are working				
to fill. A number of strong governor appointments have recently been made in respect of				
TPS. Mrs Ainsworth spoke about vacancies at PFPS, and it was noted that she will be				
attending a school parents evening at the end of the day in an effort to highlight the				
importance of parental representation within the LGB.				
School Improvement – it was noted that the Primary SAIL has carried out a review of CPD				
approaches and capacity across all Trust schools. A report will be produced for				
consideration by the E&S Committee. Relationships with other Trust continue to be				
developed, with excellent support being provided by The Shaw Trust; this will work will				
continue to be developed. Discussion followed regarding communication between schools				
and the Trust when engaging in support services, and what processes the Trust has in place to quality assure the provision.				
to quality assure the provision.				
Ofsted – TPS are still working towards/getting ready for an inspection, which remains an				
imminent possibility. Discussion followed regarding the Ofsted Framework. It was also				
noted that Mr Donnelly has attended a Framework for Inspection of Trusts session with the				
DfE.				
Attendance – discussion took place regarding attendance figures and the impact this has on				
student progress; this remains a focus of the Trust.				
Exclusions – a Trust-wide review of exclusion levels will be commissioned. The results will				
be shared with Trustees.				
Communications – the annual Trust review meeting with the RSC took place on 04.10.18.				
Trustees were provided with a brief verbal summary of the meeting.				

Trustees were provided with electronic copies of the following documents:				
Terms of Reference: Local Governing Bodies				
Role Specifications: Members (for info only), Chair of Trustees, Trustee, Chair of Governors & Local Governor Code of Conduct: Trustees & Local Governors				
Ms Stevenson raised concern regarding some of the wording within the draft Local Governor Role Specification. Following discussion it was agreed that Trustees would read the above documents in conjunction with the High Level of Responsibilities document, and make any comments/suggestions as appropriate. Trustees agreed to send responses to Mrs Roberts within a fortnight (w/e 23.11.18).				
Q: Has the Trust received any responses back from the LGBs with regards to the LGB-related documents?A: The Chair of Governors from DPS has raised concern regarding the removal of the LGB role within finance.				
Discussion followed and it was agreed that all governors have a finance function, although responsibility sits with Trustees, CEO & Principals; and therefore a form of words to this effect needed to be written into the document to show this. Mr Donnelly will look to reflect this in the document and present it to the Trust Business & Finance committee	LGB Terms of Reference to be updated to show LGB finance function.	D Donnelly	ASAP	
Mr Donnelly reported:				
Reconstitution documents have been produced for LHS, DPS & HPS, in line with the documentation that Trustees approved when BWP, THS, SWS, & TPS went through their reconstitution processes. Likewise, a constitution document has been produced for LMP in line with the document that was produced for PFPS when their LGB was constituted in April. Chairs of Governors (CoGs) have been asked to review the documents with their LGBs and to come back with any queries/questions or if they are happy to approve the document, provide details of when it was approved by their full governing body. CoGs have also been				
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	asked to send their Trust Appointed Governor nominations to Mrs Roberts, so that they can				
	go through the approval processes.				
	Trustees were also advised that a number of Trust Appointed Governor nominations have				
	been approved via Chairs Action since the last meeting. They are as follows:				
	SMC De 11 Carres Author Callell Latth Barb Barrard Carl State Barrard Carl				
	SWS: David Cooper, Anthony Coxhill, Judith Rock, Raymond Cartwright, David Jobling &				
	Joanna Young				
	TPS: Russ Owens, Peter Murphy & Thalia Bell				
	BWP: Melanie Pitt				
	PFPS: Nicola McNamee				
	DPS: Hilary Watts				
	Q: Has an induction pack been developed for governors?				
	A: Not at Trust level.				
	A. Not at Trust level.				
	Following discussion it was agreed that Mrs Roberts will work with the CoG representatives	Trust-led Governor	P Roberts,	ASAP	
	from CoG Forum to develop a Trust Induction pack.	induction pack to	J Ainsworth &		
		be produced.	D Felix		
		•			
8. AoB	Education & Standards Committee Update				
	Mr Barnes reported that a very positive meeting had taken place on 17 th October; with a				
	good balance of challenge and support. Eight of the schools have relatively new				
	leadership/executive leadership staff; however signs are positive.				
	Business & Finance Committee Update				
	Ms Davies reported on the key developments from the B&F meeting held on 18.10.18:				
	finances remain very tight, and the core financial team continue to monitor closely.				
	Trustees also commented on the finance presentation which took place during the meeting,				
	stating that they had found it very useful. The Trust finance team are also in the process of				
	arranging a finance training day/session for Trustees to attend.				
	Meeting Format				
	Mr Donnelly asked Trustees for their opinion in relation to the new format of Trust Board				
	meetings. Trustees stated that they enjoyed the tour of the school and found the				
	, , ,				
	presentation very useful. Following further discussion it was agreed to time the tour half an				
	presentation very useful. Following further discussion it was agreed to time the tour half an hour earlier, ie 9.00 – 9.30 am.				

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Chair's initials to record approval of minutes:

Date:

14.03.19

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		Trustees rece venues for fut	edule incl. venues ived an updated copy of the meeting schedule which gave details of suggested cure meetings. Mr Donnelly explained the rationale behind allocation of venues. Following discussion the proposed venues were agreed.	Principals to be notified of the proposed meeting schedule & venues.	D Donnelly / P Roberts	ASAP	
9.	Date/s for Autumn Term Board Meetings	Board: Committees:	Thursday 14 th March 2019 E&S: Thursday 27 th February 2019 B&F: Thursday 20 th December 2018 & Thursday 7 th March 2019				

Meeting closed at 11.30 am

These minutes	s are approved as a true record of the meeting
Signed:	
	[Helen Stevenson]
Date:	14 th March 2019

Date: 14.03.19