

**The Heath Family (NW) Multi Academy Trust**  
**PART I - Minutes from the MAT Board meeting held on**  
**Thursday 6<sup>th</sup> July 2023 at 8.00 am**

<u>Trustees Present:</u> Helen Stevenson (Chair), Edward Vitalis, Karl Smith, Tony Gundersen, Janine Inglis, <u>In Attendance:</u> David Donnelly (CEO), Sharon Black (DOTL), Craig Parkinson (DOO), Paula Evans (DOHR), Natalie Gilmore (CFO)		<u>Apologies:</u> Christopher Davis, Annette Williams, Cheri Kelly <u>Non attenders:</u> None		
		Clerk (TGM): Trish Roberts		
Items	Discussion	Action	Who	When
<b>1. Welcome, introductions &amp; apologies</b>	Ms Stevenson welcomed everyone to the meeting.  At the meeting Trustees noted and accepted apologies from the following Trustee/s: Mr C Davis & Ms A Williams. Outside of the meeting Ms C Kelly advised that she had experienced technical issues in relation to joining the meeting, and as such her apologies have also been noted in the minutes.			
<b>2. Declaration of Business and Pecuniary Interests</b>	Trustees received a copy of the Trust's <a href="#">Register of Business Interests 2022-23</a> prior to the meeting. There were no updates reported at the meeting; Trustees also reviewed the Register against the agenda prior to the meeting and no declarations were received in respect of the agenda for this meeting.			
<b>3. To receive/ ratify PT I Minutes from THFNW Board mtg held on 25.05.23</b>	Trustees received an electronic copy of PART I minutes from the MAT Board meeting held on 25.05.23. There were no amendments to be made and therefore the minutes were accepted as a true record and ratified.  <b>RESOLVE: That PART I minutes of the MAT Board meeting held on 25.05.23 be approved as a correct record and signed by the Chair.</b>	Agreed MAT Board Minutes from 25.05.23 to be formally signed	Chair	ASAP
<b>4. To review Matters Arising not included on the Agenda (to include Action Tracker)</b>	<b>Trustees received an electronic copy of the Action Log dated 06.07.23 prior to the meeting.</b> At the meeting Trustees raised questions and Exec Officers provided answers/updates on outstanding actions in terms of matters arising from the minutes and the action log:  <b>Safeguarding / PREVENT Training / KCSIE Declarations:</b> Ms Stevenson reminded Trustees to send relevant information to TGM.  <b>Trustee Strategy Session:</b> Ms Stevenson noted that she will liaise with Mr Donnelly to agree next steps in relation to this outstanding action. Ms Stevenson explained that a number of things, outside of Trustees' control, have happened this year, which has led to the completion date not being met. Ms Stevenson suggested that once all exam results are known it may help to provide greater focus for the Trust Strategy going forwards. All Trustees agreed. Mr Donnelly therefore proposed that the completion date be changed to Autumn Term 2023 so as to allow the results to be received and discussions to take place. Trustees agreed with this amendment.	Trustee Strategy Session completion date (within Action Log) to be updated to Autumn Term 2023	Exec Officers	ASAP

<p><b>5. Chair's Action Report (to receive)</b></p>	<p>Trustees received an electronic copy of the Chair's Action &amp; Governor Membership Update 06.07.23 report prior to the meeting; and content was noted at the meeting.</p> <p><b>CoG Retirement:</b> Ms Stevenson spoke about the impending retirement of Mrs J Ainsworth, CoG at THS and PFP; and also voiced thanks for all that Mrs Ainsworth has done throughout her years of service to the Trust. Ms Stevenson asked that a letter of thanks be sent to Mrs Ainsworth on behalf of the Board; Mr Donnelly confirmed that this has been done, and also noted that he had presented Mrs Ainsworth with some flowers at her final LGB meeting with The Heath governors.</p> <p><b>Trustee Recruitment Process:</b> Ms Stevenson drew attention to the recent Trustee recruitment process that had taken place and then asked Mrs Roberts to provide further details in relation to why the potential candidate had stepped away. Mrs Roberts explained that the recruitment process had experienced a number of delays which had led to the potential candidate feeling that this was not the position for them. Mrs Roberts has since spoken with the Members about this, and they are due to meet to discuss ways in how the Trustee recruitment process can be streamlined.</p> <p>Ms Stevenson went on to speak about Trustee recruitment processes that take place at other Trusts, ie following a meeting between the Trustees, CEO and potential candidates, the Trustees recommend the appointment to the Members, rather than the Members conducting an interview process themselves. Ms Stevenson noted that informal meetings already take place between the potential Trustee, the CEO and CoB, and therefore wondered if there was any merit in changing THF's process to 'recommendation to Members to appoint' rather than the current process 'recommendation to move to formal interview process'. All agreed that amendment would help to speed up the process, and as such it should be taken to the Members for consideration.</p> <p>Ms Stevenson/Mr Donnelly will speak to the Members about this at their catch up meeting on 13.07.23 and if agreed the TGM will ensure that the Trustee recruitment paperwork is updated to reflect the new process.</p> <p><b>Vacancy Update:</b> Mr Parkinson provided a further update in relation to Trustee appointments that had been approved via Chairs Action:</p> <ul style="list-style-type: none"> <li>• Jodie Webster – Interim CoG (BWP)</li> <li>• Margaret Cassin – CoG / Trust Appointed Governor (TPS)</li> <li>• Amanda Kennedy – CoG (THS)</li> </ul> <p>Mr Parkinson also noted that a further resignation had also been confirmed:</p> <ul style="list-style-type: none"> <li>• Ronnie Cowan – Trust Appointed Governor (LHS)</li> </ul> <p>Mr Parkinson also explained that the Parent Ballot process at TPS had now concluded and that two Parent Governors had been elected subject to safer recruitment clearance.</p>			
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	<p>Mr Donnelly then went on to provide further details in relation to the 'interim' nature of the CoG roles at PFP and BWP.</p> <p>Ms Stevenson thanked Exec Officers/TGM for their input and also asked the TGM to keep a watching brief and check in more regularly with the Interim CoGs as they settle into the role.</p>			
<p><b>6. Governance Update</b></p>	<p>Trustees received a copy of the Governance Update report 06.07.23 prior to the meeting. At the meeting Mrs Roberts advised that there were no further updates to be received.</p> <p>Ms Stevenson then went on to speak about the recent Ofsted inspections that had taken place; noting that she had felt more comfortable in terms of Governance, ie Governors were actively involved in the process, and the inspection highlighted that paperwork and systems/processes are very strong. Ms Stevenson voiced thanks to all involved including Trustees, Governors, and Exec. Teams; and also to the TGM and Governance Professionals for the hard work that goes on behind the scenes.</p>			
<p><b>7. Performance Dashboard</b></p>	<p>Trustees received electronic copies of the Performance Dashboard (dated July 2023) prior to the meeting. Mr Donnelly provided a detailed overview of the data within the report;</p> <p><i>Basic Data</i></p> <ul style="list-style-type: none"> <li>• <i>Current Ofsted Grading:</i> Mr Donnelly provided an update in relation to the recent Ofsted inspection that had taken place at HPS; Mr Donnelly also noted that 7/8 of our schools have received Ofsted visits this year, and that for the majority, inspectors have commended the direction of travel. Mr Donnelly also referred to the Trust profile in terms of Ofsted gradings.</li> <li>• <i>Number of 1<sup>st</sup> Choices:</i> Mr Donnelly noted that 220 students attended TPS' transition day this week, which is a substantial increase both in terms of last year and with regards the reported figure. Mr Donnelly acknowledged that this is pleasing to see.</li> </ul> <p><i>Evaluating Provision Framework &amp; Performance Data:</i></p> <p>Mr Donnelly noted that a lot of work has been undertaken this year around the EPF, adding that the Trust's grading provided within the EPF summary is a little harsher than Ofsted's grading. Mr Donnelly then provided an update in relation to one of the Trust's primary schools (see PART II minutes for details).</p> <p><i>Performance Data:</i> Mr Donnelly advised that the release of KS2 results is delayed by a week this year, and therefore schools are not expecting to receive results until next week (11.07.23). Mr Donnelly reassured Trustees that KS2 data will be shared with them (via email) outside of the meeting cycle. Mr Donnelly also noted that GCSE results will be released on 24.08.23.</p> <p><i>Attendance:</i> Mr Donnelly advised that the E&amp;S Committee had received copies of attendance deep dive reports and they had been discussed in detail at their last meeting (30.06.23); also at the E&amp;S meeting prior to that (27.04.23) the committee had received secondary school attendance analysis reports which included</p>			

comparisons against national. Ms Black also spoke about the reduction in p.a., noting that the analysis shows that strategies are having an impact in terms of key groups, ie PP, SEND, FSM.

Exec Officers then went on to speak about challenges around attendance / p.a.:

*HPS:* holiday taken in term time; family refusing to send child to school etc; Exec Officers also explained the impact these absences have on the overall attendance figures.

*BWP:* 40% of children are p.a.; Exec Officers explained that a number of these children are very close to the tipping point, therefore if these children's attendance was converted back or prevented from going over the line in the first place, it would be a significantly different picture. Exec Officers noted that the new Director of Quality & Standards (DoQS) will be taking on the strategic lead for attendance in September; and also noted that the DfE Attendance Adviser has completed the deep dive visits and she has confirmed that the Trust/Schools are doing what they need to be doing.

**Q: *Is there a particular issue around attendance at THS?***

**A: *The dip in attendance at THS aligns with the national trend; I don't think there is a particular issue, but we will need to look into this in further detail. The impact of Covid is still apparent, and also Teaching Staff strikes are also having an impact; however in terms of THS, we have not picked up any issues; their attendance is not where we would want it to be, but it still remains slightly above national. Ms Black also noted that there is a small cohort in Y10/11 who are also impacting on the attendance figures. Ms Black assured Trustees that the school has got case studies on these children and that attendance remains a high focus for the school.***

**Q: *The overall EPF summary shows that all 3 secondary schools are judged as Good; how can they be judged Good if Quality of Education is graded Amber?***

**A: *This summary reflects the school's judgement, but you are right in that there is an anomaly between the two judgements. Going forwards this will be picked up the DoQS.***

Trustees noted that they would expect the school to provide their assessment to Trust leaders, but then there needs to be a review of the grading at Trust Exec level; the reason for this is that the Trust Exec needs to own the data that is reported to Board.

Mr Donnelly noted that he agreed with this and therefore the DoQS' QA role will be about corroborating judgement; ie the DoQS will report their findings to the Trust Exec and in turn they will then agree/report the Exec's judgement to the Board. Discussion followed regarding the need to do the same for other Trust strands, ie HR, Finance, Operations.

**Q: *In each of the Quality of Education judgements can you provide a verbal bullet point summary of any current issues, what is being done to rectify the issues and timescale for completion?***

**A: *Quality of Education is a self-limiting judgement; Quality of Curriculum is the core issue at this point; where it is not shown as Good, it means it is not fully implemented, or it is not implemented appropriately***

	<p><b>or there are inconsistencies. The Trust's KS3 curriculum will be in place for September 2023 and this will address these issues. Mr Donnelly then went on to provide further details in relation to each school.</b></p> <p>Trustees spoke about concerns re school leaders' understanding around how QoE impacts other Ofsted judgements, ie Leadership &amp; Management. Mr Donnelly assured Trustees that school leaders do understand the Ofsted framework and how QoE impacts other judgements; noting that the issue being highlighted is partly linked to the new reporting systems being used this year. Mr Donnelly advised that the DoQS' role will be to get to grips with this, and in turn this will result in better reporting in 2023-24.</p> <p>Ms Black also provided further details in relation to work that has been undertaken to produce the KS3 curriculum; ie there was variability in relation to curriculum planning; SB met with Exec Leaders/Curric Leaders to identify/agree minimum expectation; training needs were also identified; Middle-Leaders development day took place so that all middle leaders received the same message re the curriculum plan. Ms Black also noted next steps, ie TCAT will be providing additional support in Technology at TPS; a desktop review will be undertaken in order to identify whether the Trust curriculum meets the threshold.</p> <p>Ms Black also noted that in terms of Teaching &amp; Learning it is not about checking of understanding, it is more about constantly checking and reshaping the direction of travel, ie the Trust is working with leaders; there is an evidence-based approach; we have the 'Big Move' on Teaching &amp; Learning in September 2023; and that the same approach will be used for lesson planning. Ms Black also noted that this is a metacognitive approach; and that Sprint checking will look at knowledge/understanding. Ms Black assured Trustees that from this approach the Trust will see a shift in provision.</p> <p><i>Fixed Term/Permanent Exclusions:</i> Mr Donnelly noted that he does not believe our schools have a serious behaviour issue, however they have seen more behaviour issues since the return from Covid. Mr Donnelly then went on to explain the Permanent Exclusion data in more detail, noting that figures are lower than national, however they are high for the Trust.</p> <p><i>Safeguarding Referrals:</i> Mr Donnelly noted that some of the data looks to be on the high side; however there are inconsistencies in terms of approach at each school and as such this can skew the data. Mr Donnelly also noted that high numbers are not necessarily negative, ie they can evidence that systems are in place and are being used. Mr Donnelly also spoke about how social issues outside of the school environment can also impact the Safeguarding data in school.</p> <p><b>Q: In terms of the Safeguarding concerns data; is this all concerns, ie staff and pupils; and is there a way this data can be split out?</b></p> <p><b>A: This data is general across the board; we use CPOMs at all schools within the Trust and therefore we should be able to provide a more detailed report for Trustees, ie a report which breaks down the overall safeguarding figures into categories. Mr Donnelly advised that this report will be provided at the next Trust Board meeting.</b></p>	Provide additional breakdown of safeguarding reports data	SG Lead	Next Board mtg
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	<p>Trustees thanked Mr Donnelly, noting that it will be useful to see what the high-level categories are and whether/how they link to other areas such as attendance.</p> <p><i>Current HR Casework:</i> Ms Evans reported that there were no updates to report.</p> <p><i>Budget:</i> Ms Gilmore reported: as at month 8 we are £37k favourable to budget with a predicted year end £237k surplus which is £87k favourable to budget. There are mixed results across schools with upsides from additional grants and pressures on operating costs such as utilities associated with the current cost of living pressures. The focus of the team has been on ensuring we've met the restrictions on our restricted grants and closing down the month 9 finances to tighten our year end forecasts.</p> <p>Ms Gilmore also noted that the Board approved next year's budgets at their last meeting and that her focus is around sensitivity analysis, working with school leaders on the profiling of those budgets and reviewing balance sheet and reserve forecasts. The finance team are also looking at routinely reporting 3 year Income &amp; Expenditure and balance sheet forecasts into the Trust's monthly management accounts.</p> <p><i>Survey Data:</i> this item was covered under a separate agenda item (see item 8).</p> <p>There being no further questions, Ms Stevenson thanked Exec Officers for their updates.</p>			
<p><b>8. Survey Data - Update</b></p>	<p><i>[KS joined the meeting during these discussions]</i></p> <p>Mr Donnelly noted that this is the 3<sup>rd</sup> iteration of the pupil, parent and staff surveys; and as such the information provided was in relation to the current survey (Jun 2023) and in comparison the survey data from Autumn Term 2022 (Oct 2022).</p> <p><b><i>Parental Survey:</i></b> Mr Donnelly noted that more responses had been received from THS parents.</p> <p><b><i>Q: For context, would it be possible to also show the number of respondents as a % of the cohort?</i></b></p> <p><b><i>A: We could provide that figure, however there is the potential for 2 parents from the same family to complete the survey and as a result the % figure could be slightly skewed.</i></b></p> <p>Mr Donnelly went on to explain that broadly the parental survey results in June 2023 are comparative with the results from October 2023; however the levels of dissatisfaction are slightly increased. Mr Donnelly then highlighted a couple of areas of concern:</p> <p><i>My school makes me aware of what my child will learn during the year</i></p> <p>Mr Donnelly noted that schools are very aware of what they need to do in relation to this, ie publishing information on website, communications with parents etc; however 24% of parents do not feel schools are letting them know enough. Mr Donnelly explained that further work is required in order to drill down into the data, ie we need to find out what information parents feel they are not being provided with, and also what their expectations are.</p> <p><i>I would recommend this school to another parent</i></p> <p>Mr Donnelly noted that overall 12.5% parents wouldn't recommend our schools to another parent; again, in comparison to October 2022, this result has got worse and is higher than we would want.</p>			

Mr Smith noted that he liked the ‘communications’ questions.

**Q: Is there a mechanism for parents to log into a system so that they can access their child’s progress; also does the system give them access to personal development data as well as performance progress data, ie does it show parents what activities their child is getting involved in?**

**A: We do need to get a system that brings this information together; currently secondary schools use ClassCharts, and primary school use something similar like Class DoJo**

**Q: Are these systems being used well?**

**A: We will need to drill down to look at how schools / parents are using them.**

Trustees agreed that it is important to ask parents what they are expecting to see when accessing these systems; Trustees also spoke about the need to drill down to look at why only a small % of parents responded.

**Q: Is there any correlation between areas of deprivation and responses provided to certain questions?**

**A: We can drill down at school level but the surveys are anonymous. These results are dropped into a spreadsheet and they are discussed in detail with the school leader.**

Mr Donnelly noted that if we can sort out the issue around communications, it is felt that the level of satisfaction may change. Mr Donnelly also noted that the strongly agree responses have also dropped.

Have you ever raised concerns with the school and did the school deal with them appropriately?

Mr Donnelly provided further contextual data in relation to these results; noting that again the responses had slightly worsened from Oct 2022. Mr Donnelly noted that again this links in to the issues raised around communications, ie these results highlight that communication systems are not working as well as they should be. Mr Donnelly also spoke about how some schools go into defensive mode rather than address the concern, ie some schools are more successful when dealing with concerns / complaints than others. Mr Donnelly advised that this would be an area of discussion at the next Exec Leaders’ group meeting.

**Q: In terms of training is there something we need to look at with regards customer service training?**

**A: Yes, this is something we need to do; we need to ensure that parents feel that they are being listened to from the outset. We also need to look at the Complaints Procedure as it feels a little clunky; and there may also be mileage in us employing a Parent Advocate.**

**Q: Is there a timeframe when dealing with concerns/complaints, ie initial response to confirm receipt by X, formal response by X etc?**

**A: Yes there is a set timeframe for formal complaints, but there isn’t for concerns. A whole piece of work around this needs to be undertaken. Mr Parkinson then provided details in relation to the Complaints Procedure timeframe.**

Mr Donnelly explained that the Trust doesn’t have an issue with complaints, ie we have very few; however parents are not happy in relation to how their concerns are managed. Mr Donnelly reiterated that it is about the interface and how vital the initial communication is.

**Secondary School Students Survey:** Mr Donnelly noted that not enough responses had been received from TPS, which has resulted in an unbalanced survey. Mr Donnelly also explained that Y11 had left and therefore the response for this cohort was less.

Mr Donnelly then highlighted areas of concern:

*Number of Students not enjoying school* is up about 10%; Mr Donnelly noted that he imagined this is a similar position at TPS; and also spoke about the links between pupil attendance, engagement and how they lead to the student's enjoyment of school.

*Behaviour / Bullying:* Mr Donnelly noted that the responses to these questions had also slightly worsened from the results provided in Oct 2022.

Mr Donnelly also drew attention to the wording of the question re bullying, ie it is not worded in a positive vein and therefore it is out of kilter with the rest of the questions.

Trustees voiced concern with regards the number of children completing the survey, noting that it is a leadership responsibility to encourage as many children as possible to take part; ie if only small numbers participate it is not a true picture of how the student body are feeling. Trustees also noted that if the out of school enrichment activities are good enough, children will get involved and as a result engagement / enjoyment of school can be improved.

Mr Donnelly confirmed that he will be asking TPS to re-run their survey. Mr Donnelly also noted that schools need time to unpick the results, identify key points that have come from them, and then respond to key stakeholders. Mr Donnelly explained that this process will be undertaken by all schools and also noted that he will personally be involved in this process.

**Q: Will the outcome of these deep dives be fed back to Trustees?**

**A: Yes**

**Q: Do we have Student Councils at our schools? Just wondering how we could utilise them to help understand the feelings/needs of the student/pupil body.**

**A: Yes, we can use Student Councils, but we need to be aware that their membership may not be entirely representative of the school community as a whole. As such there is need for a broader piece of work as well.**

**Primary School Pupil Survey:** Mr Donnelly noted that he is looking at how we can survey younger children within our school cohorts, ie there may be a need for a staff member to complete them individually with each child. Mr Donnelly also drew attention to the inconsistencies between some of the responses provided.

Mr Donnelly then highlighted any areas of concern:

*Number of children who do not enjoy school:* Mr Donnelly noted that this figure has increased in comparison to the Oct 2022 responses.



	<p>Mr Donnelly also noted that going through the comments from the pupil surveys, they do not reflect the responses provided around behaviour/bullying. Mr Donnelly added that generally the primary pupil survey results are more positive but there is still more work to be done.</p> <p>Trustees also noted the importance of capturing children’s enthusiasm when they are young, ie positive experiences of school at primary age impacts greatly both during the child’s primary years and also as they move to the next stage of their learning.</p> <p><b>Staff Survey:</b> Mr Donnelly noted that there had been a much lower staff response to this survey; and that more secondary-based staff responded than primary-based staff. Mr Donnelly also noted that the level of negativity was also a concern, and added that the staff wellbeing group are also picking up on these concerns.</p> <p>Mr Donnelly then highlighted areas to note:</p> <p><i>Behaviour Management:</i> Mr Donnelly noted that in the comments section (Q3) a number of staff raised concerns around student behaviour and it not being well-managed by leadership. Mr Donnelly noted that although leadership have a significant role to play in managing student behaviour, it is however linked to the role of all staff within the school. Mr Donnelly explained that there is a need to get under the skin of these concerns, so as to understand what can be done to improve things for all staff.</p> <p><i>Workload:</i> Mr Donnelly noted that 1/3 of staff who responded feel that their workload is not taken into account. Mr Donnelly also noted that workload is one of the reasons why teachers are currently taking strike action.</p> <p>Mr Donnelly also explained that he feels that a lot of comments may be linked to the work that is being asked of staff in relation to the Trust Curriculum.</p> <p><i>Staff enjoy working at this school:</i> Mr Donnelly noted that 88% of staff enjoy working at our schools, which is a pretty positive result.</p> <p><b>Q: In terms of response rate – do staff have allocated time to complete the survey?</b>  <b>A: No, they have normally completed in their own free time, however we could look to see if there was a mechanism that would enable them to be allocated time – as you say it could lead to improved response levels.</b></p> <p>Mr Donnelly noted that it will be the role of Trust’s focus groups to also drill down into the staff survey results. Mr Donnelly then went on to provide further details in relation to this.</p> <p><b>Q: What is the % Support Staff to Teaching Staff?</b>  <b>A: FTE – 42% Support Staff, 58% Teaching Staff. Headcount – 55% Support Staff, 45% Teaching Staff. Mr Parkinson explained that the headcount figures are the opposite way round to the FTE figures due to the number of support staff who have part-time roles, ie cleaners, midday assistants etc.</b></p>			
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	<p>Trustees noted that the survey results around behaviour management concerns could potentially be skewed by Support Staff, ie behaviour management may not be seen as their role, and as such they may not be/feel supported.</p> <p>Trustees suggested that it may be good to see the results separated out so that concerns of distinct staff groups, ie Teachers / Support Staff, are more transparent.</p> <p>Mr Donnelly also explained that at a recent Ofsted inspection it had been noted that the Trust/School leaders look after their staff well; Mr Donnelly also noted that there are distinct differences between primary and secondary observations.</p> <p>Trustees noted that if there are only 1/3 of staff who responded, there are not enough responses to see a complete picture, and this would be even worse if the survey results were split into Teaching and Support staff reports.</p> <p><b>Q: Is there a way of going out to staff again, ie explain that this is an extra staff survey and they will be allocated time to complete?</b></p> <p><b>A: Yes, we will speak to Heads tomorrow; and will ask everyone to complete the survey at the beginning of term. Mr Donnelly noted that 162 is a good sample, but agreed that the results could be skewed.</b></p> <p>Mr Donnelly went on to speak about staff wellbeing; Mr Smith also spoke about the TES service ‘Staff Pulse’ and how this can be used for staff wellbeing surveys.</p> <p>There being no further questions Ms Stevenson thanked Mr Donnelly for his presentation, noting that it had led to a really useful discussion and some good points to take forward.</p> <p><i>[EV left the meeting at the end of this discussion]</i></p>			
<p><b>9. School Improvement</b></p>	<p><i>Coasting Schools:</i> Mr Donnelly noted that there were no further updates to mention as everything had been covered during the previous agenda items.</p> <p>Ms Black went on to provide a short verbal summary in relation to the discussion around Attendance and Sprints that had taken place during the last E&amp;S meeting (30.06.23). Mr Smith noted that the meeting had led to a really positive discussion and it evidenced that there was a clear plan in place.</p>			
<p><b>10. Bridgewater Park Leadership</b></p>	<p>Mr Donnelly noted that at the last Board meeting Trustees had agreed for the Leadership Restructure Proposal for Bridgewater Park Primary School to go out to consultation.</p> <p>Mr Donnelly advised that the consultation process had been undertaken as per the timeline outlined within the proposal document; and that recruitment processes have been successfully completed for the roles of Executive Principal and Head of School:</p> <p>Executive Principal – Sarah Greer Head of School – Ashleigh Hudson</p>			

	<p>Mr Donnelly noted that both staff have been acting in these roles since Sep 2022. Mr Donnelly went on to explain that the next step will be to go out for a Deputy Head of School, and this role will most probably need to be advertised nationally.</p>			
<p><b>11.Risk &amp; Reporting Update</b></p>	<p>Trustees received a copy of the Trust’s current Risk Register and the Risk Register Change Log prior to the meeting.</p> <p>Mr Donnelly noted that the Risk Register now shows a complete meeting cycle; and added that Risk Register document will be updated during the Summer so that it reflects the new Risk Assessment process agreed at last meeting.</p> <p>Mr Donnelly then provided a brief summary in relation to those Risk items which had changed/were of concern.</p> <p><b><i>Q: When school leaders are preparing their Risk Register do they aggregate it up with their performance dashboard?</i></b></p> <p><b><i>A: These two documents do align in the main but they are slightly different and this has caused some confusion. This is why we brought the Risk Assessment proposal to Trustees for approval at the last meeting; the new process that was agreed will align with the existing Evaluating Provision Framework so that it ensures a more streamlined and focussed approach. Mr Parkinson also noted that Internal Audit had been tasked with reviewing the Trusts approach to risk and they too had queried the correlation between the two documents.</i></b></p> <p>A3.5 and A3.6: following Trust assessment post budget setting these risk items were upgraded to Green.</p> <p>Mr Donnelly also drew attention to the individual school cells that were graded Red, noting that these judgements had been made a good few months ago, ie just after Christmas, and therefore CoGs will be asked to revisit any Red ratings on a more regular basis.</p> <p>A5.5: following Trust assessment post survey results this item has been downgraded to Amber.  A7.1: following Trust assessment post survey results this item has been downgraded to Amber.  B7.3: following Trust assessment post survey results this item has been downgraded to Amber.  B1.1: following Trust assessment post recent Ofsted inspections this risk items was upgraded to Green.  C2.2: following Trust assessment post recent Ofsted inspections this risk items was upgraded to Green.</p> <p>Trustees thanked Exec Officers for their presentation/input noting that the proposed changes made complete sense and as such they were happy to endorse.</p>			
<p><b>12. AoB</b></p>	<p>There were no AoB items to be discussed.</p>			

<p><b>13. Date of Next Meeting</b></p>	<p>Trustees received an electronic copy of proposed Trust Board Meeting Schedule 2023-24 prior to this meeting.</p> <p>At the meeting Ms Stevenson asked that the December MAT Board meeting be moved forwards by a week; Exec Officers noted that the main agenda item for this meeting is the receipt/discussion/agreement in relation to the Trust's accounts Y/E Aug 2023. Following discussion it was agreed that Exec Officers will be able to schedule the completion of this task in line with the proposed meeting date of 07.12.23. No other concerns were raised and therefore Trustees were happy to agree the change.</p> <p>(Since the meeting, HS has also emailed Trustees with a query in relation to the Jul 2024 meeting.)</p>	<p>Updated Trust Board meeting schedule to be circulated to Trustees</p>	<p>TGM</p>	<p>ASAP</p>
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Meeting closed at 9.30 am

These minutes are approved as a true record of the meeting

Signed: .....

**[H Stevenson – Chair]**

Date: 19<sup>th</sup> October 2023