



**ABRIDGED MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 17 OCTOBER 2019 AT LEEDS CITY ACADEMY, COMMENCING AT 5.30PM**

**Present:** Lydia Devenny, Caroline Gruen, Erica Hiorns, Paul Morrissey, Jane Pither [Chair], David Strachan and Andrew Whitaker

**In attendance:** Toby Cale, Vice Principal, Sarah Carrie, Principal – Leeds East Academy, Sam Corbett, Clerk to the Board and Stuart Jolley, Chief Financial Officer.

**PROCEDURAL MATTERS**

**19/20.01 a Apologies for absence and welcome (if any)**

Apologies were received from Colin Booth, Margaret Parkes, Kate Pearlman-Shaw, Darren Shickle and Craig Williams.

The Clerk confirmed that the meeting was not quorate therefore any decisions would require a resolution, in writing, following the meeting.

**Action – the Clerk would circulate details of the decisions which required a written resolution**

**b Any declarations of interest**

Lydia Devenny declared that she was the corporate "owner" of the LEG Risk Management Policy (Minute 19/20.07a).

There were no further declarations of interests, other than those declared in the Register of Interests.

**c Appointment of Vice-Chair of Board**

The Chair indicated that only one director had expressed an interest in becoming Vice-Chair of the Board, Erica Hiorns.

**Action – the Clerk would send the proposal regarding the appointment of Erica Hiorns as Vice-Chair of the Board following the meeting**

**d Board appointments and resignations**

The Chair advised that Claire Rix had tendered her resignation. The Board noted their thanks to Claire.

She indicated that Andrew Whitaker had met with and recommended a suitable replacement, Helena Phillips, who had a background in HR. The Chair proposed that following the meeting, her appointment be ratified.

**Action – the Clerk would send the proposal regarding the appointment of Helena Phillips following the meeting**

The Clerk reported that the Luminate Education Group (LEG) Board had agreed Colin Booth's re-appointment as a 'sponsor appointed' director following his previous term ending on 30 September 2019

Members had agreed the appointment of Margaret Parkes as a director, with effect from 1 September 2019.

## BOARD MINUTES AND MATTERS ARISING

### 19/20.02 a Minutes of Board meeting held on 4 July 2019

The Minutes of the Board meeting held on 4 July 2019 were considered and approved by the Chair.

**Resolved – The Minutes of the Board meeting held on 4 July 2019 were approved as a correct record by the Chair.**

### b Matters arising

#### i Summary produced by Clerk

The summary of matters arising to date was considered.

With regard to Minute 18/19.66b, relating to the SIMS malfunction, the CFO advised that the police investigation had concluded.

The Executive Principal (EP) advised that the matter would be considered at the next Trust Leadership Group Meeting and reminded the Board that appropriate safeguards were in place to minimise the likelihood of re-occurrence.

With regard to Minute 18/19.68c, relating to a thank you letter to Mark Feldman, the Chair confirmed that the letter had been sent.

The Clerk updated the log to reflect discussion confirming the status of each item.

#### ii Any other matters arising

No other matters were raised.

## COMMUNICATIONS

### 19/20.03 a Chairs' & Directors' communications

The Chair thanked the Board for their contribution to the 1:1 meetings held over the summer.

The Chair referred to a presentation at the LEG Board meeting from Leeds Learning Alliance. She indicated that they had expressed an interest in developing a partnership with WRAT, therefore she had asked them to present further information at the December WRAT Board meeting.

**Action – the Clerk would include a presentation from Leeds Learning Alliance on the December Board Agenda**

The Chair provided an update in relation to a recent Regional School Commissioner (RSC) event that she had attended. She indicated that she had spoken with both Lord Agnew and the RSC.

She reported that she was continuing to work with closely the Board Development Advisor and would be inviting her to the January Board Away Day.

**b EP's communications**

The EP reported that the DfE's Schools Resource Management Advisor (SRMA) had been working closely with the Trust. He explained that it was common practice for a SRMA to work closely with Trust's considering considerable growth.

The EP articulated the positive feedback received from visitors attending the academies, details of which he advised were available through social media.

In response to a question regarding links with local sporting organisations, the EP confirmed that these links were already in place.

The EP shared details of the increasing number of partnerships with other Multi-Academy Trusts (MAT). It was suggested that Board members meet with representatives from other MATs.

**Action – the EP to organise for Board members to meet with representatives from other Multi-Academy Trusts where feasible**

**c Any matters referred by LABs**

No matters had been referred to the Board by the LABs.

**PERFORMANCE MANAGEMENT & SCRUTINY – SCHOOL IMPROVEMENT**

**19/20.04 a Summer Examination Results (as circulated over the summer) & LEA plans for 2019/20**

Sarah Carrie delivered a presentation relating to the summer examinations results and plans for 2019/20 at Leeds East Academy.

Sarah referred to the challenges that she had been faced with.

In response to a question regarding union opposition, Sarah provided an overview of the issues.

In response to a question regarding the impact of changes in leadership, Sarah provided an overview of the issues she had inherited upon her commencement in post.

Discussion took place regarding community tensions. The EP advised that community relations remained settled. Work was ongoing by the local partnership committee that had been established at the time of the issues.

Following detailed discussion regarding the impact of incorrect data, Sarah explained that the Academy Development and Improvement Plan focused on using data intelligently to drive improvements. She intended to use national data as a benchmark to set half-termly KPIs, then carefully track and monitor progress. The intention was to streamline systems to ensure a simple and unified approach.

The impact of the new ways of working during the first five weeks of term were shared with the Board.

The EP thanked Sarah for her presentation. He acknowledged the impact of the changes, which had been reflected in feedback he had received from staff and visible changes in pupils' attitudes.

**b EP's Report & Data Dashboards**

**i Executive Summary/narrative re dashboards**

## Private and Confidential

The Board received and considered an Executive summary and narrative in relation to the dashboards. The Vice Principal (VP) provided a verbal summary.

The Board noted its thanks to the VP for the enhanced clarity provided by the new style of report.

In response to a question regarding conflicting data in the report, the VP clarified that the measures were not directly comparable as some covered terms one to four and others terms one to six.

The Board provided feedback in relation to reporting on Key Stage 3 data. The VP noted comments, which would be discussed with the EP following the meeting.

### **Action – the VP and EP would reflect on comments from the Board in relation to Key Stage 3 data**

#### **ii Outcomes dashboard**

The Board received and considered the Outcomes Dashboard.

#### **iii PDBW dashboard**

The Board received and considered the PDBW Dashboard.

#### **iv SEND dashboard**

The Board received and considered SEND Dashboard.

#### **c Academy Improvement Partner Workplan**

The Academy Improvement Partner Workplan was received and noted. Erica Hiorns indicated that the Board's feedback had been considered when the plan had been developed.

#### **d Board Working Parties Update**

The Board received and noted the update from the Board Working Parties on the progress towards developing a Trust strategy.

## **FREE SCHOOL APPLICATIONS**

### **19/20.05 a Free School Applications (3-16 Special School pre-circulated for approval late September)**

The EP delivered a presentation regarding free school applications. He explained that the RSC was supportive of the Trust's growth plans and that the Local Authority were keen to work with MATS focussed on inclusivity. He outlined the RSC's strategy in relation to merging smaller, underperforming Trusts. He indicated that it was imperative that the Trust did not fall into this category.

The EP highlighted the support and advice received from other MATs during the application stage.

The EP apologised for the late notice when circulating the 3-16 special school application, indicating that future applications would be circulated eight days in advanced of the deadline.

It was suggested that future applications be brought to the Board's attention, prior to commencing the application process, which was agreed.

After detailed consideration, the Board thanked the EP for the update.

## **AUDIT & FINANCE MATTERS**

### **19/20.06 Audit and Finance Committee feedback, including reports recommended for approval**

#### **a Minutes of Audit & Finance meeting held on 7 October 2019**

The Board received and noted the minutes of the Audit and Finance meeting held on 7 October 2019.

#### **b WRAT Financial Regulations**

The Board received and considered the updated WRAT Financial Regulations. It was noted that the Audit and Finance Committee recommended approval.

**Action – the Clerk would include the WRAT Financial Regulations on the report detailing actions requiring written resolution**

### **Reports for the Board**

#### **c Financial Performance Report – 31 August 2019**

The Board received and considered the Financial Performance Report, which outlined the financial position for the period ending 31 August 2019.

The CFO indicated that the report had been updated following the Audit and Finance meeting. He drew attention to the latest outturn position the approved budget position.

He provided an update in relation to key risks, including the recent dialogue with the ESFA in relation to clawback of funding.

The cashflow detailed in the report reflected receipt of the 2017/18 Pupil Number adjustment (PNA) for Leeds East in October 2019.

He indicated that a review of expenditure would improve the position further.

#### **d Chairs review of Management Accounts**

The Chair indicated that she had continued to review the management accounts on a monthly basis.

#### **e Investment in the academies' IT infrastructure**

The Board received and noted the report relating to IT investment, which had been reviewed by the Audit and Finance Committee.

#### **f VFM Reviews (pre report for inclusion in Annual Report & A/Cs)**

The Board received and considered the Value for Money report which provided an overview of the activities that had been undertaken during 2018/19 in order to ensure that the Trust secured value for money when deploying its financial resources.

The Board considered the statement on the Review of Value for Money, which would be included within the Governance Statement in the Annual Report & Accounts. The Board supported the proposed wording.

**g Governance Report (pre report for inclusion in Annual Report & A/Cs)**

The Board received and considered the proposed Governance Statement, which would be included within the Governance Statement in the Annual Report & Accounts. The Board supported the proposed wording.

**h Risk Register – September 2019**

The Board received and noted the latest risk register.

**For information**

**i Academies Financial Handbook**

The Board received and noted the revised Academies Financial Handbook.

**POLICIES**

**19/20.07 a LEG Risk Management Policy**

The Board received and considered the LEG Risk Management Policy. It was noted that the Audit and Finance Committee recommended approval.

**Action – the Clerk would include the LEG Risk Management Policy on the report detailing actions requiring written resolution**

**b Anti Fraud, Corruption and Bribery Policy**

The Board received and considered the Anti-Fraud, Corruption and Bribery Policy. It was noted that the Audit and Finance Committee recommended approval.

**Action – the Clerk would include the Anti-Fraud, Corruption and Bribery Policy on the report detailing actions requiring written resolution**

**c Revised Complaints Policy**

The Board received and considered the revised Complaints Policy. It was noted that the Audit and Finance Committee recommended approval.

**Action – the Clerk would include the Complaints Policy on the report detailing actions requiring written resolution**

**GOVERNANCE MATTERS**

**19/20.08 a Appointment of Chair & Vice-Chair of A&F Committee**

The proposed appointments of the Audit and Finance Committee's Chair and Vice-Chair were noted.

**Action – the Clerk would include the appointment of the Audit and Finance Committee's Chair and Vice-Chair on the report detailing actions requiring written resolution**

**b Appointment of Link Directors (E&D, H&S, SEND and Safeguarding)**

The Board discussed the appointment of link directors. It was agreed that due to limited attendance, this item would be discussed at the next meeting.

**Action – the Clerk would add Appointment of Link Directors to the December meeting agenda**

**c LAB matters :**

**i LAB appointments**

Private and Confidential

The proposed appointments of the Local Accountability Board (LAB) Chairs were noted.

**Action – the Clerk would include the appointment of the Local Accountability Board (LAB) Chairs on the report detailing actions requiring written resolution**

**ii LAB membership 2019/20**

The Board noted the changes in LAB membership. The Clerk indicated that further changes were required following the last meetings and an updated version would be added to the portal.

**Action – the Clerk would add an updated version of the LAB membership report onto the Portal**

**d Trust Board Action Plan/Board Development Programme Update**

The Board received and noted the Trust Board Action Plan/Board Development Programme Update. The Chair provided a brief summary and thanked Erica for re-designing the plan.

**e Compliance with KCSE and Prevent**

The Clerk provided an update in relation to those Directors, which still needed to confirm their compliance with KCSE and Prevent.

**ANY OTHER BUSINESS**

**19/20.09 a Any other business**

No other business was discussed.

**MEETING ARRANGEMENTS**

**19/20.10 a Date of next meeting**

It was confirmed that the date of the next meeting was Thursday 12 December at 5.30pm at LEA.

The meeting closed at 7.50

These Minutes have been certified as a true and accurate record of the meeting

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_