

HOLYROOD ACADEMY TRUST

Company Number: 7341523
A Company Limited by Guarantee
Registered in England

Draft Minutes of a Trustees Meeting Held at Holyrood Academy On Wednesday 8th February 2017 at 5.30pm

PRESENT:

Ann Adams, Martin Brook (from 6.00pm), Amanda Broom, Stuart Cochrane, Matt Collins, Mac Davison, Roger Evans Jonathan Farey, Ruth Hobbs, Pauline Lamond, Dinah Mair, Paul Tuffin, Tina Coles (Company Secretary /Clerk), Paula Gibson (Minutes Secretary)

APOLOGIES: Ewan Cameron, Margaret Mercer

WELCOME

RE welcomed all to the meeting.

1. APOLOGIES AND CONFIRMATION OF QUORUM

Apologies were received from Ewan Cameron and Margaret Mercer.

It was noted that a quorum was present.

2. DECLARATION OF PECUNIARY INTERESTS.

No Pecuniary Interests were declared

3. MINUTES FROM LGC MEETING ON 10th NOVEMBER AND TRUSTEES MEETING 7th DECEMBER AND MATTERS ARISING

RE signed the LGC minutes as a true and accurate reflection of the meeting held on the 10th November.

Action	Update
Provide a simplified set of indices for Sixth Form	MC and DMc to bring to meeting 28 th March
Case study of individual students illustrating how issues raised and sort of actions taken	DMc to attend on the 28 th March
Speak to Dominic Hunter about action plan and CPD for staff use of Google classroom/Google Cloud for storage of resources	Update at next meeting 28 th March on progress

Update Head teacher's report with additional information requested	For meeting 28 th March
Update Whistleblowing policy, publish and communicate to staff	Action Complete
Undertake student/staff voice using Survey Monkey	Currently undertaking parent survey – survey responses to be made available at the meeting on the 28 th March.
Provide the number and location of students who are currently in off-site provision	Action Complete - TC circulated the document regarding the students who are educated off site. Governors asked about how students attendance is monitored – TC will find this information and report to MDa on procedures

AA signed the minutes as a true and accurate reflection of the meeting held on the 7th December.

Action	Update
Contact all trustees with request for information regarding background and skills	Complete – the members information was complete as part of MAT application
Detailed schedule of membership of each level including revised dates of meetings to be circulated.	Complete

4. SEN CODE UPDATE

Ruth Hobbs gave a presentation on the new SEN Code of Conduct.

Governors noted that Somerset had in the past been a low “statementing” county and asked if this would change under EHCPs – RH hoped that the introduction of EHCP's will change this situation as would the creation of specialist provision for students with EHCPs. It was noted that there had been a reduction in AWPU (Average Weighted Pupil Unit) funding as historically money has been transferred from the schools funding block to pay for the overspend in the high needs funding block, reducing the amount available for basic school funding. This will not be allowed to happen in the future as transfers between blocks will not be allowed. A review regarding high needs provision is currently taking place.. RH remarked that there were a number of students in a specialist provision with needs that could be met in a mainstream school and also a number in mainstream that should be in

specialist provision. Due to the lack of available high needs provision in Somerset students are educated out of county which is very expensive.

RH informed governors that they needed to be aware of the budget and the designated SEN element and be able to evidence how the SEN funding is spent and may be required to evidence this before being able to access High Needs Top Up Funding.

It was asked what the risks were for Governors and the Academy regarding the SEN provision and RH replied that recent guidance expects the SENCo to sit on the SLT, but after discussion it was felt that the close links between the SENCo and SDa and her leadership role would be sufficient. RH also said that the high quality provision provided could mean that HA would be highly attractive to SEN families.

RH felt that the team at HA were strong and the SLT were aware of the areas of weakness and that interventions were now being put in place to address these issues. MB explained that the progress of SEN students is still the weakest group and this would cause issues with Progress 8.

RH was impressed that the school effectively uses the 'Assess, Plan, Do, Review' process. She had checked the website to ensure we were compliant, and was pleased to report that we are one of the few schools in Somerset that are Compliant.

RE thanked RH for her presentation.

5. UPDATE ON MAT APPLICATION

MB reported that the application for MAT status was graded on the 30th January and that a completion date of 1st April was aimed for – it was noted that this was a tight timescale but that this would bring financial years in line.

MB thanked TC for all her efforts in the process.

MB will meet with AA and Heather Burnett (Chair at AV) on 9th February to agree the next steps.

Governors asked MB about his expectation of growth, and he explained that a number of schools showed interest in joining the VLT, including another local school for which a preliminary meeting has already taken place. Another MAT is in operation within the area but their area of growth was likely to be small local rural primary schools. It was agreed that a proactive approach going forward was needed and that MB should now talk to other local good and outstanding schools which could build capacity within VLT. There is a cluster of primary schools local to AV who may be interested in working together, and positive conversation had taken place with Woodroffe School. It was noted that the VLT would not be keen to take on a school with difficulties unless directed to do so by the DfE.

It was therefore agreed that the way forward would be to have these initial conversations with schools and AA will report back with responses as necessary. Trustees will be further involved in these discussions and the LGC's will be notified about all aspects of Trust business through their meetings.

Action: Trust Business to be added as a standing Item to the LGC agenda.

MB has now agreed to be a member of the Redstart MAT and Suzanne Flack has agreed to become a member of the VLT.

Governors asked about any conditions of acceptance or concessions attached to the MAT approval and there were none. It was asked about any limitations to the numbers of MAT partners and MB explained that there were no limitations but that we should be mindful about capacity. The vision should be for an all through education.

The following items were then discussed and noted -

5.1 The Company is currently constituted as a single academy trust and currently runs as Holyrood Academy Trust. It was noted that on 19th January 2016 the Company had resolved to convert the Company to multi academy status so that it could also act as the academy trust for The Axe Valley Community College {TAVCC} (the "Joining Schools") and potentially other future academies. The target date for conversion is 1st April 2017 (the "Conversion Date").

5.2 The Company's application to convert the Company to multi academy status had been considered by the Headteachers Board of the Regional School Commissioner's Office on 30th January 2017 and given approval.

5.3 The purpose of this document is to specifically to consider the following:

5.3.1 the steps required to convert the Company from a single academy trust to a multi academy trust;

5.3.2 the steps required by the Company to facilitate the Joining Schools to convert;
and

Conversion to multi academy trust status

5.4 The following steps would be required to convert the Company from a single academy trust to a multi academy trust and it was proposed that work commence

on preparing the necessary documentation:

- 5.4.1 the Company's Articles would need to be varied from the single model Articles to the current multi academy trust model Articles;
 - 5.4.2 the Company would need to vary its existing single model funding agreement with the Secretary of State. This would be achieved by the Company entering into a Deed of Variation to adopt a new Master Funding Agreement relating to the running of the academy schools, and a new Supplemental Funding Agreement for each academy school;
 - 5.4.3 the name of the Company would be changed from Holyrood Academy Trust to The Vector Learning Trust and the change formally registered with Companies House.
- 5.5 It was further noted that a consultation with stakeholders regarding the Company's change to multi academy trust status has been carried out. Consultation was carried out from 1st April 2016 to 31st July 2016 and the outcome of that consultation was considered by the Trustees.

Conversion to academy status of the Joining Schools

- 5.6 It was noted that following the Conversion Date, Company would take responsibility for running the Joining Schools and accordingly it was proposed that:
- 5.6.1 all contracts and assets (and liabilities) used (or incurred) in the running of the Joining Schools be transferred to the Company under a Commercial Transfer Agreement for each school to be entered into between the Company, the Governing Body and the Council and that work commence on preparing the necessary documentation;
 - 5.6.2 subject to confirmation, the Company would acquire a leasehold or freehold interest (as applicable) in the land and property occupied by the Joining Schools and that work commence on investigating the ownership of land and preparing the necessary documentation;

5.6.3 all employees employed at the Joining Schools immediately before the transfer will transfer to the Company on their existing terms and conditions of employment with full continuity of service. TUPE regulations will not be required for Holyrood Academy staff but appropriate consultation would be undertaken with trade union representatives and staff. Joining schools would be subject to TUPE.

Work completed to date

5.6.4 There has been a significant amount of documentation completed and decisions have been made collectively between the Company and the Joining Schools regarding the conversions. Work already carried out and completed includes;

5.6.5 determining the vision and a strategic plan for the multi academy trust;

5.6.6 undertaking due diligence and investigating and reporting on the likely implications of academy status for the school;

5.6.7 procuring, appointing and liaising with legal advisors to undertake the academy conversion process;

5.6.8 determining the governance structure for the multi academy trust, including but not limited to the number and type of Members and Trustees and the Scheme of Delegation between the Trustees and the Local Governing Bodies;

5.6.9 determining the leadership structure for the multi academy trust;

5.6.10 governors were satisfied that the proposed conversion to the multi academy trust will not discriminate against any disadvantaged or vulnerable students or staff (ie on the grounds of gender, race, religion, disability etc)

5.6.11 Martin Brook will continue as Accounting Officer and Senior Executive Leader. Both these roles have to be a named person as laid down in the Academies Financial Handbook

5.6.12 scrutinising the academy documentation;

5.6.13 organising and undertaking consultation with stakeholders under the Academies Act 2010;

5.6.14 facilitating, where required, statutory consultation with staff;

5.6.15 discussions regarding identifying, procuring, appointing and liaising with other providers to provide services to the multi academy trust including but not limited to bank accounts, accountancy services, financial accounting software, HR services and pay roll services;

5.6.16 advising and/or making recommendations to the Trustees in relation to any aspect of the academy conversion.

Finally it was asked about when information would be made public – all staff are aware of the MAT approval, a formal press release and letters to parents / carers will follow shortly.

6. CHAIRS UPDATE

RE reported that he and MC continue to meet on a regular basis and now that the MAT application has been approved the roles and responsibilities going forward would become clearer.

RE also reported on the very successful awards evening he recently attended.

7. ADMISSIONS INFORMATION

This information had been previously circulated – TC explained that the bulk of preferences for 2017/18 were 1st choices and that a very high number of in-year admissions had been received across all year groups.

The PAN for post 16 will be kept under review – if numbers within the AV 6th Form do not increase then it could have to be re-designated as a 11-16 school and that any increase in PAN at HA 6th Form would be consulted upon as appropriate.

HA will continue to use Somerset LA for Year 6-7 admissions as it's a traded services and part of planned transition procedures. HA will continue to manage their own in year admissions – AV will also move towards managing their own in year admissions.

TC confirmed that legal advice had been sought and the Trust can use the common reference points within the Admissions Policy and that school specific information can be used with effect from October 2019 as any amendments can only be made after an 8 week consultation period which must be completed by March 2018.

TC referred all to her notes within the policy but noted that Trust critical staff appointments will be added.

8. CAPITAL SPEND

All information had been previously circulated, as the capital spend was above the financial limits.

Boiler –The new boiler is now needed for S Block (lower site) – this work is within the planned maintenance budget – all agreed to the appointment of Somerset Gas Services for this work on the recommendation of the Site Manager.

Wide Area Network (WAN) – this is required as the current contact with BT is due to expire. This work is within the budget – all agreed to the appointment of SWGFL (South West Grid for Learning) for this work on the recommendation of the Network Manager.

9.

9.1 GOVERNOR TRAINING

DM reported that she had tried to attend “Understanding School Data” course, but this had been cancelled due to lack of numbers.

Joint training within the VLT was discussed and it was agreed that this would be a good opportunity and items could include –

- Understanding Data
- Safeguarding
- Monitoring of Standards
- Headteacher Performance Management
- Finance for Academies

Action – AA will try and organise HR Roles and Responsibility training

RE explained that it was good practice to attend training as required.

9.2 LINK GOVERNOR VISITS

MDa link meeting notes had been previously circulated and he reported that he was pleased with the school review process and that the next review would focus upon the 3 weakest areas within the Academy. He was also pleased to see in the increase in Student Voice being used.

Governors had an in-depth discussion about Lead Practitioners (LP's) based upon the Teaching and Learning and Sixth Form link governors meetings and evidence provided in the school review and they agreed that they had concerns about the effectiveness of LP's and their value for money in their roles and asked the SLT to undertake a review of the LP's role. MC is to feedback on this review at the next meeting.

Action

- TC to check the job description of the LP's.
- MC to feedback on the LP review at the next meeting.

DM reported on the meeting that she had had with TC in which they discussed Pupil Premium (PP) funding – information is now included on the website as a result of this meeting. DM will meet with staff in Spring 2 regarding CPD and PP students' achievement.

AA and DM will meet to discuss Safeguarding in preparation for the audit in the autumn term. MB asked that during this period of transition the single central record continue to be closely monitored – this will be brought to the next meeting. Section 128 should also now be included in the single central record and that written confirmation of checks should be sought from any suppliers / contractors.

RH met with SDa regarding SEN provision and focused upon the TA role and their effectiveness. SEN reviews are now taking place with the SENCo and other staff - good systems were in place and that they track progress. It was reported that the SENCo has returned to her role full time at HA and the trial of her working across both sites had not been successful.

RE and JF had met with DMc and KS and good progress was being made although this meeting raised concerns about the roles of LP's. Extra-curricular and value added activities were positive. The recent tracking point was a cause for concern but it was hoped that this would see an upward trend. Some subject areas (Chemistry and Physics) were improving although others (Social Sciences, Maths and Electronics) were still causing concern. It was noted that the SIP visit had been more positive than the one this time last year.

RE and JF did note that DMc and KS only meet 1 hour per week and that they both felt frustrated with the team around them – DMc also felt that the momentum of change dropped when he was at AV. Another review will take place in March.

10. FUTURE MEETINGS

Dates of future meeting were circulated.

TC explained that going forward PG will minute the Trustees meetings and a new minute's secretary will be sought for the LGC.

11. AOB

A governor noted that dissatisfied comments between parents had been raised regarding the long term sickness of one the MFL staff.

MEETING CLOSED AT 19.30pm

CHAIR:

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

Action	By Whom	By When
Trust Business to be added as a standing Item to the LGC agenda	TC / PG	For all LGC meetings
Provide a simplified set of indices for Sixth Form – from 10 th November 16 meeting	MC and DMC	28 th March
Case study of individual students illustrating how issues raised and sort of actions taken – from 10 th November 16 meeting	DMC	28 th March
Speak to Dominic Hunter about action plan and CPD for staff use of Google classroom/Google Cloud for storage of resources – from 10 th November 16 meeting	Update at next meeting on progress	28 th March
Update Head teacher's report with additional information requested – from 10 th November 16 meeting	MC	28 th March
Parent survey results – from 10 th November 16 meeting	TC	28 th March
Student Attendance at Off Site provisions – checks to be made on the arrangements for this	TC and MDa	Before 28 th March
HR Roles and Responsibility Training to be organised	AA	As appropriate
Lead Practitioners – 1) TC to confirm Job Description 2) MC to feedback on the review of these roles and responsibilities	MC and TC	28 th March
Single Central Record to be brought to the next meeting for review	TC	28 th March