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MINUTES OF OUTWOOD GRANGE ACADEMIES TRUST

**Minutes of Outwood Grange Academies Trust Board of Directors' Meeting held at Outwood
Grange Academy on 20 June 2016 at 1pm**

Present:

David Earnshaw	(DE)	Director (Chair)
Roland Harden	(RH)	Director
Andrew Kent	(AK)	Director
Sue Hague	(SH)	Director
Ralph Pickles	(RP)	Director
Sir Michael Wilkins	(SMW)	Director (Chief Executive)

In Attendance:

Katy Bradford	(KB)	Chief Operating Officer
Laurence Mosley	(LM)	Finance Director
Martyn Oliver	(MO)	Chief Executive Designate
Julie Slater	(JS)	Regional Chief Executive
Lisa Lewis	(LL)	Director of Executive Services
Laura Calton	(LC)	Clerk

1. Notice/Quorum/Apologies

- 1.1 RP updated the board with news that AS, Health and Welfare Co-ordinator at OAAc has been honoured in the Queen's 90th birthday awards to receive an MBE for her services to safeguarding children. RP to congratulate AS on her achievement on behalf of the OGAT board. SMW suggested that AS be invited to join the OGAT conference for the evening meal and give a speech about her work. This was agreed.
- 1.2 SMW updated the board on Bishopsgarth; 18 fixed term exclusions on the first day including a student setting fire to the changing rooms. The student has been permanently excluded due to arson with intent to danger life.
- 1.3 JS updated the board on Danum Academy; rolling assemblies had taken place on Friday with 'flattening the grass' today. JS said a number of year 10 students had been to speak with RT requesting to give up option classes for extra maths and that students were saying they now felt safer in the academy.

- 1.2 Apologies were received from RT and LW. RT was supporting Danum Academy in their first week with OGAT support and LW was called to OPALG due to an Ofsted inspection.

RESOLVED (1)

That apologies for absence be noted.

2. Declarations of Interest

RESOLVED (2)

Declarations of interest were noted for DE re any item on the UTC and for SH, AK and RP for any item in their respective academies.

3. Minutes of the Meeting held on 23 May 2016.

- 3.1 RP asked that under item 6.1; RT gave context to OAAc be amended to RT gave context to OAO.

RESOLVED (3)

That the minutes be amended as above.

4. Matters Arising from the Minutes

MO said the UTC board had not met further to him raising concerns via their finance focus group and board meetings. DE said that he would be attending the audit committee meeting the week commencing 27 June 2016 however his intention to resign from the UTC board had been minuted at their board meeting.

MO said it had been minuted by the UTC that OGAT may be minded to end the contract in August 2017 if the situation remained unchanged. MO informed the OGAT board that 3 months' notice would be required to end the contract early however OGAT would look to give notice at Christmas allowing for advertisements for a new Principal to be put out and a handover period. In the event of the UTC closing, OAB and OAF could take students aged 14 to 16 and OGAT would look to work with JL and North Lindsey Colleges in relation to supporting the students currently on roll at the UTC over 16.

MO added that the UTC were predicting 75% and have the lowest point score on entry across the trust. The issues are not around outcomes but finance and governance.

Item 6.2 MO informed the board that scores for KS1 maths at Ledger Lane were an average of 109; with a maximum of 115. The benchmark is 100. MO added that the Barnsley academies were also moving at pace.

Item 6.3 KB is continuing conversations with the TES regarding subscriptions. TES have revised their offer stating that the price would be fixed for two years and include Bishopsgarth School, Danum Academy and the UTC. KB is going to request that the price is also fixed irrespective of further growth over the two years. DE asked how OGAT would assess how successful the contract would be and what measures would be in place to show value for money and interim protection should vacancies not be filled. MO said that part of the contract now included data

analytics. KB said that it would enable OGAT to see that where multiple adverts at bronze standard had been put out due to being unsuccessful, that a gold advert may have been cheaper due to it being a larger single cost. DE requested an update for the next meeting on how the contract will be measured and that a financial safeguard enabling early exit be put into place, should it be felt that the TES were not providing an acceptable level of service.

DE asked MO to give an update on the pupil places meeting with Wakefield Council. MO said the meeting was centred on primary places. Wakefield Council want to extend OPALL to a two form entry and AA has done a calculation on the square footage required to accommodate this. MO said he was hopeful that Wakefield Council would contribute between £500,000 and £600,000 to the project which is estimated around £1m.

KB updated the board on capital projects. Further to the resolution at the last board meeting to allocate £500,000 to the CEO to distribute between smaller projects; projects identified and approved below £10,000 totalled £235,000 across the trust. KB is meeting with OAS and OAC on 21 June 2016 to discuss their requirements. KB stated that further capital proposals to go to the board would a new school at OPAK, extension to OPALL, walls to enable classroom space at OAS and OAC, £1.5m for OAAc to extend, £3m for OAR and canteen extensions at a number of academies.

RP queried why OAAc were only to receive £1.5m when previous discussions had indicated that £4m was required. KB stated that discussions had taken place around capital money and the context of all academies had to be assessed. OAR had been refused a dining room extension pending a decision on a new build and due to conversations regarding potential free schools in Middlesbrough, it was felt that money could not be allocated to OAAc until there was certainty in the area.

Item 8.2 KB informed the board that since the last meeting where health and safety concerns had been raised CST have taken a number of actions over the May school holiday and have further plans for summer including emergency lighting. However as a temporary measure, torches had been put in each classroom.

RESOLVED (4)

That the board are satisfied that appropriate action has been taken at Danum Academy to ensure that staff and students are safe on site.

5. Dashboards

5.1 Secondary Student Outcomes

SMW said predictions were looking good across the trust. DE queried the three reds and one amber in 5A*-C inc. E+M and also why some Y11 APS were red. Red APS indicates that the point score is below the national average. DE suggested that red APS is misleading and could be viewed as negative when in fact, high outcomes based on low APS is phenomenal.

JS said at OAN they were showing -0.06 on progress 8 but were expecting to achieve 70% and hoping for 74%. JS added that ECDL also was not recorded in the third basket and will be included.

SMW said OGA were red for maths due to being better the previous year however this was not a concern. JS added that she thought predictions had been cautious and expects at least 85% combined.

SMW said he was delighted with the progress 8 score for Redcar as it was not a focus due to a focus on English and maths. SMW also informed the board that PSm had been set a target of 1 for progress 8 at OAP; this is currently 0.96 however will show in Praising Stars© 6.

OAB are predicting 54% 5A*-C inc. E+M. JS said there had been a lot of staff absence at OAB however she expects the final figure to be 56% further to the intervention work that has been carried out since Praising Stars© 5.

Discussion was had about reporting results in August and it was agreed that OGAT would report on English and maths.

SMW said it was now official that OGAT are the highest performing multi-academy in the country; this was confirmed by Sir David Carter. Of the OGAT academies, 5 are ranked number one out of the top 55 similar schools and ten are in the top nine.

RESOLVED (5)

That the column for Y11 APS be left white on future reports.

RESOLVED (6)

That the board approve that OGAT report on English and maths in the 2016 results.

5.2 Secondary Academy Context

KB gave an update on projected year 7 numbers; the trust average had increased from 197 to 210 and OAA are expecting to be full for the first time with potential appeals. OAP and OAV have evened out numbers across the two academies with around 270 expected in each.

The 16/17 curriculum information had been updated on the dashboard. JS said OAF were showing a 0.77 contact ratio however this was due to taking on NQTs who each carry an extra period. MO confirmed this was not a worry.

KB updated on staffing; of the red and ambers in JS region, JS and KB were launching support staffing restructures with an estimated £500,000 saving across that region with a £95,000 saving in OAP alone. DE asked how long the restructures would take, KB said they would start on 12th September with a one month consultation period. The restructures were to run simultaneously to enable redeployment where possible. KB said that the majority of savings were due to reductions in hours rather than redundancy.

DE asked whether all costs were included in the £2000 per teaching period. It was confirmed that this was the cost of the teacher with on-costs.

KB said the KS4 AWPU was likely to be £5000 on the national funding formula and only two academies are above that. Final indications should be at the end of the year.

DE requested that KB take the board through the staffing dashboard and explain the colour coding. KB said green indicates that it lower than the trust average. Admin ratio calculates

the cost of administrative staff including on-costs and divides by the number of students on roll. ESS is education support staff including learning managers and specialist literacy, numeracy and science TAs), SEND is TAs specifically appointed for students with statements; this cost is calculated after deducting any external funding that is received. MSA is mid-day supervisors; OAN are higher due to grading and OAB and OAF are down to the size of the academy. KB said they are looking at how OAR manage with similar pupil numbers.

DE asked what would be classed as high for staff absence. KB said it was based on 5% average a year, above 5 would be amber and above 10 is red. OAB and OAF are red due to long term absence.

DE asked about the 4 RIDDORS in OAS. KB was to enquire on 21st June 2016.

RESOLUTION (7)

That the board supports the chief operating officer on launching the support staffing restructures across the trust on 12th September 2016.

5.3 Primary Dashboard

LW had given apologies due to an Ofsted inspection at OPALG however the dashboard remained unchanged from the previous meeting.

6. Finance

6.1 Finance Results to May 2016

LM informed the board that the year to date surplus was £3.8m compared to the forecast at the end of May being £2.9m.

Forecast 3 had been completed on 17 June 2016 and was £3.5m including the capacity grant. Savings had been made including OAC uniform recharges and trust appointments in forecast 2 not being made such as associate executive assistants

LM added that curriculum led financial planning manages costs.

DE thanked LM for his work in finance and the presentation of the board report which was clear.

6.2 2016/17 budget and outline 17/18

Budget for 2016/17 and forecast for 17/18 is benchmarked against forecast 2 but within forecast 2 it did not show new academies coming on September.

Appendix 1 – Budget 16/17 & outline 17/18 with key data

LM said the table on page 23 showed a summary broken down by academy. Page 24 is still being developed however is data requested by MO in trying to develop benchmarks. MO asked directors to give thoughts in advance of the next meeting on what they feel should be added to this.

Appendix 2 – Bridge between 15/16 Forecast 2 and budget 16/17

Page 25 indicates major movements in surplus and deficit, broken down by Academy. Pages 26 and 27 focuses on key areas for each Academy.

Appendix 3 – Bridge commentary – main variances 15/16 forecast 2 to 16/17 budget

RESOLVED (8)

That the board approves the budget for submission to the EFA. Due in July 2016.

RESOLVED (9)

That the board supports the budget for next year.

7. OGAT Group

7.1 Policy Updates

RESOLVED (10)

The board approved the following policies for immediate adoption by all academies:

- Anti-Bullying Policy
- British Values Policy
- Careers Education, Information, Advice and Guidance Policy
- Charging Policy
- Hardship Policy

7.2 Bishopsgarth School Sponsorship - Resolution

RESOLVED (11)

The board supports the resolution for Bishopsgarth School to join Outwood Grange Academies Trust.

7.3 Danum Academy Sponsorship and Due Diligence

RESOLVED (12)

The board accepts the due diligence report and supports the resolution for Danum Academy to join Outwood Grange Academies Trust.

7.4 OGAT Calendar

MO requested that the OGAT board give consideration to reducing the frequency of board meetings from once per month to once per half term; this would be in line with the release of Praising Stars©.

MO proposed that the existing executive team becomes the executive board and the executive team then consists of the members of the executive board along with the recently

appointed, associate executive principals. The executive team would focus on standards and professional development.

In the proposed calendar, MO added a pre-meeting between himself, DE, RH and the clerk to the board to agree agendas in advance of the meetings. Family of schools meetings were split into full meetings and regional ones with the primary sector joining their regional meeting. It was suggested that LJ attend both regional meetings to present on her work on lesson observations.

RESOLVED (13)

The board accepts the proposal to create an executive board and executive team.

RESOLVED (14)

The board accepts the proposals to reduce the frequency of OGAT board meetings to once per half term to coincide with Praising Stars©.

7.5 Staffing Proposals: Executive Principal & Senior Humanities Director

MO said PSm has recently been made a permanent associate executive principal however had been undertaking this role for the previous 18 months. PSm is currently the head at OAV but oversees OAP. As executive principal, he would potentially oversee more schools, each with their own Principal. MO requested the board accept a proposal for PSm to become an executive principal who would be supported by SMW as part of SMW's new role. This would not be an immediate promotion but would be envisaged during the following academic year.

The board were asked to approve the post of senior humanities director which is not a post currently within the trust and would provide accountability and a single point of leadership within this area.

RESOLVED (15)

The board approves the proposal to appoint PSm to executive principal during the next academic year.

RESOLVED (16)

The board approves the post of senior humanities director.

7.6 Terms of reference

KB said the terms of reference had now been added to the OCloud. The executive board is to act as a sub-committee of the OGAT board and has responsibility for the day to day running of the trust.

A draft terms of reference for the local academy councils is to be discussed at the OGAT conference on 4th and 5th July. The OGAT board are to inform KB of any changes they require, ahead of the conference.

RESOLVED (17)

The board approves the terms of reference, subject to any feedback following the meeting.

8.0 Local Academy Councils

8.1 Outwood Academy Bydales Appointment

The board were asked to approve the appointment of Martin Cooper as a sponsor governor at OABy.

RP declared an interest as the chair of the local academy council.

RESOLVED (18)

The board approves the appointment of Martin Cooper as sponsor governor.

8.2 Outwood Academy Portland Appointment

The board were asked to approve the appointment of Andrew Fullelove and Samantha Lyons as sponsor governors at OAP. Discussion was had around the amalgamation of the academy councils at OAP and OAV.

RESOLVED (19)

The board requested that these appointments be deferred until after further discussions at the OGAT conference.

8.3 Outwood Primary Academy Kirkhamgate Appointment

The board were asked to approve the appointment of Jo Sturgeon and Nic Torr as sponsor governors.

RESOLVED (20)

The board approves the appointment of Jo Sturgeon and Nic Torr as sponsor governors at OPAK.

8.4 Joint Academy Council Proposals

KB said that as all were aware, the trust had recently taken on two primary academies in Barnsley who were previously with a different trust which had a governance model that differed from OGATs. Given the geographic closeness of these academies, it was proposed that a joint local academy council operate over both academies.

In addition, Danum Academy which is in close proximity to OAA currently has a small improvement board, it was proposed that the LAC of OAA work across both academies and that some members of the improvement board are asked to join.

RESOLVED (21)

That KB discusses the structure for the primary academies with Sue Silk.

RESOLVED (22)

The board approved that the local academy council at OAA works across Danum Academy when they become Outwood Academy Danum.

10. Date and Time of next meeting

RESOLVED (23)

That the next meeting of the Board be held on Monday 11 June 2016, 1pm, Outwood Grange Academy. This will be followed by the opening of the arts centre. RH gave apologies.

Signed

Dated
