

PUBLIC COPY

MINUTES OF OUTWOOD GRANGE ACADEMIES TRUST

Minutes of Outwood Grange Academies Trust Board of Directors' Extraordinary Meeting held at Outwood Grange Academy on 27 March 2017 at 4pm

Present:

David Earnshaw	(DE)	Director (Chair)
Andrew Kent	(AK)	Director
Sue Hague	(SH)	Director
Chris Dalzell	(CD)	Director
Martyn Oliver	(MO)	Director (Chief Executive)

In Attendance:

Katy Bradford	(KB)	Chief Operating Officer
Ben Waterman	(BW)	Finance Director
Julie Slater	(JS)	Regional Chief Executive
Rob Tarn	(RT)	Regional Chief Executive
Lee Wilson	(LW)	Executive Principal, Primary
Lisa Lewis	(LL)	Director of Executive Services
Laura Calton	(LC)	Communications and Compliance Officer (Clerk)

1. Notice/Quorum/Apologies

- 1.1 The meeting was quorate.
- 1.2 Apologies were received from Ralph Pickles and Roland Harden.
- 1.3 DE welcomed CD to his first meeting as a director of the OGAT board; CD has extensive expertise in construction which is welcomed by both the executives and non-executives.

2. Declarations of Interest

None

3. Easingwold School

- 3.1 See separate paper.

4. Due Diligence Process

- 4.1 Minutes of the Executive Board Meeting held on 12 January 2016.

The minutes were accepted as a true and accurate record.

4.2 Minutes of the Executive Team Meeting held on 9 January 2016.

The minutes were accepted as a true and accurate record.

7.7 KB meeting unions on Friday.

7.11 Employment tribunal next week. Three days in Hull.

RESOLVED (2)

The minutes were accepted as a true and accurate record.

5. Matters arising from the minutes

6.1 MO there will be an update for the RAISEonline. Organised separate governor training.

6.1.1 Revisit

RT working with MH on value for money statement.

6.1.9 KB notified Prospect of the outcome of the tender.

6.1.10 RT submitted an application for a CEO post and will be interviewed next Tuesday.

7.1 amend grade 4 to grade 5.

RP has become a member of OABi academy council. RP left the room whilst a vote took place. Unanimous.

Board has committed £1.5m to OAAc.

UTC board went out to advert for a new Principal and have appointed. Students, parents and staff have been informed that OGATs contract is being terminated one year early.

RESOLVED (3)

That the minutes of 9th and 12th January 2017 had been read and received by the OGAT board.

6. Chief Executive Officer Update

6.1 CEO Report

RAISEonline training for the OGAT board and academy council members will take place on 6 March 2017.

WCAT, no update.

Newton Hill 3-3 vote with chair voting against. The head was not allowed to vote as her sister works for OGAT, this is being questioned. MO risk – it is almost certain given the amount of housing developments, children would not be able to get into OGA.

Greystone Primary in Ripon have passed a resolution to join OGAT. This would be subject to due diligence.

Stillington Primary needs a sponsor. 33 students in the school. Feeds into Easingwold. MO has informed the DfE that it cannot be considered until there is a decision on Easingwold.

MO asked the OGAT board to reconvene for an extraordinary board meeting. DE asked for the planned preventative maintenance report be circulated to the non execs. DE asked about a free school. MO and KB confirmed it would be priority schools build not a free school. A rebuild would be in the region of £15m.

RP asks for the impact on teaching and learning that the refurbishment would be.

KB, MO, DE and LC met with Scape regarding the framework for capital works. It is owned by 6 local authorities. EFA use the framework for free schools. Proceed with Kiers and the framework from OPALL. On Friday this was followed by a meeting with Perfect Circle. 5 PI for each – Pick Everard, Gleeds and Aecom.

Stuart Gosney PSPB scheme – KB and MO meeting.

Recommendation that the CEO keep working in the best interests of the students.

Gateford Park – competition. The board agreed to delegate to the CEO.

LC to issue revised declarations of interest for MO and RP.

National Schools Commissioner wants to run an event for CEOs.

Letter to JS.

Letter from the Youth Sport Trust to OGA, top 100 sporting schools in England.

MO recommended that AW attend the board meeting for development.

6.1.1 Cover letter from David Carter

MO raised that the attendance target was not mutually agreed.

6.1.2 21 questions for MATs

The OGAT board have received the document and will meet and test themselves against that issue.

SH has sent a skills audit to KB for governors. KB circulated it to directors to use.

SH, Annette Beckwith, JS, Steve Merrick academy council handbook.

7. Dashboards

7.1 Outcomes Dashboard Key Stage 4

Updated dashboard circulated. Progress shift -0.7 nationally.

In mathematics there is foundation and higher, there is no tier of entry for England. Students may be entered for foundation which caps their result at 5 when they could potentially get a 6 or 7.

Second dashboard applies the regression if the 59% became 39%.

Norm referencing.

38% of year 13's have been given an unconditional offer for university. One student has now dropped out on this basis. SH added that some colleges are accepting level 4.

7.2 Outcomes and KPI Dashboard Key Stage 2

All academies are predicting 60% and above for year 6 reading, writing and maths against last year's national average of 53%.

EYFS good level of development, OPALGr looks lower at 60% but is progress in terms of the context at the academy.

DE asked LW how confident he would be if expansion was fast. LW said there is capacity in place and without expansion there is a risk of a loss of people.

7.3 KPI Dashboard Key Stage 4

Starting to get Y7 numbers in for 2017/18. RT confirmed OABy would be 180. OAS is indicating 180 against 240 last year, JS to check this, LW to enquire how many students from OPALGr will be going to OAS.

Curriculum section will be updated to add cost per lesson.

Dashboard for health and safety statutory compliance will be added.

Recruitment appears a better position compared to this time last year. KB to look at the impact of the TES contract.

JS said the attendance data is not pulling through correctly.

Staff absence continues to be an issue. HR teams focus is going to be around staff absence for the remainder of the academic year.

8. Finance Items

8.1 Forecast 1 – 2016/17

BW is currently working on the three year forecast. The deficit position has decreased from an original budgeted surplus of £607k to £329k.

Income has increased through a mixture of trust income; externally charging out staff in UTC and Redcar.

£691,000 variance in staff costs; OABy are worse by £103,000. OAC are worse by £152,000, primarily due to SLT support and directors being brought back on a consultation basis following the OAC Ofsted. OPAD and OPALGr both mainly due to restructuring, a certain level had been assumed but pay protection protected hours and salaries. OAN is £99,000 mainly non-teaching cover around the specialist provision. OAR £153,000 primarily director redeployment. OAV £85,000 is a mixture of progressions, TES and agency fees. Trust staffing is £534,000.

RP asked for a percentage of the staff cost be shown on the summary.

BW is speaking with all finance managers and ensuring coding is consistent across the trust. JS is looking at staffing structures. MO has asked the executive team to squeeze in-year funding. Have directors teaching. Look at SLT structures. Depreciation in ICT over a longer period. CLFP.

Improve budget setting process.

Restricted funding must come to the school.

MO will be setting BW interim targets.

8.2 Scheme of Delegation revision

KB has updated the scheme of delegation as a result of the conversations we were having after the receipt of forecast one. Currently, KB has to approve all capital ICT expenditure, ICT capital budget has been added for the ICT director.

Capital projects. CEO could approve up to £10,000, this has been amended to £20,000. Execs are reviewing the capital projects. Signatories changed to one or two signatures, virements over £10,000 are controlled by regional CEO. Land sales require secretary of state approval.

KB to remove reference to finance focus group.

RP requested that a reference to terms of reference be added.

DE asked that page 9 be updated to reflect the primary parameters.

The updates were approved.

9. Group Items

9.1 OPAK Feasibility – Capital Update

Superseded by Scape information.

9.2 OGAT Complaints Procedure Update

An investigation interview template has been added to the policy. This has been added to address a learning point following a recent stage 3 complaint hearing to ensure that minutes of interviews are recorded in a standardised way.

Data protection breach reported to ICO who have confirmed they do not intend to take it any further.

9.3 OGAT Expenses Policy Update

MO declared an interest.

DE said a lot of time can be wasted on trains in carriages that are unsuitable for working. The trust are not getting value for money.

BW said the reason he wrote three hours into the policy was it was in the same range of government.

BW and KB to work on the wording.

9.4 **OAR SLT Structure**

Proposal to move from 1 x VP, 2 x AP to 2 x VP, 2 x AP. At the end of 2016 there were 67 students in year 11 and 150 joined in September. The academy is over subscribed for 2017 and appeals are likely.

MO requested that associate vice principal be explored.

Approved in principle. MO asked for the timing to be delayed until receipt of forecast.

9.5 **OIE Restructure**

MO said work is being done to make the OIE regionalised.

OIE are going to work with Durham University on Initial Teacher Training in the North.

The DfE 'big 6' priorities has been revised into 3 key areas:

1. School led initial teacher training
2. Supporting other schools
3. Continuing professional development

ITT recruitment

Propose a full time associate director with a model dependent on performance and would move to a director post.

Cost increase of £30,673.25 includes on-costs.

Emma Rennison has requested that some profit can be retained to cover costs.

It was considered at exec meeting that a secondment would be less risk in the first instance.

Agreed.

9.6 **Staffing restructures and reductions.**

JS produced a paper for approval, outlining the proposed restructures across the trust.

Approved.

10. **Academy Councils**

10.1 Summary of Academy Council Minutes

OAC asked whether the Equality and Diversity Policy has been updated. This is due for review in March. Enquired whether training was available for AC members on permanent exclusions. JS to arrange.

OAF asked for clarification on the TES contract costs – the cost is based on number of staff per academy and will be reviewed at the end of the year against actual usage.

11. Items Not for Publication

Any items relating to individual staff would be considered confidential.

12. Any other business

2015/16 £201,087, current position 2016/17 is £56,188.

DE significant amount of money committed to capital programme, the board does not have sufficient expertise in this area. OGE have met and approved a nomination, the members have met and approved the nomination.

13. Date and Time of next meeting

That the next meeting of the Board will be held on 24 April 2017 and will be held at Outwood Grange Academy.

Signed

Dated