

PUBLIC COPY

MINUTES OF OUTWOOD GRANGE ACADEMIES TRUST

Minutes of Outwood Grange Academies Trust Board of Directors' Meeting held at Outwood Grange Academy on 03 July 2017 at 1pm

Present:

David Earnshaw	(DE)	Director (Chair)
Roland Harden	(RH)	Director
Andrew Kent	(AK)	Director
Sue Hague	(SH)	Director
Ralph Pickles	(RP)	Director
Chris Dalzell	(CD)	Director
Martyn Oliver	(MO)	Director (Chief Executive)

In Attendance:

Katy Bradford	(KB)	Chief Operating Officer
Ben Waterman	(BW)	Finance Director
Lee Wilson	(LW)	Executive Principal, Primary
Lisa Lewis	(LL)	Director of Executive Services
Sabiha Laher	(SL)	Associate Executive Principal
Laura Calton	(LC)	Communications and Compliance Officer (Clerk)

Apologies:

Julie Slater	(JS)	Regional Chief Executive
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I. Notice/Quorum/Apologies

- I.1 The meeting was quorate.
- I.2 Apologies were received from JS.
- I.3 DE welcomed CD to his first meeting as a Director of the OGAT board; CD has significant expertise in property and construction.
- I.3 SL is in attendance as part of CPD in her role as Associate Executive Principal.
 - I.3.1 LJ was originally attending this meeting however she is assisting in Easingwold as Associate Executive Principal.

1.4 This meeting is formally the first meeting following RT's secondment to Northern Education Trust.

2. Declarations of Interest

RESOLVED (1)

Declarations of interest were noted for SH, AK and RP for any item in their respective academies.

3. Minutes of the Meeting held on 24 April 2017

3.1 Item 6.1 the word Operational to be replaced with Organisational.

3.2 Item 8.1 £627k to be amended to £672k.

RESOLVED (2)

That the minutes will be updated to reflect 3.1 and 3.2.

4. Minutes of the Executive Board Meeting held on 27 March 2017.

In addition to the minutes of 27.03.17, MO tabled the draft minutes of the Executive Board meeting held on 12 June 2017. Due to the end of the academic year approaching, these would not be reviewed until September if not discussed at this meeting.

RESOLVED (3)

The minutes were accepted as a true and accurate record.

5. Matters arising from the minutes

5.1 As part of board CPD, MO suggested he and KB deliver the presentations that are delivered nationally by OGAT, to the OGAT board. This was agreed.

5.2 Appointments have not yet been made to the OGAT estates function; OGAT are working with Perfect Circle at OPALL, however the relationship is frustrating as there is no sense of urgency from parties involved. OGAT will see OPALL through this route as it has been agreed with the LA.

5.2.1. An alternative route for construction projects is via the NHS framework; OGAT are looking to develop a relationship with a project team, starting with Easingwold.

5.3 A grant through the Wolfsen Institute of £40,000k has been secured for the Worksop Post 16 Centre to be spent on science equipment.

5.4 £100K for Easingwold is being tracked by AW and BW, some has been spent on reports.

5.5 OGAT are commencing formal sponsorship of Redcar Academy; this is likely to be an October or November completion. Dave Gallagher, Chair of Redcar Academy will be attending the OGAT conference.

5.6 Greystone Primary have had an Ofsted inspection which could not be delayed due to no official sponsorship path due to Purdah. Due to them being placed in Special Measures it is now

under the scope of the RSC and has to be allocated to a trust rather than by a voluntary resolution. It was agreed that OGAT would hold purchasing uniform due to the risk that it may not be allocated to the trust.

5.6.1. Bill Swann, Chair of Greystone has written to RSC, he is wishing to step down as Chair at the point of conversion. LW has asked Annette Beckwith to act as Chair in the interim and as part of her NLG role. This will be separate to OAR.

RESOLVED (4)

That the executive board would deliver the presentation they deliver nationally, to Directors as part of Director's CPD.

6. Chief Executive Officer Update

6.1 CEO Report

6.1.1 Easingwold School

NYCC produced a report in January / February 2017, however a survey relating to legionella was not disclosed until a few weeks ago. The DfE school building expert has said it the worst legionella report they have seen. The report does not confirm legionella exists, however it is deemed extremely high risk. MO and KB have requested a list of actions taken by NYCC from the DfE.

Funding for Easingwold was given based on reports received at that time; as this report was not in circulation at this point, either NYCC will be required to carry out remedial works themselves, the DfE give OGAT the money or NYCC give OGAT the money to carry out the works. An indemnity is to be inserted into the CTA, indemnifying OGAT against pre-existing conditions.

6.1.2 MO thanked RP for representing the OGAT board in the OAO Ofsted inspection which took OAO from Special Measures to Good. OGAT no longer have any academies in Special Measures.

6.1.3 OAV has gone from Good to Outstanding. Dr Phil Smith has been made an Executive Principal.

6.1.4 OAAc has been granted teaching school status.

6.1.5 LW distributed the Outwood Primary Academies: Statutory Assessment Outcomes 2017. 62% at OPALGr; previously 96% of children were below expectations. Red indicates 5% or more, Green is at or above national average, amber is within 5%. OPAD was 33% for phonics one year ago, now at 71%.

The OGAT board recognised the work of LW with the primary academies.

6.1.6 No strike action at OAD; it was due to redundancy however there was only 1.4 FTE compulsory due to not accepting an alternative offer. OABi; in 2011 there was a strike over workload and conditions, this ballot was used recently in OABi stating they had written over these issues (this was not an OGAT academy at this time and therefore OGAT had not

received these letters). AL and RT have been meeting with unions and 6 days have been withdrawn, two further dates are still in place; 12th and 13th July, however conversations are still progressing.

- 6.1.7 MO circulated a paper regarding a potential SEND tribunal at OACa.
- 6.1.8 Capital Works: KB is in discussion with Savills regarding Redcar and OAD land sales. KB has spoken to the EFA regarding Secretary of State approval; Wrigleys are able to progress on behalf of OGAT. CD to be involved.
- 6.1.9 Further to the Grenfell Tower fire, OGAT have commissioned surveys on cladding. 7 sites have cladding on buildings; OAS, OACa, OAC, OAF, OAC, OAB, OAAc and Redcar. Samples for testing have been taken from each site and a fire safety surveyor is attending.
- 6.1.10 MO thanked KB and BW for their assistance in the budget setting across the Trust.

BW has reached the end of his performance management and has been permanently appointed to the Trust.

- 6.1.11 ER has secured University of Durham as OGAT's ITT partner. ER has been invited to join the QTS board.

7. Board Committees

- 7.1 Audit & Risk Committee Minutes 20 June 2017 were received with the board packs.
 - 7.1.1 RP informed Directors that the audit committee are on track. The audit committee will recommend the external auditors to ensure that the finance committee are not conflicted.

7.2 OGAT Board Skills Audit

The OGAT Board Members Skills Matrix was circulated. This identified a low skill set in estate and property matters however further to CD's appointment, this has been significantly strengthened.

8. Dashboards

8.1 Outcomes Dashboard Key Stage 4

8.2 KPI Dashboard Key Stage 4

Projected Y7 numbers for 2017/18 are continuing to see improvements.

8.3 Dashboard Key Stages 1 and 2

OPAD is 30/30, OPAK 25/25.

OPALL public consultation on expansion of OPALL, consultation closes in July.

9. Finance Items

9.1 2017-2018 Budget

Directors are required to approve the 2017/18 budget prior to submission to the EFA at the end of July 2017. The net result is a move from a draft deficit of £900k to a draft surplus of £1.5m.

In 18/19 this drops due to staffing, as pupil numbers come through in 19/20 and beyond, this starts to improve again.

RP requested comments on impact on purpose going forward.

BW tabled Forecast 3 indicating a £2m surplus; this is a £1.4m improvement compared to the Forecast 2 position. Academies were instructed to stop discretionary spending in order to correct the financial position of the Trust.

OAS and OAC have a shared catering manager, they have also installed cashless catering which has increased catering income.

Forecast 3 and draft budget; income is better, staffing costs have increased.

RESOLVED (5)

That Directors formally approved the 2017/2018 budget.

9.3 Assistant Finance Director Proposal

BW requested permission to create an internal post which would formally recognise the increased need for capacity.

RESOLVED (6)

That Directors approved the Assistant Finance Director post.

9.4 Asset Write Off

LW and BW requested Director approval for legacy debt amounting to £7000 for historical bad debts.

RESOLVED (7)

That Directors approved the write off of bad debts.

9.5 Train Travel Expenses

The proposal has been updated to be at the CEOs discretion. Employees have the option to upgrade from 2nd class to 1st at their own expense if they wish.

RESOLVED (8)

That Directors approved the revised proposal for train travel expenses.

10. Group Items

10.1 Policy Updates

The following policies have been reviewed by the Executive Team and are being recommended to the OGAT Board for approval and immediate implementation:

- Assessment and Feedback Policy
(this has had a positive impact with union discussions relating to workloads)
- Primary Behaviour Policy
(updated to reflect updates to secondary)
- Fraud Policy
- Child Sexual Exploitation Policy
- Confidentiality Policy
- Alcohol, Tobacco and Drugs Policy
- Careers Education, Information, Advice and Guidance Policy
- Relationships and Sex Education Policy
- Teenage Pregnancy Policy
- Staff Code of Conduct
(This has been fully consulted with the Trust's recognised trade unions through the unions, although not fully agreed)

RESOLVED (9)

That Directors approved the policies for immediate implementation.

10.2 Careers and Enterprise Fund Grant

Recommendations from Dr Anthony Mann and the Gatsby report suggests that students who get four or more meaningful interactions with employers during their time at school, have an increased commitment to school; to improve career choices; and to lead to early-careers earnings higher by £3,600 per annum than their peers.

OGAT have won a grant of £90k for pilot careers' activity to run across OAAc, OABy, OAO and Redcar in 2016-17. Runs to the end of September and then this runs out of funding. The ambition is to run across all OGAT schools. This will cost £90,000k. Co-ordinator is £26,000.

RESOLVED (9)

That OGAT would continue to source external funding. A decision to be reached in August board meeting.

10.3 NASUWT Pay Claim

The NASUWT have requested that OGAT pay above the 1% increase.

Progression data indicates low rates of annual progression. This takes into account progression across the Trust. Each year OGAT have taken a new school on and within these academies you would not necessarily expect to see progression, as outcomes tended to be well average.

Age discrimination; there are smaller numbers of staff at the higher end of the age range eligible for progression due to already being on UPS3.

39 posts were not filled this time last year. 24 unqualified teacher workforce; this is 2%, national is around 5%.

Affordability; increased reserves, OGAT are continuing to make capital commitments to ensure students are safe.

RESOLVED (9)

That Directors will await the national picture, however OGAT recognise school teachers pay and conditions in its entirety.

10.4 EYFS Admissions Policy

In 2017/18, funding will move towards 30 hours as opposed to the existing 15 hours.

The SoD and paper to be reworded and re-circulated at the conference.

RESOLVED (10)

That Directors will await a revised paper and scheme of delegation.

10.5 Apprenticeship Levy

Update paper on apprenticeship levy that came into effect on 1st April 2017.

£285k of levy to be paid this year; this can be spent on both new appointee apprenticeships or to fund the apprenticeship training of existing staff.

KB has met with potential partners for apprenticeship providers.

Directors were in support of the project.

11. **Academy Councils**

11.1 Summary of Academy Council Minutes

Minutes were received from OAC, OAF, OAN, OPAK, OPALL and OPALGr.

11.2 Academy Council Appointments

Steve Merrick has resigned as Chair due to ill health from OAC however will continue his role as member of the OAV academy council.

The following sponsor academy council members were proposed:

Neil Russell Outwood Academy Bishopsgarth

James Denton Outwood Academy Ripon

Sarah Gough Outwood Academy Ripon

Allen Ransom Outwood Academy Foxhills

It was recommended that RP is reappointed to OAAc's AC.

RESOLVED (11)

Directors approved the appointment and reappointment of sponsor academy council members.

11.3 Revised Academy Council Terms of Reference V4

This was revised to indicate the clerk to AC should be the Principal's PA.

11.4 Academy Council Members Handbook

This is to be reviewed with Chairs at the OGAT conference.

11.5 Primary Governance Model

Each Wakefield primary has its own AC with the Barnsley academies operating under a joint AC. The proposed structure for future AC meetings moves all ACs into a model which promotes collaboration and sharing of practice whilst retaining an individual focus through community engagement.

The model moves from 24 meetings per year to 18.

RESOLVED (12)

Directors approved the primary governance model.

12. Items Not for Publication

RESOLVED (13)

Any items relating to individual staff would be considered confidential.

13. Date and Time of next meeting

RESOLVED (14)

That the next meeting of the Board will be held on 23rd August 2017 and will be held at the Outwood Institute of Education.

Signed

Dated