

TCAT Trust Board Meeting

Held at Great Sankey Primary School on Wednesday 5 July 2017 at 6pm

Minutes of meeting

Present:

Trust Board:

Howard Platt (HP) Chair
 Matthew Grant (MG)
 Gemma Johnson (GJ)
 Paul Hinds (PH)
 Toby Macormac (TM)
 John Monaghan (JM)
 Neil Pearson (NP)
 Stuart Titchard (ST)
 Linda Waterson (LW)
 Sheila Yates (SY)

In attendance:

Andrew Moorcroft (AM) BCA (*part*)
 Tim Long (TL) Bridgewater HS
 Vicky Briggs (VB) Great Sankey PS
 Ben Dunne (BD) Penketh HS
 Bev Scott-Herron (BSH) Sir Thomas Boteler CofE HS
 John Carlin (JC) Penketh HS (*part*)
 Damian McGuire (DMc) Priestley College (*part*)
 Clerk:
 Carol Blinkhorn (CB) Priestley College

Declarations of Interest

No declarations of personal or pecuniary interest in the matters to be discussed were made by Trustees.

All CET members declared their interest as employees of TCAT.

		ACTIONS
1	<p>Apologies for Absence</p> <p>Trust Board:</p> <p>Jane Griffiths (JG) Maureen Mellor (MM) Steve Whatmore (SW)</p> <p>CET: Angela Grace (AG) Penketh South PS</p>	
2	<p>Minutes of Previous Meeting</p> <p>The minutes of the previous meeting held on 5 April 2017 were read and accepted as a true and accurate record.</p>	
3	<p>Matters Arising</p> <p>i) Academies Financial Handbook, Annexes B and C These were distributed after the last meeting.</p> <p>ii) Financial Regulations This was amended and distributed.</p> <p>iii) Scheme of Delegation BD is yet to circulate tick box style schematic.</p>	BD

<p>4</p>	<p>Academy Update <u>Inspection Feedback</u> Beamont Collegiate Academy Inspection date: 14 June 2017 - inspection report not yet published.</p> <p>Penketh South Primary School Inspection date: 9 May 2017 - Overall effectiveness - Good.</p> <p>HP expressed congratulations on the outcomes of the above Ofsted inspections.</p> <p><u>Bridgewater High School Teaching School Status - Approved</u> Significant for Trust school improvement work - view of Regional Schools Commissioner is to look at the needs of the schools within the MAT and then wider.</p> <p><u>The Challenge Academy Trust (TCAT)</u> MWG reported that TCAT officially formed on 1 May with Priestley converting to become a 16-19 Academy and were joined by Bridgewater and Penketh High Schools. On 1 June Sir Thomas Boteler Church of England High School and Great Sankey Primary joined TCAT and on 1 July we were joined by Beamont Collegiate Academy. Penketh South Primary have now applied to join.</p> <p><u>ESFA – Key Action for New Academies</u> MWG noted we are required to provide contact information using the governance section of Edubase for all Members and Trustees via the secure access site.</p> <p>Trustees agreed access to data</p> <p><u>Key Stage 2 Results</u> On behalf of herself and AG, VB reported they are delighted with key stage 2 results, both way above national and local</p> <table border="1" data-bbox="175 1243 1340 1601"> <thead> <tr> <th></th> <th>Great Sankey Primary</th> <th>Penketh South Primary</th> </tr> </thead> <tbody> <tr> <td>reading</td> <td>90</td> <td>78</td> </tr> <tr> <td>writing</td> <td>90</td> <td>83</td> </tr> <tr> <td>maths</td> <td>83</td> <td>83</td> </tr> <tr> <td>spag</td> <td>80</td> <td>83</td> </tr> <tr> <td>combined</td> <td>83</td> <td>78</td> </tr> </tbody> </table> <p>Progress not measured yet.</p> <p>MWG noted that some more schools, including primary schools, are showing interest in joining TCAT. Trustees happy to join in meetings with other schools.</p> <p><i>(DMc, AM and JC joined the meeting)</i></p>		Great Sankey Primary	Penketh South Primary	reading	90	78	writing	90	83	maths	83	83	spag	80	83	combined	83	78	<p>CB</p>
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<p>5</p>	<p>Governor Seminar Feedback and Risk Management HP reported the Governor Seminar went very well. NP noted the need to have such an event and suggested an annual event. SY commented it is important to have such an event to be updated on how the Trust is developing, an opportunity for questions, useful as an introduction and good warmth of feeling from those represented.</p>																			

	<p>iv) Joint Trade Union Recognition Agreement Agreement signed. First JCNC next week - 12 July at 10.30 am - all parties pleased. Polices tupeed and will be reviewed in turn through JCNC.</p>	
<p>8</p>	<p>Budgets</p> <ol style="list-style-type: none"> 1) The Trust Board were asked to endorse the budgets that have been set for each academy that is now part of The Challenge Academy Trust for the 2017/18 financial year. 2) The Trust Board were asked to approve the overall Trust budget proposed for 2017/18. 3) The Trust Board were asked to note the revised Financial Notice to Improve (FNI) with regards to Penketh High School and its outstanding loan from the Education and Skills Funding Agency (ESFA) and that this loan now becomes a Trust liability. The Trust Board were asked to note that Penketh High School is currently on course to repay the loan in the timeframe set out in the FNI. 4) The Trust Board were asked to instruct the Director of Finance, Central Executive Team and the Finance and Operations Committee of the Trust Board to closely monitor Penketh's in year spending and that any negative deviation from the current spending plans (above £10k) is approved by the Director of Finance and Central Executive Team ahead of reports being submitted to the Finance and Operations Committee. 5) The Trust were asked to authorise the Director of Finance to complete and submit the annual budget return for 2017/18 by the required date (28 July) to the ESFA. <p>It was noted that due to the current timescales of schools joining the Trust the brought forward reserves are estimated figures.</p> <p>It was also noted that due to the timings of the transfer of individual academies into the Trust the devolved capital is allocated to individual academies rather than to the Trust as a whole by the ESFA.</p> <p>Trustees approved</p> <p>DMc updated Trustees on the following:</p> <p>Accounting system - live everywhere apart from primary schools - starting to get backlog. In the next couple of weeks all should be live.</p> <p>Bacs system is yet to be finalised.</p> <p>Payroll - up and running. Priestley outstanding issue, HMRC claimed they never got Priestley staff P45s – DMc is following up.</p> <p>Insurance - in place - tendered - transition smooth, overall a £40k saving for the Trust.</p> <p>Financial regulations - draft set prepared and now the plan is to tailor those elements to accounting system.</p>	

	<p>DMc has been approached by another Trust about how we set up our system.</p>	
<p>9</p>	<p>School/College Improvement Posts The Trust Board were asked by MWG to note the appointments that have been made/are proposed to lead on School/College Improvement for 2017/18 on the circulated chart. Those on the list are to be seconded to their improvement post 1 day a week.</p> <p>As the Trust has been given significant funds to support School Improvement in Penketh and Sir Thomas Boteler the CET have developed a plan to ensure that monies for School Improvement are deployed most effectively in 2017/18. In addition to the funding received from the Regional Schools Commissioner, it is proposed that each Governing Body allocates 0.02% of its 2017/18 budget to a central fund for improvement.</p> <p>In line with strategies already presented to the Trust and Governing Bodies, AM has been identified as the CET Lead for this aspect of our work and it is proposed that he be seconded from his position at BCA to the Trust for two days per week. BCA have the capacity to backfill this role from within the school and this will allow for further professional development and capacity building within the Trust.</p> <p>In addition Trustees were asked to note the plans to appoint a consultant Senior Leader to work specifically on Standards and Curriculum. In the first instance this role will be to predominately support the Senior Leadership team at Penketh High School where there is a need.</p> <p>AM linking school improvement to teaching school - 3 dimensions – CPD, teacher training and school improvement.</p> <p>AM issued and took the group through an example of TCAT Scorecard of Academy Performance, a 12 month model with a focus around Penketh High School and Sir Thomas Boteler CofE High School. Scorecard reviewed through Quality and Standards Committee with an external review in the autumn term. If 'red' 2 day review – reviewed then on termly basis.</p>	
<p>10</p>	<p>School Admissions Policies MWG reiterated as the admissions authority the Trust Board were asked to note the flowchart circulated outlining the process and timings to be adhered to if any school within the Trust is seeking to change its admissions policies. At this stage the admissions policies for each school is delegated to Local Governing Bodies. No school is currently due to undertake consultation as a result of the 7 year rule and we do not anticipate any proposed amendments. If a Governing Body wishes to change their policy once they have conducted their consultation the outcomes will be brought to the Trust to be endorsed prior to formal publication.</p>	
<p>11</p>	<p>Freedom of Information Policy The Trust Board were asked by MWG to approve the Freedom of Information Policy. This is a statutory requirement and a Policy that is needed in place for the Trust. TCAT will be registered with the Information Commissioner' Office (ICO) as the legal entity for any requests that comes to the Trust. Schools/Colleges in the Trust will comply with this policy. Trustees approved</p>	

<p>12</p>	<p>Growth Strategy Looking at primary schools and free schools in the authority, studio school building vacant at the end of this year.</p> <p>BD looking to apply to New Schools Network to open a free school, applications accepted September and March. Unlikely to meet September window. As and when criteria comes out BD will bring to TCAT.</p> <p>SY requested that Trustees are informed in good time rather than being presented with free school development.</p> <p>BD noted we await Regeneration programme criteria.</p> <p>A free school is basically an academy – the Local Authority identified to us there would be a need for a free school in Warrington - over capacity soon in Warrington.</p> <p>HP asked to be involved in any onsite development.</p>	
<p>13</p>	<p>Audit and HR Tenders Audit Tenders DMc reported external audit documentation has been drawn up in order to get tender out. HP asked that DMc take into consideration to include a local firm. Representative from Audit Committee requested to attend audit tender meetings. Agreed – LW.</p> <p>Agreed DMc to liaise with LW for Audit Committee to meet, to look to make recommendations.</p> <p>Internal audit - can wait until October time.</p> <p>HR Tenders DMc meeting with all the schools - different needs - need to find out what we can tender for. Primary schools require assistance which other schools can help with. Suite of Services - this isn't something imposed but offered, local governing bodies don't have to agree - each organisation has their own service level agreements. The local authority has agreed that there would be no penalty if an organisation pulled out.</p>	<p>DMc/LW</p>
<p>14</p>	<p>Local Governing Body Draft Terms of Reference The Trust Board were asked to note the draft Terms of Reference for Local Governing Bodies provided by Browne Jacobson. At this stage further work needs to be undertaken to allow each Local Governing Body to be constituted in a way that best meets its local needs. This is especially relevant to Sir Thomas Boteler where the Church of England Foundation must be protected.</p> <p>Therefore the Trust is asked to allow each Local Governing Body be given time to consider its constitution before presenting a proposal to the Trust Board at its December Meeting.</p> <p>Clearly there are aspects of the terms that will be common across all Local Governing Bodies for example how meetings are conducted.</p> <p>Trustees agreed</p>	<p>LGB</p>



<p>15</p>	<p>Trust Meeting Schedule 2017/18 The Trust Board were asked to approve the proposed meeting schedule for 2017-18 whilst acknowledging that additional meetings may be required for Committees and/or the Full Board during our first full year of operation as a Trust.</p> <p>To add Governor Seminar in February - CET to confirm date.</p> <p>CET have had these dates - fits in with timing of audited accounts and setting budgets Venues to rotate. Trustees agreed</p>	<p>CET</p>
<p>16</p>	<p>Any Other Business There was no other business.</p>	

DRAFT