



Company No: 08036395

MINUTES

Non-confidential minutes of the Board of Trustees (Board)
held at Pentland Field School, Pentland Way, Ickenham UB10 8TS
on 4th October 2018 starting 5:15pm

Present:

Jamie Clarke	JC	Trustee	Until 6:40pm
Vicky Collis	VC	Trustee	
Karen Deacon	KD	Trustee	
Susan Douglas	SD	Trustee - CEO	
Brian Eaton*	BE	Trustee	Conference call
Barry Nolan	BN	Trustee (Chair) & Member	
Angela St. John*	AStJ	Trustee	Conference call from 6:34pm
Collette Stone	CS	Trustee	From 5:34pm
<i>Also Present</i>			
Keith Holroyd	KJH	Clerk	

*via conference call

Apologies:

Hardip Begol	HB	Trustee & Member
Helen Milner	HM	Trustee
Antony Power	AP	Trustee

The meeting was declared quorate.

Item Ref	Agenda Item	Action
1/2018-19	<p>Welcome and introductions</p> <p>BN informed the Board that Ian Jentle had resigned from both the Board and the Sunshine House School GB due to ill health. Ian had made a huge contribution to the Board who noted their thanks.</p>	

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	<p>BN welcomed HM and BE to the Board. BE's appointment was for 1 year.</p> <p>BN also welcomed KJH as the new Clerk to the Board, as well as various committees, LABs and the Sunshine House GB.</p>	
2/2018-19	<p>Election of the Chair</p> <p>The nomination of BN was proposed by KD and seconded by VC. There being no further nominations the BoT unanimously elected BN as Chair for the 2018-19 school year</p>	
3/2018-19	<p>Election of the Vice-Chair</p> <p>The nomination of KD was proposed by BN and seconded by JC. There being no further nominations the BoT unanimously elected KD as Vice-Chair for the 2018-19 school year</p>	
4/2018-19	<p>Apologies for absence</p> <p>Apologies were accepted from HB, HM and AP and noted that AStJ and CS may join the meeting later.</p> <p>This had been the first time the Board had struggled to be quorate. As a result, and with no additional Members present, it was agreed to defer to the planned strategy discussion to the January meeting. The Board apologised to VC for the work she had put into planning the session.</p>	
5/2018-19	<p>Declarations of Interest</p> <p>None were received for this meeting. Annual declarations were completed by those present.</p>	
6/2018-19	<p>Items of any other business</p> <p>a. Scheme of delegation</p>	
7/2018-19	<p>Approval of the minutes of 29th June 2018</p> <p>Confidential and non-confidential minutes were approved.</p>	
8/2018-19	<p>Matters arising</p> <p>a. Refer to confidential minutes</p> <p>b. Ref. 73/2017-18 (e) JOB was not attending this meeting as the Director for Schools North (MT) had not had the opportunity to attend also. SD would update the Board on this item.</p> <p>c. Ref. 76/2-17-18 JC confirmed the update had been sent.</p>	
9/2018-19	<p>Pupil outcomes incl. pupil premiums</p> <p><u>Sunshine House</u>: Ofsted due but if that doesn't happen in the short-term, we may consider inviting them in ourselves to review of outcomes to validate our view that this is outstanding. Attendance reviewed against similar schools.</p> <p><u>Moorcroft</u>: The Board discussed level of pupils achieving targets (87%). External review is taking place to validate numbers exceeding targets.</p> <p><u>Alexandra</u>: Ofsted expected, confident that this will go well. External review commissioned for quality of outcomes.</p>	

Item Ref	Agenda Item	Action
	<p><u>Pentland Field</u>: Tracking outcomes is still tricky as the school is only 3 years old. Additional support is being provided to the new staff. ACTION: Agreed that an update on quality of teaching will come to the next Board meeting.</p> <p><u>Grangewood</u>: Complaint to Ofsted re. the conduct and knowledge of the inspector, still outstanding. Action plans were in place for September and have been externally reviewed. Some elements were identified prior to the Ofsted for implementation in September. The focus on LSAs and governance has been helpful. Entirely new leadership team now in place</p> <p>Recruitment in the South remains difficult. Recruitment in the North is easier for mainstream staff but more difficult at senior levels.</p> <p>SD is running middle leadership training throughout the year to support the next generation of leaders. Money has also been allocated for cross-working projects between the Northern and Southern Hub schools.</p>	JOB
10/2018-19	<p>Review of SMI data</p> <p>Sunshine House, Moorcroft, Pentland Field and Grangewood are all over their official pupil number. Hexham Park and James Rennie are almost at capacity.</p> <p>The Board reviewed and discussed the exclusions and serious incidents data including the reasons behind the apparent differences between schools.</p> <p>The Board discussed the consistency of applying the absence policy across the schools.</p>	
11/2018-19	<p>Review of delegations to and membership of committees and LABs</p> <p><u>Finance Committee</u>: membership unchanged</p> <p><u>Remuneration Committee</u>: membership unchanged</p> <p><u>Performance Management</u>: BN, KD & HM</p> <p><u>Asset Management</u>: AStJ to lead</p> <p><u>Audit Committee</u>: membership unchanged</p> <p><u>Standards portfolio</u>: AP & HM</p> <p><u>Safeguarding</u>: KD</p> <p>Following Ian Jentle's resignation from the Board, BN will lead on LAB Liaison. It was agreed that communication with parents, teachers and LSA would all now happen through the LABs</p>	
12/2018-19	<p>Finance and operations</p> <p>JC referred the Board to Table 1 in the circulated reports, the new layout of which addressed the apparent inconsistencies in reporting cash balances in the previous years' accounts.</p> <p>The projected balances at year end provide a buffer going into years 2 and 3 of the budget.</p>	

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	Work is underway to align the finance systems in the Northern Hub schools including the payroll provider. Staff at James Rennie are providing additional support to Hexham Park in the first year.	
13/2018-19	Risk registers These had only recently been received by JC for reviews and will be circulated soon. ACTION: JC	JC
14/2018-19	CEO Report <u>Leadership coaching:</u> SD explained that this was a bespoke offer for current school leaders Refer to confidential minutes	
15/2018-19	Academy development update Refer to confidential minutes	
16/2018-19	Communication with LABs, parent governors, teachers and LSAs Refer to discussion point at 11/2018-19	
17/2018-19	Safeguarding The Board were updated on current issues.	
18/2018-19	Governance and policy updates <u>Academy Improvement Plan:</u> This was approved by the Board as previously circulated. Additions for James Rennie and Hexham Park will follow later. <u>Safeguarding & Child Protection Policy:</u> This was approved by the Board. <u>Managing school-based investigations:</u> The Board decided this required a policy statement to accompany the procedural document. ACTION: JOB <u>Safer Recruitment:</u> This was approved by the Board	JOB
19/2018-19	Trustee visits to schools The Board felt that what was important was for Trustees to engage in meaningful event rather than planned visits which may not reflect the normal working of the schools. The Board recognised the balance to be struck between appointing Trustees with the right skills and experience and their availability for regular visits due to locality or other commitments outside the Trust. Availability of Trustees can have implications for organising Panels. Some LABs have Trustees as members. It was agreed to canvass schools as to whether they would like such formal links with a Trustee and if so whom and why. ACTION: SD	SD
20/2018-19	Review of staff performance and salary progression KD confirmed that performance management has been carried out and recommendations sent to the Remunerations Committee. Currently reviewing the salaries of Headteachers, Heads of School and Assistant Heads.	

Item Ref	Agenda Item	Action
21/2018-19	<p>Any other business</p> <p>a. <u>Scheme of delegation</u>: SD to circulate revision to the Scheme of Delegation which will include addressing the issue of LAB members servicing on panels. ACTION SD</p>	SD
22/2018-19	<p>Dates of future Board meetings</p> <p>These were agreed as per the calendar:</p> <p>b. Thursday 15th November 2018; 5:00-8:30pm*</p> <p>c. Thursday 16th January 2019; 6:30-8:30pm</p> <p>d. Thursday 7th March 2019; 6:30-8:30pm</p> <p>e. Thursday 2nd May 2010; 6:30-8:30pm</p> <p>f. Friday 28th June 2018 Academy Away Day</p> <p>* Meeting on 15th November includes Safeguarding training.</p>	

Item Ref	Ratification Items	
R1/2018-19	Academy Improvement Plan - approved	KJH
R2/2018-19	Safeguarding and Child Protection Policy - approved	KJH
R3/2018-19	Managing School Based Investigations – referred to JOB for policy statement	JOB
R4/2018-19	Safer Recruitment - approved	KJH

The meeting closed at 7:20pm

ACTION SUMMARY

Agenda Item x/2018-19		Action	Who
9	Pupil outcomes incl. pupil premiums	Provide an update on quality of teaching at Pentland Field to the next Board meeting.	JOB
13	Risk registers	Circulate risk registers to the Board	JC
18	Governance and policy updates	Draft a policy statement to accompany the Managing school-based investigations procedural document	JOB
19	Trustee visits to schools	Canvass schools as to whether they would like such formal links with a Trustee and if so whom and why	SD
21	Any other Business	Circulate revisions to the Scheme of Delegation to the Board	SD