

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON THURSDAY 27 APRIL 2017 AT 11AM IN THE CONFERENCE ROOM, NCFM BUILDING, HOLBEACH.

Present:

Chair of Governors: Holbeach Primary Academy

Jenny Worth [Acting Chair]

Chief Executive Officer (LET)

Andy Breckon

Principal: University Academy Holbeach

Steve Baragwanath

Principal: Holbeach Primary Academy

Sue Boor

In attendance:

Head of Governance (UoL)

Lisa Baker [Clerk]

Deputy Vice Chancellor (External Relations)

Professor Toby Wilkinson

The meeting was inquorate because there was only one trustee present (quorum being one third of trustees). Those present decided that they were sufficiently competent to conduct the business but that any decisions that needed to be taken would be recommended and held over to the next meeting or taken via Chair's Action.

Ms Worth Chaired the meeting.

Action

1. (i) WELCOME TO PROFESSOR TOBY WILKINSON, DVC

The Chair welcomed Professor Wilkinson to his first meeting. Professor Wilkinson would take over as Chair of the LET in due course.

(ii) APOLOGIES FOR ABSENCE

Apologies were received from Professor Braybrooks, Professor Abrahams, Ms Parry and Ms Stanton.

(iii) DECLARATIONS OF INTEREST

There were no declarations of interest.

PART A – ITEMS FOR DISCUSSION

2. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

Received:

The minutes of the meeting held on 6 December 2016 and a confidential report on matters arising which was tabled by the CEO (please see the confidential annexe for this minute).

Agreed:

- The minutes of the last meeting represented an accurate record; their approval would be recommended to the next quorate meeting.

Clerk

3. ACADEMY DEVELOPMENT PLANS – CONFIDENTIAL (SEE ANNEXE)

4. HUMAN RESOURCES – EMPLOYMENT MANUAL

Received:

A paper submitted by the CEO. The full employment manual and its policies had been circulated to members prior to the meeting via email.

Noted:

- It was vital that the Trust had a coherent set of Human Resources policies for all staff given that approximately 79% of its budget was dedicated to staffing costs.
- After GHA had joined the Trust there was a need to update and review the policies. This work had been conducted through the Operations Board and the CEO conveyed particular thanks to Sharon Earth for all her work on the document.
- The key changes included Fit for Work guidance for employers and employees which had been added to the Absence Management Policy, Childcare Voucher Scheme and FAQs and an updated version of the Capability Policy which had been approved by all unions and adopted by the county council.
- Staff in all three academies had been consulted and no comments had been received.

Agreed:

- The manual was recommended for approval. Chair's Action would be taken outside of the meeting.

CEO

5. FINANCIAL UPDATE

Received:

A paper submitted by the CEO was tabled.

Noted:

- The Trust set combined budgets across the three academies of £12,130,980. Income was down at UAH due to cuts in sixth form funding of over £50k but income was up at HPA by circa £25k.
- The GHA budget was lower by £87,276 than the estimate and the actual surplus at transfer.
- It was likely that by the end of the year the Trust would have a trading surplus of around 1% which would be satisfactory.
- The figures presented did not include depreciation.

4. REPORT ON CHILDREN'S AND YOUNG PERSONS' PROGRESS/PLUS OTHER MATTERS

- UNIVERSITY ACADEMY HOLBEACH
- HOLBEACH PRIMARY ACADEMY
- GOSBERTON HOUSE ACADEMY

Received:

Oral reports from the Principal of UAH and HPA and a tabled paper relating to GHA (with an oral update from the CEO).

Noted:

University Academy Holbeach

- In terms of staffing, an ICT post had been vacant since Easter and interviews had taken place on Wednesday. It was hoped that a local candidate would join the academy.
- A Head of MFL had recently been appointed subject to references.
- Seven members of staff would go on maternity leave over the next few months,

distributed over a variety of subject areas. This would present an issue with long term supply and was likely to impact on pupil progress.

- In respect of Year 11 tracking, 64% were on target for five A to C GCSEs including English and Maths which was above prediction. Progress 8 had changed this year due to the new grading system and so data from last year did not map well. The tracking showed students to be a little better than at the same time last year and this was a similar cohort.
- The overall funding figure for this year was £14k higher than last year; £40k had been mistakenly deducted for post 16 funding and a business case would be needed to get it reinstated. This meant that the budget could potentially be £54k up on last year but future funding was a very serious concern.
- UAH had taken a 20% reduction in funding since it had become an academy and the only way to resolve the gap would be to change the arrangements to classes in years 7 and 8 to reduce the number of classes but increase the class size. The Trust had written to the government with its concerns.
- Year 11 had been supported with Easter School over 11 days of the holiday period. This included 3 hours in the morning, lunch and 3 hours in the afternoon. A total of 140 out of 176 pupils had attended. Exams would start in 18 days time; pupils were on a collapsed timetable and expected to attend school every day. There was an extensive programme to help them with revision.
- A total of 304 students entered the 6th form in September; 16 had left for a variety of reasons but the overall predicted success rate was 96%. 39 students had gained places at University (compared with 34 this time last year).
- In Year 12, 35 students were completing 3 A levels each, 58 students were studying Level 3 qualifications and 97 students were undertaking trade/vocational qualifications. All were predicted to have a 100% pass rate.
- In Year 13, 17 students were completing 3 A levels each, 54 students were studying Level 3 and 39 students were undertaking trade and Level 2/3 vocational qualifications. All were predicted to have a 100% pass rate.
- In terms of applications for next year, 183 had been received (compared with 165 in 2016/2017). All students would be studying the new specifications.
- The school was achieving a 93.5% attendance rate currently. This was lower than desirable but was on an upward trajectory following a bout of illness before Christmas. Some parents had been taken to court and there remained a number of persistent absentees that skewed the figures. It was hoped that the school could reach 93.8%. Ofsted recognised this as a concern was accepted that the school was doing everything it could to mitigate the issue. Some absence was due to the large catchment area and transport issues. SBa would forward a distribution map to TW for information.
- In respect of looked after children, the school was currently the only Ofsted rated school in the area which was not selective. Eight looked after children had joined since September and they were all, without exception, very complex cases which took up significant resource.

SBa

Holbeach Primary Academy

- The school now had 32% SEND pupils with 99 disadvantaged children (83 in December 2016). The Principal had recently looked at funding through the Pupil Premium strategy. Some of those pupils had significant needs and intensive support was required where there were gaps in learning.
- Attendance was running at 95.6% with 4.7% of absences due to illness, 0.7% due to medical appointments and 0.4% because of religious festivals.
- Pupil premium children achieved 95% attendance and a huge amount of work went into maintaining this level. This included repeating the message that if children attended school every day, on time, progress would be made.
- The school was about to conduct pupil progress reviews. All year groups were in line with, or above, target. Year 6 concerns in January have been dealt with via a new teacher who was data driven. In Year 5 there was a high percentage of children with extensive needs, some of them reaching back before primary school. These pupils were very closely monitored, including by governors.

- The school had recently taken part in its first local spelling bee and won. Two mini-buses would go to the Lincolnshire Show in June and residentials for years 4 and 6 were about to start.

Gosberton House Academy

- Preparations were underway for the reaccreditation process that GHA would go through in the autumn.
- GHA was very heavily involved in the Mobilise project.
- A number of research projects were being conducted in partnership with the University of Lincoln's School of Psychology including 'Moral Judgements', 'Therapy Dogs Project' and 'Effect that social support has on parental perceptions of family functioning with families that have a child with autism'. The latter project had been opened up to all Lincolnshire schools via the Working Together Team.

7. LCC COMMISSIONED SERVICE FROM GOSBERTON HOUSE ACADEMY – CONFIDENTIAL (SEE ANNEXE)

8. ANY OTHER BUSINESS

There was no other business.

9. DATE OF NEXT MEETING

The next meeting of the Board of Trustees would take place at 11am on 6 July 2017 at Brayford Pool.

PART B – ITEMS TO BE RECEIVED

10. CHAIR'S ACTION TAKEN SINCE THE LAST MEETING (REDUNDANCY AT GHA)

Received:

A copy of the email sent to members by the CEO dated 7 February 2017 regarding a redundancy proposal.

Noted:

- The matter had not progressed due to maternity leave.

11. AUDIT COMMITTEE MINUTES: 20 MARCH 2017

The meeting closed at 12.45pm.

These Minutes, together with the papers presented to the Board, form the official record of the business conducted at the meeting. The papers are held on file by the Clerk to the Board of Trustees.