

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON THURSDAY 05 OCTOBER 2017 AT 11AM
IN THE VICE CHANCELLOR'S OFFICE BOARDROOM, MINERVA BUILDING, BRAYFORD POOL

Present:

Deputy Vice Chancellor (External Relations)

Professor Toby Wilkinson [Chair]

Chief Executive Officer (LET)

Andy Breckon

Trustee

Jenny Parry

Trustee

Andy Robinson

Trustee

Professor Val Braybrooks

Principal: University Academy Holbeach

Steve Baragwanath

Principal: Holbeach Primary Academy

Sue Boor

Chief Finance Officer

Catherine Hamblett

In attendance:

Executive Assistant (UoL)

Heather Smith [Clerk]

Action

1. (i) WELCOME AND INTRODUCTIONS

Mr Andy Robinson was welcomed to the meeting.

Ms Parry joined the meeting via conference call.

(ii) APOLOGIES FOR ABSENCE

Apologies were received from Professor Ian Abrahams, Ms Louise Stanton and Ms Jenny Worth.

(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 meetings held on 06 July 2017.

Agreed:

- The minutes of the meeting held on 06 July 2017 were **approved**.
- Following some issues earlier in the year, it was reported that Capita, the provider of Human Resource Services at the academies was much improved.

3. REPORT AND ANALYSIS OF LEARNERS PERFORMANCE FROM PREVIOUS ACADEMIC YEAR (2016/2017)

Noted:

UNIVERSITY ACADEMY HOLBEACH

- Mr Baragwanath shared a progress report of results from the UAH Governors meeting on 28 September.
- There had been some noticeable changes in the GCSE results due to national changes in the grading system and staff were adjusting to the new system.
- There were a number of remarks for GCSE English which was common across the sector. Remarks were also taking place for Health & Social Care which meant an improvement in the overall performance.
- There was a noted difference between the performance levels of the year group 10 vs. year group 11.
- MFL performance was being closely monitored due to staffing changes, there were plans to over-recruit to ensure performance remained on target.
- There was good performance for boys and Pupil Premium with high levels of staff and curriculum engagement.
- There were a number of staff due to take maternity leave, including the Head of Humanities.
- It was a record year for A-level results with performance matching those of the local grammar schools which was excellent for the learners and reputation of UAH. 16 Learners also completed an apprenticeship to distinction level.
- It had proved a positive start to the year but newly qualified teaching staff were requiring support to settle in to a school environment.

HOLBEACH PRIMARY ACADEMY

- Following a range of learning interventions, children's results were reported to be exceptional, with Key Stage 2 above the national, regional and local average.
- A strong team of staff and robust governing body whom work well with the staff assisted in the achievement of excellent results.
- An update was provided on the results for particular groups e.g. girls, boys, SEND.
- It was noted how positively the children had responded to owning their own progress and wanting to do well.
- There was feedback on what had worked well in the academy and where there were areas for improvement, with an update from Mrs Boor on how they would be implemented.

GOSBERTON HOUSE ACADEMY

- Due to the specialist nature of the academy, national benchmarks were not required.

4. ACADEMY UPDATE REPORTS – UAH, HPA AND GHA

Noted:

UNIVERSITY ACADEMY HOLBEACH

- UAH was fully staffed for the start of the academic year with 216 students starting in year 7, following a high demand for places. There were 315 students in the academy's sixth form and overall there was good attendance at the start of term.

- An allegation of bullying had arisen over the summer which had been addressed with Ofsted.

HOLBEACH PRIMARY ACADEMY

- There was a slight decrease in the number of children enrolling at the academy for September, 280 children in total.
- Staff felt refreshed after the summer break and the academy was fully staff for the start of term, with the addition of a Teaching Assistant and Intervention Teacher.
- There was a plan to encourage higher attendance for the coming year in line with feedback from the recent Ofsted visit. All parents had received a letter and an action plan was in place.
- HPA were working closely with pre-school providers and families to ensure children were 'school ready' and detailed some of the challenges experienced at the start of term if children were not fully ready for school.
- With much excitement, the Lincoln Knight, which the children had decorated earlier in the year, was returning to the academy.
- Teacher networking with other schools was taking place which was a good opportunity to share expertise and knowledge.

GOSBERTON HOUSE ACADEMY

- Mr Breckon provided an update on behalf of Ms Stanton.
- The academy had received high demand for places again for the start of the academic year.
- There were some staffing challenges which were being managed by Ms Stanton with support from Mr Breckon.
- Trustees were made aware of outline proposals by the local authority to make changes to the provision of specialist education in Lincolnshire. Although the proposals were still in the consultation period, there was concern about the impact on GHA and that the local authority had not communicated the plans with the Trust. It was agreed that any changes to the academy's provision would require approval from the Trust.
- The local authority had made changes to the transport system which had a negative impact on the children as the service had not proved 'like-for-like'. Although the issues were being resolved, it had been a challenging time for children, families and staff at the start of term.
- A number of apprentices had started at GHA in September.
- A discussion on managing the intake demand at GHA took place. It was noted that as the academy was at capacity, no places would be offered until there was available space.

5. CAPITAL BIDS AND CONDITION IMPROVEMENT FUND SUBMISSIONS

Noted:

- UAH's recent LEP Bid was unsuccessful, however the provider had given some useful feedback.
- UAH would be submitting a bid to the Condition Improvement Fund, however, there was uncertainty about its success due to UAH's previous receipt of investment funds.
- It was important that the growth plans for UAH and NCFM were aligned to allow for maximum benefits for young people in the local area.

6. SAFEGUARDING AND CHILD PROTECTION

Noted:

- All staff within the academies would receive tier 1 safeguarding training in October. The session would also incorporate an aspect on anti-bullying.

Agreed:

- It was agreed that the Trust should adopt the local authority's Safeguarding Framework in line with best practice and for consistency with that of the Local Authority Designated Officer.
- Although it was acknowledged that some trusts may wish to create their own policy, however, trustees agreed that it was more appropriate to use the local authority's policy for consistency in conjunction with other professionals.
- Professor Ian Abrahams would be the Trust's Safeguarding Representative in line with DfE recommendations that the lead be independent from the academy governing bodies. Professor Abrahams would undertake safeguarding training in October and would be asked to provide an update on his role at the next board meeting in December.

IA

7. POLICY APPROVAL

Noted:

- Recent policy approvals were in operation at the academies and it was noted that policies be tabled as 'received' unless trustees wished to discuss a specific area.

8. COMPLAINTS PROCEDURE

Received:

An amended version of the LET Complaints Procedure

Noted:

- Professor Wilkinson provided an update to the background of the complaint case which had triggered a review of the LET's Complaints Procedure by legal advisers Pinsent Masons.
- Based on Pinsent Masons recommendations, the procedure had been amended in line with best practice, in particular greater clarity had been given to the different levels of a complaint in sections, 2, 3 and 4.

Agreed:

- Following a further suggestion of clarity by Mrs Worth, it was agreed that the amended procedure be implemented with effect from 09 October 2017. The LET and academy webpages would be updated accordingly.

HS

9. DEVELOPMENT UPDATE (CONFIDENTIAL)

10. ANY OTHER BUSINESS

Noted:

- LET Audit Committee update – a new external member had been appointed to the LET Audit Committee.
- Due to good management, the finances for each academy were reported to be under budget and the next board meeting would consider the end of year accounts.
- The register of apprenticeship training providers (RoATP) had reopened and UAH would be making a submission.

11. DATES OF MEETINGS 2017/2018

- 11am, 12 December 2017 (Lincoln)

- 11am, 24 April 2018 (Holbeach)
- 11am, 12 July 2018 (Lincoln)

PART B – ITEMS TO BE RECEIVED

The meeting closed at 12.30pm.

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.