
THE LINCOLNSHIRE EDUCATIONAL TRUST LTD

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON TUESDAY 12 DECEMBER 2017 AT 11AM
IN THE VICE CHANCELLOR'S OFFICE BOARDROOM, MINERVA BUILDING, BRAYFORD POOL

Present:

Deputy Vice Chancellor (External Relations)

Professor Toby Wilkinson [Chair]

Chair of Governors: Holbeach Primary Academy

Jenny Worth

Chief Executive Officer (LET)

Andy Breckon

Trustee

Jenny Parry

Trustee

Andy Robinson

Trustee

Professor Val Braybrooks

Trustee

Professor Ian Abrahams

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) APOLOGIES FOR ABSENCE

Apologies for absence were received from Louise Stanton, Principal, Gosberton House Academy.

Ms Parry joined the meeting via conference call.

(ii) 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 05 October 2017.

Agreed:

- The minutes of the meeting held on 05 October 2017 were **approved**.

3. ANNUAL REPORT, MANAGEMENT ACCOUNTS & FINANCIAL SUBMISSION TO EFA FOR 2016/2017

Received:

Annual Report and Management Accounts

Noted:

- Mr Nick Cudmore from Duncan and Toplis joined the meeting at 11.10am to present the Annual Report and Management Accounts to the Board.
- The Annual Report and Management Accounts had been reviewed at the LET Board of Trustees Audit Committee on 12 December.
- Audit Committee had recommended that the Annual Report and Management Accounts be approved by the Board of Trustees based on a small number of adjustments to the wording of the 'Trustees Report' section on page 3 and 9.
- Mr Cudmore provided clarification on a couple of points, relating to cash flow and the level of audit required to comply with DfE regulation.
- Duncan and Toplis were thanked for their approach to working with the LET and all agreed that a positive and productive working relationship had been established.
- Mr Cudmore left the meeting at 11.20am.

Agreed:

- The Board agreed to approve the Annual Report and Management Accounts based on a small number of adjustments being made to the wording on page 3 and 9 of the 'Trustees Report' section.

4. ACADEMY UPDATE REPORTS – UAH, HPA AND GHA

Noted:

UNIVERSITY ACADEMY HOLBEACH

- An update was provided on the Progress 8 measures.
- Year 11 were in the process of completing their mock exams, attendance had been very good, and results were expected w/c 18 December. An update was provided on predicted results against the previous year group's performance - Trustees requested an update on the actual results.
- Requests for new intake places for Sept 2018 were shared and it was noted that there was again high demand as in previous years.
- The rollout of chrome books for year 7 pupils had proved very popular. There was greater benefit in the website management system which allowed websites to be filtered at school and home. Financial savings had also been made in the purchase of chrome books compared to Apple I pads.
- The academy's production of Joseph had been well received locally.
- UAH were increasing their engagement with the community to share positive news and events taking place at the academy.
- Activities such as 'book buzz', giant games during break times and Saturday school had been well attended by pupils.
- Intervention classes running every week night were also very well attended.
- An update was provided on pupil attendance levels, improvements had been made with a reduction in poor attendance being achieved.
- The Principal made the board aware of staffing changes and property/lease developments at UAH.
- The CEO and Board expressed their thanks to the Principal and his team for the management of the serious incident which took place earlier in the term.

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HOLBEACH PRIMARY ACADEMY

- It was noted that there were 287 pupils on roll and the number of pupils with pupil premium continued to rise.
- An update was provided on attainment levels, including some of the challenges faced by pupil illness. Staff provided support to families to ensure children were able to learn at home where appropriate. A discussion took place on the different types of absence and HPA's monitoring mechanisms.
- KS2 were doing well, with maths performing strongly against national trends.
- Anti-bullying and cyber sessions had been run for year groups 5 and 6, including their parents which had been well received.
- Safeguarding training for governors at HPA, UAH and GHA had recently taken place.
- The sport festival had proved a great success in discovering hidden talents from the children and activity continued to take place weekly.
- HPA governors had been allocated specific roles on the governing body which had been productive in their engagement of activity at HPA. Governors could now access the website for further information on the academy.
- The Principal was pleased to report that the academy was fully staffed, with no vacancies.
- The Chair was thanked for his recent teaching session at HPA.
- An updated was provided on activities taking place at the academy, including a robotics session in partnership with the University.

GOSBERTON HOUSE ACADEMY

- The CEO provided an update on GHA in the absence of the Principal.
- Some staffing challenges at GHA remained an issue and the Principal was working closely with the CEO to resolve.
- Further to meetings with the local authority, it was confirmed that there would be no change to the level of fees the academy would charge for children's places at the GHA.
- GHA had achieved platinum status for the Investors in People Award.
- A LCC review of the GHA outreach service showed that the service performed well. It was noted that the service contract was due for renewal within the next two years.

5. REPORT ON PRINCIPALS' PERFORMANCE MANAGEMENT –
CONFIDENTIAL*

6. REPORT FROM LET SAFEGUARDING LEAD

Received:

A briefing from the LET Safeguarding Lead

Noted:

- Professor Abrahams provided background to his role as the independent safeguarding member of the board.
- Feedback was given on the LET governor safeguarding training Professor Abrahams attended at HPA, including the extent of some of issues the academies faced.
- Professor Abrahams had also met with the CEO to outline his approach as safeguarding lead for the LET which will include ensuring the academies' approach continues to meet policy and best practice. Professor Abrahams would contact UAH, HPA and GHA at various points throughout the year, including an annual review meeting with the Principals to ensure effectiveness of safeguarding requirements were being met.

- All members of the governing bodies for UAH, HPA and GHA had completed safeguarding training.

7. ACADEMY SELF-EVALALUATION – CONFIDENTIAL*

8. DEVELOPMENT UPDATE – CONFIDENTIAL*

9. POLICY APPROVAL

Noted:

- There were no policies for approval.

10. OFSTED REVIEW FINDINGS - DAVID ROSS EDUCATION TRUST

Received:

OFSTED REVIEW FINDINGS - DAVID ROSS EDUCATION TRUST

Noted:

- The Ofsted review of the David Ross Education Trust was shared with the board and trustees were asked to reflect on some of the key points raised, particularly the following:
 - Ability to hold directors and leaders to account with sufficient rigour
 - Comprehensive information informing discussions
 - Focus and discussion on pupil attendance
 - Effectiveness of self-evaluation mechanisms based on the size of the MAT

Agreed:

- It was agreed that there would a reflective discussion on supporting academies and staff at the next board meeting. **HS**

11. ANY OTHER BUSINESS

There was no other business.

12. DATES OF MEETINGS 2017/2018

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

PART B – ITEMS TO BE RECEIVED

13. ESFA LETTER – FINANCIAL MANAGEMENT AND GOVERNANCE

The meeting closed at 1.05pm.

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.