
THE LINCOLNSHIRE EDUCATIONAL TRUST LTD

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON THURSDAY 12 JULY 2018 AT 11AM IN
CONFERENCE ROOM, NATIONAL CENTRE FOR FOOD MANUFACTURING, HOLBEACH CAMPUS

Present:

Deputy Vice Chancellor (External Relations)

Professor Toby Wilkinson [Chair]

Chair of Governors: Holbeach Primary Academy & Holbeach Bank Academy

Jenny Worth

Chief Executive Officer (LET)

Andy Breckon

Trustee

Jenny Parry

Trustee

Andy Robinson

Trustee

Professor Ian Abrahams

Trustee

Professor Val Braybrooks

Principal: University Academy Holbeach

Steve Baragwanath

Executive Principal: Holbeach Primary Academy & Holbeach Bank Academy

Sue Boor

Principal: Gosberton House Academy

Louise Stanton

Chief Finance Officer

Catherine Hamblett

In attendance:

Executive Assistant (UoL)

Heather Smith [Clerk]

Action

1. (i) APOLOGIES FOR ABSENCE

There were no apologies for absence.

(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 23 April 2018.

Agreed:

The minutes of the meeting held on 23 April 2018 were **approved**.

Noted:

UAH summary report on development plans

- An update was given on potential developments of the site at UAH which included plans for Harrison House. The local authority were supporting UAH in managing the increase in PAN which was expected to be 210 for September 2018, rising to 220-225 over the coming years. Development plans remained at an early stage and the Principal was managing the financial implications including additional funding opportunities with support of the local authority.

Review of UAH teacher recruitment risk

- UAH were fully staffed for September 2018, however, this achievement had been a difficult task based on the quality and level of available candidates within the subject disciplines. UAH were keen to continue to offer a varied curriculum which included MFL despite nationally a third of schools not offering MFL after year 9.
- Plans were in place to manage resourcing for the increase in PAN at UAH which included SCITT teaching training programmes.
- It was noted that the remote location and geographical area of UAH did not aid recruitment. Mr Robinson agreed to share details of relocation schemes.
- HPA had experienced similar recruitment issues as UAH and they too were supporting the SCITT programme.
- GHA were fully staffed for September 2018 and had recently experienced a good number of applications within the sector.
- The Chair requested that recruitment be monitored at future Trust Board meetings.

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3. ACADEMY UPDATE REPORTS – UAH, HPA, HBA AND GHA

Noted:

UNIVERSITY ACADEMY HOLBEACH

- UAH had been accredited by Young Money as a centre of excellence for Key Stages 3 and 4.
- Over 200 learners had taken part in reward trips for achieving excellent performance in a variety of areas including exceptional attendance.
- A new timetable had successfully commenced for the final 3 weeks of term ahead of implementation in September 2018.
- Duke of Edinburgh trips had been running with a mix of gold, silver and bronze awards.
- A taster day for students from the Peele Community College had taken place with approximately 40 learners taking part in vocational courses.
- Approximately 120 local businesses had provided work experience opportunities to year 12 learners.
- Learner attendance had increased from 93.1% in April to 93.4% in July.
- 7 members of staff had returned from maternity leave.
- A variety of geography and history related trips had recently taken place.
- 13 local business had run workshops at UAH's 'Industry Day'.
- Visits for primary school children in years 5 and 6 had taken place with 199 and 221 children attending respectively.
- 320 learners had attended a sports day in Boston.
- The exam season was nearing completion with some vocational course exams still to be complete.
- Initial predictions indicated the average A level result was –C and vocational courses were at distinction (as per previous year).

- Progress 8 scores for GCSEs were good given the recent curriculum changes. A comparison of Progress 8 scores across all Lincolnshire secondary schools was provided with UAH performance being closely ranked to that of grammar schools within the county.
- UAH had submitted a bid to the ESFA regarding T qualifications. The initial response had been positive and the ESFA were keen to work with UAH.

HOLBEACH PRIMARY ACADEMY

- 304 children enrolled, increasing to 307 in September with pupil premium at 98.
- Attendance levels were close to target at 96%.
- Progress of year 6 pupils was being tracked by governors as they had done previously throughout this particular year group.
- HPA had participated in a number of community activities including the Lincolnshire Show and Holbeach in Bloom.
- Recent excursions to Nottingham Court and a residential trip to Skipton had been well received.
- Early years induction had taken place and the academy was oversubscribed on demand for places.
- An exemplary learner from HPA had been awarded 'Student of the Year', an initiative run by the local paper for all local schools.
- Early year learners had demonstrated good levels of development and staff had worked hard to ensure learners reached the national benchmarking level.
- Phonics was well embedded and KS1 and KS2 were in line with national average or higher in some areas (combined English and Maths).
- Performance levels for reading, writing and maths had all met HPA performance targets.
- Progress 2.0 scores were the highest and best to date.
- Pupil premium was on-par with non-premium aided by additional funding.
- Staff were congratulated for their hard work and positive results.

HOLBEACH BANK ACADEMY

- The transition of HBA had been more complex than anticipated.
- 65 children enrolled, increasing to 76 from September 2018. Pupil premium was at 36%.
- The budget for non-teaching staff was important to ensure learners were supported.
- There had been a number of staffing changes which had led to some adjustment as to how the staffing budget would be spent. Recruitment initiatives were in place to ensure sufficient staffing levels for September 2018.
- Staff and curriculum sharing across HPA and HBA sites was working well.
- There was great opportunity to improve development of learners across all year groups and the Executive Principal provided a summary of current performance levels across KS areas and phonics. Further data was available to trustees upon request.
- A discussion took place on measures which could be implemented to improve learner development, including cross sharing of resources from HPA, budget and staffing levels. There was confidence that improvements on development would be made over time once the initial challenges had been addressed.
- A successful governing body meeting had recently taken place.
- Despite the challenges, it was reported that HBA was forecast to achieve a balanced budget.
- The PTA had launched a fundraising initiative to raise funds for learning resources.
- The CEO was providing support in managing issues relating to the premises which had emerged post transition.
- The Chair of Governors wished to thank all those who had worked hard in managing the transition of HBA.

GOSBERTON HOUSE ACADEMY

- Full to capacity on availability with a high demand for places.
- Attendance was at 96% which was very good, aided by a hub based model which saw health and social care services being based at GHA for the convenience of the child and carer.
- 37% pupil premium.
- Programme of family training had taken place with 30-34 families, autism specific, helping and enabling parents.
- Autism and educational trust training had been run with 2000 colleagues across Lincolnshire and beyond attending the training.
- National AAD contract had been secured for the next year.
- The outcome of a recent LCC health check on the academy in May had been noted as positive.
- GHA had participated in the National Autistic Society accreditation scheme and had a positive visit with no areas for development. It was hoped that the outcome would be an award of 'advanced status'. The Principal would notify trustees of the final award.
- The Principal provided a summary of performance including pupil attainment and CASPA against national benchmarking. GHA were pleased with their recent SAT performance.
- GHA were preparing to manage a new intake of learners in September 2018, some of whom had not experienced a school environment.
- GHA had welcomed a new governing body member from the University. It was noted that the partnership with the University was working very well.

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4. SUPPORT MECHANISMS FOR ACADEMIES AND STAFF – REFLECTIVE DISCUSSION

Agreed:

Item deferred to the next meeting.

5. CURRENT FINANCIAL REPORT SUMMARY

Received:

Financial Summary Report

Noted:

- An update was provided on funding received from the DfE.

6. APPROVAL OF BUDGET FOR 2018/19

Received:

Budget 2018-19

Noted:

- An update on the budget for HBA was provided, noting the focus on a balanced budget.

Agreed:

- The budget for 2018/19 was agreed and authorisation was given for authorising parties at each academy to make amendments to their budget on the agreement that it would not result in operating under a deficit budget.

7. REPORT OF CHILDREN'S AND YOUNG PERSONS' PERFORMANCE AND EXPECTED OUTCOMES

Received:

Update report from GHA

Noted:

UNIVERSITY ACADEMY HOLBEACH

- An update was given on the number of 'looked after children' and demand for places at UAH against the figures nationally across secondary schools. Looked after children presented a number of challenges and the Principal was working closely with the Head of the Virtual School to resolve these issues.

HOLBEACH PRIMARY ACADEMY

- Covered under item 3.

HOLBEACH BANK ACADEMY

- Covered under item 3.

GOSBERTON HOUSE ACADEMY

- Covered under item 3.

8. REVIEW OF GOVERNANCE FRAMEWORK AND SCHEME OF DELEGATION

Received:

Governance Framework 2018-19 and Scheme of Delegation for 2018-19

Noted:

- The CEO provided a summary of some of the minor changes to the framework and scheme of delegation compared to the previous year.
- Changes were noted to HBA's governance structure.
- GDPR / business meetings had been adopted within the framework.
- The Governance Framework 2018-19 and Scheme of Delegation for 2018-19 had been approved by Operations Board.
- A skills audit would be completed for local governing bodies and the trust board in line with government guidance. The CEO would shortly issue a communication to all members. **AB/HS**
- The Governance Framework would be amended to reflect the recent changes in governing body membership. **AB/HS**

Agreed:

- All agreed the proposed minor changes to the Governance Framework 2018-19 and Scheme of Delegation for 2018-19 as outlined by the CEO.

9. HEALTH AND SAFETY INSPECTION REPORTS

Noted:

GOSBERTON HOUSE ACADEMY

- There were no issues with buildings or grounds at GHA. GHA had undertaken the necessary LCC checks and all staff training was up to date, including a programme for new staff.

UNIVERSITY ACADEMY HOLBEACH

- A recent audit had highlighted a small number of minor issues, however, no major issues had been identified. The Site Manager would resolve all minor issues over the summer period.

HOLBEACH PRIMARY ACADEMY

- Fully compliant with next review due in January 2019 although it may be brought forward in line with the review of HBA.
- HPA were up to date with training and fire practices were regularly conducted.

- The Caretaker would oversee management of fire safety across both HPA and HBA sites.

HOLBEACH BANK ACADEMY

- A number of unexpected issues had been identified post transition and the staff were working hard to resolve them as a matter of urgency before September 2018 with minor issues being resolved no later than October 2018. A verbal update on progress would be provided at the next Board meeting.
- HPA policies would be shared with HBA to ensure consistent high standards across the two academies.

SBo/HS

10. REPORT ON HOLBEACH BANK CONVERSION

Received:

A report on the conversion of Holbeach Bank School

Noted:

- Following the conversion of HBA in to the LET on 01 June 2018, the CEO provided a summary of progress to date, including issues which had emerged post transition and how they were being resolved.

11. UPDATE ON GOSBERTON HOUSE ACADEMY CHANGE OF STATUS

Received:

A report on the update of Gosberton House Academy's change of status and supporting DfE business case.

Noted:

- The RSC had accepted the business case put forward by GHA with no further questions/queries.
- GHA were well represented on various stakeholder groups being led by LCC and the RSC.
- It was noted that parents and carers at GHA were very supportive of the change which was expected to be implemented in 2023.
- The Chair thanked the Principal for her hard work and the positive outcome.

12. UPDATE ON PEELE COMMUNITY COLLEGE

Noted:

- There was a brief update on progress from the CEO including an overview of meetings which had taken place with relevant parties.
- The CEO and LET Members were due to meet imminently to discuss next steps and trustees would be kept informed.

13. IMPLEMENTATION – GENERAL DATA PROTECTION REGULATION

Received:

A report on GDPR and proposed policy.

Noted:

- The implementation of GDPR had gone well and although there were still areas to develop, the academies had the relevant policies and procedures in place to successfully comply with the regulation.
- A one year contract had been procured with LCC for an advice service on GDPR.
- Each academy had a designated Data Protection Officer and the CEO would advise if a DPO lead was required at board level.

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14. POLICY APPROVAL

Noted:

There were no policy approvals.

15. ANY OTHER BUSINESS

There was no other business.

DATES OF MEETINGS 2018/19

02/10/18 10:00-12:00, Brayford Campus, Lincoln

13/12/18 11:00-13:00, Brayford Campus, Lincoln

12/03/19 10:00-12:00, Brayford Campus, Lincoln

11/07/19 14:00-16:00, NCFM Campus, Holbeach

16. PART B – ITEMS TO BE RECEIVED

There were no part B items to be received.

The meeting closed at 1pm.

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.