
THE LINCOLNSHIRE EDUCATIONAL TRUST LTD

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON TUESDAY 2 OCTOBER 2018 AT 10AM IN THE VICE CHANCELLOR'S OFFICE BOARDROOM, MINERVA BUILDING, BRAYFORD POOL.

Present:

Professor Toby Wilkinson [Chair]

Professor Ian Abrahams

Andy Robinson

Jenny Worth

Andy Breckon

Steve Baragwanath

Sue Boor

Catherine Hamblett

In attendance:

Tina Horton [Clerk]

Action

1. (i) APOLOGIES FOR ABSENCE

Apologies were received from Jenny Parry, Professor Val Braybrooks, Louise Stanton.

(ii) DECLARATIONS OF INTEREST

There were no declarations of interest.

(iii) TRANSACTIONS TO BE AWARE OFF

There were no transactions to be aware off.

PART A – ITEMS FOR DISCUSSION

2. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

Received:

The minutes of the meetings held on 12 July 2018.

Agreed:

The minutes of the meeting held on 12 July 2018 were **approved**.

Noted:

- The completed skills audit forms have all been received.
- The Governance Framework has been amended and approved; this is now displayed on the Academies website.

3. SUPPORT MECHANISMS FOR ACADEMIES AND STAFF

Noted:

- Feedback from a meeting with the RSC was given, noting the importance of reducing teacher workload. When implementing new policies or plans the impact on frontline teaching staff to be considered. Trust to consider what support mechanisms are in place for their staff.

HOLBEACH PRIMARY ACADEMY

- Inset days have been amended to take place prior to Christmas for a couple of hours and then after Christmas.
- The school is constantly looking at different styles of marking, small changes have been welcomed by the strong team.

UNIVERSITY ACADEMY HOLBEACH

- Staff have access to a confidential counselling line which the school pays into; they also have access to support from the Union with a union rep present at the school.
- Support between the Principal and CEO is good.
- SBa and SBo to report back to staff that the Trust is here to support them.

SBa/SBo

4. REPORT AND ANALYSIS OF LEARNERS PERFORMANCE FROM PREVIOUS ACADEMIC YEAR (2017/2018))

Noted:

UNIVERSITY ACADEMY HOLBEACH

- Progress 8 is showing a negative score, partly as a result of the new GCSE format and a high level of maternity leave. Trustees questioned SBa and were satisfied that the causes of the decline were well understood and measures were in place to improve performance.
- The school struggles to recruit good MFL teachers (a nationwide problem). Trustees noted the challenge.
- Results for Maths have dropped but English and Triple Science are doing well.
- Post 16 results continue to be outstanding with a 100% pass rate.

HOLBEACH PRIMARY ACADEMY

- Early years maintains good results, KS1 and KS2 in line with national average.
- The quality of language of children entering school is dropping.
- All results are in line with or above the national average.

HOLBEACH BANK ACADEMY

- External moderation has taken place, work now taking place to increase progress and attainment.
- Trustees noted that it would take time to turn around performance at HBA.

GOSBERTON HOUSE SCHOOL

- The CEO noted that results are not published.

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

Noted:

UNIVERSITY ACADEMY HOLBEACH

- As at 24 August UAH was fully staffed. 1 member of staff had since left and interviews had been arranged. 1 member of staff from English will be retiring in January so that post would need to be filled. 1 member of staff has had a stroke and now wishes to work part-time.
- The first exclusion took place yesterday.
- The Open Day went well with 70 families attending
- 226 year 7 pupils and 178 year 12 pupils joined in September. The school has over 1300 on roll, including 300 in 6th form.
- At present attendance is 94.6%. 5 pupils have moved on but have not yet been removed from the register until notification of new school has been received.
- A new process for lateness has been implemented and commences on the first day a pupil is late.

- 34 pupils applied for university. 27 secured places at university (of which 7 at the University of Lincoln); the remainder went on to apprenticeships.

HOLBEACH PRIMARY ACADEMY

- 296 pupils on roll (target is 300 by December), 25% of which are pupil premium.
- The school had received a letter from the council regarding attendance; the council was happy with the response.
- A new website is in place for both Holbeach Primary and Holbeach Bank.
- An application to take part in the LENS project which further supports SEND pupils has been submitted.

HOLBEACH BANK ACADEMY

- 66 pupils on roll, 23% are pupil premium.
- Attendance is 94.6% against a target of 95%.
- The premises continue to be challenging.
- 17 policies have been implemented with a Health & Safety audit to take place.
- A full fire safety audit occurred on the last day of term. All items have been corrected with the exception of the emergency lighting which is due to be resolved the first day of the October half term.
- 1 TA appointed and working alongside HPA.
- AB reported that the council would not contribute to any of the remedial H&S work so the budget for this year would be under significant pressure.
- The trustees thanked SBo and her colleagues for all the work over the summer holidays.

GOSBERTON HOUSE ACADEMY

- The school has received Advanced Status from the National Autism Society, one of only 3 schools with this status in the UK.
- The University's School of Psychology continues to work productively with the school.

6. CAPITAL BIDS AND CONDITION IMPROVEMENT FUND SUBMISSIONS

Noted:

- LET will bid again for funding when the 2019/20 window opens. It is proposed that two bids will be submitted: a bid for UAH to replace Harrison House and a bid to expand Gosberton House Academy to allow it to take all-needs pupils.
- It was confirmed that another bid may be submitted if Peele joins the LET.

Agreed:

Trustees agreed that the bids should be submitted.

Trustees reiterated their position that GHA could not expand its provision to all-needs unless its bid for capital funding (to expand the premises) were successful.

7. SAFEGUARDING AND CHILD PROTECTION

Received:

Policies – *Working Together to Safeguard Children* and *Keeping Children Safe in Education* have been received by Trustees.

Agreed:

- Trustees agreed to adopt both policies.

8. POLICY APPROVAL

Noted:

- Covered in item 7.

9. COMPLAINTS PROCEDURE

Received:

Complaints Policy and Procedures – effective from 2 October 2018.

Noted:

- Recommendations in light of a complaints panel held earlier this year had been incorporated in a revised Complaints Policy and Procedure.

Agreed:

- Trustees agreed to adopt the revised policy and procedure.

10. DEVELOPMENT UPDATE

Noted:

GOSBERTON HOUSE ACADEMY

- No further update.

UNIVERSITY ACADEMY HOLBEACH

- The County Council is keen to expand the PAN at UAH. The expansion of facilities required to meet this demand would need to be covered through a loan and bid for CIF funding.
- SBA and the CEO to work up the best options and progress.

AB/SBa

HOLBEACH PRIMARY ACADEMY

- No further update.

HOLBEACH BANK ACADEMY

- A lot of remedial work was taking place following the handover of the school in poor condition. A costed list of the work required had been sent to LCC as there was a slim chance that some funding might be forthcoming.
- Lessons had been learned from taking on HBA and in future a full H&S audit would be carried out before taking on any additional school.
- The installation of safety fencing had been identified as a priority.
- A schedule of works would be circulated for the next meeting with priority 1, 2 and 3 categories against each item.

SBo

PEELE COMMUNITY COLLEGE

- The CEO had met with the Director of Children's Services and accepted a grant of £1.25m towards the necessary repairs.
- There are still on-going issues relating to the Sports Hall as it is used by the community and on school land but not owned by the school.
- Due to the issues that have come to light from taking on HBA, a condition report had been requested relating to the Sports Hall.
- Trustees were asked to support the continuation of discussions between the parties.

Agreed:

- Trustees agreed that SBa and the CEO should look at UAH expansion options
- Trustees agreed that if the safety fencing is a statutory requirement it should be installed immediately at HBA.
- Trustees agreed that the CEO should continue discussions regarding Peele.

11. UPDATE ON FINANCIAL HANDBOOK 2018/19

Received:

ESFA Academies Financial Handbook 2018

Noted:

- Trustees were asked to read this handbook as a minimum requirement.
- TW updated trustees on a letter that had been received from the EFSA, with areas of focus including Executive Pay, Budgets and Audit Findings.
- Trustees would now see the management accounts 6 times a year, and the Chair would see them every month.
- On governance, AB explained that the ESFA's current preference was for Trusts to avoid any overlap between Members, Trustees and Local Governing Committees. This would mean a number of changes which would be implemented as speedily as possible while retaining an appropriate skills balance at each level of governance.
- Following advice from the ESFA and the RSC, the CEO would be moving on to the payroll of the Trust.
- The CFO would review the detailed changes to the handbook and report back.

CH

12. UNIVERSITY AND LET INTERACTION

Noted:

- Interaction with the University was discussed at the recent Operations Board meeting.
- The relationship between the University and GHA was excellent. Interaction with other academies could be enhanced, including open days and schools liaison activities.
- JW asked if University Taster Days could be more joined up so pupils can all travel on just one day instead of different subjects on different days.

TW

TW

13. STAFF RECRUITMENT

Noted:

- UAH has recruited 13 staff; 1 MFL, 1 ICT and 1 English would be required for January.
- HPA has recruited 2 NQTs.
- HBA has recruited 2 new teachers.

14. HOLBEACH BANK ACADEMY HEALTH & SAFETY ACTIONS

Noted:

- The new H&S Policy was adopted on Thursday 27 September and an audit is due to take place on Thursday 11 October.

15. ANY OTHER BUSINESS

Teachers Pay Rise

- The recommended rise could be accommodated within the budget.
- Trustees agreed to the increase.

Year End Financials

- The CFO reported that the year end accounts showed a small surplus for the year. The audit would take place later in October and the year end accounts would be presented to Trustees in December.

DATES OF MEETINGS 2018/19

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 12:15 pm.

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.