
THE LINCOLNSHIRE EDUCATIONAL TRUST LTD

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON THURSDAY 30 APRIL 2019,
AT 10:00 IN MB1019, MINERVA BUILDING, UNIVERSITY OF LINCOLN, BRAYFORD
POOL, LINCOLN

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

Professor Val Braybrooks

Keith Batty

Andy Robinson

Professor Ian Abrahams

Principal: University Academy Holbeach

Steve Baragwanath

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)

Tina Horton [Clerk]

		Action
1.	(i) APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Trustee Edward Libbey	
	(ii) WELCOME NEW MEMBERS	
	The chair welcomed Keith Batty to the meeting.	
	(iii) NEW GOVERNANCE ARRANGEMENTS	
	The Regional Schools Commissioner (RSC) has asked for a clear separation between the different levels of governance. In accordance with the RSC's recommendations, the number of members has now been increased to 5, with Simon Parkes and Mark Tinsley attending their first meeting last week. The next step would be to complete changes to the Board of Trustees. Keith Batty and Edward Libbey had recently joined the Board. A replacement for Jenny Parry of Bakkavor is being sought. JW would step down from the Board in order to	

	continue as Chair of Governors for HPA and HBA. SBa, SBo, LS, the CEO and CFO would continue to attend Board meetings, but would cease to be Trustees. Finally, TW would step down as Governor of UAH in order to remain Chair of the Board of Trustees. It was intended that these changes would be completed by the summer.	
	(iv) DECLARATIONS OF INTEREST	
	There were no declarations of interest to report.	
2.	MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING	
	Received:	
	The minutes of the meeting held on Thursday 13 December 2018 were received.	
	Agreed:	
	The minutes of the meeting held on Thursday 13 December 2018 were approved.	
3.	OUTCOME OF UAH OFSTED INSPECTION	
	Received:	
	The Ofsted report from the inspection on the 12 th and 13 th March 2019 was received by Trustees.	
	Noted:	
	<ul style="list-style-type: none"> • SBa reported that the inspection had gone well, resulting in the outcome that UAH is a Good School. The report had one recommendation relating to the use of data for strategic planning. Updates would now be provided to staff so they were fully briefed at all times. Additional training would take place so that all staff were fully prepared for future inspections. • The CEO noted 8 points that would be implemented as a result of the inspection. • At future inspections a Trustee would be in attendance to ensure Trustees could be fully debriefed. • Trustees asked what would need to be in place to receive an 'Outstanding' report at a future inspection. It was noted that this would largely be about improving attendance and results. 	
	Agreed:	
	<ul style="list-style-type: none"> • Trustees were pleased with the result and congratulated SBa on achieving 'Good' in all areas. 	
4.	OUTCOMES OF CONDITION IMPROVEMENT BIDS	
	Noted:	
	<ul style="list-style-type: none"> • It was reported that all 3 bids were unsuccessful. The bids need to reach a score of 77 points and above to be approved; one of the bids for GHA scored 71, so this might be appealed. It was confirmed that other sources of revenue were available for GHA, so would be no adverse consequences due to the bid not being successful. 	

5.	OUTCOME OF RSC DECISION ON RAISING UAH PAN TO 240	
	Noted:	
	<ul style="list-style-type: none"> The CEO reported that UAH currently has a PAN of 180 but is always oversubscribed and usually take c225. For the September 2019 intake there have been 210 offers made with 15 appeals resulting in c220 this year. The Local Authority had asked UAH to increase its PAN to 240. Work to extend the school in some areas would commence to be ready for the increased 2020 intake. SBa will look at the different options for expansion and the associated costs and report back to Trustees at a later date. 	SBa
6.	PEELE COMMUNITY COLLEGE UPDATE	
	Received:	
	An update on the transfer of Peele Community College to the LET was received.	
	Noted:	
	<ul style="list-style-type: none"> The CEO reported that the school had had a series of poor inspection results, and that there were concerns about the length of time being taken to transfer the school to a new MAT. Negotiations were on-going and a number of outstanding matters were being addressed. SBa was assisting in the running of the school in the meantime, along with another senior member of his team. The target date for transfer to the LET was 1 July 2019. AB reported that the school had a balanced budget and that no debts would transfer to the LET on transfer of the school. SBa informed the meeting that over Easter new interactive white boards had been installed in all classrooms. Trustees noted AB's report and would be kept fully informed of progress during the transfer. 	
7.	APPROVAL OF EMPLOYMENT MANUAL	
	Received:	
	<ul style="list-style-type: none"> Key changes to the LET Employment manual. 	
	Noted:	
	<ul style="list-style-type: none"> Trustees were informed that the manual has been reviewed at the Ops Board and changes agreed. Resignation periods for Vice Principals and Deputy Principals have been changed to allow time for recruitment. A redundancy policy would be written and presented to a future Board of Trustees meeting for approval. 	CEO
	Approval:	
	<ul style="list-style-type: none"> Trustees noted and accepted the changes. 	

8.	ACADEMY UPDATE REPORTS	
	Noted:	
	<p>UNIVERSITY ACADEMY HOLBEACH</p> <ul style="list-style-type: none"> • There were a number of vacancies that needed to be filled. It was noted that some staff have spent time at Peele supporting colleagues. New appointments are advised that they might be asked to work across the two schools; this had helped retain staff at UAH as it was seen as a development opportunity. • Attendance was currently 93.8 against a national target of 94.6. Trustees asked what plans were in place to reach the national target. SBa explained that the school was looking to enhance its policy of fines for non-attendance. • To help pupils prepare for their GCSEs an Easter school was held with 143 out of 176 pupils attending. Public exams would commence on 14 May. 	
	<p>HOLBEACH PRIMARY ACADEMY</p> <ul style="list-style-type: none"> • SBo feels that the school is in the best place it ever has been, and was working closely with HBA. • HPA was also working closely with the local primary network and had an active role in this network. • Full monitoring had taken place as the academy is now one full year away from a full inspection. • Additional investment had been made in welfare provision, with a room now available for the pastoral team to work with a child who was finding it difficult to live with their family. 	
	<p>HOLBEACH BANK ACADEMY</p> <ul style="list-style-type: none"> • At a recent focus day the staff were able to see the amount of emphasis that was being put on the curriculum. • The school intended to hold breakfast clubs to maximise attendance of pupils who would benefit for this additional provision. • 1 June would mark the first anniversary of the school transferring into the LET. This will be celebrated by marking pupils' progress. • Pupils are looking forward to SATS to show what they had achieved. • How to record time was being investigated. It was noted that there was nothing in the Academies' Financial Handbook that prevented the Trust from operating one budget for the two academies. • AR asked about the consistency of teaching and the pupils' relationships with their teachers. SBo confirmed that the Early Years teachers did not work across the two academies. In the later years the teachers change but this helped prepare pupils for their progress to secondary school. 	
	<p>GOSBERTON HOUSE ACADEMY</p> <ul style="list-style-type: none"> • LS reported that GHA had received a commendation from the National Autistic Society. • Parenting programmes continue to be run and were fully booked for next term. 	

	<ul style="list-style-type: none"> The licence to provide training was now held by GHA; this would allow GHA to continue providing training should the council withdraw funding. Pupil progress was currently expected to be between 90 and 95% and was comparable to the national data. Inhibiting factors are the pupils' psychological needs and readiness to learn. Support programmes were in place, alongside on-going work relating to active learning and how to ensure pupils were active learners. The school website has been refreshed. The budget was expected to be in balance by the end of the year. The expected intake for September 2019 was 94 pupils with 1 pending. 	
9.	RISK REGISTER APPROVAL	
	Item to be deferred to the July meeting	TH
10.	ACADEMY DEVELOPMENT PLANS	
	Received:	
	Development plans for each academy were received.	
	Noted:	
	UNIVERSITY ACADEMY HOLBEACH <ul style="list-style-type: none"> Pupil attendance and progress were key areas for improvement, with progress to be evident in the data analysis for core subjects. Regular attendance panel meetings would take place and fines issued in accordance with Local Authority guidelines. There was a focus on student welfare and multi-agency development days had been increased from 3 to 4 days. Another area of focus was ensuring that UAH would be able to respond to the expansion of its PAN, as well as the transfer of Peele to the LET. 	
	HOLBEACH PRIMARY ACADEMY <ul style="list-style-type: none"> The development plan is analysed termly. HPA was committed to improving attendance to 96%, currently this was on target. Further work would be done to address lateness and ensure pupils attended school every day. Colleagues have individual action plans linked to the overall academy development plan. 	
	HOLBEACH BANK ACADEMY <ul style="list-style-type: none"> The current development plan is very much a post inspection plan with further work to be done to be ready for the next inspection. The plan was regularly shared with governors to monitor progress being made. 	
	GOSBERTON HOUSE ACADEMY	

	<ul style="list-style-type: none"> The plan shows the 4 key priorities, including the aim to raise pupil outcomes and progress along with raising the quality of the teaching provided. 	
11.	FINANCIAL REPORT SUMMARY INCLUDING MANAGEMENT ACCOUNTS	
	Noted:	
	<ul style="list-style-type: none"> The current position is slightly ahead of budget. Overall the Trust is in a healthy position. 	
12.	TERMINATION OF CAPITA PAYROLL CONTRACT	
	Noted:	
	<ul style="list-style-type: none"> Following an interview process, Bulley Davey had been appointed; the early signs were positive following their first month's performance. 	
13.	POLICY APPROVAL	
	Received:	
	<ul style="list-style-type: none"> The Fire Safety Policy for the Trust was received. 	
	Noted:	
	<ul style="list-style-type: none"> All academies had their own individual Fire Safety Policy. The policy was a summary of the individual policies and would be adopted by Peele on transfer. 	
	Approved:	
	<ul style="list-style-type: none"> Trustees were happy to approve the Fire Safety Policy. 	
14.	ANY OTHER BUSINESS	
	No items raised	
15.	DATE OF NEXT MEETING	
	<ul style="list-style-type: none"> 11 July 2019, 14:00-16:00, Witham Room, NCFM, Holbeach 	

The meeting closed at 12:00