
THE LINCOLNSHIRE EDUCATIONAL TRUST LTD

DRAFT MINUTES OF THE BOARD OF TRUSTEES HELD ON THURSDAY 13 DECEMBER 2018, AT 11:00 IN THE VICE CHANCELLOR'S OFFICE BOARDROOM, MINERVA BUILDING, 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

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's Jenny Parry, Andy Robinson and Ian Abrahams.	
	(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 meeting held on 10 August 2018.	
	Agreed:	
	The minutes of the meeting held on 10 August 2018 were approved .	
	Noted:	
	<ul style="list-style-type: none"> • All principals have informed their staff that the Trust is here to support them. • The CFO has reviewed the new version of the Academies Financial Handbook and the changes to ensure all is in place for the following year. 	

3.	ANNUAL REPORT, MANAGEMENT ACCOUNTS & FINANCIAL SUBMISSION TO EFSA FOR 2017/18	
	Received:	
	Annual Report and LET Audit Findings Document.	
	Noted:	
	<ul style="list-style-type: none"> Mr Nick Cudmore of Duncan & Toplis was in attendance to present the Annual Report and Management Accounts to Trustees. The meeting was informed that the Audit Committee have received the report and are delighted with the outcomes so would like to recommend it to the Chair. The audit findings report evidenced that the Trust is operating within the required procedures, some items listed have now been resolved but remain to show the work undertaken, overall a clean report. D&T have interrogated the finance system for the Trust to look for any unusual transactions, none were highlighted. The financial management letter was reviewed which listed 4 items of concern all of which are minor housekeeping items, 3 are now resolved but have been included in the overall report. Amber items will be reviewed next year. SBa expressed his thanks to Marion and her team who work extremely hard to ensure the Trust complies and Principals felt that the auditors worked with the schools and weren't there to find errors. <p>Nick Cudmore left the meeting at 11:16am</p> <ul style="list-style-type: none"> Members felt the findings report was a representation of a strong vote of confidence in the management of the Trust. The CEO will write to Marion and the team who work in finance to thank them for their hard work. 	AB
	Agreed:	
	<ul style="list-style-type: none"> The Board agreed to approve the Annual Report and Management Accounts based on the small amendment to page 8 of the Annual Report. Wording to be changed from satisfactory to, the UAH is now actively addressing the issues about standards. 	CFO
4.	GOVERNANCE CHANGES	
	Noted:	
	<ul style="list-style-type: none"> The Regional Schools Commissioner has asked that there is a separation between the three tiers of governance with TW being the only linking factor by being both a Member and a Trustee of the Trust. Recommendations of the changes were put forward to the last Members meeting and have been agreed. Members will be increased to 5 members, TW and the Vice Chancellor are currently looking at who to approach for the 2 additional positions. Trustees to be increased, two people have been approached and accepted to become a Trustee, Keith Batty who has a wealth of educational experience and Dr Edward Libby who was previously the Chair of a Norfolk Health Board. Trustee, Jenny Parry has resigned as she is now leaving Bakkavor, VB is speaking with Bakkavor to identify another member of staff to be a Trustee. VB to remain as a Trustee and also the Chair of the LET Audit Committee. Following negotiations with the RSC it was agreed that the Principals of the academies can remain as Trustees, along with CH and AB. 	

	<ul style="list-style-type: none"> • There is a requirement to have 3 meetings a year, the LET currently have 4 but this may increase to 6 a year, all Members and Trustees will be informed of any changes. • Keith and Edward will be attending their first meeting in March 2019. 	
5.	ACADEMY UPDATE REPORTS – UAH, HPA, HBA AND GHA	
	Noted:	
	<p>UNIVERSITY ACADEMY HOLBEACH</p> <ul style="list-style-type: none"> • A public consultation is due to take place at the end of January regarding the increase in PAN numbers to 240, at present 30 responses have been received and all are positive. • The number of applications for the post 16 places are substantially over subscribed. • It is felt that due to unconditional offers being offered by universities it is proving difficult to motivate pupils doing their A-Levels. • At present there have been two pupil exclusions with a possible third imminent. • A run-down of the key issues, future events and appointments was given. <p>HOLBEACH PRIMARY ACADEMY</p> <ul style="list-style-type: none"> • A very successful open day morning has been held with a balance of current and prospective parents in attendance. • There has been good press coverage for a number of charity events including Children in Need. • Pupil progress is excellent and the school has been verified as outstanding. • Some staffing appointments have been made and a reorganisation of the administration teams across Holbeach Bank and Holbeach Primary Academies taken place. • There has been some additional costs associated with the need to have supply teachers to cover support for the HBA and training opportunities. <p>HOLBEACH BANK ACADEMY</p> <ul style="list-style-type: none"> • Pupils at HBA remain at 65. • Pupil progress is a challenge as they have been working with inaccurate data, the focus has been on parent's understanding how the pupils are progressing rather than their position. • Safeguarding systems are now in place and staff understand why these processes have been implemented. • The new front entrance to the school has now been completed and all agreed that the improvements have been well received, no complaints were raised whilst the work was taking place. • TW felt that the changes over the last 6 months have been nothing short of fantastic, thanks to SBo for her commitment, JW supported this praise and stated how much hard work the team have done in getting to this stage. <p>GOSBERTON HOUSE ACADEMY</p> <ul style="list-style-type: none"> • Chris Packham attended a celebratory event relating to the Autism Accreditation Advanced status, the event went well and the children were very relaxed and engaging. • Parenting programmes are run frequently and are fully booked until the summer of 2019, an open morning takes place every 6 weeks and are always full to capacity where good practice is shared. • Pupil progress had a 24% pupil turnaround in the first 6 weeks which was challenging. • A full curriculum review is underway but all are confident that this is progressing in the right direction. 	

	Trustees all found the new report format much better and easier to follow.	
6.	REPORT ON PRINCIPALS' PERFORMANCE MANAGEMENT	
	Noted:	
	Confidential Item	
7.	ACADEMY SELF EVALUATION	
	Noted:	
	<p>UNIVERSITY ACADEMY HOLBEACH</p> <ul style="list-style-type: none"> • The 6 outliers are impacting on the figures provided. • Comparisons for attainment have been provided for the previous 3 years and comments. • Strategies have been adopted to tackle attendance and persistent absenteeism are proving to be increasingly effective. • Steps are being taken to improve attainment and progress including amending the curriculum provision in KS4 to include a third option and remove MFL from the core provision. • SEN data shows pupil premium which is making better progress than the national average. <p>HOLBEACH PRIMARY ACADEMY</p> <ul style="list-style-type: none"> • HPA was judged as good in all areas in 2017 by Ofsted. • KS2 outcomes are outstanding with pupils making good progress. • Pupils with SEND and disabilities represent 27% of the academies roll. • Main characteristics of the academy is around its leadership, the aims and the barriers, also looking towards building the governor roles. <p>HOLBEACH BANK ACADEMY</p> <ul style="list-style-type: none"> • Report harder to write as there is less information available at present, unable to access some of the data from previous years. • Targets for 2019 have been included in the report. • Information on Early Years pupils is limited as the cohort is only 6 pupils. • Work to ascertain what drives the pupils is still being gathered but identified that praise does work. <p>GOSBERTON HOUSE ACADEMY</p> <ul style="list-style-type: none"> • The report provides some context on how the academy operates. • Progress of individuals is monitored rather than the cohort as a whole. • Pupil's outcomes and effectiveness is evidenced rather than a pupil's attainment. • Overall an excellent report. 	
	Agreed:	
	<ul style="list-style-type: none"> • Trustees felt that the new self-evaluation form was excellent and much easier to follow. 	
8.	DEVELOPMENT UPDATE	
	Noted:	
	<p>HOLBEACH BANK ACADEMY</p> <ul style="list-style-type: none"> • Expenditure required on the kitchen area. • Safety fencing around the school to be progressed further and quotations obtained. A sponsor to fund this cost is being investigated. 	

	<p>GOSBERTON HOUSE ACADEMY</p> <ul style="list-style-type: none"> • Change in status from a special school to an all needs special school has been approved by Lincolnshire County Council. • A CIF bid has been submitted to expand the school. • Any new buildings won't be operational until approximately 2023. <p>UNIVERSITY ACADEMY HOLBEACH</p> <ul style="list-style-type: none"> • Lincolnshire County Council has asked UAH to increase its PAN numbers from 180 to 240. • Approval has been granted by the County Council to purchase the land adjacent to UAH, the land will be used to replace Harrison House if the CIF bid is successful. • A public consultation is taking place and will liaise with Trustees in January regarding any objections should they be submitted. • Car parking at the school has been included in the letter sent to parents and additional parking has been included in the plans. <p>PEELE COMMUNITY COLLEGE</p> <ul style="list-style-type: none"> • Lincolnshire County Council and the Trust are now in agreement regarding the management structure for the school. • A meeting is taking place on Wednesday 9th January with South Holland District Council to discuss the Sports Hall arrangements. • SBa and staff from UAH are working with staff and management at Peele so processes and procedures are aligned. 	
9.	POLICY APPROVAL	
	Noted:	
	No policies were put forward for approval.	
10.	FINANCE REPORT SUMMARY	
	Noted:	
	<ul style="list-style-type: none"> • The consolidated management accounts to the end of October 2018 were presented to Trustees. • A 4 year forecast has been prepared that shows a surplus which is mainly due to an increase in funding from the EFSA. 	
11.	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> • The LET Audit Committee have approved modifications to the Risk Register, this will be populated at the next operation meeting and brought back to the March Audit Committee meeting then to the Board of Trustees. 	CLERK
12.	DATE OF NEXT MEETING	
	<ul style="list-style-type: none"> • 06 March 2019, 10:00-12:00, NCFM Holbeach • 02 July 2019, 10:00-12:00, Brayford Pool, Lincoln 	

The meeting closed at 14:25

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 Audit Committee.