

Chatsworth Multi-Academy Trust
Trust Board Meeting
Tuesday 27th March 2019
Minutes

Date: 27.03.19
Time: 10.00 am – 1:00pm
Venue: Chatsworth High School and Community College
Attendance: Jon Ashley (Chair), Elaine Burfitt, John Corker, Martin Hanbury, Louise Hutchinson, Patrick Johnson plus Liz Wright (Salford Governor Services - Minutes)
Apologies: David Deane

Item	Minutes	Actions / Decisions
1. Apologies and items of AOB	<p>a) <u>Welcome & Apologies</u></p> <ul style="list-style-type: none"> • Patrick Johnson (PJ) was welcomed to his first meeting of the Trust Board. • Members of the Board introduced themselves. • Apologies were received and consented to from David Deane (DD). • John Corker (JC) was to join the meeting by telephone. <p>b) <u>AOB</u></p> <ul style="list-style-type: none"> • The meeting agreed that Teachers Pay Policy 2018 would be discussed under AOB. • The meeting agreed that the Education & Skills Funding Agency (ESFA) letter would be dealt with under item 7(a) <p>c) <u>Confidential Items</u></p> <ul style="list-style-type: none"> • The Board agreed that matters arising from previous minutes and any item that related to staffing would be minuted separately in confidential minutes. 	<p>a) The Board received and consented to the apologies received from DD.</p> <p>b) The Board agreed to JC joining the meeting by telephone.</p> <p>c) The Board agreed that Teachers Pay Policy 2018 would be discussed under AOB and that the ESFA letter would be dealt with under item 7a.</p> <p>d) The Board agreed that matters arising from previous minutes and any item that related to staffing would be minuted separately as confidential minutes.</p>
2. Register of interests	<ul style="list-style-type: none"> • The Trustees present at the meeting agreed to update their register of business interests. • The completed registers would be retained by the school. 	<p>a) The Board to update or complete the register of business interests and pass to the school to retain.</p>
3. Minutes of the meeting held on	<p>Amendments:</p> <ul style="list-style-type: none"> • Elaine Burfitt (EB) had not attended the meeting. 	<p>a) The Board approved the minutes of the meeting held on 27.11.18 as a true and correct record</p>

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27 th November 2018	<ul style="list-style-type: none"> The spelling of Gayle Myers' name should be corrected. 	subject to the amendments listed.
4. Matters Arising	<p>a) <u>Minute 4 – Matters Arising</u></p> <ul style="list-style-type: none"> Trustees discussed the work on curriculum development. <p>b) <u>Item 4</u></p> <ul style="list-style-type: none"> Operation Encompass was now in place. There was a question as to whether it applied to Chatsworth Futures. The EHT and EB would investigate if it did. <p>c) <u>Page 8 – Governor away day</u></p> <ul style="list-style-type: none"> This had been rescheduled for April 30th 2019 The focus would be Governing Board Effectiveness and Headteacher Recruitment. <p>d) <u>Item 6 (confidential minutes)</u> <u>Staffing issue</u> This was minuted as confidential minutes</p> <p>e) <u>Item 9 (confidential Minutes)</u> <u>EHT income generation</u> This would be reviewed again at the end of the performance management cycle in view of the EHT time allocated to other issues, e.g. Chatsworth Futures, so consultancy would be limited for now.</p>	<p>The Board noted the updates and agreed:</p> <p>a) The EHT and EB to investigate whether Operation Encompass applied to Chatsworth Futures.</p>
5. Removal of SG as Trustee and Director	<ul style="list-style-type: none"> The EHT had taken advice from legal advisors (Browne Jacobsen) Trustees agreed to the removal on the grounds of non-attendance. 	a) The board agreed the removal of SG from the Trustee Board and as a director of Chatsworth futures.
6. Minutes of the Finance Committee held on 12 th March 2019	<ul style="list-style-type: none"> Gayle Myers (Acting HT) had requested to be able to attend the Finance Committee meeting, as she had responsibility for the school budget. The board agreed. LH would ask the Acting HT if she could share the spring Headteacher's Report with the board. There was a proposal to bring the date of future finance meetings forward so that the minutes were available for the board. The minutes of the latest meeting were not yet available, so a verbal update was given: 	<p>a) The board requested that VM provided updated figures for Chatsworth futures</p> <p>b) The board agreed that future decisions with financial implications are to be referred to the finance committee first.</p> <p>c) The board agreed the scheme of delegation to be checked and updated with the information regarding the delegated power of the Chair of the Finance Committee as minuted.</p>

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	<ul style="list-style-type: none"> • CHSCC had had its first clear internal assurance report. • There were a very small number of minor issues in the Chatsworth Futures internal assurance report. • Both sets of management accounts had now been received. These should be shared monthly with the chair and bi-monthly with the MAT Board. • It was hoped to have the up to date budget reports by the start of the new academic year that showed actual and committed spend. • There were two actions still to be addressed from the 12th March 2019 meeting. • The EFSA was more prescriptive about what Trusts need to be doing for financial management. There were 6 key expectations and there was still work to do on these. • CHSCC had had a £72,000 deficit. This had been reduced to a £10,000 deficit and when pupil bandings and corrections were taken into account there was a £28,000 surplus forecast for the year. This surplus did not take into account any one-off staffing costs. • For Chatsworth Futures the costs for the Interim Principal needed to be included. The SBM would be requested to provide updated figures for Chatsworth Futures. • A one-off staffing cost decision was made without being approved by the Finance Committee and also the Finance Committee had not been consulted on the appointment of the Interim Principal. The EFSA could question this in terms of governance. • The EHT commented that both decisions had needed to be taken very quickly. • It was agreed that future decisions with financial implications would be referred to the Finance Committee first. If decisions needed to be taken quickly the Chair of the Finance Committee had delegated powers to respond on behalf of the finance committee, consulting with other members of the finance committee by telephone or email. This arrangement would be added to the scheme of delegation if it was not already included. 	
7. Chatsworth Futures: Ofsted Inspection	<ul style="list-style-type: none"> • The Trustees had read the report. • Chatsworth Futures (CF) would be inspected again in 12-15 months' time. • The ESFA had highlighted that funding for 2019/20 had come under 	<p>a) The board agreed that a copy of the ESFA letter to be forwarded to all Trustees.</p> <p>b) The board requested the EHT to write to the</p>

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	<p>threat and could mean that they would not provide funding from September 2020.</p> <ul style="list-style-type: none"> • The funding breakdown for the current year was: <ul style="list-style-type: none"> ○ DfE - £20,000 ○ LA - £6000 - £32,000 dependent on need ○ ESFA - £150,000 • CF could lose £150,000. There was a possibility that LA funding could also be restricted, although the LA had given its backing to CF. • The funding decision from the ESFA is due 30th April 2019. • A copy of the ESFA letter had been forwarded to all CF governors and it was agreed that a copy of the ESFA letter would be forwarded to all Trustees. • The ESFA had responded positively to the Post Ofsted Action Plan (POAP) and the actions taken so far. • CF could not enrol any learners until it had a “requires improvement” judgement. • The EHT proposed writing to the ESFA to ask if the June 2019 monitoring visit from HMI found that CF would reach “Requires Improvement” by the next inspection, whether CF could enrol pupils in September 2019 based on that HMI view. • The National Association of Specialist Colleges (NATSPEC) were supporting the school. change to college • Weaker teaching was being addressed and some teachers were leaving. There was a discussion about how this was being managed and a trustee commented that it would be useful to discuss this with governors to show how progress and improvements were made rapidly in a sensitive, well-managed way. • An outstanding teacher from CHSCC had been seconded to CF to raise standards. They had already introduced the Duke of Edinburgh’s Award Scheme. • The trustees agreed that the EHT should send cost implications of the funding risks to the chair of the finance committee. • A trustee raised a concern if CF was not able to recruit a permanent VP that it would impact significantly on the leadership capacity and the likelihood of sustaining improvements longer term. • A trustee commented that the Post Ofsted change to Inspection Action 	<p>ESFA regarding enrolling pupils in September 2019.</p> <p>c) The board requested that the EHT send the cost implications of the funding risks to the chair of the finance committee.</p>

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	Plan was very detailed and evidence and target driven. The ESFA had commented favourably about the plan.	
8. 8. Chair of Trustees' response to CF inspection	<ul style="list-style-type: none"> • Trustees had read the report of the chair's visit. • Trustees and members were very positive about the EHT's outward facing work but agreed that this work had to be reduced. • The chair had toured the building to view the areas that Ofsted were concerned about. • Risk assessments had been in place for pupils but not for building areas. • The chair saw some things had been quickly addressed but also saw some of the concerns raised by Ofsted. • It was very clear that pupils were happy and well cared for. • A generic picture of how student targets were set but this was understood and work was being done to address personalised targets. • Staff were very positive and welcomed the meeting with the chair. • Safeguarding was a limiting judgement so the overall judgement had to be inadequate because of the safeguarding (Health and Safety) issues raised. • Many strengths were identified in the Ofsted report. • Trustees agreed that the chair would raise concerns about anomalies in the report with governors and the ESFA representative at the meeting the following day. 	a) The board agreed that the chair would raise concerns about anomalies in the report with governors and the ESFA representative at the meeting the following day.
9. Discussion with Regional Schools Commissioner	<ul style="list-style-type: none"> • The Regional Schools Commissioner for Lancashire and West Yorkshire, Vicky Beer, had met with the chair and the EHT to discuss the MAT. • She was very positive and could see the MAT was supporting CF to improve. 	
10. Headteacher Recruitment: Chatsworth High School	<ul style="list-style-type: none"> • Janet Pardoe, Gina Reynolds, Neil Fazackerly (Head of Secondary School Provider Arm), an HR consultant, the EHT and John Corker change to Jon Ashley were to meet the following day to plan recruitment. • The LA advice was focussed on maintained schools so it had to be amended to reflect the MAT. • The aim of the meeting was to write the job description, person specification and job advert and the plan was to advertise in May to interview in June for a start date between September and Christmas. The detailed plan of dates would need to be confirmed, along with agreement on the approach for interviews. 	

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11. Governance: How effective are we?	<ul style="list-style-type: none"> • The final recruitment panel would be decided once dates were agreed. • There was a discussion about effectiveness and a reflection on what the board had achieved. • The Board had learnt from experiences of recruitment and selection processes. • Chatsworth Futures had highlighted the importance of having criteria for other establishments joining the MAT. • The Board was very good at responding quickly and effectively but needed to improve forward planning. • The initial vision was not currently being achieved. • It was a timely opportunity to ask what the Board needed to change to get back on track. • A lot of work had been done setting the vision for the MAT and setting up the MAT. • The operational management of the EHT was highlighted but he had not been able to focus on the EHT role. • The board needed to be more proactive to expand the horizons of the MAT and it was key to recruit high quality professionals from outside the MAT as well. • It was proposed to use part of the summer term meeting to reflect and review the strategic plan going forward. • The clerk would send to the chair of CHSCC the 21 questions for academy Trusts and the NGA governing board evaluation toolkit. • It was agreed to plan a half day away for the Trust Board to self-evaluate - to be facilitated by an academy governance professional • The Trust Board would consider whether some of the governing board monitoring techniques could be used by the MAT Board to include first hand observations in the Board monitoring processes. 	<ul style="list-style-type: none"> a) The board agreed that part of the summer term meeting to be used to reflect and review the strategic plan going forward. b) The board requested that the clerk to send to the chair of CHSCC the 21 questions for academy Trusts and the NGA governing board evaluation toolkit. c) The board agreed to plan a half day away to self-evaluate - to be facilitated by an academy governance professional d) The board agreed to consider whether some of the governing board monitoring techniques could be used by the MAT Board to include first hand observations in the Board monitoring processes.
12. AOB	<p><u>Staff Pay Policy 2018</u></p> <ul style="list-style-type: none"> • The governing board of CHSCC had scrutinised the LA model policy and personalised it for the governing board where there were choices to be made. • CHSCC governing board had recommended that the Trust Board approve it. • The wording in the LA model policy would need to be changed to include the role of the Trust Board. 	<ul style="list-style-type: none"> a) The board agreed that the Staff Pay Policy 2018 to be delegated to the Finance Committee to amend and include the role of the Trust Board. b) The board agreed to adopt the policy once the amendments had been made and agreed by the finance committee

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	<ul style="list-style-type: none"> • Chatsworth Futures would need to consider the policy separately. • The policy would be emailed to all Trust Board members. • The policy would be delegated to the Finance Committee to amend and include the role of the Trust Board. • The Trust Board agreed to adopt the policy once the amendments had been made and agreed by the Finance Committee 	
13. Date of next Meeting	The dates of future meeting would be circulated by the EHT.	
<p>Signed as a true and correct record</p> <p>Chair of the Trust Board</p>		

Table of Actions from the MAT Trust Board meeting held on 27.11.18

Item	Action	Who	When
2	The Board to update or complete the register of business interests and pass to the school to retain.	Board Members	As soon as possible
4	The EHT and EB to investigate whether Operation Encompass applied to Chatsworth Futures.	EHT & EB	Next meeting
6	VM to provide updated figures for Chatsworth futures	VM	For next Finance Committee
6	The scheme of delegation to be checked and updated with the information regarding the delegated power of the chair of the Finance Committee.		As soon as possible
7	A copy of the ESFA letter to be forwarded to all Trustees.	EHT	As soon as possible
7	The EHT to write to the ESFA regarding enrolling pupils in September 2019.	EHT	As soon as possible
7	The EHT to send cost implications of the funding risks to the chair of the Finance Committee.	EHT	As soon as possible
8	The chair to raise concerns about anomalies in the report with governors and the ESFA representative at the meeting the following day.	Chair	CHSCC GB Meeting
11	The clerk to send to the chair of CHSCC the 21 questions for academy Trusts and the NGA governing Board evaluation toolkit.	Clerk	As soon as possible

CHALLENGE BY THE TRUSTEES – Trustees questions at the Board meeting held on 27.11.18

Item	
4	<p>Q: <i>Has there been a verbal report from the inspection?</i> A: The feedback came from the Lead HMI who trialled electronic evidence capture on this pilot. There was very positive feedback and used “outstanding” terminology. There were no recommendations. Practice was exemplary. Teaching & learning development in relation to the curriculum was highlighted as an area being improved.</p> <p>Q: <i>When reports are received through Operation Encompass, what happens?</i> A: We are in one of 33 police forces. Police phone school’s Dedicated Safeguarding Lead (DSL). She puts in place any support required and is managed confidentially where at all possible. Trauma informed behaviour management processes are used. This dovetails with school’s own safeguarding procedures, for example “having active ears”. The DfE have produced an interim report that covers this.</p>
5.	<p>Q: <i>Has SG been consulted about removal?</i> A: Yes, and she would not want to continue.</p>
7	<p>Q: <i>Have ESFA given an indication they will respond to the request? (regarding enrolling pupils in September 2019)</i> A: An ESFA senior officer will be attending the CF governing board meeting.</p> <p>Q: <i>What about leadership for CF, specifically the recruitment of a new Vice-Principal (VP)?</i> A: The governors are keen to recruit but are awaiting the ESFA decision. The interim VP is in place until early May, with a view to recruiting in the summer, if CF is funded.</p> <p>Q: <i>How many days per week is the interim VP at CF?</i> A: The equivalent of 2 days per week.</p> <p>Q: <i>Will there be many applicants for the VP position?</i> A: That is an unknown at the moment. It will be a challenge and we may have to continue with an interim VP. This will all be reviewed in the light of the funding position and HMI monitoring visit.</p> <p>Q: <i>What about cover for staff who are leaving?</i> A: An experienced teacher will cover on returning to work in the short term – i.e. to Easter.</p> <p>Q: <i>There are two teachers leaving, have they felt supported?</i> A: Yes, they have been supported and it is a mutual and amicable arrangement to leave for one. The other we are supporting with redeployment to continue contributing to the Chatsworth family.</p>

	<p>Q: <i>It is essential we get a quality VP. Would we re-advertise if quality candidates are not forthcoming?</i></p> <p>A: Yes. This would be the decision of the governing board. If we don't get quality candidates the first time we could ask to extend the interim VP and re-advertise.</p> <p>Q: <i>Would only CF governing board members be involved in recruitment or can we bring in an outside person?</i></p> <p>A: If we follow delegation as for CHSCC then MAT Trust Board members would be included. We could also approach NATSEPC for someone to be included. This is a good idea for objectivity.</p>
8	<p>Q: <i>Has there been any feedback from parents now the report is public?</i></p> <p>A: Parents have had a letter about it and CF has had no response from current parents. A prospective parent asked for a visit as their child was adopted and they had to be able to justify the decision to send their child to CF.</p> <p>Q: <i>As it is in the public domain, are we prepared for media interest?</i></p> <p>A: There is a plan in place. If contacted by the media, CF would contact the ESFA for a response and a joint statement would be issued by their press office.</p>