

**Chatsworth Multi-Academy Trust
Members' and Trustees' Meeting**

Tuesday 5th June 2018

Minutes

Date: 05.06.18
 Time: 10:00am – 12 noon.
 Venue: Chatsworth High School and Community College
 Attendance: Jon Ashley (Chair), Francine Bower (Member), Elaine Burfitt, Martin Hanbury (Executive Headteacher), Louise Hutchinson, Gayle Myers (Deputy Headteacher) and Nigel Bodman (Minutes)
 Apologies: John Corker

Item	Minutes	Actions / Decisions
1. Agenda items	a) The Executive Headteacher (EHT), Mr M. Hanbury, requested that the Acting HT (Ms G. Myers) joined the meeting to present the Self-Evaluation Form of Chatsworth High School and Community College (CHSCC). b) The EHT requested that the matter should be considered as the next item of business.	a) The meeting approved the Acting HT joining the meeting to present the item about Self-Evaluation Form of CHSCC. b) The meeting approved the matter as its next item of business.
2. Self-Evaluation Form of Chatsworth High School and Community College	Gayle Myers (GM) joined the meeting and with the EHT provided the following update about the Self-Evaluation Form (SEF) of CHSCC: <ul style="list-style-type: none"> • The SEF was about the evaluation processes in the school. • In late February the school's senior leaders had concluded that self-evaluation had been neglected. • The focus of the SEF was on how the school judged itself against the Ofsted inspection headings. • The SEF had four columns as follows: rationale; evidence; impact; and area for improvement. • The rationale column set out why the SEF judged a particular area of activity in the way it had. • The evidence column set out the evidence to support those judgements. • The impact column identified the impact on pupils. • The area for improvement column set out what needed to be done to address any weaknesses in current practice. • Areas for improvement were fed into the School Development Plan which 	

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	<p>set out the actions/steps that needed to be taken in order to deliver school improvement.</p> <ul style="list-style-type: none"> • The SEF was a 'live' document and would constantly evolve. • LH had contributed to the SEF as had members of the extended leadership team. • Curriculum development was one of the school's current priorities and this was being used as an opportunity to engage the wider teaching team with the self-evaluation process and the development of the SEF. • Moderation processes, both internally and via the Greater Manchester special schools group, were well established. • Ofsted would be trialling an electronic information gathering system and had selected CHSCC to participate in the trial. • Schools involved in the trial would be inspected by Ofsted inspectors. • This 'friendly' one day section 8 inspection would take place on Wednesday 11th July and would be undertaken by two inspectors, one of whom was a senior Inspector. • There would be no report or actions from the inspection unless the inspectors identified safeguarding concerns that could not be ignored. • The inspectors would provide feedback verbally and the inspection would be quality assured by Ian Hardman. • This inspection was well timed in terms of the school's curriculum development process and the entire teaching team was engaged in the process. • Pupils were different today than they had been a decade ago. They were, for example, much more knowledgeable about I.T. • The fact that pupils had changed had to be reflected in the curriculum. • The Acting Headteacher (AHT) suggested that the Greater Manchester special schools group should be encouraged establish a curriculum development group and that this objective should be included in the CHSCC School Development Plan. • Two paragraphs at the beginning of the SEF described the context of CHSCC, including the fact that the HT was off sick at the moment and that GM was currently the Acting HT. • The Ofsted inspectors would look at the impact of the HT's absence on the leadership and management of the school and could identify that as a key line of enquiry for the inspection. 	

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	<ul style="list-style-type: none"> • The interim leadership team put in place in the HT's absence had ensured the smooth operation of CHSCC had continued and there had been no negative impact on pupils and staff morale. • Staff were now much more engaged in initiatives in the school than they would have been in the past. • A member of the staff team who led on staff wellbeing provided regular feedback to GM about staff moral and wellbeing. This helped GM to identify and deal quickly with any potential issues. • Parents had been informed that the inspection would be taking place. • It would be worth encouraging parents to go onto Parent View before 11th July. The Ofsted inspectors would certainly check Parent View to examine any parental comments. <p><i>(GM left the meeting)</i></p>	<p>The meeting noted the update with thanks and agreed:</p> <ul style="list-style-type: none"> a) That the Greater Manchester special schools group should be encouraged to establish a curriculum development group; b) That this objective should be included in the CHSCC School Development Plan; and c) That parents should be encouraged to leave comments on Parent View before 11th July.
3. Apologies, agenda items and items for Any Other Business (AOB)	<ul style="list-style-type: none"> a) Apologies were received and consented to from John Corker (JC). b) It was noted that Elaine Burfitt (EB) was running late and would arrive shortly. c) The meeting agreed that General Data Protection Regulation (GDPR) would be discussed under AOB. d) The meeting agreed a matter to be recorded separately as a confidential minute. 	<ul style="list-style-type: none"> a) The meeting received and consented to the apologies received from JC. b) The meeting agreed that the matter of the GDPR would be discussed under AOB. c) The meeting agreed that an update regarding the HT of CHSCC would be recorded separately as a confidential minute.
4. Register of interests	<ul style="list-style-type: none"> a) Louise Hutchinson (LH) declared that she would be paid to deliver an eight week mindfulness programme for CHSCC staff. b) The EHT had checked the probity of a Trustee doing paid work for CHSCC and it had been confirmed that there was an upper limit of £2,500 on the value of any work a Trustee could undertake. c) The work to be undertaken by LH was of a value less than that limit. d) The programme would deliver massive benefits for the school. e) As Francine Bower (FB) had yet to complete a declaration of business interest form, the EHT stated that he would send her a copy of the form to complete. f) There were no other declarations of interest for items on the agenda. 	<p>The EHT undertook to send FB a declaration of business interest form for her to complete.</p>
5. Minutes of the Trustees meeting held on	<p>Amendments:</p> <ul style="list-style-type: none"> • Minute 5 – the reference to Loreto College should be amended to read Loreto High School. 	

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27.02.18	<ul style="list-style-type: none"> Minute 7 – bullet point at top of page 4 – delete the word “match”. Minute 7 – add a new bullet point beneath the first bullet point on page 4 which should read as follows: “There were also pupils not in receipt of Pupil Premium that the school saw as vulnerable and in need of additional support and interventions”. Minutes 1 and 7 and confidential minute 10(a) – all references to Gail Myers should be amended to read Gayle Myers. 	The meeting approved the minutes of 27.02.18 as a true and correct record subject to the amendments listed.
6. Matters Arising	<p>a) <u>Minute 7 – Pupil Progress</u></p> <ul style="list-style-type: none"> The letter to parents to encourage them to claim free school meals where appropriate had been signed by the EHT ready for circulation. It would be worth sending the letter again in September at the beginning of the new academic year. It was important that Pupil Premium (PP) funding was targeted towards disadvantaged pupils and that the impact of the funding could be identified. The nature of the needs of CHCSS pupils meant that all pupils received targeted interventions of one kind or another. <p><i>(EB joined the meeting. For the benefit of EB, JA and the EHT provided a brief résumé of the business considered so far in the meeting)</i></p> <p>b) <u>Minute 8(c) – General Issues</u></p> <ul style="list-style-type: none"> The EHT had not written to the Salford Safeguarding Children Board to highlight the anomaly that special schools did not receive the domestic violence reports sent to mainstream schools but instead had raised the matter with Cathy Starbuck, Assistant Director Education, Children’s Services at the Local Authority (LA) At the moment CHSCC staff received intelligence about domestic violence off the school nurses and passenger assistants. Cathy Starbuck had confirmed that CHSCC would begin to receive the domestic violence reports. For the time being it would be the EHT who would receive these reports. As it was important that Chatsworth Futures also received the reports, the EHT undertook to raise this matter with the LA. The LA governor on the CHSCC governing board would also be able to raise the matter if need be. 	The meeting noted the updates and agreed: <ul style="list-style-type: none"> a) That the letter to parents to encourage them to claim free school meals where appropriate should be sent again in September at the beginning of the new academic year; and b) That the EHT should raise with the LA the concern that Chatsworth Futures did not receive domestic violence reports.

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	<p>c) <u>Confidential Minute 10(a) – Update regarding the Headteacher of CHSCC</u> This item was recorded separately as a confidential minute</p>	
<p>7. Minutes of the Finance Committee meeting held on 24th May 2018</p>	<ul style="list-style-type: none"> • At the autumn term governing board meeting it had been agreed that there was sufficient money in the budget to recruit an Assistant HT. • The Assistant HT had been recruited and had been in post since mid-February. They had responsibility for curriculum development across the school as well as some class responsibilities. • The Finance Manual was a live document which was still being added to. • The situation about accruals had been clarified with Haines Watt. • The CHSCC budget had a projected in year surplus of £80,000. • The carry forward amount at the end of the financial year (31st August) was projected to be £200,000. • The school’s pension refund would be £2,000. • As four pupils at CHSCC were from schools which were out of the borough, it was important that the LA recouped any monies for these pupils and passed this onto the school. • One Education had been asked to supply monthly budget performance statements. • Staff had been reminded about the need to always follow the correct purchase order procedure. • JC had been uncomfortable that £1,000 petty cash was being held by the school. • It transpired that petty cash had been operating with a £750 balance due to a cash advance of £300 to a member of staff authorised by the HT in the autumn term. So far only £50 of the advance had been paid back. • The advance had been made in lieu of salary payments because the member of staff, who had invoiced the school for supply work, had not provided key documents to enable them to be paid through payroll. • The EHT had not been made aware of the payment and would have been very unlikely to authorise it if he had been asked to do so. Nor had an arrangement for the advance to be repaid been put in place. • The committee had asked the School Business Manager to write to the member of staff informing them that the outstanding amount would be deducted from their next monthly salary payment. • The matter would need to be investigated eventually. 	

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	<ul style="list-style-type: none"> The committee had approved the purchase of a new minibus for CHSCC and agreed that it should be purchased from a known supplier. 	
8. Chatsworth Futures	<p>a) <u>Accommodation and learner numbers</u></p> <ul style="list-style-type: none"> Chatsworth Futures (CF) would be moving into the former Deans Primary School premises in September 2018. The lease had been signed and work to prepare the premises for occupancy would be completed in July. The current CF site would be retained for use by the CHSCC 6th Form. The CHSCC roll from September would be 116 pupils. Although the school's capacity was 95 pupils, there were currently 106 pupils on roll. Two classes of more able 6th Form students would be based on the current CF site. One Assistant HT would also be based on the site. There were currently five year groups totalling 25 students on roll at CF. Following the decision to introduce a three year course from September, CF student numbers would fall in 2018/19 as Year 4 and 5 students, together with Year 3 students, would leave CF in the summer. A decision on the Education and Skills Funding Agency's (ESFA) funding of CF had been delayed, so the funding for CF for 2018/19 would be calculated on the basis of the current roll of 25 students. Funding for 2019/20 would reflect the reduced roll from September 2018. The capacity of CF at the new premises would be 40 students. CF had offered places to three non-Salford resident students from September, (two from Manchester and one from Warrington). The Deans premises had the capacity to accommodate more uses than just CF. The premises were configured in a way whereby those uses could work independently of each other and each had their own entrance. Chatsworth Engage, the post-25 provision developed with the LA, would be based at the Deans. Initially Chatsworth Engage would work with seven full-time leavers and three part-time leavers. It would be set up as a company limited by guarantee outside Chatsworth MAT for the time being. 	

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	<p>b) <u>Assistant Headteacher</u></p> <ul style="list-style-type: none"> • The Assistant HT had done an excellent job over the last two years to ensure that all systems required by CF were in place and were robust. • The post had been advertised at a salary lower than the Assistant HT posts at CHSCC and was on a lower salary than the leader teachers at CHSCC. • The Assistant HT was also on a salary lower than that of one of his colleagues that he managed. • The EHT believed that, although CF was a relatively small organisation, the Assistant HT should be better remunerated. • If Trustees and Members were happy to support that proposal the EHT would explore with human resources the options for delivering that outcome. 	<p>The meeting agreed:</p> <p>a) That the Assistant HT at Chatsworth Futures should be better remunerated; and</p> <p>b) That the EHT should explore options for delivering that outcome.</p>
<p>9. Projects and Initiatives</p>	<p>a) <u>Chatsworth Engage</u> In view of what had been presented as part of the previous report, there was no discussion under this item.</p> <p>b) <u>Chatsworth Pathways</u></p> <ul style="list-style-type: none"> • Chatsworth Pathways was the development of a free school for pupils with extremely challenging behaviour. • The initiative had the support of the LA. • The Department for Education (DfE) had confirmed that the LA could nominate Chatsworth MAT as the bidder or that a bid could be made by Chatsworth MAT independently of the LA. 	
<p>10. Executive Headteacher Performance Management</p>	<p>a) <u>Eric Craven</u></p> <ul style="list-style-type: none"> • The EHT had met with Eric Craven (EC), who had been recommended by JC, to talk him through the EHT performance management process. • EC was happy to take on the role and had agreed to come into school on 10th July to talk to the EHT and to some Trustees. <p>b) <u>EHT Targets 2017/18</u></p> <ul style="list-style-type: none"> • The EHT's five performance targets had been reviewed at the end of April. • A three year development plan containing five broad objectives had been drafted. • It appeared that the Trust was fully compliant with the requirements of the DfE and ESFA in all areas of practice. It was proposed that the Ofsted visit scheduled for 11th July should be used to confirm whether or not the 	<p>The meeting noted the updates and agreed:</p> <p>a) That Eric Craven should be employed to undertake the EHT performance management reviews; and</p> <p>b) That Trustees should, where feasible, make themselves available to meet EC on 10th July.</p>

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	<p>Trust was fully compliant.</p> <ul style="list-style-type: none"> • Best value services had been secured for the Trust in respect of human resources, finance, payroll and legal advice. • The legal and financial processes necessary to move CF into the Trust by 1st September 2018 were underway. • The policies of CF were up to date and compliant. They would be reviewed to ensure they were fully compliant with DfE and ESFA requirements. 	
11. CMAT Development Plan	<ul style="list-style-type: none"> • The plan contained five objectives as follows: to incorporate CF into the Trust; to submit an application for a free school to the DfE with a view to opening Chatsworth Pathways in September 2019; to open Chatsworth Engage; to support the development of the leadership structure at CHSCC; and recruit two new Members and three new Trustees to the Trust. • The RWi referred to in the plan was the Assistant HT at CF and the RWa was Ray Watson a consultant who was working with the EHT to prepare the free school application. • It appeared that many other academy trusts had five members. • The current number of Members and Trustees would only become a problem if the Trust expanded. • Members and Trustees should use their contacts to identify potential candidates. • After two years of the Trust's operation it was possible to identify what other skill sets, such as those of a lawyer, it needed on its board. 	<p>The meeting noted the update and:</p> <ol style="list-style-type: none"> a) Approved the CMAT Development Plan; and b) Agreed that Members and Trustees should use their contacts to identify potential new Members and Trustees.
12. Any Other Business	<p><u>General Data Protection Regulation (GDPR)</u></p> <ul style="list-style-type: none"> • GDPR was a new European Union-wide framework for data protection which came into force on 25th May 2018 and applied to all companies and organisations, including schools, which held personal data. • It placed an obligation on them to ensure that personal data was managed securely, processed lawfully, fairly and transparently and used only for explicit and legitimate purposes. • The framework set out in the GDPR was quite strict and there were penalties for failing to comply. • Training attended by the EHT and by LH had highlighted that CHSCC needed to appoint a Data Protection Officer (DPO) whose primary function would be to ensure that they were compliant with GDPR and other relevant data protection law. • The school could allocate the DPO role to an existing senior staff member, 	

Table of Actions from the MAT Members' and Trustees' meeting held on 05.06.18

Item	Action	Who	When
2.	Encourage the Greater Manchester special schools group to establish a curriculum development group and include that objective in the CHSCC School Development Plan.	EHT (MH)/GM	At next meeting of Greater Manchester special schools group.
2.	Encourage parents to leave comments on Parent View before 11 th July.	EHT/GM	Before 11.07.18
4.	Supply FB with a declaration of business interest form for her to complete.	EHT	As soon as possible.
6.	The letter to parents to encourage them to claim free school meals where appropriate should be sent again at the beginning of the new academic year.	EHT	September 2018.
6.	Raise with the LA the concern that Chatsworth Futures did not receive domestic violence reports.	EHT	June 2018
8.	Explore options for delivering better remuneration for the Assistant HT at Chatsworth Futures.	EHT	June/July 2018

CHALLENGE BY MEMBERS AND TRUSTEES – Members and Trustees questions at the meeting held on 05.06.18

Item	
2.	<p>Q: <i>Do you have an external view to support and evaluate your judgements set out in the SEF?</i> A: The school is expecting a ‘friendly’ Ofsted inspection in July and it continues to be involved in the Greater Manchester special schools group. This group undertook peer reviews on a regular basis.</p> <p>Q: <i>How robust is your moderation?</i> A: The internal and external, via the Greater Manchester group, processes are very robust. Hopefully the ‘friendly’ inspection will provide the evidence base of learning.</p> <p>Q: <i>Leadership and management will be tested given the current circumstances, so does the SEF contextualise the situation?</i> A: The context section at the beginning of the SEF says something. Ofsted have also been briefed about the situation.</p> <p>Q: <i>Perhaps the context paragraphs in the SEF could be extended to mention the new and robust leadership and wider staff ownership of initiatives in the school?</i> A: The SEF is a public document so the context paragraphs need not go into too much detail. The context section will be revised as the school’s context changes.</p> <p>Q: <i>What about Parent View?</i> A: We circulated a questionnaire to parents as part of our curriculum development process, but undoubtedly we could make more use of Parent View.</p>
6.	<p>Q: <i>Does the domestic violence reporting include Chatsworth Futures?</i> A: No, as the young people at Chatsworth Futures fall under the remit of Adult Services.</p> <p>Q: <i>True, they are adults, but they are vulnerable adults. Surely Chatsworth Futures should also receive reports?</i> A: It should. I can raise this issue at a children and families meeting I will be attending next week.</p>
7.	<p>Q: <i>If Salford City Council pays us money for out of borough pupils who attend CHSCC, does it matter if the council fails to recoup the money off the other local authorities?</i> A: The out of borough funds come in tranches and can vary and some pupils can arrive here mid-year and pupils’ bandings can alter during the year, so it is not clear when the money arrives in Salford or whether CHSCC is receiving the full amount that it is due. One Education should be able to clarify how much CHSCC is due and whether it had been received.</p> <p>Q: <i>Does our forward planning anticipate the receipt of the funding for out of borough pupils?</i> A: It does.</p>

8.	<p>Q: <i>Will Chatsworth Futures be sharing the Deans site?</i></p> <p>A: It will be leased to us, but part of the premises had been identified for use by a pilot pre-PRU for between eight and ten Year 7 and 8 pupils. The pilot would work with pupils who were at risk of being expelled from their mainstream school, in an effort to change their behaviour so that they did not end up getting expelled. If the pilot was a success it would move to a permanent site. Chatsworth Engage will occupy another part of the site.</p>
11.	<p>Q: <i>I would agree that we need to recruit a lawyer as a Trustee, but could expanding the Trust to include groups currently not provided for potentially reveal where we need to recruit Trustees with other skills?</i></p> <p>A: Yes, working with young adults, pupils with complex learning disabilities and, potentially, the Jewish community could, and should, help highlight where we need to recruit new Members and Trustees.</p> <p>Q: <i>Could one group we might look to work with be pupils in mainstream education with extreme difficulties but who are academically capable? We could possibly work with them via an outreach service?</i></p> <p>A: Yes. That is the sort of proposal we could discuss with Geoff Catterall, the LA's Head of Complex Needs – SEN.</p>