

Hope Learning Trust Board of Trustees' Meeting

Minutes of the meeting held on Wednesday 27th September 2017 at 5.30pm

Present:

Brian Crosby (CEO)	Mark Bennett
Tony Myers (Chair)	Katherine Sinclair
Dennis Richards	David Judson
Katherine Humpleby [from 5.50pm]	Mike Ferguson
Ian Thomson	Andrew Simpkin
Jacqueline Doyle-Brett	

In Attendance:

- Allyson Buckton (Principal, Forest of Gaitres Primary Academy)
- Simon Barber (Principal, Manor CE Academy)
- Simon Bryan-Smith (Finance Director)
- Jess Swarbrick (Governance Advisor – Clerk to the Board)

		Action
1.	<p>Opening Prayer The meeting opened with a prayer led by the Chair.</p>	
2.	<p>Welcome, Apologies for Absence and Declarations of Interest The Chair welcomed everyone to the meeting.</p> <p>Apologies were received, with consent, from Karen Osborne. Late apologies were also received from Katherine Humpleby.</p> <p>Dennis Richards declared an interest in item 13, and agreed to abstain from any decision relating to this proposal.</p> <p>Business Interest forms were circulated at the start of the meeting by the Clerk. Trustees were asked to complete, sign and return these by the end of the meeting.</p>	
3.	<p>Minutes of the meeting held on 19th July 2017 Previously distributed. The ordinary and confidential minutes were agreed to be a true and accurate record and were signed by the Chair.</p> <p>With reference to the Action Plan:</p> <ol style="list-style-type: none"> 1. The CEO advised that no date had been agreed as yet for a trust-wide Vision and Values meeting. He suggested that this should be carried forward and a date arranged for shortly after the October half term. Trustees agreed that it was important to find a separate date for this discussion, rather than adding it onto the next Trust Board meeting. The CEO agreed to provide a number of potential dates to trustees, which would be followed up by a Doodle Poll to find the best fit. 2. In progress. The CEO reported that a safeguarding audit was being arranged for Burton Green. 3. It was noted that the headteacher/principal pay policy would be discussed at the next Resources Committee on 9th October. The Chair advised that it had not been possible to arrange an extraordinary meeting to discuss this over the summer. 4. Completed. 5. It was unclear whether updates had been made to the Freedom of Information policy 	CEO / JR

	<p>as requested. The CEO agreed to ask Wendy Munro, who was taking on aspects of the COO role for this term, to investigate whether this had been completed.</p> <p>With reference to item 10.2, policy approval, it was agreed that there needed to be a clear process of communication to schools once trust-wide policies had been approved.</p>	CEO
4.	<p>Trustee/Governor Code of Conduct and Ethos Statement</p> <p>Trustees noted and agreed to the Code of Conduct, which had been circulated for information in advance of the meeting. The Clerk confirmed that this document had also been included on the agenda for all Local Governing Committees (LGC).</p> <p>Trustees were asked to sign and return their Ethos Statements, which had been circulated at the start of the meeting by the Clerk.</p>	
5	<p>Committee Membership</p> <p>Trustees agreed the proposed committee membership for 2017/18, which had been previously distributed.</p> <p>In response to a question about attendance for the Standards Committee, it was confirmed that headteachers and principals would be asked to attend only for discussions relating to their school.</p> <p>The Chair advised that membership also needed to be confirmed of the Pay and Performance Management Committee, which undertook the performance management of the CEO. He advised that David Judson, who had previously served on the committee, had indicated his intention to step down from this role. The Chair formally expressed his thanks to David on behalf of the Board for his service in the role.</p> <p>Trustees agreed the following membership of the committee: Katherine Humpleby Tony Myers Katherine Sinclair</p> <p>The Chair advised that he was aware of the need to find an appropriately skilled and qualified consultant to provide advice on target setting for the CEO of a multi-academy trust (MAT) as opposed to a Headteacher, and that this would take time. He explained that it was likely that the first meeting of the committee would therefore be held without an advisor, and the CEO confirmed that he was happy with this situation.</p> <p><i>[Katherine Humpleby joined at 5.50pm]</i></p> <p>The Chair confirmed that he would remain on the Resources Committee, as there was currently no other qualified accountant on the Trust Board who could fulfil this EFA requirement. He noted, however, that he would no longer chair the committee.</p> <p>The Clerk agreed to update and circulate the list of committee membership with the minutes.</p>	Clerk
6.	<p>Skills Audit</p> <p>Previously distributed. The Clerk advised that in order to bring processes inline across the trust, it was anticipated that trustees and governors would review their skills audit on an annual basis at the start of the autumn term.</p> <p>However, as the Trust Board had only last completed the audit in the spring, the Clerk proposed that this should only be completed by new trustees this time around. This information could then be added to the existing results, and a full review carried out this time</p>	

	<p>next year. The Clerk agreed to forward a copy of the skills audit to new trustees for completion.</p>	Clerk												
7.	<p>Appointment of LGC Chairs 2017/18 The following proposals for LGC Chairs had been circulated in the advance of the meeting:</p> <p>Barlby High School – Paul Cannovan Burton Green Primary Academy – Stephen Cooke Poppleton Ousebank Primary Academy – Trevor Dale Manor CE Academy – Andy Richardson Vale of York Academy – John Kesterton</p> <p>Trustees approved all proposals unanimously.</p> <p>It was noted that the LGC at Forest of Galtres Primary Academy would be meeting on Thursday 28th September. Trustees agreed to respond via email when a chair proposal was received.</p>													
8.	<p>Request for approval of governor appointments Trustees approved the following LGC appointments:</p> <p><i>Forest of Galtres</i> Sue van Hout as trust appointed governor. <i>Burton Green</i> Jennifer Carter-Shaw as trust appointed governor.</p> <p>The Clerk advised that a number of other proposals were due to be discussed by Forest of Galtres governors at their meeting on 28th September. Trustees agreed to respond to these via email when confirmed.</p>	Clerk / All												
9.	<p>Leadership Arrangements at Burton Green Primary Academy <i>The following discussion has been recorded as a separate, confidential minute.</i></p>													
10.	<p>Trust Development Plan Previously distributed. Trustees were asked to read through the plan and send feedback via email to the Chair and CEO. The Chair advised that this feedback would be collated, and would form the basis for a wider discussion at the next Board meeting in November.</p>	All / Agenda												
11.	<p>2017 Outcomes 11.1 Primary Outcomes The CEO presented the summary of primary outcomes, which had been previously distributed. It was noted that this paper had been discussed in detail at the Standards Committee in July. The CEO noted that the paper included early indicative data, as national figures had not yet been released at the time of the Standards Committee meeting.</p> <p><i>Combined Reading, Writing & Maths</i></p> <table> <tr> <td>National</td> <td>61% expected standard</td> <td>9% working at greater depth</td> </tr> <tr> <td>Forest of Galtres</td> <td>67% expected standard</td> <td>21% working at greater depth</td> </tr> <tr> <td>Poppleton Ousebank</td> <td>55% expected standard</td> <td>16% working at greater depth</td> </tr> <tr> <td>Burton Green</td> <td>29% expected standard</td> <td>0% working at greater depth</td> </tr> </table> <p>It was noted that Forest of Galtres performed above national expectations both at the standard and at greater depth.</p> <p>Poppleton Ousebank were below national figures for the expected standard but had a higher</p>	National	61% expected standard	9% working at greater depth	Forest of Galtres	67% expected standard	21% working at greater depth	Poppleton Ousebank	55% expected standard	16% working at greater depth	Burton Green	29% expected standard	0% working at greater depth	
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percentage of children working at greater depth. The CEO noted that the Principal at Poppleton Ousebank had advised these figures had now improved following re-marks.

Burton Green were significantly below national figures for the expected standard, with no children working at a greater depth.

Reading

Forest of Galtres outcomes were significantly above national figures, with 90% of children achieving the expected level compared to 71% nationally. 38% of children were also working at a greater depth compared to 25% nationally.

Poppleton Ousebank were also above national on both indicators, with 73% of children achieving the expected level and 33% working at a greater depth.

Burton Green were below national figures with 36% of children achieving the expected level but none working at a greater depth.

Trustees noted that the outcomes for Writing and Maths followed a similar pattern to Reading, with Burton Green underperforming in all areas. The CEO advised that the outcomes for all schools would form part of the development plan for the coming year.

In terms of progress, it was noted that Poppleton Ousebank showed positive progress in all subjects, significantly above national figures in Reading.

Burton Green had below national average progress for Reading and Maths, but above national in Writing. It was noted that there were some questions around assessment in Writing, as these results did not correlate with the Grammar, Punctuation and Spelling outcomes. The CEO advised again that this was a focus for the school in the coming year.

The CEO noted that for Forest of Galtres, there was a question around Key Stage 1 data, and the reliability of the progress measures. He added that the government had recently announced the phasing out of Key Stage 1 tests, and the introducing of benchmarking on entry. He noted that accurate baseline assessment was essential for accessing additional funding, but there were recognisable problems with the accuracy of judgements in children so young. Trustees agreed there would be a challenge to ensure that this was accurate.

It was noted that more detailed and in-depth analysis would be carried out at the next Standards Committee meeting. Recommendations would be brought back to the Trust Board as appropriate following these discussions.

11.2 Secondary Outcomes

The CEO presented a summary of Key Stage 4 outcomes, which had been previously distributed. He advised that these figures were provisional, and may be subject to change following re-marks.

Manor CE Academy

The CEO stated that in general Manor's outcomes were very strong, in line with the academy's outstanding status and self evaluation. It was noted that the Progress 8 score would most likely be +0.48 (dependent on confirmation of national figures), the equivalent to almost half a grade above in subjects across the board. It was noted that the outcomes were in line with other high performing secondary schools in the city. It was noted that these outcomes represented a significant increase for Manor, and a very strong performance particularly in English.

	<p>Barlby High School</p> <p>It was noted that Barlby had not joined the trust until 1st September 2017. The CEO advised that outcomes were around the national average for all subjects, with a provisional Progress 8 score of +0.07.</p> <p>The CEO advised that the school was dealing with a number of issues around attendance, particularly a small number of students who were accessing alternative provision, but were still on roll.</p> <p>Vale of York Academy</p> <p>The CEO reported that results had not moved from the previous year in any discernible measure. He added that the predictive data which had been sent to the trust had been significantly above actual outcomes. The CEO advised that the Principal had expressed concern regarding outcomes, as she had wanted to see a major shift which had not yet happened. Trustees agreed that the changes which had been put in place and were continuing to be developed would take a number of years to embed. The CEO stated that he felt the new appointments in place would really strengthen the school, but it may be 2019 before a real improvement in outcomes was possible.</p> <p>Trustees agreed, however that there was a clear question around predictions, which were significantly above actual outcomes, in some cases by almost two thirds of a grade.</p> <p>The CEO tabled a summary of Accelerated Learning Progress (ALPs) data, though trustees were asked to return this information at the end of the meeting. Trustees noted the ALPs scores for Manor, Barlby and Vale of York.</p> <p>The CEO advised that the ALPs report would be used to analyse the data in more detail, as it included progress levels for every group, every teacher and every individual student. It was agreed that the Standards Committee would look at the report in more detail.</p>	
<p>12.</p>	<p>2019/20 Admissions Policies</p> <p>12.1 Burton Green, Poppleton Ousebank and Vale of York</p> <p>The draft admissions policy for 2019/20 had been previously distributed. It was noted that this policy had been produced by the City of York Council, and was aligned with the admissions process for other non-faith schools across the city. Trustees approved the draft policy, which would then go for consultation before being brought back for final approval in February 2018.</p> <p>12.2 Manor CE Academy</p> <p>The draft admissions policy for 2019/20 had been circulated on the day of the meeting. It was noted that this draft had been produced by the Diocese of York, and had been reviewed by the CEO and Simon Barber, Principal of Manor CE Academy. The CEO advised that the admissions process for Manor was complex, and dependent on a number of factors. He advised that there was a need to look at a wider review of the process and policy long term, in consultation with the LA and the Diocese, as well as the involvement of Manor's Local Governing Committee.</p> <p>The Chair advised that he was conscious that most trustees had not had the opportunity to look into the detail of policy as it had only been circulated that afternoon. He proposed an agreement to send the current draft for consultation, but to look at the detail in the meantime, with the possibility of a number of amendments before it was brought back for final approval.</p> <p>Trustees agreed that it was paramount to involve the LA and the Diocese in a wider discussion about the review of the policy. Trustees agreed to approve the current draft to</p>	

	proceed to public consultation, but to set up a small working party involving the LA and Diocese, as well as representatives from Manor's LGC including Principal, in order to thoroughly review the policy for next year.	BC
13.	Scarborough <i>The following discussion has been recorded as a separate, confidential minute.</i>	
14.	<p>Any Other Urgent Business</p> <p>i) Update on the disposal of the Arts Block at Vale of York Trustees noted the report from the CEO which had been previously distributed. Trustees agreed the proposal for the CEO and Ian Thomson as trustee representative, to continue talking to the LA about ensuring an appropriate amount of money for the land soon, rather than waiting an unspecified amount of time for an eventual, possibly larger amount. It was noted that no decision on acceptance would be taken without consultation with and approval by the Board.</p> <p>ii) National Fair Funding Formula The CEO provided an update on the National Fair Funding Formula. He reported that the most recently released figures would mean a significant uplift in funding for the primary school, with Poppleton Ousebank in particular seeing a 20% uplift over two years. Burton Green would also receive more funding, but not in the same range as Poppleton as it was already in receipt of additional funding for deprivation. Simon Bryan-Smith reported that figures were not yet available for Forest of Galtres, but indicative information was that the increase would be in line with what had been budgeted. It was noted that North Yorkshire was previously much closer to the median point of LAs than York, which was the lowest funded local authority in the country.</p> <p>The CEO reported that Manor would also see a significant increase, equivalent to 8% over two years.</p> <p>iii) Scheme of Delegation The CEO reported that he would be working with the Chair and the Clerk to look in detail at the scheme of delegation produced by the Diocese, to ensure it was personalised to the trust. It was agreed that this would be brought back to the Board meeting in November for discussion, before being sent to Members for approval at their next meeting.</p>	
15.	Confidentiality It was agreed that items 9 and 13 should be recorded as separate, confidential minutes. The Chair reminded trustees that all discussions should be treated in a confidential manner.	
16.	Dates of Next Meetings (all 5.30pm): Wednesday 8 th November 2017 Wednesday 13 th December 2017 (Single Item meeting to approve final accounts) Wednesday 10 th January 2018 Wednesday 7 th March 2018 Wednesday 23 rd May 2018 Wednesday 11 th July 2018	

The meeting closed at 7.45pm

Signed:



Mr Tony Myers (Chair)

Date:

8/11/17

Action Points from the Hope Learning Trust Board meeting held on 27th September 2017

	<i>ACTION</i>	<i>AGENDA ITEM</i>	<i>WHO</i>	<i>WHEN</i>
1	Arrange date for Vision and Values meeting after half term	3(1)	Brian Crosby / Jerri Ryder	ASAP
2	Ask Wendy Munro to check Freedom of Information policy to confirm requested changes made from July meeting	3(5)	Brian Crosby	ASAP
3	Update and circulate committee membership	5	Clerk	With minutes
4	Circulate skills audit to new trustees for completion	6	Clerk	ASAP
5	Forward new governor appointment proposals from Forest of Galtres for approval via email	8	Clerk / All	01/10/17
6	Feedback on Trust Development Plan to Chair and CEO	10	All	23/10/17
7	Co-ordinate working group including Manor LGC, LA and Diocese to review Manor's admissions policy	12.2	Brian Crosby	

Items for the next agenda:

- Governance Action Plan update
- HLT Development Plan
- Scheme of Delegation and LGC Constitutions
- LGC Updates (including minutes of any meetings available)

Future agenda items:

- Admissions numbers and potential increases
- Stakeholder feedback
- Teaching School presentation
- Admissions Policies (CYC and Manor) January 2018

