

Hope Learning Trust Board of Trustees' Meeting

Minutes of the meeting held on Wednesday 23rd May 2018 at 5.30pm

Present:

Mr Brian Crosby (CEO) [to 7.50pm]	Ms Katherine Sinclair
Mr Tony Myers (Chair)	Mr Andrew Simpkin
Mrs Karen Osborne	Rev'd Jacqueline Doyle-Brett
Mr Mike Ferguson [from 6.15pm]	Mr David Judson
Mr Ian Thomson	

In Attendance:

Mrs Allyson Buckton (Principal, Forest of Galtres Primary Academy) [to 7.50pm]
 Mr Simon Barber (Principal, Manor CE Academy) [to 7.50pm]
 Mr Simon Bryan-Smith (Finance Director, HLTY) [to 7.50pm]
 Ms Wendy Munro (Operations Director, HLTY) [to 7.50pm]
 Mrs Jess Swarbrick (Governance Advisor, Clerk)

		Action
1.	<p>Opening Prayer The meeting opened with a prayer, led by the CEO.</p>	
2.	<p>Welcome, Apologies for Absence and Declarations of Interest The Chair welcomed everyone to the meeting. Late apologies were received, with consent, from Mike Ferguson.</p> <p>There were no declarations of interest.</p> <p>The Chair proposed an additional item to be taken under Any Other Business, relating to the Vice Principal appointment at Manor CE Academy.</p>	
3.	<p>Minutes of the meeting held on 7th March 2018, Action Plan and Matters Arising Previously distributed. The 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. It was noted that a paper from the Finance Director providing more detail on the 5% topslice expenditure had been circulated to LGCs and Trustees. In response to a question whether this information was sufficient, both Mr Barber and Ms Buckton stated that they felt it was. They noted that any further questions from governors could be fed back as required. 2. It was confirmed that the guidelines of the Reserves Policy had been circulated. 3. It was noted that discussions on strategy would be discussed in further detail under item 5. 4. The Chair reported that he and the CEO had met to review the actions raised by LGCs for the Trust Board and had formulated a response. It was noted that a copy of this should have been provided to Trustees for information at this meeting. The Clerk agreed to request this from the Trust's Executive Assistant for inclusion in the minutes. 	CLERK

<p>5. With reference to the question regarding sharing governors across the Trust for panels, the Clerk reported that this had been discussed in part at the recent Complaints training session. She explained that for complaints, the policy could be amended to reflect the requirement for a panel to consist of governors from within the Trust (rather than one specific academy). However, the Clerk further advised that for other panels, including disciplinary and exclusion, the process was not as straightforward. She explained that DfE guidance included clear requirements that the responsibility and statutory duty remained with the LGC of the specific academy.</p> <p>6. It was noted that the Resources Committee had considered the LGC request to consider applying an increase to the sum of £25,000 delegated spending within the Finance Policy. It had been agreed that the sum was sufficient and should not be increased.</p> <p>7. With reference to dinner money debt, the Finance Director reported that he had obtained a debt recovery policy from a local school with a similar demographic to Burton Green, and had forward this to the School Business Manager and LGC for review. It was noted that there had been considerable discussion by governors around the ethical and moral obligations of this issue, which were reflected in the LGC minutes. Trustees noted that this was not a black and white situation, and agreed to keep a watching brief on developments.</p> <p>8. With reference to the Staff Code of Conduct, it was noted that this had been reviewed in draft by the Resources Committee and would be taken to the next JNCC meeting on 24th May. A final version would then be presented to the Resources Committee for approval.</p> <p>9. The Chair reported that he had not received any response regarding an external challenge partner for the CEO Performance Management Group, and agreed to follow this up. It was noted that there may be expertise in other local Trusts which may be able to support this.</p> <p>10. With reference to a review of where Senior Leadership Team (SLT) HR gaps were across the Trust, Mr Thomson and Ms Osborne reported that they had begun this process, though the focus had been initially on the SLT at Manor CE Academy. It was noted that this process would be ongoing.</p> <p>11. The CEO reported that the prospect of a Sixth Form Working Party had been raised at the last headteacher/principal meeting. He advised that the Principal of Vale of York had researched information online, and found that any proposed sixth form expansion required the authorisation of the LA. The CEO advised that he had met with the LA, who had stated that they would not sign off on any proposals for sixth form expansion within the Trust. The Chair proposed including this issue within the wider discussion on strategy, to consider where it lay in terms of priorities.</p> <p>12. The CEO reported that he had shared information on how to address subject weaknesses at Vale of York with Ms Osborne, as chair of the Standards Committee. He advised that work had begun on this plan. However, he further reported that the school was currently in a deficit position, and the ongoing wait for funding from disposal of the old arts block site continued. The CEO advised that this funding was crucial for investment in school improvement,</p> <p>Trustees noted that the issue raised at the last meeting had been more focused on areas of concern around standards and leadership in the school. The CEO advised that several actions had been taken already in specific response to this, and a report would be provided at the next Standards Committee meeting in July.</p> <p>13. It was noted that the proposed talent management programme had been presented and discussed at the last headteacher/principal meeting, with Ms Osborne in attendance. Ms</p>	<p>CLERK</p> <p>TM</p>
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	<p>Osborne advised that it had been well received by school leaders, but it would be an ongoing process and culture shift, as part of the Trust's strategy moving forward. It was noted that the Primary and Secondary School Improvement Leads and the Director of the Teaching School were working to develop a plan for this, which would be brought back to Trustees for further discussion.</p> <p>14. With reference to the request for a report outlining the budget implications of retaining a certain number of ITT graduates from the Teaching School in the Trust, the CEO advised that work had begun on this. However, it was noted that there was no report to be presented tonight. It was agreed that this should be carried forward to the next meeting.</p> <p>15. Trustees noted that a paper had been circulated to Trustees regarding Manor's growth plan.</p> <p>There were no other matters arising.</p>	BC
4.	<p>CEO Report</p> <p>Trustees noted the CEO's Report, which had been previously distributed. The Chair proposed focusing on the recommendations within the report, and these were considered in turn.</p> <p>4.1 Consideration of the use of staff across the Trust and how this can be facilitated</p> <p>The CEO advised that he was not asking for a decision from Trustees at this meeting regarding a mandate to move staff across schools. However, he requested consideration from Trustees about how this could be implemented in the future, for the purpose of rapid school improvement where required.</p> <p>The CEO advised that he felt schools within the Trust were still working in a silo situation, rather than being able to mutually support each other in school improvement. He noted that new contracts being issued were for employment centrally in the Trust, rather than attached to a specific school, though existing contracts had been TUPE'd across on existing conditions. The CEO stated that he felt the ability to move staff flexibly between schools would enable a more rapid pace of improvement, though he recognised that school leaders and governors would need to buy into this approach.</p> <p>The CEO noted that the ability to move staff flexibly between settings could significantly cut down the amount of time it would take to transform a school, simply by taking out the time needed for external recruitment.</p> <p>Trustees asked whether this was a piece of work which could be considered alongside the development of the talent management programme. It was agreed that it was important that the Trust moved towards this more flexible model, but there needed to be a message of positive incentives for staff in terms of potential progression and development opportunities.</p> <p>Trustees were supportive in principle of the idea, though agreed it would need to be carefully marketed, and something that everyone in the Trust would buy into. It was noted that this would need to be part of a wider culture change, as with the talent management programme.</p> <p>Trustees noted that it would be important to ensure there was a mechanism in place to monitor the day to day standards in both schools, should there be movement from one to another. It was noted that this was particularly important in the smaller schools within the Trust, where the movement of a particular member of staff may impact more.</p> <p>Trustees expressed their support for the suggestion, and asked the CEO to provide a paper with more detail on this. As part of the paper, Trustees requested the inclusion of a project plan of implementation. It was noted that it may not be necessary to wait until the next Board meeting</p>	BC

for the paper, if the CEO could circulate it prior to that date.

4.2 Stillington Primary School

Trustees discussed the report which had been circulated prior to the meeting, outlining a recommendation for the Trust to begin due diligence procedures for Stillington Primary School.

Ms Buckton provided an update on her support work with Stillington, which had been in place since 1st January 2018. She reported that she was working in the school around one and a half days over the week, with a Key Stage 1 teacher from Forest of Galtres also working to support the school. Ms Buckton also reported that the two schools had been sharing training together, working as one staff over two settings.

With reference to the financial report which had also been circulated, it was noted that the budget was very tight, and numbers were low. The CEO advised that a grant of £70,000 was available from the RSC as the school was currently in special measures. In addition to this, a one-off CIF bid of £42,000 was also available. He noted, however, that the school would need to be self-sustaining in the future, once these grants were no longer available.

Ms Buckton advised that following discussion with the Finance Director regarding the school's finances, and from her work with the school since the start of the year, she would recommend starting the process of a more detailed due diligence on standards and back office functions.

Trustees agreed that the report from Ms Buckton had been comprehensive. A concern was raised, however, that the Trust would be creating an expectation of conversion by starting the due diligence process, which it could be difficult to go back on in the future. In addition, concerns were raised regarding the low pupil numbers, and the long term viability of the setting. Questions were also raised as to whether the budget reflected the 5% topslice which would be applied should the school convert to join the Trust.

Ms Buckton advised that she had been very clear in her discussions with staff and governors at Stillington that starting the due diligence process was not a guarantee of being accepted into the Trust.

With reference to pupil numbers, Ms Buckton advised that North Yorkshire County Council had been insistent that places in the school were required in the future. She noted that other schools in the vicinity were full, and there were housing developments in progress in the area. Ms Buckton advised that Stillington had an identified capacity of 50 places, though actual pupil numbers were currently around half that. She reported that the village community was strong, and were supportive of the school, and there was an expectation that pupil numbers would increase.

[Mike Ferguson joined the school at 6.15pm]

Trustees agreed that this explanation was helpful. It was noted that there was still some concerns about viability, though the due diligence process should help to address these.

The Finance Director noted that the budget forecast did not include an assumption of the 5% topslice, but did include traded services currently being bought in from NYCC, which were comparable in terms of cost.

Trustees agreed that as a result of due diligence, the Board would need to be clear on any red lines they should insist on in order to address potential liability. It was further agreed that local expectation needed to be carefully managed.

	<p>It was noted that assurance would be needed regarding the capacity of the Trust’s Central and Senior Leadership Teams, should the due diligence process lead to the decision for the school to join the Trust.</p> <p>A further suggestion was made that the Board should consider a set of specific conditions for any proposed conversion in the future, providing a clear framework to refer to in the future should other requests be put forward. Trustees agreed that this could be worth exploring as part of the wider discussion on strategy.</p> <p>The CEO noted that should Stillington convert, the proposal would be a shared headship and LGC, as it would not be financially viable to have a stand-alone headteacher in place in the school. He noted that shared headship was a potential way of operating to ensure the viability of small rural schools in the future.</p> <p>Trustees confirmed their support for starting the due diligence process for Stillington Primary School. Trustees also thanked Ms Buckton for her work and support with the school up to this point.</p> <p>Skelton Primary School</p> <p>The CEO advised that the Board of Trustees had agreed to start a due diligence process at Skelton Primary School the previous year, though this had not been taken forward at the time due to a number of issues. He reported that the Trust had been contacted by the LA regarding putting in an acting headteacher from September 2018, as the current headteacher would be leaving at the end of the academic year.</p> <p>The CEO advised that he had met with the governors at Skelton, who had indicated that they were very keen to join the Trust. He further advised that work was currently underway to look at whether it would be possible to second one of the primary leadership roles to Skelton as acting headteacher from September.</p> <p>Trustees noted the update from the CEO, and further noted that due diligence had begun by the Operations Director and Primary School Improvement Lead.</p>	
5.	<p>Strategy & Growth Plan for the Trust</p> <p>The CEO presented his paper on strategy and growth for the Trust, which had been previously distributed.</p> <p>He stated that the expectations of growth which had been in place when the Trust had originally been set up had not happened, and it was clear that it was not possible to realise a linear plan of expansion. The CEO noted that in some cases, the Trust had been approached by the RSC about whether to taken on certain schools to support, and in others, schools had specifically approached the Trust. The CEO advised that strong and outstanding secondary schools within the local area were not interested in joining an existing MAT, but wanted to set up their own.</p> <p>The CEO advised that therefore geographically, growth opportunities were limited. In Scarborough, there was an opportunity for growth in terms of secondary establishments. With reference to primary schools, the CEO advised that there was potential north of York. He advised that the RSC had indicated that they would recommend that any primary schools in the area should join HLTY. It was noted that there had not been any further interest from feeder schools to Barlby High School, following an initial meeting earlier in the year. The CEO advised that he had asked the School Improvement Leads to follow this up.</p> <p>The CEO stated that developing a growth strategy was not straightforward, and noted that he had included a list of pitfalls within his report on what needed to be considered in relation to</p>	

this. Trustees noted that this list included questions regarding financial viability, pupil numbers and an understanding of the Trust's ethos and vision.

The CEO advised that a number of growing trusts were developing a hub model, which enabled them to look after all of their schools when they were scattered over a wide geographical area. He explained that each hub would have an executive lead, with the ability to move staff within schools in their hub and a responsibility for the standards of those schools. These would then form the executive leadership team within a trust, charged with school improvement as their number one function.

The CEO advised that within his paper, was a suggestion that at the present time the Trust could develop three hubs as a vessel for growth. There was a natural hub around the secondary schools in York (including Barlby High School), as well a potential for a hub in Scarborough. He further suggested the need for someone with experienced primary leadership to give focus to the development of a primary hub, and taken on some of the challenges of getting them to work together.

The CEO advised that when looking at growth, it was essential to have a structure which would allow oversight and school improvement at the heart of all its business, and to ensure that there was the expertise in place to enable this. He proposed looking to appoint an executive principal over the secondary schools in York, and also one for the primary schools. He noted that this would not be full time, but one or two days per week, with a focus to bring executive oversight.

The CEO noted that further afield, if another hub could be created, this could be something to consider. He advised that he felt longer term, trusts would look to join up in some way, and look for partners to grow together with. The CEO proposed starting discussions with Members about strategic partners who the Trust should be approaching to think about how to form larger bodies.

The Chair thanked the CEO for his presentation, noting that it was helpful to have a wider background to support his report. Trustees discussed the paper, and a number of comments and questions were raised.

It was noted that there was a feeling that the paper was still not strategic enough. Trustees noted that the potential structure was clear, but that there were bigger issues which needed deciding before looking about how it would be enabled. For example, should the Trust consider being primary or secondary focussed, and if specialising in one phase over another, what would this look like. Alternatively, if the Trust were still to have schools from both phases, how would this be structured?

Trustees agreed that the paper needed to look at a more strategic level in terms of recommendation – with the “how” as well as the “what” in terms of aims and strategies. Trustees asked if parameters were agreed, would schools meeting these be approved as a matter of course, rather than reviewing and debating each individually, as at present.

The CEO noted that at the start of the Trust's existence, there was no major strategic plan. He noted that all existing parts of the Trust need to be developed together at the present time, unless a decision was made otherwise. He added that he would prefer to be able to grow in both primary and secondary phases, though this was more complex than focusing on one or the other.

Trustees noted that as development had happened without a strategic framework, there was a danger of operating on a purely reactive basis. It was agreed that there was always a basis of wanting to do the right thing for the children in a school approaching the school, but it was also essential to recognise the responsibility towards children already in the Trust.

The Chair noted that if there were some agreed parameters, this would make the work of the CEO more straightforward in terms of looking at growth. Any school meeting these parameters would be allowed to continue, whereas those which fell outside would be subject to further debate by Trustees. It was noted that the parameters did not include the issue geography, which was also a significant one to consider.

Trustees noted with interest the suggestion of potentially working with other trusts in the future. A question was asked as to whether this would be through collaboration or something more involved. The CEO advised that it was not possible to second guess what this may entail at this point, but it was important to be open to the possibility that things may be different in the future.

Trustees agreed the need for a working group to look in more detail at strategic options and report back to the Board for further discussion and decision. A suggestion was made that it may be helpful to bring in professional facilitators to support the Trust in thinking more strategically. It was agreed that the issue of strategy should be kept as a regular item for discussion from this point on. Trustees noted that strategy needed to be a living thing, which potentially moved and developed, but which needed to be clear going forward. It was agreed that the Trust still needed to retain an element of responsiveness.

The Chair noted that a key part of any strategy needed to be ensuring that the Trust had the capacity to cope with growth, both in terms of school improvement and the Central Team. In addition, he emphasised that another key element needed to be consideration of the proportion or number of schools within the Trust which needed radical improvement, and whether there was capacity and resources to enable this. Trustees also emphasised the importance of retaining a focus on existing schools in the Trust, as well as looking at growth. It was further agreed that resources and capacity in these existing schools had to be at the heart of any strategy. Trustees noted that one of the major objectives of the Trust should be to transform existing schools into good and outstanding establishments, and it was essential to be able to show a track record of this transformation.

A discussion followed regarding ways in which good and outstanding schools could potentially be attracted to join an organisation. Trustees noted that this would need to tie into the concept of talent management. It was suggested that the hub model could potentially attract good and outstanding schools, with the potential for them to be the key setting within a local hub. Trustees suggested that the prospect of being autonomous and at the centre of a hub may be very attractive to an outstanding school.

Trustees agreed that it was important to have a strategy. However, it was further agreed that it was important to keep coming back to ensuring that what was already in place in the Trust was brilliant in every way. Trustees noted that it was easy to be drawn out of this into other possible exciting ventures, but it was essential not to be distracted from the core purpose of ensuring the best possible outcomes for children already in the Trust.

In terms of taking the discussion forward, it was agreed that further detailed consideration was needed. The Chair proposed forming a working group of himself, the committee chairs and the CEO, who would meet to formulate a plan of how to move these discussions forward at a pace. He added that this could potentially involve an away day or some other opportunity to provide thinking time for the whole Board, possibly with a facilitator. Trustees agreed this proposal, and the Chair agreed to contact other members of the working group to arrange a time for their first meeting.

The CEO advised that it would be helpful for Trustees to consider the proposal of appointing an

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	<p>Executive Primary Lead for around one to two days per week. The Trustees recognised that this was an issue which needed addressing, but agreed that they were not in a position to make a decision on this at this meeting, as there were wider implications to consider. It was agreed that this should also form part of the discussions of the working group.</p> <p>Trustees agreed the issue of strategy and growth was a matter of priority, and the Chair agreed to potentially circulate recommendations from the working group via email, in order for this to be addressed without having to wait for the next Board meeting.</p>	
6.	<p>Committee Updates</p> <p>The Chair reported that in order to try and move forward issues more quickly outside of the regular schedule of Board meetings, he and the chairs of the Standards and Resources Committees had been aiming to meet with the CEO every fortnight. He added that there was no suggestion that this group had executive powers to act or make decisions, but that they would be able to consider and discuss matters, which could then be circulated for approval to all Trustees via email.</p> <p>Ms Osborne noted that there was an open invitation to all Trustees to attend these meetings if required. It was noted that the next meeting was scheduled for 8.45am on Friday 8th June. The CEO agreed to ask the Executive Assistant to email all Trustees with a notification before each meeting.</p>	BC
6.1	<p>Resources Committee</p> <p>Trustees noted the minutes of the meeting held on 9th April, which had been previously distributed.</p> <p>Mr Thomson reported that the committee had discussed and agreed budget parameters for the following year. He advised that one of these, relating to teachers' pension contributions, had assumed a 3% rise, as guidance at the time of the meeting had indicated that it was prudent to do so. However, Mr Thomson advised that since this meeting, guidance had changed and the indication was now that this rise was unlikely to happen this year, which would provide more room within school budgets. The Finance Director added that the information he had received from staff at the teachers' pension was that there would be no rise for the considerable future, though this could still happen.</p> <p>Trustees noted and agreed the Finance Director's recommendation that the assumption of a 3% rise be taken out of the budget for 2018/19.</p> <p>6.1.1 Finance Policy</p> <p>Previously distributed. Trustees unanimously approved the Finance Policy, which had been scrutinised by the Resources Committee and recommended for approval.</p>	
6.2	<p>Standards Committee</p> <p>Trustees noted the minutes of the meeting held on 16th April, which had been previously distributed. Ms Osborne noted particular thanks to the school leaders who had attended Standards Committee meetings this year to present to Trustees. She advised that presentations had been very informative, and headteachers/principals had also responded well to challenge from Trustees at these meetings.</p>	
6.3	<p>Church Schools Scrutiny Committee</p> <p>Trustees noted the minutes of the meeting held on 12st March, which had been previously distributed. Rev'd Doyle-Brett reported that the committee had also met on 17th May, and</p>	

	<p>continued to look at areas of good practice across the Trust.</p> <p>It was noted that discussion was also ongoing about the possibility of finding funding for a trust-wide chaplain post.</p>	
6.4	<p>Chairs' Committee</p> <p>There was no meeting to report.</p>	
6.5	<p>Headteacher/Principal Meeting Update</p> <p>Trustees noted the minutes of the meeting held on 20th March, which had been previously distributed.</p>	
7.	<p>Updates from Local Governing Committees</p> <p>7.1 Minutes from Cycle 4 meetings, to include a response to any points raised for the Board</p> <p>Trustees noted the LGC minutes from March 2018, which had been previously distributed. A number of queries had been raised by governors, and the Chair and CEO had met to consider these. As a result, the queries had been forwarded to members of the Central Team to address as follows:</p> <p>Barlby High</p> <p>There were no issues to raise</p> <p>Burton Green Primary</p> <p>i) The Chair wished to record concern and disappointment regarding the level of support from the HR team in relation to the Headteacher recruitment process. (CEO to respond)</p> <p>ii) Clarification was requested on the reporting required by the Trust from the school for both the risk register and health & safety monitoring. (Operations Director to respond)</p> <p>Forest of Galtres Anglican Methodist Primary</p> <p>i) The LGC would like to know more about the strategic direction of the MAT and would like to receive some information about the direction of travel (CEO to respond)</p> <p>ii) The LGC would like some feedback on the Visions and Values day that was held at the MAT (CEO to respond)</p> <p>iii) The LGC requested to have sight of the Development Plan - noting that a summary document would be helpful (CEO to respond)</p> <p>iv) It was felt that there was a lot of misunderstanding and mis-information still in place and the LGC would like to see this improve. (CEO to respond)</p> <p>v) Can FoG call upon the CPD fund, through the Apprenticeship Levy to cover the cost of a staff member taking the SENCo qualification? (Finance Director to respond)</p> <p>Manor CE Academy</p> <p>i) Request clarification regarding the expectations on the LGC in terms of the risk register and reporting on health and safety. (Operations Director to respond)</p> <p>ii) In conjunction with this, a request to the Trust for an update at each meeting on the risk register and health and safety issues. (Operations Director to respond)</p> <p>iii) Who should pay the 10% apprenticeship levy? Suggestion that a more coherent policy is required. (HR Director to respond)</p> <p>iv) As the Trust charges 5% for its services, why is the Trust not paying for services used at Manor (ie meetings)? (CEO to respond)</p> <p>v) What is the 5% spent on, and under what circumstances can it be increased or reduced? (Finance Director to respond)</p> <p>vi) Why is the MAT Board only suggesting 2% inflationary pay increase for only two pay grades? (CEO to respond)</p>	

	<p>Poppleton Ousebank Primary i) Proposal to centralise key software across all schools, for example that used for recording safeguarding concerns and incidents. The Principal emphasised the importance of consultation with school leaders before a final decision was made. Governors agreed that it was important for school leaders to identify where there was a need and lead on what was best for each school. <i>(CEO to respond)</i></p> <p>Vale of York Academy i) It was agreed that the financial transparency and reporting issues between the Trust and LGCs discussed in the meeting (item 5 and item 8.1) should be raised with the Trust Board. This included the communication of staffing decisions at Trust level that had an impact on individual schools. <i>(CEO to respond)</i></p>	
	<p>7.2 Proposals for New Governor Appointments The following governor appointments were proposed and approved:</p> <p>Vale of York – Victoria Sanderson, Trust-Appointed Governor Burton Green – Ruth Poyser, Trust-Appointed Governor</p>	
8.	<p>LGC Reconstitution Standardised constitution models for Trust LGCs had been previously distributed. The Clerk advised that these had been produced following consultation with LGCs and with the Diocese.</p> <p>Trustees unanimously approved the proposed models, noting that these would apply to existing LGCs and any future academy joining the Trust.</p> <p>Trustees also formally approved the proposed constitution based on this model for Baldersby St James, which was expected to join the Trust on 1st June 2018.</p>	
9.	<p>Diocesan Update Trustees noted the update from the Diocese of York, which had been previously distributed for information.</p>	
10.	<p>GDPR Update</p>	
10.1	<p>Data Protection Policy Previously distributed. Trustees unanimously approved the Data Protection Policy and appendices, which had been scrutinised by the Resources Committee and recommended for approval.</p>	
11.	<p>Trustee Recruitment 11.1 Update on Trustee vacancies and recruitment The Chair reported that Dr Julie McGonigle’s appointment to the Board of Trustees had now been formally ratified by the Members. He advised that Dr McGonigle would be attending the next meeting, and would also be expected to join the Standards Committee.</p> <p>The Chair also reported that the Diocese of York had recommended a replacement Trustee for Ms Humpleby, who had recently stepped down. The Chair advised that according to agreed recruitment process, he and the CEO would formally meet with this candidate before proposing their appointment to the Members.</p> <p>It was noted that there were a number of other potential candidates to review, in order to fill the skills gaps around HR, IT, legal and additional educational expertise.</p>	

12.	<p>Safeguarding (standing item) There were no issues to report.</p>	
13.	<p>Any Other Business 13.1 Manor Vice Principal Appointment The Chair reported that an email had been circulated to Trustees on 16th May, requesting ratification of the appointment of a new Vice Principal at Manor CE Academy. He added, however, that there had been a number of aspects of clarification relating to the post (which was additional to the existing structure) which had not been provided at that time, specifically around finance and HR. The Chair advised that updates had now been provided, which had also been circulated to Trustees that afternoon.</p> <p>Mr Thomson reported that in terms of budget, the introduction of an additional Vice Principal role would take Manor’s projected deficit position to over £220,000. However, projections for subsequent years show the budget balancing again based on current assumptions. Mr Thomson advised that he was satisfied with the information provided by the Principal and the Finance Director, and was happy to support the recommendation on this basis. In addition, Mr Thomson stated that the financial risk was balanced by the need to build capacity in the SLT at Manor, in order to drive improvement.</p> <p>The Chair advised that the other issue of query around the appointment was the current long-term sickness absence of an Assistant Principal at Manor. Trustees had requested assurance that the new Vice Principal role would not present a risk. The HR Director had provided assurance that the new Vice Principal role was different from the current Assistant Principal role, with wider remit and additional responsibilities, and the risk of appointing to this role was minimal.</p> <p>Trustees agreed that with the information relating to finance and HR queries now having been addressed, they were happy to proceed, and unanimously approved the ratification of the Vice Principal appointment</p> <p>Trustees noted that it would be helpful to review this process, in order to look at lessons learned. It was suggested that Trustee approval of any new post should be agreed before an advert was published, which would help the recruitment process to proceed within existing parameters. Trustees also noted that it was important to ensure that what they were asking officers for in terms of information and assurance was clearly understood.</p> <p>13.2 Baldersby St James The Operations Director reported that Baldersby St James was still on track to convert to join the Trust on 1st June 2018.</p> <p><i>[Ms Buckton, Mr Barber, Mr Bryan-Smith, Ms Munro and Mr Crosby left the meeting at 7.50pm]</i></p>	
14.	<p>Confidential Business <i>This item has been recorded as a separate, confidential minute.</i></p>	
15.	<p>Dates of Next Meetings (all 5.30pm): Wednesday 11th July 2018 (CYCLE 5)</p> <p>Draft meeting dates for 2018/19 had been circulated, and Trustees were asked to note these for the next academic year.</p>	

It was noted that the proposed Full Board meeting on 6 th March fell on Ash Wednesday, and the Clerk was asked to find an alternative date. Propose Wednesday 13 th March	CLERK
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The meeting closed at 8.20pm

Signed:

Mr Tony Myers (Chair)

Date:

11/7/18

Action Points from the Hope Learning Trust Board meeting held on 23rd May 2018

	ACTION	AGENDA ITEM	WHO	WHEN
1	Circulate responses to items raised by LGCs to the Trust Board with minutes	3(4)	Clerk	ASAP
2	Review and amend Complaints Policy, particularly in regard to governor panel membership. To bring for Trustee approval	3(5)	Clerk	July 2018
3	Follow up enquiries regarding an external challenge partner for CEO Performance Management	3(9)	Tony Myers	July 2018
4	Report on the budget implications of retaining a certain number of graduates from the TSA within the Trust (<i>Carried forward</i>)	3(14)	Brian Crosby	July 2018
5	Paper on movement of staff within schools – greater flexibility within the Trust	4	Brian Crosby	ASAP
6	Arrange discussion meeting for strategy working group	5	Tony Myers	ASAP
7	Ask Exec. Assistant to email all Trustees with notification before each Friday morning discussion meeting	6	Brian Crosby	Ongoing
8	Propose alternative meeting date for Full Board in March 2019	15	Clerk	ASAP

Items for the next agenda:

- LGC Updates (including minutes of any meetings available)
- Strategy & Growth

Future agenda items:

- Sarah Clarke (TSA) to talk to the Trust Board about Talent Management
- Admissions numbers and potential increases
- Stakeholder feedback
- Scheme of Delegation Matrix review (July 2018)
- Governance Action Plan update
- HLTY Development Plan