

The Heath Family (NW) Multi Academy Trust
Minutes of the MAT Board meeting held on
Thursday, 14th July 2016 at 9.00 am

Present: Peter Cook, Kris Billington, David Cooper, Heather Mullaney, Paul Holloway, Judy Walker, Jamie Jardine, Jane Ainsworth, Steve Heneghan, Sarah Galbraith, Rob Rogers, Annette Williams, Carolyn Roberts, Stephen Dewhurst		Apologies: Wendy Heap, Alicia Parry		Non attenders:	
					Clerk: Trish Roberts
Items	Discussion	Action	Who	When	Notes
1. Introductions and welcome	Mr Cook welcomed everyone to the meeting.				
2. SEF Presentations and report from Principals on how each school's year has gone	<p>Mrs Mullaney explained to MAT Board members that the purpose of today's meeting is for schools to report to the Board on particular areas of success, issues (if there are any) and plans for the coming year.</p> <p>The meeting in September will focus on headline data for both primary and secondary. Last year the Principals worked on producing a data dashboard, however due to changes in Government Policy this reporting method is now irrelevant. The data will therefore need to be reported in a different format; the Executive Leadership group will be looking at this during their meeting today.</p> <p>The Principals from The Heath School, Sir William Stanier Community School, Bridgewater Park Primary School, Litherland High School, The Prescott School and Palace Fields Primary Academy were then invited to give their presentation to the Board.</p>				

	<p>THS – Mrs Mullaney reported that Mr Jardine had been called away from the meeting due to an emergency at school and therefore she would present on his behalf (see report attached).</p> <p>The Heath Teaching School A successful review of The Heath Teaching School has taken place. Currently there are 2 NLEs, 1 NLG, 267 SLEs and 6 LLEs. Pupil Premium training has been delivered to 4 schools. The priorities going forward are to support 5 schools through the School to School Support Fund. Closing the Gap is still a concern.</p> <p>Q: <i>What are we looking to Closing the Gaps in?</i> A: <i>Attainment & Achievement.</i></p> <p>SWS – Mr Fraser reported (see report attached).</p> <p>The school is finishing on an extremely high level, which is exceptional considering the issues that the school have had to face this year.</p> <p>There has been significant turbulence within the English faculty with a number of staff leaving and having to be replaced. This has resulted in concerns in relation to significant gaps between girls and boys grades.</p> <p>Q: <i>Do you have a lot of non-English students?</i> A: <i>Under 11%, mostly Polish. We do have a number of Romanian/Slovakian students, who are vulnerable and require additional support re EAL. We are ensuring that they receive this support.</i></p>				
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	<p>Some really strong appointments have been made within the English department (including a Head of Department) and therefore we are hopeful that things can be turned around in the department this year. The skills of an external adviser have also been employed in order to support the department.</p> <p>A 1 year project working alongside the Educational Psychologist has also been undertaken. The impact report is due to be received before the Summer holidays.</p> <p>An extended leadership group has been created which is attached to the Senior Leadership Team. The staffing restructuring is now complete, and no redundancies were required. Mr Fraser stated that he is really proud of the way the school staff have responded following the RI grading from Ofsted, especially considering the pressure they have been under.</p> <p>Mrs Mullaney wanted it to be minuted that Mr Fraser should be praised for the way he had responded to the issues that had arisen this year, especially in relation to the amount of pressure he was subjected to, including the fact that some of the threats were directed at him on a personal level.</p> <p><i>Q: Have the problems of this year impacted on pupil numbers?</i></p> <p><i>A: No, but we have lost 8 pupils to the UTC. It was not as a direct result of the issues, it was just that the parents want to take up this opportunity for their children.</i></p>				
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	<p>Mr Cook stated that although it had been a tumultuous year, which must have been horrendous for the school, what had been demonstrated, was strong leadership. The school, and especially the Principal and SLT were to be congratulated for their hard work and determination to turn this around. Well Done.</p> <p>BWP – Mr Holloway reported (see report attached).</p> <p>THF were approached by a local school expressing an interest in joining the trust. They have visited BWP and were really impressed, taking away ideas to use at their own school.</p> <p>Mr Cook stated that the figures were looking really impressive and that the school should be proud of their achievements.</p> <p>Q: It has taken a while to improve the reputation of BWP, is it still looking positive 12 months on? A: Yes, the views of the local community continue to improve.</p> <p>Mr Cook expressed gratitude to both Mr Holloway and his staff for yet another successful year.</p> <p>LHS – Mr Rogers reported (see reports attached).</p> <p>Background In 2014 LHS was placed in Special Measures. Mr Rogers was seconded as co-Principal from The Heath. The results reported in September 2015 A*-C was 29%, incl. English/Maths below floor.</p>				
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	<p>2015-2016</p> <ul style="list-style-type: none"> • Worked closely with Clive Hurren to produce a milestones framework. • Culture of Teaching & Learning is continuing to develop and ICT is being used to enhance the students' learning experience. • A lesson observation cycle is now in place. Each member of staff is observed 3 times each year. If the lesson is good praise is given, if the lesson is not good another observation will take place within the week. If still not good a support plan will be put in place. In June 2016 85% of lessons observed were graded good or better, 24% were graded outstanding. • Attendance is still a big concern. PA (Persistent Absence) is currently 17.5%. • The SEF document is updated regularly; it is based on a two year plan, working towards the next Ofsted inspection. • SLT is growing in strength. Last year started with only 1 member (Ms M Sharratt), we now have an extended SLT, who know what their roles are. • Governance is also improving; governors are becoming more challenging during meetings. • We continue to develop collaborative thinking, including the introduction of Magpie Days. • Personal Development, Behaviour and Welfare is shown as a 2, but if attendance was included it would move to a 3. • Catch up sessions are being provided in form time; Yr 7 – Maths, Yr 8 – English • JLT requested that people from the industry sectors be invited into school to talk to them about careers and opportunities for their future. An event was arranged to facilitate this. People from 25 different industries attended. 				
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	<ul style="list-style-type: none"> • EBAC has been introduced; this is not a designed curriculum pathway, the students have chosen what they want to do. • Alternative Provision Centre – this provision is aimed at KS4 students who are underachieving or at risk of permanent exclusion. The curriculum offer is much smaller and students are given the opportunity to participate in work-related learning. By bringing this provision in house it has brought the costs down. • The budget is a big concern. The PAN for the school is 240, but the intake has never been this high. This has resulted in this year’s budget being balanced on the school’s reserves. A key focus for the coming year is transition/recruitment of Year 6 into Year 7. • Extra-Curricular trips have included the Russia trip, Spanish and Chinese exchanges and the Ski trip. <p>Mr Cook stated that the school, and especially the Co-Principal’s and SLT were to be congratulated for their hard work and determination to ensure the school continues on its challenging journey to improvement.</p> <p>TPS – Mrs Walker reported (see report attached)</p> <p>Background Formerly Knowsley Park School. Conversion date has been put back a number of times due to complications, in relation to the PFI element. The Conversion date is now set for 01.08.16.</p> <p>Main Comments</p> <p>Governance – the school has had a stable Governing Body for a long time. A self-evaluation exercise has recently taken place, enabling the school to identify any gaps in knowledge/expertise.</p>				
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	<p>Teaching, Learning & Assessment – there is a definitive gap between teaching ages/attainment of and what is presented to the school when the students arrive in Yr 7. The school is looking at mechanisms that can be put in place to alleviate this issue.</p> <p>The students are fabulous ambassadors and the school have a big team of prefects.</p> <p>The school also has a massive cohort of work-based learning students and there has been a significant increase in Maths results (increase of 10%). English is of concern and is a key area of focus. Litherland staff are working alongside the staff to provide support.</p> <p>CPD – is very effective. All staff know what their role is.</p> <p>Parental involvement – the school is working on positive ways to entice parents into the building.</p> <p>Whenever assistances has been asked for from colleagues around the table, if it is possible to be implemented the school has been given it. The school feels very supported by The Heath Family.</p> <p>Mr Cook thanked Mrs Walker for her presentation. Mr Cook stated that even if the conversion still has not been finalised by the date of the next MAT Board meeting in September, he would be happy for Mrs Walker to attend, to present TPS's results.</p> <p>PFA – Mrs Williams reported (see notes attached)</p> <p>Discussion followed regarding risk assessment, due diligence and staff morale.</p> <p>Mrs Mullaney also stated that it was to Mrs Williams' credit that the school was where it was at currently,</p>				
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	<p>especially in light of the difficult year that Mrs Williams has experienced on a personal level (operation, illness & bereavement).</p> <p>Mr Cook thanked Mrs Williams for everything she has done for The Heath Family and Palace Fields Academy this year.</p>				
<p>3. Ratification of the Individual/Consolidated budgets</p> <p>2 reports were received by the Board:</p> <p>THF (NW) June 2016 Consolidated Figures</p> <p>Budget Consolidated MAT AY 16-17</p>	<p>Mr Dewhurst reported:</p> <p>THF (NW) June 2016 Consolidated Figures</p> <ul style="list-style-type: none"> • the Net Income/Expenditure for the year as of today was (374,283) • THS – overall carry forward is better than expected. • Consolidated figure is also better than predicted. <p>Budget Consolidated MAT AY 16-17</p> <p>Q: Why does the first report show different carry forwards?</p> <p>A: The first report is only up to Period 10 (out of 12). Expenditure is usually low during July and August.</p> <p>Income has been seriously depleted this year as we have not got the schools on-board that we had expected. This will also impact on the reserves reported in the strategic plan. So far the cost of the converting schools has been met by the MAT, and therefore this has contributed to the position we are currently at.</p> <p>As a result of these conversion date delays there will be an impact on budget forecasting for the coming years.</p>				

	<p>Mr Dewhurst and Mr Parkinson spoke about the importance of establishing a MAT reserve and will therefore meet to discuss this further and address these issues. The proposals will be put forward to the Board.</p> <p>Q: What is the reason for the deficits? A: THS - We are forecasting a much worse position than expected. The income strands in relation to Teaching School funding is unknown. Once we know how much funding we will received, the income figure will be added to the report.</p> <p>LHS – As reported during the earlier presentation, intake figures are low and therefore this impacts directly on the budget.</p> <p>Q: Over a 3 year period we have seen peaks and troughs; will it level off? A: Yes we would expect it to; also if any issues arise they will need to be addressed.</p> <p>Q: The figures we receive are a snapshot of a given date, would the Board be able to receive a report which shows a 3 year forecast? A: We will look into this, as we take on board the point that a 3 year plan gives Board members the opportunity to see any ‘blips’ that arise in certain years and when concerns that are raised, have been addressed.</p> <p>Q: Why are there zeros next to Caretaking, Finance and Catering staff salaries on the SWS budget? A: SWS currently do not split out their support staffing to those levels in terms of their budget, all support staff are included under the Teaching assistants line items. This is something that, for consistency, should be addressed moving forwards across all schools within the MAT.</p>				
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<p>4. Update: issue raised re Howard Worth</p>	<p>Mr Cook explained that there had been an issue whereby the company accounts had been uploaded by Howard Worth to Companies House. During the sign off meeting it had been brought to Howard Worth's attention that Palace Fields Academy had been included in the report, although they were not a part of THF. It had therefore been agreed that this page would be removed before the accounts were uploaded. Unfortunately this had not happened. Peter had therefore raised concerns about this and had asked that Howard Worth sent a letter apologising for the error, plus confirmation of what had been done to ensure this can't happen again.</p> <p>A letter has now been received from Howard Worth to this effect.</p> <p>The Board was happy to receive this confirmation letter from Howard Worth, but concern was raised regarding the salutation on the letter, as it was addressed 'Dear Sirs'. As there are female members on the Board they felt that it was inappropriate and therefore should be addressed to 'Dear Board Members'.</p> <p>Once letter has been amended, copies to be emailed out to Board Members.</p>				
<p>5. Update: re Prescott School, Palace Fields Academy & Daresbury</p>	<p>Mrs Mullaney reported:</p> <p>The Prescott School – all documents have been signed and are in place with the DfE. The dates on these documents will be changed by the DfE once the conversion date has been agreed. Conversion date is set for 01.07.16</p> <p>Palace Fields Academy – conversion date is set for 01.08.16.</p>				

	<p>Daresbury Primary School – conversion date is set for 01.10.16. TUPE process has been completed and consultation starts on Monday.</p> <p>RESOLUTION: Board Members agreed that Palace Fields Academy and Daresbury Primary School can become members of The Heath Family.</p> <p>Potential Schools – Mrs Mullaney is meeting with another school tomorrow (this is the 3rd conversation). Weston Primary School is looking to join THF as of April 2017. Mrs Mullaney has also been approached by a secondary school which was graded at RI but has moved to Good.</p> <p>RESOLUTION: Board Members agreed that Heather should proceed with talks with the 3 schools mentioned.</p>				
6. Update: re planning application for The Heath	<p>Planning has been agreed but there is a 3 week period in which the HSE could appeal.</p> <p>An Early Works Order has been signed by the EFA, so that the mobile classrooms can be moved, in order to make access for the building works. Hopefully they will be moved during the summer holidays.</p> <p>As long as everything goes through we will be looking to handover by Christmas 2017.</p>				
7. Sponsor Capacity Fund Application	<p>Mrs Mullaney reported:</p> <p>David Donnelly has assisted Heather with the Sponsor Capacity Fund Application (£100K). The funding will be used to increase the teaching support staff, and to fund due diligence and legal costs.</p>				

	<p>The recent Northern Fund bid was successful and is being used to support the following areas:</p> <p>Closing the Gap, Attendance, Transition, English & Maths</p>				
<p>8. Matters arising not included on the Agenda</p>	<p>Mr Cook reported that Mr Dewhurst was retiring after 40 years' service with The Heath School; leading to The Heath School (Single Academy), and finally The Heath Family. Mr Cook thanked Mr Dewhurst for all the hard work, effort and dedication that he has given over the past years and wished him all the best for his retirement. Board members agreed.</p> <p>Mr Cook then went on to wish everyone a restful summer.</p>				

Meeting closed at 12 noon

These minutes are approved as a true record of the meeting

Signed:

[Peter Cook]

Date: 24th November 2016

Chair's initials to record approval of minutes:

Date: 24.11.16