

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
NINESTILES ACADEMY TRUST
HELD AT NINESTILES ACADEMY AT 5.30 PM ON TUESDAY 11 SEPTEMBER 2018**

PRESENT:

Mrs C Anwar	CEO	- Chief Executive Officer
Mr A Azam	AA	- Trustee and Chair of Yarnfield LGB
Mr R Beamish	RB	- Trustee
Mr C Brant	CB	- Trustee
Mr J Bridges	JB	- Trustee
Mr N Clements	NC	- Trustee and Chair of Ninestiles Academy
Mrs K Crowston	KC	- Vice Chair of Trust Board and Member
Mrs F Dennis-Stephens	FDS	- Trustee
Mr V Dey	VD	- Trustee and Chair of Sixth Form LGB
Mrs M Le Breuilly	MLB	- Trustee
Mr A Price	AP	- Chair of Trust Board and Member
Mrs S Unarkat	SU	- Trustee

IN ATTENDANCE:

Mrs U Devi	UD	- Primary School Improvement Director
Mr G Ferrante	GF	- Secondary and Sixth Form School Improvement Director
Sir D Hutt	DF	- Member
Mr D Knight	DK	- Data Insight Analyst
Miss R Patel	RP	- Clerk
Mr S Ralph	SR	- Finance Director

Ref	Resolution
0055	<u>Appointment of Clerk to the Trust Board</u> That Services4Schools be appointed as Clerk to the Trust Board for the 2018/19 academic year.
0056	<u>Declaration of Interest/Confidentiality/Confidential Items</u> i. That Trustee email addresses and phone numbers be shared amongst the Trust Board, solely for the purposes of communication in relation to the role of Trustee; ii. That the NAT Code of Conduct be approved for the 2018/19 academic year.
0057(a)	<u>Term of Office</u> That the term of office for the positions of Chair and Vice Chair be one year.
0057(b)	<u>Election of Chair</u> That Mr A Price be elected Chair until the first meeting of the autumn term 2019.
0057(c)	<u>Election of Vice Chair</u> That Mrs K Crowston be elected Vice Chair until the first meeting of the autumn term 2019.
0059	<u>Minutes of the previous meeting</u> That the minutes of the previous meeting, held on Tuesday 17 July 2018 be approved as correct record.
0060(a)	<u>Committee Structure</u> That the membership of committees, as detailed in Appendix 3, be approved for use until the first meeting of the 2019/20 academic year.

0060(b)	<u>Name of Trust</u> That the change in name from Ninestiles Academy Trust to Summit Learning Trust be approved.
0061	<u>Academies Financial Handbook 2018</u> That the changes to the AFH 2018 be adopted.
0062	<u>Finance Update</u> That the June 2018 management accounts be approved.
0063	<u>Meeting Dates</u> That the additional Trust Board meeting be scheduled at 5.30 pm on Tuesday 6 November 2018
0064	<u>Safeguarding</u> That Trustees had read the KCSIE 2018;
0065	<u>CEO Report</u> That the CEO update be adopted.
0067	<u>Policies</u> That the following policies be approved; Safeguarding and Child Protection Policy, No Platform Policy and Freedom of Information Statement.

Ref	Action	Owner	Review Date
0064	<u>Safeguarding</u> That the Clerk would provide a pro-forma for Trustees to sign as confirmation that they have read and understood KCSIE 2018.	Clerk	Next meeting

Agenda items for the next meeting	Owner	Review Date
Name of Trust – Milestones plan	CEO	December 2018
Committee Updates	Chair of Committee	Next meeting
LGB Updates	Chairs of LGB	Next meeting
CEO Report	CEO	Next meeting
Secondary SID Report and Primary SID Report	SID	Next meeting
Finance Update	Finance Director	Next meeting

0054 **WELCOME AND APOLOGIES**

Trustees were welcomed to the first meeting of the new academic year. A particular welcome was extended to Mr C Brant, new Member-appointed Trustee and introductions were made around the table.

APPOINTMENT OF CLERK TO THE TRUST BOARD

0055 **RESOLVED:** That Services4Schools be appointed as Clerk to the Trust Board for the 2018/19 academic year.

DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS

Attention was drawn to the Articles of Association relating to conflicts of interest, including but not limited to any Personal Financial Interest.

Trustees were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

The following interests were noted: K Crowston, A Price were also Members at the Trust.

Trustees were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Trustees consider if any items were of a confidential nature. Trustees were advised that these items should be considered in private.

NAT Register of Business Interest forms (Appendix 1) had been circulated in advance of the meeting and Trustees were requested to complete the form for the 2018/19 academic year and return it to the Clerk.

The Clerk stressed that accurate email addresses for Trustees were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or S4S Governor Services Department. Trustees were also reminded that they were able to check and update their own details on GovernorHub. Trustees considered whether contact details should be shared amongst the Board.

Trustees had received the NAT Code of Conduct (Appendix 2) with their agenda packs.

- 0056 **RESOLVED:**
- i. That Trustee email addresses and phone numbers be shared amongst the Trust Board, solely for the purposes of communication in relation to the role of Trustee;
 - ii. That the NAT Code of Conduct be approved for the 2018/19 academic year.

[MR A AZAM JOINED THE MEETING]

ELECTION OF CHAIR AND VICE CHAIR 2018/19

Term of Office

Trustees considered the length of office for the Chair and Vice Chair.

- 0057(a) **RESOLVED:** That the term of office for the positions of Chair and Vice Chair be one year.

Election of Chair

[MR A PRICE LEFT THE MEETING AT THIS POINT]

0057(b) **RESOLVED:** That Mr A Price be elected Chair until the first meeting of the autumn term 2019.

[MR A PRICE WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF CHAIR]

Election of Vice Chair

[MRS K CROWSTON LEFT THE MEETING AT THIS POINT]

0057(c) **RESOLVED:** That Mrs K Crowston be elected Vice Chair until the first meeting of the autumn term 2019.

[MRS K CROWSTON WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF VICE CHAIR]

0058 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

0059 **RESOLVED:** That the minutes of the previous meeting, held on Tuesday 17 July 2018 be approved as correct record.

[MRS F DENNIS – STEPHENS JOINED THE MEETING]

MATTERS ARISING FROM THE MINUTES

Committee Structure (Minute No. 0049)

Trustees considered membership of Committees including the need to ensure quoracy at meetings and the avoidance of conflicts of interest.

0060(a) **RESOLVED:** That the membership of committees, as detailed in Appendix 3, be approved for use until the first meeting of the 2019/20 academic year.

Rebranding of the Trust (Minute No. 0050)

DH advised that Members are in agreement to change the name of the Trust; their preferred name from the four options proposed by the Executive Team is Summit. Trustees deliberated and were in agreement that Ninestiles Academy Trust be renamed to Summit Learning Trust.

The CEO explained that there is a cost attached to the change in branding and that she will propose milestones for when the changes will be implemented; it is anticipated that all changes will be formalised by September 2019. The Vice Chair suggested that the CEO adopted a phased approach to complete the transition. **JB requested that the CEO provide Trustees with the costings and timelines in December 2018.**

- 0060(b) **RESOLVED:** That the change in name from Ninestiles Academy Trust to Summit Learning Trust be approved.
- ACTION:** That the CEO will present costings and timelines to Trustees in December 2018.

ACADEMIES FINANCIAL HANDBOOK 2018

Trustees had received a copy of the AFH 2018 (Appendix 4) and a summary of changes (Appendix 5) prior to the meeting. **The Chair advised that he will review the management accounts on a monthly basis and that the Trust Board will meet six times each year in order to meet the recommendations set out in the AFH 2018.** The Finance Director advised that the management accounts would be uploaded to GovernorHub allowing all Trustees to have access to review them whenever they wished.

- 0061 **RESOLVED:** That the changes to the AFH 2018 be adopted.

FINANCE UPDATE

A confidential discussion was held at this point. See Confidential Appendix A.

- 0062 **RESOLVED:** That the June 2018 management accounts be approved.

MEETING DATES

An additional Trust Board meeting had been agreed; the Remuneration Committee date would be held on 21 November 2018.

- 0063 **RESOLVED:** That the additional Trust Board meeting be scheduled at 5.30 pm on Tuesday 6 November 2018

SAFEGUARDING

Trustees had received a copy of KCSIE (Keeping Children Safe in Education) 2018 (Appendix 6) prior to the meeting.

- 0064 **RESOLVED:** That Trustees had read the KCSIE 2018;
- ACTION:** That the Clerk would provide a pro-forma for Trustees to sign as confirmation that they have read and understood KCSIE 2018.

CEO REPORT

A Confidential discussion was held at this point. See Confidential Appendix A.

[MRS S UNARKAT JOINED THE MEETING]

- 0065 **RESOLVED:** That the CEO update be adopted.

STRATEGIC IMPROVEMENT DIRECTORS REPORTS

0066(a) Primary School Improvement Director

Trustees had received Primary School Data Priorities (Appendix 7) prior to the meeting, the Primary SID provided a summary of the report; Trustees were invited to ask questions.

2018 national figures for key groups was not available.

- Page 5, School attainment data Key Stage 2 (2016, 2017 and 2018)- almost all categories were reported as below national, however it is important to note the improvements that have been made. Oaklands have made significant progress in maths and have achieved 63% 2018 in comparison to 43% in 2017. **DH queried why there had not been a similar improvement in all schools.** The Primary SID explained that not all of schools had adopted this approved scheme with the same alacrity, however all primary schools in the Trust will now follow the same processes for teaching, reading, writing and maths. All staff have been trained appropriately.
- Page 6 - percentage difference between 2017 and 2018 school attainment data – the most improvement in reading is at Erdington Hall; the most improvement in writing is at Pegasus and the most improvement in maths is at Oaklands, followed by Pegasus. **MLB noted that the results are not close to national.** The Primary SID advised that it is anticipated that there will be a marked improvement in the next two or three years in progress over time, however the schools will be able to show in-year progress. Assessments and external moderations is now in place at each of the schools.
- Page 9 - School attainment data Key Stage 1(2016, 2017 and 2018) – although Yarnfield 2018 shows a decline in reading, writing and maths, they have previously over estimated however the predictions for this year have been secure and accurate. The primary schools now have a consistent approach in tracking attainment and progress for reading, writing and maths. **RB asked if all of the schools had good teachers that were able to follow these strategies and deliver improved results.** The Primary SID advised that this is being managed through performance management and the Trust ensure that they recruit a high calibre of staff.
- Page 13 - Y6 and Y2 school data for the 2018 –2019 academic year – The Primary SID has reviewed the current data for pupils in Y2 and Y6 and compared them to national. Actions plans have been created with the leadership team based on this summary in order to identify areas of improvement.

[MR D KNIGHT JOINED THE MEETING]

Mr D Knight, Data Insight Analyst was introduced to Trustees and introductions were made around the table.

DK requested that Trustees advise the level of detail required in the reporting; **NC requested run charts and the Chair suggested pictorial representation of the trends.** The CEO advised that detailed reporting is available to review at LGB meetings, and at the Trustee Scrutiny group to which all Trustees were invited to attend. DH considered that the reporting should include reading ages in order to ensure that all children attending the schools are able to read; and ensure that they achieve the best results to their abilities. The Secondary SID advised that the LGB's will be able to analyse the data to this level of detail if required.

The Secondary SID advised that the final results will be available in October and that 2018 national data was not available at the moment. The data analysis has been completed based on the national data from 2017.

- Page 4 – Lyndon were predicting better outcomes, however the final outcomes did not show overall improvement. The School had a positive summer term with the OfSTED inspection; external review; strengthened leadership which led to the assumption that the results would have shown greater improvement.
- Page 4 – Cockshut Hill is below the national average; however the un-validated data does show an improvement in some areas; P8, maths 5+ and EBACC.
- Page 4 – Ninestiles, An Academy has an average KS2 point score which is equal to national. P8 has reduced and there are indicators that the results have not improved in comparison to 2017. However, there have been improvements in EBACC P8 and the percentage of students achieving the standard EBACC pass.
- The average KS2 point score for the Trust is 4.65 and lower than national.
- Page 6 – Disadvantaged; Cockshut Hill has shown an improvement in comparison to last year. **MLB stated that SEND and MA (More Able) data is still a concern.** The CEO advised that this is reviewed and evidence is collated to capture these issues.
- **DH queried if the secondary schools shared common practices including maths.** The Secondary SID explained that there is now a clear assessment cycle; focus on moderation and accuracy of data; a Director of maths is now working with the leadership teams to implement strategies to support each school.
- Page 7 and 8 – Sixth Form data. The value added for all key groups 2018 apart from Bangladeshi students shows an improvement when compared to 2017; national averages for all key groups would be close to zero.
- Page 9 – All courses offered by the Sixth Form were reviewed and showed some positive outcomes. There were significant maths interventions that have shown a positive impact on the outcomes. Fourteen students have completed 'Further Maths' and achieved very good outcomes.
- Two areas of focus for this year are biology and chemistry.
- Page 12 to 14 – KS3. This data was presented to the Scrutiny group and was analysed in detail. Trustees reviewed the english, maths and combined mid-term and end of year data for Y7, Y8 and Y9. This is a key indicator for Y11 and a key focus for the Trust. The schools are moving to three assessments points; this data will be shared with the LGB's and be included in the SDP (School Development Plans).
- **DH referred to Y9 data which did not show any improvement.** The Secondary SID advised that these students are given aspirational targets based on FFT 20 (Fisher Family Trust), the top 20% nationally.

The Chair thanked the SIDs for their summary of the reports.

POLICIES

Trustees had received a copy of the policies in advance of the meeting and were invited to ask questions.

MLB queried whether the Trust have remedial actions for the citywide issues given the recent Ofsted report on Birmingham LASEND. The CEO advised that the DSLs are

meticulous, all processes are followed and due diligence completed. Trustees considered the needs of the growing number of children that are affected by safeguarding issues.

The CEO advised that she has not received a response from BCC Safeguarding regarding a letter that she had sent in the spring term 2018; this matter will be escalated and referred to the Mayor. **VD stated that in his role as Safeguarding Link Trustee, he was secure that the Trust followed process and always considered the child's safety and well-being.**

0067 **RESOLVED:** That the following policies be approved; Safeguarding and Child Protection Policy (Appendix 8), No Platform Policy (Appendix 9) and Freedom of Information Statement (Appendix 10).

0068 **ONLINE INFORMATION ABOUT TRUSTEES**

Trustees were reminded of the need to provide up-to-date information on the Get Information About Schools website. This could only be updated via the school administration team. Governors noted that their names, categories and term of office details would be recorded and could be viewed publically.

Trustees were also reminded of the need to include information regarding governance arrangements on the School website. This should include names, Trustee category, terms of office, committee membership, positions, pecuniary interests and attendance.

0069 **DETERMINATION OF CONFIDENTIAL ITEMS**

- Finance Update
- CEO Report

0070 **REVIEW OF THE MEETING**

Feedback forms would be distributed at the beginning of each meeting.

0071 **LOCAL GOVERNANCE GROUP (ANY OTHER BUSINESS)**

NC requested an update regarding the Local Governance Chairs' Group that was formed in the summer term. The CEO advised that this did not go ahead at that time, however regular meetings would be held with Chairs of each of the LGB's to discuss any issues and share common practices.

0072 **DATE OF NEXT MEETING**

Trustees confirmed that the date of the next meeting will be held at the Trust Offices on Tuesday 6 November 2018 at 5.30 pm.

The meeting ended at 8.00pm

Signed:


(Chair of the Trust Board)

Date: 6/11/18