

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
NINESTILES ACADEMY TRUST
HELD AT NINESTILES ACADEMY AT 5.30 PM ON TUESDAY 6 NOVEMBER 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 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
Mrs M Le Breuilly	MLB	- Trustee
Mr A Price	AP	- Chair of Trust Board and Member
Mrs S Unarkat	SU	- Trustee

IN ATTENDANCE:

Mr G Ferrante	GF	- Secondary and Sixth Form School Improvement Director
Sir D Hutt	DH	- Member
Miss R Patel	RP	- Clerk
Miss K Purchase	KP	- Executive Assistant
Mr S Ralph	SR	- Finance Director

CONSENT TO ABSENCE:

Mr C Brant
Mr N Clements

NO APOLOGIES:

Mr V Dey

Ref	Resolution
0075	<u>Change of Name</u> That the name of the Trust be changed to Summit Learning Trust.
0077	<u>Minutes of the previous meeting</u> That the minutes of the previous meeting, held on Tuesday 11 September 2018 be approved as correct record.
0079	<u>Finance Update</u> That the Management Accounts up to 31 August 2018 be approved.
0080	<u>Finance and Resources Committee Update</u> That the draft minutes of the Finance and Resources meeting, held on 9 October 2018 be adopted (Appendix 3).

0081(a)	<u>Yarnfield</u> That the draft minutes of Yarnfield LGB meeting, held on 25 September 2018 be adopted (Appendix 4).
0081(b)	<u>Cockshut Hill</u> That the draft minutes of Cockshut Hill LGB meeting, held on 9 October 2018 be adopted (Appendix 5).
0081(c)	<u>Ninestiles, An Academy</u> That the draft minutes of Ninestiles, An Academy LGB meeting, held on 25 September 2018 be adopted (Appendix 6).
0081(d)	<u>Sixth Form College</u> That the draft minutes of the Sixth Form College LGB meeting, held on 3 October 2018 be adopted (Appendix 7).
0081(e)	<u>Oaklands</u> That the draft minutes of Oaklands LGB meeting, held on 27 September 2018 be adopted (Appendix 8).
0081(g)	<u>Erdington Hall</u> That the draft minutes of Erdington Hall LGB meeting, held on 18 September 2018 be adopted (Appendix 9).
0081(h)	<u>Lyndon</u> That the draft minutes of Lyndon LGB meeting, held on 11 October 2018 be adopted (Appendix 10).
0083	<u>CEO Report</u> That the CEO Report and update be adopted.
0084	<u>Policies</u> That the Communications Policy be approved subject to the minor amendment.

Agenda items for the next meeting	Owner	Review Date
Pupil Premium Update	AA	Next meeting
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

0073 **WELCOME AND APOLOGIES**

Trustees were welcomed to the first meeting of the new academic year. Apologies had been accepted from C Brant and N Clements. Apologies had not been received from V Dey.

0074 **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.

CHANGE OF NAME

The CEO advised that Trustees were requested to formally approve the change of name of the Trust (Appendix 1).

[MRS S UNARKAT JOINED THE MEETING]

0075 **RESOLVED:** That the name of the Trust be changed to Summit Learning Trust.

The Executive Assistant delivered a presentation regarding the rebranding which outlined the changes, timelines, impact on the schools and Sixth Form. The colour palette and font would remain the same; it was noted that the branding guidelines are not very prescriptive and this is being reviewed. There will also be an impact on each school's logo.

It is anticipated that the soft launch will be in January 2019 followed by a full launch in the summer 2019 (Appendix 2). Trustees then considered the following costings;

- Legal - there would be minimal legal costs
- Signage – it is anticipated that the cost for all schools will be £20 to £25k. A phased approach will be considered.
- Communications – it is estimated to be £1500.
- Websites – this will be confirmed as soon as possible.
- Microsoft costs – this will be confirmed as soon as possible; Trustees noted that it is a priority for the executive team to have their email addresses



changed; the schools had their own email addresses therefore this is not a priority for them at the moment.

The CEO advised that the Principals were very positive and looked forwards to the change. **RB queried whether there were any costs surrounding obsolete stationary.** The Executive Assistant explained that letterheads were online and that replacing business cards will incur minimal costs.

[MR A AZAM JOINED THE MEETING]

[MISS K PURCHASE LEFT THE MEETING]

0076 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

0077 **RESOLVED:** That the minutes of the previous meeting, held on Tuesday 11 September 2018 be approved as correct record.

MATTERS ARISING FROM THE MINUTES

0078(a) **Safeguarding (Minute No. 0064)**

Trustees signed a pro- forma to confirm that they have read and understood the KCSIE guidelines. Signed copies were retained by the Trust.

0078(b) **CEO Report - Performance Management Review Process (Minute No. 0065)**

The Chair advised that some Trustees had been invited to attend the performance management reviews for the Executive Team. There has been positive feedback from this revised process and all involved felt that it added value to the review meetings.

Principals' completed and SID's performance management reviews have been completed. An External Consultant was commissioned to complete the CEO's performance management review; the feedback session had included the Chair and Vice Chair. The outcomes were shared with the HR Director to ensure that all criteria has been met and that a rigorous process has been followed. These outcomes were fed back to the Remuneration Committee.

0078(c) **Audit and Risk Committee (Minute No. 0066)**

JB advised that he had met with the Finance Director and had identified the top ten areas that will be reviewed by the Committee at the next meeting.

FINANCE UPDATES

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

0079 **RESOLVED:** That the Management Accounts up to 31 August 2018 be approved.

0080 FINANCE COMMITTEE UPDATE

RB advised that the Committee had debated the implementation of the new finance system and how the data can be backed up and provide assurance that any risks are mitigated. **The Vice Chair explained that there were some concerns surrounding the level of support provided with the finance system provider, this will be monitored closely by the Committee.**

The Vice Chair has also raised a query about the availability of the monthly management accounts. The Finance Director explained that the Trust would normally be able to provide ten months reporting; however the new system will allow the Trust to provide monthly reports.

RB advised that the Committee also considered a proposal to develop the Science block at the Sixth Form College. Trustees had agreed to visit the site.

The Committee had also reviewed the Principal's responsibilities related to GDPR.

The Chair considered that there was evidence the Committee provided the appropriate levels of challenge and scrutiny to the discussions that were held.

0080 **RESOLVED:** That the draft minutes of the Finance and Resources meeting, held on 9 October 2018 be adopted (Appendix 3).

[MRS DENNIS- STEHPENS JOINED THE MEETING]

LOCAL GOVERNING BODY MINUTES AND UPDATES

Yarnfield

Trustees had received a copy of the draft LGB minutes in advance of the meeting. AA advised that a new Principal has been appointed and she was a very strong appointment. Trustees noted that the LGB did not have Staff Governors or Parent Governors, which is disappointing and is in the process of being reviewed.

The CEO stated that this is being addressed by the Principal.

0081(a) **RESOLVED:** That the draft minutes of Yarnfield LGB meeting, held on 25 September 2018 be adopted (Appendix 4).



Cockshut Hill

RB advised that the LGB structure is an improvement that this had allowed challenging discussions, including how to drive up standards. The LGB will review the SIP and Safeguarding data in more detail at the next meeting.

- 0081(b) **RESOLVED:** That the draft minutes of Cockshut Hill LGB meeting, held on 9 October 2018 be adopted (Appendix 5).

The CEO explained that it was anticipated that the next meeting will show further development and improvements made over the next term.

Ninestiles, An Academy

- 0081(c) **RESOLVED:** That the draft minutes of Ninestiles, An Academy LGB meeting, held on 25 September 2018 be adopted (Appendix 6).

Sixth Form College

- 0081(d) **RESOLVED:** That the draft minutes of the Sixth Form College LGB meeting, held On 3 October 2018 be adopted (Appendix 7).

The Secondary SID stated that he attended the Sixth Form and Secondary Schools LGB meetings; each meeting was positive and purposeful and chaired exceptionally well.

Oaklands

- 0081(e) **RESOLVED:** That the draft minutes of Oaklands LGB meeting, held on 27 September 2018 be adopted (Appendix 8).

- 0081(f) Pegasus

The CEO advised that the OfSTED monitoring visit at Pegasus was positive and the leadership had responded well. The current interim Head of School was doing well and has made a positive impact in half a term. The permanent role will be advertised internally.

Erdington Hall

The Head at Erdington Hall will be leaving at Christmas which will be a loss to the Trust. He has contributed a lot to the Trust. The CEO recommended a letter of thanks from the Trust Board.

The CEO confirmed that the Trust paid competitive salaries for the Headteachers and that the Headteacher that had left from Erdington Hall had left the Trust for personal reasons and not related to pay.

The Chair reported that there had been two appointments to the Trust. One at Erdington Hall and the second at Pegasus.

- 0081(g) **RESOLVED:** That the draft minutes of Erdington Hall LGB meeting, held on 18 September 2018 be adopted (Appendix 9).

Lyndon

The Chair had met with the Principal who advised that he felt pressured by the LA to enrol students. The Secondary SID advised that the Executive team did support him and had limited the PAN.

- 0081(h) **RESOLVED:** That the draft minutes of Lyndon LGB meeting, held on 11 October 2018 be adopted (Appendix 10).

The Chair reiterated the importance of maintaining Trustee involvement at each of the LGB meetings. The CEO advised that the SIDs attended every LGB meeting. MLB volunteered to move to Yarnfield LGB. The Chair agreed that Trustees provided an objective view.

The CEO advised that a Governance Forum has been scheduled for 19 January 2019 to share additional information regarding good governance, data and safeguarding. All Trustees were invited to attend.

CEO REPORT

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

- 0082 **RESOLVED:** That the CEO Report (Confidential Appendix H) and update be adopted.

STRATEGIC IMPROVEMENT DIRECTORS REPORTS

- 0083(a) Primary School Improvement Director

The Primary SID has sent her apologies for the meeting as she is supporting Oaklands as they prepare for an OfSTED inspection on Wednesday 6 November 2018.

- 0083(b) Secondary School Improvement Director

The Secondary SID explained that the Schools are following a clear system in order to enhance pupil progress monitoring; Exam analysis; Quality review meetings; Supporting LGBs; SIPs (School Improvement Plans); Network of excellence in teaching and learning. Trustees noted that the SLT have reviewed their PP strategy and had visited other schools and Trusts.



Targets have set for the EWO (Education Welfare Officer's) in order to assess the effectiveness of the home visits and absences.

The schools are in process of planning the exams for Y11 this week and KS3 before the end of term. Moderations will include the marking of exam papers by facilities from each school. Followed by quality reviews for KS3.

Performance management of the SLT in each of the schools has also been completed.

An external review at the Sixth Form has been commissioned for the 21/22 November 2018; this will focus on chemistry and maths and the quality of teaching, as well as progress made since the last inspection.

The procurement of MIS is in progress and three presentations have been scheduled from companies who have responded to the Trusts' requirements.

Trustees were referred to the data dashboard (Appendix x). It is noted that the format is user friendly and provides a snapshot of the performance and progress of the schools.

Trustees reviewed the safeguarding data from the report and are advised that they prescriptive categories that is driven from the CPOMS system. This is a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues.

POLICIES

Trustees had received a copy of the Communications Policy prior to the meeting. RB suggested that the policy should make reference to phone calls and face to face meetings being logged and notes taken of the key actions. Trustees were in agreement with the recommended changes.

0084 **RESOLVED:** That the Communications Policy be approved subject to the minor amendment noted above.

0085 **CHAIR'S CORRESPONDENCE**

The Chair advised that he has received two separate letters of complaint; one for Ninestiles Academy and the second for Lyndon School. They have both been referred to the school to ensure that they are compliant with the Complaints Policy.

0086 **DETERMINATION OF CONFIDENTIAL ITEMS**

- Finance update
- Ninestiles Academy

0087 **REVIEW OF THE MEETING**

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

0088 **DATE OF NEXT MEETING**

Trustees confirmed that the date of the next meeting will be held at the Trust Offices on Tuesday 11 December 2018 at 5.30 pm.

The meeting ended at 7.15pm

Signed:  Date: 
(Chair of the Trust Board)

