



**Ninestiles Academy Trust
Board of Trustees Meeting
Tuesday 19th September 2017
Venue: Ninestiles, An Academy
Minutes**

In attendance

Catherine Anwar	CA	CEO
Ateef Azam	AA	Trustee
Richard Beamish	RB	Trustee
Neal Clements	NC	Trustee
Martyn Collin	MC	Deputy CEO, Executive Principal Primary
Karen Crowston	KC	Trust Member – Vice Chair in the Chair
Mary Le Breuilly	MLB	Trustee
Jonathan Bridges	JB	Trustee
Shilpa Unarkat	SU	Trustee
David Werry	DW	Trustee
Sir Dexter Hutt	DH	Trust Member
Steve Ralph	SR	Finance Director
Martin Sullivan	MS	Interim Principal, The Sixth Form College Solihull
Rucksana Hussain	RH	Clerk to the Board
Janet Parkes	JP	Minute Taker

Meeting Commenced: 18:30

1. Welcome and Apologies.

Karen Crowston welcomed trustees to the meeting, apologies were noted from Alan Price, Fiona Dennis-Stephens and Vrigu Dey.

Newly appointed trust Clerk, Rucksana Hussain was introduced to the board and welcomed to the Trust.

Rona Miller was sent an invitation and papers, however was not present at the meeting.

2. Election of Chair of Board of Trustees.

Due to the resignation of Chair of Trustees, Bob Fear, a new chair was to be elected. KC stated that AP was happy to stand for Chair and his past experiences as Chair of governors for The Sixth Form College Solihull, meant he would provide strong leadership to the board. KC stated that she would support AP as Vice Chair. AP is willing to stand for three years maximum to allow for succession planning.

Alan Price as Chair – Proposed by Ateef Azam, Seconded by Neal Clements.

Decision to elect Alan Price as Chair of board of trustees was unanimous, with Karen Crowston as Vice Chair.

Ateef Azam requested that Trustees be issued with a Ninestiles email address, KC supported this notion as it will be beneficial going forward especially with GDPR.

- **Action: RH to liaise with IT support in order for Trustees to be issued with Ninestiles email addresses.**

3. Minutes and Matters Arising.

Minutes from the meeting of the previous board meeting were provided for information only. Actions at point 14 were followed up:

- Chapelfields/Lyndon project – the previous Board had limited authority to make a decision and thus made this a point of action for the new board. Meetings have taken place, due diligence and feasibility study will be carried out, and a further report is being prepared. Jonathan Bridges inquired about the timescale for this. Catherine Anwar stated that a scoping meeting is due to take place however the timescale would be lengthy. CA assured the Board that the financial position of the Trust will not change in relation to our contribution.
- Reboot – Richard Beamish visited Cockshut Hill Academy, KC visited Ninestiles Academy. Both noted that staff were well motivated which was encouraging.
- Governance Training – further consideration is required and this will be looked at once the external review scoping meeting has taken place.
- FOI policy – this requires further work and will be presented to the board in due course.

Chair's Actions:

KC informed the board that due to the restructuring committee, a HR matter had arisen over the summer. KC stated that she had consulted with Trustees and the matter had now been resolved.

4. Declaration of Business Interests.

Trustees were reminded that should any agenda item require them to declare a business interest then they should do now. No business interests were declared.

5. DBS checks.

Trustees were reminded to bring in DBS supporting documents should they still need to apply for a DBS check.

- **Action: Trustees to liaise with RH to submit DBS evidence.**

6. Elections.

Elections took place to elect Chairs for committees and to elect Chairs of Academy councils.

Finance and Resource committee

Neal Clements as Chair – proposed by Karen Crowston, seconded by Ateef Azam.

The decision to elect Neal Clements was unanimous.

Two trustees to sit on the finance committee are Karen Crowston and Richard Beamish – proposed by Ateef Azam and seconded by Jonathan Bridges.

Decision for Karen Crowston and Richard Beamish to be elected as Trustees on the Finance Committee was unanimous.

Finance Audit

Jonathan Bridges as Chair – proposed by Karen Crowston, seconded by Neal Clements

The decision to elect Jonathan Bridges was unanimous.

Two trustees to sit on the Finance Audit Committee are to be Ateef Azam and Jonathan Bridges will talk to Fiona Dennis-Stephens about joining this committee.

- **Action: JB to talk to FDS in regards to sitting on board for Finance Audit.**

Central Appointments and Remuneration

As Chair of the board of trustees, Alan Price is to become chair of Central Appointments and Remuneration.

Ateef Azam and Karen Crowston will continue in their capacity as Trustees. As Chair of Finance and Resources Neal Clements is also a member of this committee.

Academy Councils

This year the decision has been made to combine two academies to form one Academy Council and therefore new chairs are required.

Erdington Hall and Pegasus

David Werry, previous Chair of Pegasus Academy has agreed to Chair the Academy Council for combined Council of Erdington Hall and Pegasus.

The Oaklands and Yarnfield

Due to Yarnfield being in special measures, strong chairmanship is vital. Mary Le Breuilly is a member of the council, however she is unable to chair. In addition, both Academies are due to have new principals in place in January 2018.

- **Action: To elect Academy Council Chair for The Oaklands and Yarnfield.**

Cockshut Hill and Lyndon Academies.

Richard Beamish, previously Chair at Cockshut Hill Academy has agreed to Chair the Academy Council for combined councils of Cockshut Hill and Lyndon.

Ninestiles, an Academy and The Sixth Form College, Solihull

Vrigu Dey is willing to stand as Chair, however at present he is out of the country until the end of October. Therefore, it was agreed that VD is to Chair and will be supported by KC in capacity as Vice Chair. Luke Millard has registered interest and it was suggested that he could be second Vice Chair. A meeting will be arranged with Luke Millard and VD upon his return.

RB informed the board that the first Academy Council meetings are to be rescheduled for after the half term break.

- **Action: Dates for the first Academy Council meetings to be circulated.**

7. CEO Update.

Examination Outcomes – further analysis to take place in the Progress and Standards Panels.

CEO referred to the paper sent out to Trustees prior to the meeting. An additional point related to Cockshut Hill, where the variance between predictions and outcomes was discussed.

The Sixth Form College Solihull – Interim Principal Martin Sullivan presented the data from the College. Headlines paper attached.

Progress and standard Panels – see CEO report

CA put forward a proposal that Progress and Standards Panels replace the previous Standards Committees. CA stated that the notion was put to Principals who welcomed the proposal. The first Progress and Standard Panels meetings are due to take place in October, before the Academy Council Meetings to allow for feedback to be fed into Academy Council meetings.

MLB asked if a review into the impact of the Progress and Standard Panels be carried out after a year.

Progress and Standards Panel to replace Standards Committee – Proposed by Karen Crowston, Seconded by Richard Beamish and David Werry

Decision unanimous across board, with a review to be undertaken in a years' time,

- **Action: To circulate dates for Progress and Standard Panels Meetings.**
- **Action: Undertake review of impact in a years' time**

Safeguarding.

Martyn Collin stated that the external safeguarding reviews, undertaken by Andrew Hall had been completed apart from Cockshut Hill Academy. No concerns have been raised. The safeguarding policy is reviewed annually. The central Trust policy is adopted by all Academies, who may add contextual aspects but not remove anything from the policy. MC clarified that both Birmingham and Solihull safeguarding team contact details are included as which team to contact is dependent on the home address of the student. MC stated that Academy Councils will appoint a safeguarding lead at the first Academy Council meetings, who will report back to the Board of Trustees. CA stated that to ensure that safeguarding is given the highest priority there are plans to advertise for an internal Trust Welfare and Safeguarding officer who will provide an overview across the Trust.

Trust Strapline

CA sought approval to replace the previous mission statement. DW enquired whether there were plans to turn statement into a vision for the trust. CA confirmed this to be the case and this would be included in the Trust improvement and business plan.

The Board of Trustees approved the new mission statement.

Staff Code of conduct.

CA stated that due to the TUPE the college has a different policy, which is under review to be aligned with Trust policy. RB asked what the staff response was. CA stated that some suggestions had been made in regards to the dress code that had been incorporated into the policy; male staff were no longer required to wear ties in line with the House of Commons. Female staff were allowed to wear leggings under dresses to protect modesty. MLB stated that students were still required to wear ties and queried the fairness of this. CA stated that she would refer this back to the principals. DH stated that it was imperative to maintain a positive external image.

Approval for staff code of conduct was unanimous.

- **Action: CA to confer with principles regarding student ties.**

Restructuring and staffing.

Staffing restructure should be completed by 29th September. DW stated that there were also significant upheavals in primary teams which brought uncertainty. CA stated that staff were being supported through this and courses been booked where appropriate. Sian Hartle, Principal of Ninestiles Academy had taken voluntary redundancy and not returned in September. James Power has been appointed as Interim Principal. The post will be advertised nationally in due course.

The Oaklands and Yarnfield Academies Principal interviews are due to take place on the 17th and 18th October. There has been a lot of interest in the post and visits have been taking place. The vacancy for Principal at The Sixth Form College has also been advertised.

Scheme of Delegation

CA has made amendments to Scheme of Delegation to ensure that accountability and responsibilities are clearer for all parties. Academy Councillors will receive a further paper clarifying their roles at their first meeting.

A meeting has taken place with CA and the National Schools Commissioner Sir David Carter. Sir David was heartened to hear about the improvements made within the trust, in particular in Primary. However, there are some concerns yielded about Yarnfield Academy. He has advised he will be sending improvement advisors to visit Yarnfield, Oaklands and Cockshut Hill.

An external review of Governance has been commissioned. The scoping meeting for this review will take place on 29/9 and will include CA, KC, AP and also Finance Director Steve Ralph. The external review should guide direction of good Governance and suggest ways of improvement. The external review will advise on what training will be required, and any training will take place after the review is complete.

CA informed the board of a CEO course involving three two-day residential at a cost of £11,500. The course would also require attendance from the Chair of the Board of Trustees, the Finance Director and the School Improvement Director. The Board approved the course and felt that it was cost effective as it was providing development for four members of Staff/Trustees.

8. Governance Document

Dates of the first Academy Council meetings are to be circulated in due course, however meetings are due to take place the first week back after half term.

9. Policies

Charging and Remission

Policy was put to the Board for approval. RB questioned whether there was too much flexibility in regards to the Academies' discretion and he stated that there should be a level of consistency within the Trust. JB stated that the policy should be communicated to parents and MLB expressed her views that the costs should be monitored. CA stated that there was a commitment to provide support to vulnerable students and they should be given the opportunity to partake in activities that were part of the norm in more affluent families. CA informed the board she would raise Trustees' comments at the next Principals' meeting.

Charging and Remission policy – proposed by Mary Le Breuille, seconded by Ateef Azam.

The policy was approved.

Safeguarding

MC stated any changes proposed by the DfE throughout the year are to be actioned immediately and the board will be informed of any changes.

Safeguarding policy – proposed by Jonathan Bridges and seconded by Richard Beamish.

The policy was approved.

10. Any other Business

KC informed the board that this meeting will be the last meeting MC will attend before he takes up his new post. MC was thanked for all his hard work and contribution to the Trust.

11. Next meeting: Tuesday 19th December 2017.

Meeting Concluded: 20:15

Actions

RH to liaise with IT support in order for trustees to be issued with Ninestiles email addresses.	RH
Trustees to liaise with RH to submit DBS evidence	RH and Trustees
JB to talk to FDS in regards to sitting on board for finance audit.	JB
To elect Academy Council chair for The Oaklands and Yarnfield	Trustees
To circulate dates for the first Academy Council	RH
To circulate dates for Progress and Standard Panels Meetings.	RH
Undertake review of Progress and Standard impact in a years' time	CA
CA to confer with principles regarding student ties.	CA