

**Uttoxeter Learning Trust
Trustees' Board**

Minutes of a meeting of the Trustees' Board held in Thomas Alleyne's High School, Uttoxeter, on Wednesday, 21 March 2018 at 6.00pm.

Present:

Member and Trustee – Mr S Slater (in the chair)
Trustees – Mrs E Bell, Mrs V Bennett, Mrs P Livesey, Mr R Oldham, Rev M Sherwin,
Mr T Sutcliffe, Mr L Trigg
Trustee and Chief Executive Officer – Mr M Osborne-Town

Also in Attendance:

Oldfields Hall Middle – Mr C Gliddon (headteacher)
Windsor Park Middle – Mrs L Wilbraham-Jones (headteacher), Mr I Johnstone (chair of governors)
Thomas Alleyne's High – Mrs J Rudge (headteacher), Mrs A Trenery (chair of governors)

Apology:

An apology for absence was received from Mr T Moore (Oldfields Hall Middle – chair of governors)

68. Declarations of Interest:

Declarations of interest were given from Mr S Slater (DfE employee), Mr M Osborne-Town (non-executive director of Entrust) and Mr T Sutcliffe (Challenging Education).

69. Trustees' Board Minutes:

Minutes of a meeting of the Trustees' Board held on 15 February 2018 had been previously circulated.

It was resolved –

That the minutes be received and approved.

70. Matters Arising:

a) GovernorSpace (Minute 60(c) refers)

Further discussion took place with regard to GovernorSpace which is an online platform to allow access to DfE funded professional development and the chief executive officer reported that the support package was offered by Entrust. Mr Johnstone further reported that he was currently in discussions with Entrust regarding possible support for Windsor Park Middle School.

It was resolved –

That Trustees agree that there should be a co-ordinated approach to the GovernorSpace support package and that the chief executive officer be requested to discuss the matter with headteachers to identify a way forward in the interests of all ULT schools.

b) Governor Review (Minute 60(c) refers)

The chief executive officer reported that he had received the following quotes for a review of governance:

- National Governor Association - £1850 and £1100 for each individual school governing body.
- Entrust - £3700

Rev Sherwin further recommended another provider that she had successfully worked with previously which could undertake a review of governance.

It was resolved –

That Rev Sherwin be requested to provide details of the other provider to the clerk of the ULT and that this matter be considered further at the next meeting.

71. Governance:

The chief executive officer reminded Trustees that this item had been included on the agenda to enable further discussion around the governance structures for the individual schools and the relationship between the governing bodies and the ULT. Discussion would also help identify issues before the proposed review of governance later in the year. The following governance structures were noted:

a) Windsor Park Middle

The headteacher reported that the full governing body met at least once each term, supported by three committees that met each half-term.

b) Hutchinson Memorial CE(A) First

Mrs Bennett, chair of governors, reported that the governing body is currently looking to streamline the number of committees.

c) All Saints CE(C) First

The chief executive officer reported that the governing body was also looking to streamline the number of committees.

d) Windsor Park Middle

The headteacher reported that the full governing body met at least once each term, supported by four committees. The chair of governors further reported that he was confident that this recently established structure would be successful going forward.

e) Thomas Alleyne's High

The headteacher reported that the full governing body met at least 4 times during the school year, supported by a Learning and Standards committee and Managing and Resourcing committee, which both met 4 times each school year. This was further supported by a Steering committee which met 5 times each school year.

Full discussion followed with particular consideration given to the value of a common governance structure for all schools in the ULT.

It was resolved –

- i) That the headteachers be requested to further discuss the values of a common school governance structure at the next meeting of the School Representation Board to be held on 8 May and to submit recommendations, including terms of reference and key performance indicators, to the ULT Trust Board

- ii) That any recommendations for a common school governance structure be considered by Trustees at their next meeting to be held on 23 May 2018.

72. Admissions:

The chief executive officer referred to discussions at the recent School Representation Board meeting with regard to school admissions. Discussions had focussed in particular on the admission requests for Oldfields Hall Middle School and the headteacher provided a detailed update on the current position. He confirmed that the number of requests were 20 above the school's planned admission number. A decision was required as to whether those 20 pupils should be offered a place at Oldfields Hall or allocated to one of the other middle schools. Trustees noted that the School Representation Board had recommended that Oldfields Hall should only admit pupils up to its planned admission number.

It was resolved –

- i) That Trustees agree that Oldfields Hall should only admit the number of pupils in accordance with its planned admission number and admissions criteria, and that unsuccessful pupils should be offered a place at one of the other middle schools in the ULT.
- ii) That the Trust Board would review the Admissions policy at a future meeting, whilst being mindful of the need to improve community perception of the ULT.

73. Appointment of Chief Executive Officer:

Trustees were reminded that the selection panel had met earlier in the day to interview short listed candidates for the post of chief executive officer and were asked to be mindful of the need for confidentiality as candidates had still to be informed of the agreed outcome. Trustees were disappointed to note that the recommendation of the selection panel was not to make an appointment and to re-advertise the post. Reasons for this decision were outlined.

In view of the above recommendation, Trustees were asked to approve the temporary appointment of a suitably experienced interim chief executive officer for at least the summer term.

It was resolved –

- i) That Trustees support the recommendation of the selection panel not to make an appointment to the post of chief executive officer and that the post be re-advertised at the earliest opportunity.
- ii) That the chair, with the support of the current chief executive officer, be requested to explore the possibility of appointing a suitably experienced interim chief executive officer for at least the summer term.

74. Chief Executive Officer Report:

The chief executive officer presented his report on the work of the ULT, a copy of which had been previously circulated. Discussion followed with particular reference to the following matters:

a) Redundancy Scheme

The chair reported on discussions being held to consider the current redundancy scheme as adopted from Staffordshire County Council. Consideration continued to be given to opting out of this scheme.

It was resolved –

That the redundancy scheme should remain under review.

b) Unions

The chief executive officer reported that regular meetings continued to be held with the various unions to discuss ULT staff-related policies and to also keep updated on current issues. He further reported that there was small charge for this 'facilities time'.

It was resolved –

That the relationship with unions through the payment for 'facilities time' be reviewed next year.

c) Schools Network

The chief executive officer reported that all schools in the Uttoxeter pyramid continued to work closely together, whether or not they are part of the ULT and the issue of other schools potentially benefitting from the ULT had been addressed. The chief executive officer further reported on interest being from other schools in potentially joining the ULT at a point in the future.

75. Education Committee Report:

Trustees had been previously circulated with minutes of a meeting of the Education committee held on 7 February 2018 and the chair also briefly referred to the issues discussed at a recent meeting held on 8 March 2018. There had been a particular focus on the 'flight path' monitoring of pupil performance, especially of disadvantaged pupils.

It was resolved –

That the minutes of the meeting held on 7 February 2018 be received and noted.

76. Finance Committee:

Trustees had been previously circulated with minutes of a meeting of the Finance committee held on 8 February 2018 and the committee chair also briefly referred to the issues discussed at a recent meeting held on 15 March 2018. There had been a particular focus on the budget projections for Oldfields Hall Middle, Windsor Park Middle and Thomas Alleyn's High Schools and the ULT's overall budget situation.

Mr Oldham referred to concerns relating to the Local Government Pension Scheme which could impact on future budgets and the ULT would need to be mindful of this.

It was resolved –

That the minutes of the Finance committee held on 8 March 2018 be received and noted.

77. Other Business:

Diocesan Board of Education Support Services

Rev Sherwin referred to an offer received from the Lichfield Diocesan Board of Education to provide an education support service for schools in the ULT.

It was resolved –

That this matter be referred to the Headteachers' Professional Board for discussion at their next meeting to be held on 26 March 2018.

78. Date of Next Meeting and Schedule of Future Meetings:

It was resolved –

- i) That the next meeting of the Trustees' Board be held in Thomas Alleyne's High School on Wednesday, 23 May 2018 at 6.00pm.
- ii) That the schedule of future meetings be received and accepted as presented and that any proposed change of date for future meetings should be referred to the clerk of the ULT.
- iii) That the request from the chair of the Finance committee to change the date of the spring term 2019 meeting of the Finance committee from Thursday, 7 February to Wednesday, 6 February 2019 be noted.

Signed.....

Date.....