

**Uttoxeter Learning Trust  
Trustees' Board**

Minutes of a meeting of the Trustees' Board held in Thomas Alleyne's High School, Uttoxeter, on Tuesday, 5 June 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

**Also Present:**

Interim Chief Executive Officer – Mrs A Tapp

Clerk to the ULT – Mr R Sheldon

**Apology:**

An apology for absence was received from Mr L Trigg (Trustee)

**79. Declarations of Interest:**

Declarations of interest were given from Mr S Slater (DfE consultant), Mrs V Bennett (governor at Hutchinson Memorial CE First School), Rev M Sherwin (governor at All Saints CE First School, Leigh), Mrs A Tapp (headteacher of Picknalls First School).

**80. Presentation by Julie Rudge:**

Mrs Rudge, headteacher of Thomas Alleyne's High School, was present for this part of the meeting to update Trustees on the school's successful application to become a Teaching School, building projects and the school's planned admission number (PAN).

a) Teaching School

Mrs Rudge was delighted to report that the school had recently been awarded Teaching School status after three years of planning and which now placed the school at the heart of school improvement. An outline was given of the benefits of becoming a Teaching School with responsibility for three strands in particular;

- School-led initial teacher training
- Continuing professional development and developing leadership potential
- Supporting other schools

The school would receive additional funding to support this work but Trustees were also reminded that the school could be de-designated should it not be successful. Work was currently in place to identify other partners that could support the school and the team was being put in place to take responsibility for the Teaching School and to complete the required action plan. Discussion took place regarding suitable partners and Trustees offered to help with this.

b) CIF Bids

The successful CIF bids had been reported at previous ULT meetings and Mrs Rudge provided an update on the various building projects, with plans also made available. Projects included:

- New build (work was to start shortly and likely to take around 18 months)
- Boiler and Pipe work (work was to start shortly and likely to take around 4 months)

- Swimming pool refurbishment (all necessary funding had still to be identified but would include S106 monies for leisure)
- Additional student places (re-modelling of some teaching areas using S106 monies)

c) Planned Admission Number

Mrs Rudge reported that the school's current PAN was 320 and provided a breakdown of student numbers in each year group. Trustees were informed that although the PAN was set at 320 the school did not currently have sufficient space to accommodate and staff the required number of classes for that number of students. 296 was a more realistic number and the school was currently working with the Local Authority regarding the PAN. Trustees would be kept informed of any outcomes as a result of those discussions.

It was resolved –

- That Mrs Rudge be thanked for attending the meeting and providing an update on the issues that would support the continued development of the school.
- That Trustees congratulate Mrs Rudge and staff for all of the work undertaken in achieving Teaching School status.

**81. Trustees' Board Minutes:**

Minutes of a meeting of the Trustees' Board held on 21 March 2018 had been previously circulated.

It was resolved –

That the minutes be received and approved, subject to the following amendments:

- Declaration of Interest – Mr Slater DfE consultant (not employee)
- Minute 71(Governance) – (a) Oldfields Hall Middle School (not Windsor Park)

**82. Matters Arising:**

a) GovernorSpace (Minute 70(a) refers)

The interim chief executive officer reported that GovernorSpace provided free continuing professional development that schools were able to sign up to. Three schools in the MAT, including Picknalls, had currently signed up to GovernorSpace and an outline was given of the actions taken by the governing body of Picknalls First School to identify appropriate CPD and the benefits as a result.

It was resolved –

That Trustees strongly encourage all schools in the ULT to sign-up to GovernorSpace and that the interim chief executive officer be requested to discuss this at the next meeting of the headteacher professional board.

b) Governor Review (Minute 70(b) refers)

A review of governance had been discussed at previous meetings and Trustees were reminded that a decision had been taken for this to be done before the end of the year. The interim chief executive officer reported that the best price (£3,700) for a review of governance for all 7 schools in the ULT had been received from Entrust and that contact

had been made with person who would lead such a review. Discussion followed and Trustees reiterated the need for a review of governance to be undertaken as soon as possible.

It was resolved –

That approval in principle be given for Entrust to undertake the review of governance, subject to evidence of its work previously undertaken at other schools and also to ensure there was no duplication with support that could be provided through GovernorSpace free of charge.

c) School Governance (Minute 71 refers)

Discussion took place regarding the governance structures for the 7 schools in the ULT and the interim chief executive officer reported that they were moving towards a common committee structure, with five of the seven schools currently aligned. Different committee structures were in place at Thomas Alleyne's High School and Oldfields Hall Middle School. Trustees also noted that there were currently 11 governor vacancies across the schools and consideration was given to the recruitment of additional governors.

The interim chief executive officer further reported that she had been provided with details of someone expressing an interest in becoming a governor at one of the schools in the ULT.

It was resolved –

- i) That before appointing additional governors, arrangements would be made for each governing body to complete a skills analysis to identify strengths and weaknesses.
- ii) That, given the delegated responsibilities for individual governing bodies, the structures would remain under ongoing review.
- iii) That the chair would look at the details of the person expressing an interest in becoming a governor before recommending an appointment.

d) Admissions (Minute 72 refers)

The chair reported that a meeting had recently been held with local authority representatives regarding the possible growth in student numbers. However, it now seemed likely that the anticipated large growth in student numbers was unlikely to happen and would have implications for the 7 schools in the ULT and the build of new schools in the wider community. Further details on the projected numbers had been requested and would be shared with trustees once received.

### **83. Interim Chief Executive Officer Report:**

The interim chief executive officer presented her 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) Funding

A financial summary was given of the 5 year budget modellers for the four schools discussed at the recent meeting of the Finance committee. Trustees noted that the

biggest concern relating to future funding levels was in respect of Hutchinson Memorial CE First School due to the small number of pupils on roll. The interim chief executive officer and headteacher were meeting to identify possible strategies for increasing the number on roll.

b) CIF Bids

Trustees were pleased to note the various successful CIF bids and also noted that new CIF bids were currently being prepared. Trustees were also reminded of the financial implications of any successful bid given that the school would be required to make a financial contribution towards the cost of any agreed project. Consideration was given to the use of central funds for such purpose although, if agreed, the current 2 ½% level of funding would need to be increased.

It was resolved –

That the Finance committee be requested to review the use of central funds to perhaps include contributions towards any individual school CIF bids.

c) Meeting with Local MP

The chair reported that the headteachers of schools in the ULT were meeting with Andrew Griffiths, local MP, at Picknalls First School on 29 June at 9.45am. Trustees were invited to attend or to submit any questions they would wish to be raised on their behalf.

It was resolved –

That a question should be raised around the new funding formula and the impact of this for middle schools.

d) Marketing

The first meeting of the marketing group had recently been held to begin to identify strategies for improving the marketing of the ULT and central funds had been made available to support this.

It was resolved –

That the interim chief executive officer be requested to discuss this matter with the School Representation Board with a view to identifying someone to support any PR work to raise the profile of the ULT.

e) Launch of Extended ULT

Discussion took place around the recently extended ULT and whether there was a need for an official launch to recognise the 4 schools that had recently joined. Trustees also recognised the importance of them getting to know the four new schools and also for staff across all schools getting to know each other.

It was resolved –

That Trustees would give further thought as to how best to develop staff and parental understanding of the ULT and which could include an annual ULT day.

#### **84. Education Committee Report:**

Trustees had been previously circulated with minutes of a meeting of the Education committee held on 8 March 2018 and the chair briefly referred to the issues discussed. These included in particular:

- Agreement of headteachers to use a common reporting format for school outcomes.
- Trustees would meet with headteachers and chairs of schools doing exceptionally well in addition to meeting with those of struggling schools.
- Flight path monitoring of pupil performance remained under consideration and Mr Sutcliffe reported that he had a meeting shortly with the hope of progressing this further.

The chair further reported that he had received a letter from Ofsted following a recent safeguarding incident at Thomas Alleyne's High School. He further reported that he had been made aware of this matter before receiving the letter and had met with the headteacher who gave an assurance that the school had followed safeguarding procedures in dealing with the incident. In addition to this the chair had recommended that an external review of safeguarding be undertaken and arrangements for this were now in place. The review, to be held in July, would be undertaken by a DfE consultant with responsibility for safeguarding matters, and would be joined by the interim chief executive officer. The chair had also agreed that the cost of the external review would be paid from central funds.

It was resolved –

- i) That the minutes of the Education committee meeting held on 8 March 2018 be received and noted
- ii) That the Trustees fully support the chair's actions in response to the safeguarding incident at Thomas Alleyne's High School and also support, on this occasion, the use of central funds to pay for the external safeguarding review.

#### **85. Finance Committee Report:**

Trustees had been previously circulated with minutes of a meeting of the Finance committee held on 15 March 2018 and Mrs Bell, in the absence of the committee chair also briefly referred to the issues discussed at a recent meeting held on 23 May 2018. Much of the discussion had been outlined in the interim chief executive officer's report but also included centrally held funds, the level of school reserves and a request for schools to identify a common style to report on possible risks to their budgets.

It was resolved –

That the minutes of the Finance committee meeting held on 15 March 2018 be received and noted.

#### **86. Working With Other Multi Academy Trusts:**

The chair reminded Trustees of the commitment to grow the ULT and that as part of the ongoing discussions to achieve this, consideration was being given to offering associate membership, with a view to those schools seeking full membership at some point in the future. An information pack was currently being prepared to show the benefits of joining the ULT and, once completed, the interim CEO would share this with interested schools.

Schools joining as an associate member would be asked to contribute towards the centrally held funds.

The chair further reported that he was also talking to other MATs regarding possible formal arrangements being put in place to support each other with a view to reducing costs and would keep Trustees updated on any agreed outcomes following discussions.

It was resolved –

That the report of the chair be received and that Trustees remain committed to exploring opportunities to support the continued development of the ULT, which could include the offering of associate membership to schools.

**87. Appointment of Chief Finance Officer:**

Trustees were informed that a meeting of the Trustees' selection panel had been held earlier in the day. Following interview it had been recommended to appoint Mr Andy Storer as chief finance officer on a permanent basis.

It was resolved –

That Trustees approve the appointment of Mr Andy Storer as chief finance officer with immediate effect.

**88. Appointment of Chief Executive Officer:**

(Anne Tapp, interim chief executive officer, left the meeting at this point).

Trustees were reminded that at the shortlisting meeting held on 23 May, it had been agreed that no applicants be called for interview and that there would be reconsideration of the requirements and essential characteristics for the chief executive officer post. In view of this the post would not be re-advertised immediately and that an interim chief executive officer would remain in post until 31 August 2019. Mrs Anne Tapp had previously been appointed to this role up to 31 August 2018. Discussion took place regarding the interim role for a further year and the chair referred to an email received from someone external to the ULT offering their support with this.

It was resolved –

- i) That Mrs Tapp be requested to continue as interim chief executive officer initially up to 31 August 2018 and that the post for a further year to 31 August 2019, be advertised across all schools in the ULT.
- ii) That Trustees would give further thought to the requirements and essential characteristics of the post with a view to a further advert for a permanent appointment being placed early in the New Year 2019.
- iii) That the chair be authorised to find out more information in relation to the email received offering interim support and to report back to Trustees if he felt it appropriate.

**89. 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, 11 July 2018 at 6.00pm.
- ii) That the schedule of meetings from March 2018 to April 2019 be received and accepted as presented.

The meeting finished at 8.20pm.

**Signed**.....

**Date**.....