

Great Oak Multi Academy Trust  
**MEETING OF THE BOARD OF DIRECTORS**  
**Minutes of the meeting held on 10 July 2017**

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<b>Directors</b>	<b>Office</b>	<b>Term</b>
Andrew Armour		23/12/2020
Gary Benn		23/12/2020
David Boatman	Vice Chair	23/12/2020
* <i>Melissa Challinor</i>		23/12/2020
* <i>Joanna Grandfield</i>		23/12/2020
Lisa Jeremy		23/12/2020
* <i>John Luke</i>		23/12/2020
Sarah Mitchell	Executive Headteacher	Ex-Officio
Andrew Taylor	Chair	23/12/2020

**In attendance**

Tom Bennett	Clerk
* <i>indicates absence</i>	

*The Executive Headteacher opened the meeting with a prayer*

**Action**

**41/17 Apologies for absence**

Apologies were received and accepted from Melissa Challinor, Joanna Grandfield and John Luke.

**42/17 Notification of AoB**

None

**43/17 Notification of business interests**

No Directors declared a potential conflict of interest with any item to be discussed at the meeting or that they had received or given any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Multi Academy Trust [MAT].

**MAIN BUSINESS**

**44/17 Governance**

**a) Annual Programme of Business**

The meeting considered a draft Annual Programme of Business for both the Board of Directors and Local Governing Bodies [LGBs].

The purpose of the Annual Programmes of Business was to structure the business of the Board and LGBs across the year, differentiate the responsibilities between the Board and LGBs, help ensure the Board and LGBs carried out all their statutory responsibilities and act as a planning guide for the production of agendas and papers for each meeting.

The draft Annual Programmes of Business were drawn up by reference to the Articles of Association and Scheme of delegations setting out the respective responsibilities and tasks of each body. The responsibilities and tasks had then been phased over the four termly meetings by reference to statutory reporting dates, and the times when data and information would be available.

The draft programmes had been reviewed and amended as necessary by the Executive Headteacher before being presented to the Board. Further "fine tuning" amendments may

need to be made as new tasks and responsibilities arise.

It was **agreed** to adopt the Board's Annual Programme of Business starting in the new academic year.

**b) To appoint the Chairs for the LGBs of both academies from September 2017**

The Chair reported it was the Board's responsibility to annually appoint the Chairs of each LGG and the LGBs had been requested to consider and nominate a suitable candidate for the position.

The LGB for Debden Primary Academy [DPA] had agreed to nominate Lynn Stevens. Lynn has been a governor at DPA for a year and has previously been a Headteacher at a primary school. She was very interested in the school and receiving training on being the Chair.

It was **agreed** to appoint the Linda Stevens as Chair of the DPA LGB.

The Chair reported the Great Chesterford Primary Academy [GCPA] LGB of had also considered nominating one of their members for the position of chair but nobody was willing to be nominated as the Chair.

Andrew Taylor offered to continue as acting Chair of the GCPA LGB while it found someone to replace him. It was important the Chair of the Board of Directors and LGB were not the same person to maintain a level of independence and challenge. The Board could consider recruiting and appointing more members onto the LGB but it would be difficult for a new governor to take on the role as Chair soon after being appointed.

It was **agreed** Andrew Taylor should be appointed as Acting Chair of the LGB and the LGB should be asked find a governor willing to be the Chair and, if necessary, find other people who would be interested in being appointed as member of the LGB.

**45/17 Strategy/ Future Plans**

**a) Draft Aims, Mission and Value Statement for the MAT**

The Chair reported a draft Aims, Mission and Value Statement had been circulated to all Directors and had received some feedback.

The feedback highlighted the need to promote, the experience of the EHT, what the MAT offered academies considering joining, the improved purchasing power and ability to negotiate contracts and that schools joining would be treated as equals.

The EHT had been approached by a couple of schools at a conference who felt the MAT would be very popular as many schools were under increasing financial pressure.

Andrew Armour could foresee issues arising on the role of the HTs of schools s joining the MAT. The role of the HT will need to be redefined as the schools in the MAT as a lot of their responsibilities would be transferred to the MAT and the EHT. The HT's roles should be focused more on taking the lead on the provision of teaching and learning at their school and less with the management and leadership.

It was planned to send a letter next term to the HTs and governors of schools considering joining a MAT inviting them to an event in October to explore the issues they currently face, what is important to them and how the MAT could best meet these needs.

Garry Benn suggested including an advertorial piece in the East of England Academies School newsletter inviting schools to the meeting. It was **agreed** that would Gary would provide the EHT with the information to include an advertorial piece.

Lisa Jeremy asked whether the process for taking on new schools would be simpler than forming the MAT with DPA.

The EHT said DPA was required to become first an academy and then join a MAT and it had taken time because they were being sponsored by Great Chesterford. Other good and outstanding schools considering joining the MAT would be doing so for different reasons,

which should be simpler.

**b) Update on the progress being made to deliver the 2016-17 School Improvement Plan for each academy**

The EHT reported a lot of work had been undertaken on the implementing new assessment systems following the government's decision to abolish levels to measure attainment.

The English project had had a massive impact on independent writing and was now embedded across the curriculum

Great Chesterford had spent more time on the new curriculum to ensure it provided a broad and balanced education to all children. Theme weeks had been introduced on topics such as science, sports and the community to help broaden the interests of children.

Great Chesterford to support Debden in implementing a new assessment scheme for monitoring and assessing foundation subjects.

A lot of work had been done on reviewing and reorganising the Senior Management Team [SMT] following the creating of the MAT. There had been no negative impact on the pupils' results at GCPA's following the reorganising of the SMT that demonstrated the MAT was working well.

The new building works at GCPA had also been a major focus during the year and had taken up a lot of the EHT's time.

The meeting considered the DPA School Development Plan and noted the EHT will be supporting the DPA subject leaders to be able to effectively monitor their foundation subjects

The EHT in conjunction with DPA HT had also reviewed the allocation of job share teachers across the school as well as the classroom structure and reduced the number of classes to make better use of the teaching resources.

The Special Educations Needs Co-ordinator [SENCO] at DPA had decided to take a sabbatical and the DPA HT had taken over the SENCO duties with the support of an assistant teacher from GCPA.

The Religious Education Lead teacher at GCPA will help the DPA HT to prepare for an upcoming SIAMS inspection by the Diocese.

**46/17 Executive Headteacher Report**

The EHT introduced her previously circulated report and highlighted the following points:

GCPA has been asked by Essex CC admissions to admit 2 additional pupils to the current Year 2 under fair access but this was refused due to the high needs of this class and it being full with a large waiting list. This request may be referred to the Secretary of State for Education who may enforce Essex CC's admission request. Essex CC has offered additional funding of £1,500 for each pupil.

A number of the 15 pupils on the GCPA's waiting list for Year 2 were within the Academy's catchment area. 13 children were already in other schools but 2 were not and Essex CC was statutorily required to provide them education schooling within a reasonable distance of their homes.

The Chair felt the Academy had provided good reason to Essex CC for its decision to refuse the admissions and will need to wait for the final decision by the DFE.

The DPA September intake had decreased and now stood at 16.

It was felt that DPA's last Ofsted Report may put new parents off from choosing the school for their children and the MAT should consider providing a contextual statement on the changes and improvements that are being made.

The percentage of children in Reception achieving GLD were higher than the National average scores in both schools

It was noted Year 1 had done well in Phonics and both schools were above the National average scores.

Further analysis of the Maths results will be carried out to identify the elements that had pulled the overall results down at DPA. KS1 Maths at DPA will be a targeted priority next year for and included in the SDP.

It was noted the KS2 results had been affected by two statemented children at GCPA who did not take the tests but were included in the school average test results. However, the results were above National figures for the data available at this time.

Next year both schools will have the same external schools advisor who had already advised on the targets set for both schools for the new Academic Year.

The Directors expressed their satisfaction with the assessment results for both schools and in particular the improvement at DPA and asked the EHT to thank all the staff for their hard work in achieving excellent results.

It was noted the HT at DPA had sought to publish the school's results. The Executive Headteacher would check whether the results had been validated.

EHT

It was **agreed** the MAT should publish the results for both schools in September highlighting the improvements at DPA

The meeting noted, under the key priorities for the Autumn 2017 term, GCPA had received six applications for the Business Manager vacancy at GCPA and the main focus will be on the new building work at GCPA and providing transitional arrangements for classes during the work.

### **Safeguarding and Health and Safety**

Lisa Jeremy provided a report on safeguarding and advised the monitoring and reporting on safeguarding at both schools would be brought into line by September.

DPA were updating their policies and creating new policies where necessary on safeguarding, risk assessment and H&S, cross referencing them to GCPA's policies.

The DPA HT had completed courses on safer recruitment, Prevent training, induction and fire marshal training.

Gary Benn reported he had seen marked improvement in the implementing the actions to improve Health and Safety at DPA. The school had updated its asbestos policy and Legionnaires testing was in place.

DPA had received funding for new fire doors, the fire alarm system and door fobs.

Invitations to tender for installing the new fire alarms systems at both schools had been sent out and would be reviewed against the CIF funding received.

## **47/17 Finance**

### **a) Managements accounts**

The meeting received and noted the Income and Expenditure Account for the period to 30 June 2017 showing the budget and actual income and expenditure totals for the period and the budget for the year.

### **b) Draft 2017-18 Budget**

The meeting received and considered the draft 2017/18 budgets for GCPA and for DPA.

The draft 2017/18 budget for GCPA included income for MAT Support totalling £26,000 that would be used to fund the legal costs of setting up the MAT and the additional costs

for the EHT, Business Manager, accountancy and audit.

The meeting **approved** the 2017/18 budget for GCPA and the 2017/18 budget for DPA.

c) **Capital Funding/ Expenditure**

The programme for submitting applications for Capital Improvement Funding had already begun and would be reported for approval in October and November

d) **Requests for expenditure that exceed the EXCEO approval limit.**

None

e) **Requests for expenditure from LGBs**

None

**ROUTINE BUSINESS**

**48/17 Minutes of the previous meetings**

The minutes of the previous meetings held on 22<sup>nd</sup> May 2017 were approved as an accurate and true record of the meeting/

**49/17 Matters arising**

All matters arising from the previous minutes had been completed or had been covered elsewhere on the agenda.

**50/17 Minutes/reports of committees**

a) **GCPA LGB**

The meeting noted the unconfirmed minutes of the meeting of the GCPA LGB meeting held on 6 June 2017.

b) **DPA LGB**

The meeting noted the minutes of the DPA LGB meetings held on 22 February 2017 and 11 May 2017

**51/17 Any other business**

**None.**

**52/17 Date/time of future meetings**

It was **agreed** to circulate the dates for the new academic year after the meeting

**Chair/  
Clerk**

**Signed by Andrew Taylor [Chair] on 12 September 2017**