

MINUTES OF THE BOARD MEETING OF KNUTSFORD MULTI-ACADEMY TRUST HELD ON MONDAY 1ST JULY 2019
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Present:

Mrs C Millson (Chair)
 Mr R Armstrong (Vice Chair)
 Dr M Ashcroft
 Dr A Greenstein
 Mr R McCluney
 Mrs N Phillips
 Mrs J Robinson

In attendance for this meeting (for item 3):

Mr J Whittaker, Knutsford Academy Headteacher
 Mr P Kingdom, Studio School Headteacher
 Mrs A Hooper, Egerton Primary Headteacher

Absent:

Mr D Golden
 Mrs V Young

Clerk:

Mrs Jenny Brogan

1. WELCOME & APOLOGIES	ACTION
<p>Apologies were received and accepted from Mrs Young and Mr Golden. The Chair welcomed Trustees to the meeting as well as the three headteachers from each of the three schools in the Trust. The Chair announced the sad news of the death of an ex-student of the Academy who was killed in a motorbike accident the previous week.</p> <p>The meeting, having more than two thirds of Directors present, was quorate.</p>	
2. DECLARATIONS OF INTEREST	
<p>There were no declarations made.</p>	
3. BRIEF UPDATE ON SCHOOLS	
<p><u>Knutsford Academy</u> Mr Whittaker, Headteacher of Knutsford Academy addressed the group and reported the following:</p> <ul style="list-style-type: none"> • Key Achievements <ul style="list-style-type: none"> – It was reported that financial stability had been achieved this year, with the out-turn for the year currently forecasting a small surplus. – Student numbers had risen year on year and current outlook is for a further increase next year. Sixth form numbers are positive and there had recently been a well-attended taster day for external applicants. • Outcomes <ul style="list-style-type: none"> – There was continued improvement in progress 8 and KS4 results. – Attendance figures have improved. – Sixth form results had consistently improved over the last three years. • Next Steps <ul style="list-style-type: none"> – Next year there would be continued focus on behaviour and good quality teaching. – There would be a drive for students to follow school rules and to wear the correct school uniform – There would be a review of the curriculum planning, not only around academic outcomes, but also around personal development. – The Academy will continue to focus on efficiencies to ensure best value for money. <p><i>A governor praised the positive achievements and outcomes of the Academy and agreed that the development of students' interpersonal skills as well as academic progress is key.</i></p>	

The Studio School

Mr Kingdom, Headteacher of the Studio School Headteacher reported the following:

- **Key Achievements**
 - It was reported that the integrated work experience model has led to successful apprenticeships for several students
 - The construction course is now well developed and is popular with both boys and girls. The qualification is Level 2, which is equivalent to higher level GCSE.
 - The football academy is well-established and the team has won the Cheshire and Macclesfield district cup this year. There has been a 100% pass rate for the course, with a number of students having gone on to university, including students who have been awarded soccer scholarships in the US.
- **Outcomes**
 - Destination for Studio students is strong.
 - The pupil premium gap is currently lower than the national average.
 - Attendance has significantly improved.
 - The introduction of lesson monitor has shown improved conduct and behaviour.
- **Next Steps**
 - Re-brand the Studio with a change in name to ‘Cheshire Studio School’, this should emphasise the school’s reach beyond Knutsford.
 - Plans to broaden the curriculum offer to include such courses as engineering, health & beauty and media through partnerships with other secondary schools.
 - Review and re-brand the website.

A governor stressed the importance of students having English and maths qualifications when leaving school in order to maximise opportunities when looking at apprenticeships and considering future opportunities and avenues. He noted that in his industry, there are many engineering opportunities, and that driving up achievement in English and maths can drive overall academic achievement.

Egerton Primary School

Mrs Hooper, the Headteacher for Egerton Primary reported the following:

- **Key Achievements**
 - Mrs Hooper reported that the Egerton curriculum had won national awards and recognition and there was a strong learning culture at Egerton. Successful strategies included a ‘no hands up’ approach, and ‘random’ pairings – this made the pupils socially strong.
 - Mrs Hooper has had a paper published by the Chartered Institute of Teaching.
 - A new maths programme ‘Singapore maths’ had been introduced to improve mathematics results.
 - Globalised learning is an essential part of learning at Egerton.
- **Outcomes**
 - There is an expectation that maths results will be improved.
 - Other outcomes are now being monitored and improved.
- **Next Steps**
 - Wraparound Care (WAC) is due to launch in September 2019 and current indications are that the take up numbers will exceed the proposed business model. It was hoped that the playworkers could be recruited from A-level students from the Academy.
 - Further curriculum development would be considered next year.
 - Mrs Hooper reported that she hoped to work with the Academy to look at transition for students from primary to secondary.
 - Staff coaching model would continue to be developed with Egerton staff.

Additionally, Mrs Hooper, noted that the links with primary and secondary schools in Kenya remain strong. At a recent visit to Kenya, Mrs Hooper wished to note that the Knutsford Academy teacher - Miss Appleton, had been notably pro-active and engaging with the Kenyan students. She had had a profound and positive effect on some of the students that she had taught. Two Kenyan teachers from Kilimo High in Kenya will be making a return visit to the Academy in November.

A governor reported that with his professional links, he would be willing to give students a view of global employer spectrum.

<p>Finally, Mrs Hooper asked that Egerton had a visible presence on the Knutsford Academy website. It was reported that much work had been done on shared policies and this will continue next year.</p> <p>The three headteachers were thanked for their contributions and left the meeting.</p>	J Routs
4. MINUTES OF THE MEETING HELD ON 18TH MARCH 2019	
<p>Part I minutes of the meeting held on Monday 18th March were approved as a true and correct record and were signed off by the Chair.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> – Actions review sheet as attached to the last minutes was noted, the following points were made: <ul style="list-style-type: none"> i) Update on preschool lease - The executive principal reported that the pre-school lease will be signed once approved by Egerton governors. ii) Director appointment/Composition of LGB/Governance review - discussed under item 5 iii) Update MAT management data – see part II minutes iv) Central Services – see part II minutes 	Egerton LGB
5. COMPOSITION OF GOVERNING BODY AND GOVERNANCE MATTERS	
<p>Director resignation</p> <p>The chair reported that Mr David Golden will be resigning from the board at the end of the academic year. The vice chair remarked that Mr Golden was a very valuable member of the finance and personnel committee and the board and would be greatly missed. It was agreed that an appropriate way be found to express our thanks to him and that careful thought be given to finding a suitable replacement. The executive principal recommended approaching the Academy Ambassadors. Mr Golden’s particular strengths were a financial, procurement and contractual background. Following a review of the skills’ audit and a review of the skills required for replacement, it was agreed to approach the Academy Ambassadors.</p> <p>Composition of LGBs</p> <p>The chair announced that there had been a number of parents who had put themselves forward for election as parent governors to the KA LGB. Following an election, the successful candidates were David Baxendale and Peter Woodhouse. The Chair further reported that the unsuccessful candidates would be contacted with a view to considering them for possible co-opted governor roles across the Trust, as several have relevant experience and background.</p> <p><i>A governor requested the personal statements of all candidates be circulated by email to trustees.</i></p> <p>The chair PROPOSED that the two outgoing parent governors on the Knutsford Academy LGB be appointed governors meaning they can continue to support the governing body of the Academy and ensure their valuable input continues. Their term of office as appointed governors would end after 2 years, at the end of June 2021. This was AGREED.</p> <p>Governance review, including governor training</p> <p>The executive principal reported the intention to set up a parental consultation group, which would be approached on an ad-hoc basis regarding communications home, parent/student apps.</p> <p>Trustees were reminded of the training evening due to take place at the Academy on 8th July. Further training would follow in the autumn term, including safeguarding training.</p> <p>The trust agreed to review the scheme of delegation and other constitutional documents early in the autumn term.</p>	<p>Clerk</p> <p>Clerk/ MCL</p> <p>Chair/ MCL</p> <p>Clerk</p> <p>MCL</p> <p>ALL</p> <p>ALL</p>
6. EXECUTIVE PRINCIPAL REPORT & MANAGEMENT INFORMATION	
<p>The executive principal summarised the trust’s performance information, including academic standards at Egerton Primary, academic progress and destinations data for the Academy and the Studio school and the financial summary for all schools. He further commented that the focus on improving student conduct and increasing participation rates would continue.</p> <p>Mrs Phillips tabled an updated version of the financial summary page of the executive principal’s presentation, explaining that the figures for Egerton Primary had been amended to take into account the wraparound care income.</p>	

<p>Mrs Phillips confirmed that each school needs to set a balance budget and that there was still a challenge for Egerton with the loss of income from the ‘double cohort’ that are due to leave this year.</p> <p><i>A trustee raised the issue of maintenance and capital requirements which would need further discussion. A governor asked how we manage capital projects</i> it was confirmed that these could only be considered if funded by a grant or similar. It was noted that recent bids for grants had not been successful and further reported that the bidding process is not required if the MAT has five or more schools in the trust.</p>	
<p>7. KMAT DEVELOPMENT (Part II Minutes)</p>	
<p>This item was discussed under Part II</p>	
<p>8. REPORTS FROM LGBs, COMMITTEES & WORKING PARTIES</p>	
<p>(a) Finance & Personnel Committee – draft minutes from the meeting held on 13th May & 26th June were received and noted. Trustees noted and agreed the balanced budgets for the Academy and Studio and noted the three-year plan details. It was noted that Egerton LGB were to have an ‘away-day’ in July and Mrs Phillips was asked to convey the discussion from the finance committee regarding the Egerton three-year forecast to the Egerton governors.</p> <p>(b) Studio LGB – draft minutes from the meeting held on 13th May were received and noted.</p> <p>(c) KA LGB – draft minutes from the meeting held on 20th May were received and noted.</p> <p>(d) Egerton Primary School LGB – draft minutes from 20th April were received and noted. It was noted that Egerton had re-structured their governance meetings and committees for next year. Trustees also noted that the wrap-around care provision was due to commence at the start of new academic year in September 2019.</p> <p>(e) Egerton Finance Committee – draft minutes from 14th May were received and noted.</p>	<p>N Phillips</p>
<p>9. REVIEW OF COMPLAINTS RECEIVED</p>	
<p>The chair reported one complaint had recently been received, currently at Stage 1. The outcome will be reported at the next board meeting.</p>	<p>The Clerk</p>
<p>10. ANY OTHER BUSINESS</p>	
<ul style="list-style-type: none"> • A Members’ update meeting is planned for the morning of Wednesday 10th July at Knutsford Academy – all can attend except for David Waugh • The Chair presented the Safeguarding poster, which was designed by students and reported this will be posted around the school • The Chair informed trustees that governor training in the autumn term would be centred around the new Ofsted inspection framework. There would also be training for trustees and governors on Monday 8th July, which would include a section on governor confidentiality. • The executive principal commented that trustees would be receiving email instructions regarding the setup of shared drives on Office 365 for securely sharing information and documents relating to the trust and its schools. • <i>A trustee asked if governors are able to sit on the governing body of two different schools and this was confirmed to be the case, but it must be declared as a potential conflict of interest.</i> 	
<p>11. REVIEW & FEEDBACK OF THE MEETING</p>	
<p>None</p>	
<p>12. DATE AND TIME OF NEXT MEETING</p>	
<p>The Chair reported that the previously amalgamated Board and Finance & Personnel committee meetings would be reviewed in September. Mr Cladingbowl also notified those present that there would be an additional board meeting in September to update trustees on the ongoing plans for KMAT development.</p> <p>Board Meetings 2019/20 September meeting – date to be confirmed Monday 14th October 2019 Monday 9th December 2019</p> <p style="text-align: right;">Monday 23rd March 2020 Monday 6th July 2020</p>	

ACTIONS

AGENDA ITEM AND ACTION	By When	By Whom
3. KMAT Website to review	Early Autumn Term	James Routs
4. Pre-School Lease – approval from Egerton LGB for lease to be signed	As soon as possible	Egerton LGB
5.		
i) Director Resignation – to send thanks to Mr David Gold and, following a review of skills’ audit, to contact Academy Ambassadors to find a replacement.	Early Autumn Term	Clerk/ Mr Cladingbowl
ii) Composition of LGBs – To contact parent governor nominees to gage interest in helping the Academy in other ways.	As soon as possible	Chair/ Mr Cladingbowl
iii) Circulate personal statements of parent governor nominees to Board.	Completed	Clerk
iv) Set up a parental consultation group.	Autumn Term	Mr Cladingbowl
v) Attend Governor Training event	Monday 8 th July	All Board Trustees
8. Contact Egerton LGB to advise the comments made by Board and Finance and Personnel Committee	Completed	Mrs Phillips
9. Report outcome of stage 1 complaint.	Next meeting	The Clerk
17 DATE AND TIME OF NEXT MEETING – September tbc 2019		