

**MINUTES OF THE BOARD MEETING
 OF KNUTSFORD MULTI ACADEMY TRUST
 HELD ON MONDAY 18th MARCH 2019**

Present:

Mrs C Millson (Chair)
 Mr R Armstrong (Vice Chair)
 Mr M Ashcroft
 Mr Cladingbowl
 Mr R McCluney
 Dr A Greenstein
 Mrs V Young

In attendance for this meeting:

Mrs A Hooper (for item 4)

Absent: Mr D Golden

Clerk: Mrs N Phillips

Assistant Clerk: Mrs Jenny Brogan

1. WELCOME & APOLOGIES	ACTION
<p>Apologies were received and accepted from Mr Golden. The Chair welcomed Mr Ashcroft to his first meeting as a Director to the Board - introductions were made. The meeting, having more than two thirds of Directors present was quorate. Mrs Hooper, Head of Egerton Primary School was in attendance for agenda item 4. (this was discussed at the start of the meeting).</p>	
2. DECLARATION OF INTEREST	
<p>For discussion under item 4 of the agenda, Mr McCluney declared that he was a governor on the Egerton LGB and Chair of the Egerton Finance Committee. No other declarations were made.</p>	
3. MINUTES OF THE LAST MEETING	
<p>Part 1 minutes of the meeting held on Monday 10th December 2018 were approved as a true and correct record and were signed off by the Chair. Matters Arising: i. Actions Review sheet as attached to the last meeting minutes was noted, the following points were made: a) Egerton Wraparound Care – discussed under item 4 b) Accounts Approval – the Clerk reported that the financial statements had been approved, signed and submitted to the ESFA within the deadline of 31 December 2018. c) Composition of the Governing Body – discussed under item 5.</p>	
4. EGERTON PRIMARY SCHOOL	
<p>i) Pre-School Lease The Clerk reminded the Board that as part of the due diligence work for Egerton primary school joining the Trust, it had been discovered that the lease for Egerton Pre-School had lapsed (in 2010). The local authority had promised to update this lease as part of the conversion process,</p>	

<p>but this had failed to materialise. Following discussions with Mr Cladingbowl and the pre-school, pre-school had put forward a proposal for a new lease. This had been circulated with the agenda.</p> <p>Directors noted that the request was for a 15-year lease at a peppercorn rent. The previous lease had been for 10 years, but on the same financial terms. Directors discussed the contents of the proposal, noting the need for a longer lease in order to bid for government funding. In addition, the following points were noted and discussed:</p> <ul style="list-style-type: none"> • The Preschool operates on a ‘not for profit’ and ‘break even’ basis • Mrs Hooper confirmed the preschool offered a valuable service to the Egerton community. In particular, children that have attended preschool have a confident transition when starting in Egerton reception. • Request for break points was noted <p>The Directors agreed in principle to drawing up the lease. The Clerk advised that given the length of the lease (i.e. longer than 7 years), agreements would need to be in place with Cheshire East Council and also the ESFA. It was likely that there will be legal costs in this process. Directors discussed that the preschool should be approached to share these costs. Directors further discussed that as many break clauses should be built in the contract as possible, including change of circumstances such as change of premises for Egerton or change of registration for the preschool.</p> <p>The Clerk will liaise with Stone King regarding the documentation required and Mr Cladingbowl will continue to liaise with Preschool</p> <p>ii) Wraparound Care A part II paper had been circulated to Trustees prior to the meeting, and this matter was discussed under part II business.</p>	<p>The Clerk/ Mr Cladingbowl</p>
<p>5. COMPOSITION OF GOVERNING BODY AND GOVERNANCE MATTERS</p>	
<p>New Director Appointment The Clerk confirmed that all the Members had now signed a written resolution to approve the formal appointment of Mr Martin Ashcroft to the Board. The appropriate paperwork would now be lodged with Companies House and the KMAT website updated.</p> <p>Composition of LGB It was noted that a number of parent governors’ terms of office were coming to an end this academic year. In line the funding agreement, requests for parent governors would be made to the parental body and elections held (if necessary). This would be carried out in the summer term, some time after the Easter Break.</p> <p>Dr Greenstein advised the Board that current commitments meant that taking a seat on the Board as well as the LGB could be difficult. Dr Greenstein had been instrumental in bringing the Target One project to Knutsford Academy, and he wished to spend more time promoting and ensuring the project’s success. It was agreed to discuss with the Chair outside of the meeting, how best Dr Greenstein can serve the Trust.</p> <p>Governance Review including governor training Mr Cladingbowl reported that recently he had held a meeting with Su Turner (from ‘Insight to Impact Consulting’) with a view to running a governor training session for all governing members of the Trust. It was planned to hold a training day, currently pencilled in the diary for a date in July (<i>since the meeting this is now confirmed for Monday 8 July</i>). Alongside this, it was planned to review the overall governance of the MAT. The Clerk would send out details nearer the time.</p>	<p>The Clerk</p> <p>The Clerk</p> <p>The Chair/ Dr Greenstein</p> <p>The Clerk</p>

6. EXECUTIVE PRINCIPAL REPORT INCLUDING MANAGEMENT INFORMATION

Mr Cladingbowl advised that a full review of the management information would take place between now and the next meeting as he felt that there was currently an imbalance of the data available for the Academy and the Studio compared to that currently detailed for Egerton. *A trustee noted that he felt that the level of detail was good.* Much of the detail of the information is discussed at Local Governing Body level. The following data was discussed:

- **Knutsford Academy, ethos and expectations data** - detailing attendance, student numbers, exclusions data and lesson monitor marks. Attendance and persistent absentee figures continue to be better than national and are expected to improve further by year-end. *A trustee noted that Sixth form student numbers had dropped between 2017 and 2018 and asked why this was.* It was reported that essentially was due to the fact that the year11 cohort (moving into Year 12) had a lower number of students. It was noted that this year, there were 10 more students in the Year 11 cohort, but additionally that the number of external applicants was currently showing a year on year increase. It was reported that currently, all indications were that the September 2019 Year 7 intake would be around 210 students, i.e. another year of 8-form entry. *A trustee asked if there were enough teaching staff to cover this.* It was confirmed that the staffing plan had been reviewed and that additional science and humanities teacher roles were currently being advertised.
- **The Studio, ethos and expectations data** – attendance in Year 11 continues to be lower than national, as does the persistent absentee rate. Directors were reminded that given the small numbers of students in the Studio, that only 1 or 2 students effected the percentage rates significantly. There had been one permanent exclusion since the last meeting.
- **Knutsford Academy, academic progress** – *a trustee questioned why some of the numbers were shaded amber* it was reported that these were numbers that showed area of slight concern and review for intervention. The reason why they were shaded was because we are still part way through the year and there is still opportunity to affect and improve the results. The prior years are actual end of year figures.
- **The Studio, academic progress** – Trustees noted that the destination data was useful and interesting and asked if this could be incorporated into the Academy pages.
- **Egerton, standards and progress** – Mrs Hooper noted that current figures within school are beginning to show improvement overall in maths. Mr Cladingbowl would work with Egerton to bring current and up-to-date information to the next meeting.
- **Knutsford MAT, Human Resources** – Directors discussed a summary of HR data across the MAT. Of particular concern was staff absence, particularly compared to the rates in the private sector. This would be discussed further at the next Finance & Personnel meeting.
- **Knutsford MAT, Finance** – Income vs expenditure and reserve levels were considered for this and the next three years. It was acknowledged that Egerton had begun working on their three-year forecast and had already identified some savings. Mrs Hooper reported that the handover from the local authority finance department had been difficult, but work was continuing to identify savings. Year 3 in the 3-year plan is the first year that Egerton see the loss of the current (double) Year 6 cohort – a loss of approximately £50k income and also this is the first year of the new funding formula, where primary schools are expected to receive less per pupil funding. Trustees noted that the year 2020/2021 was not currently sustainable for Egerton. Trustees agreed that the Egerton Board needs to consider alternative funding models. It was reported that the due diligence process had identified some issues around the cost of leadership and administration. Mr Cladingbowl reported that he was due to visit Egerton after Easter and he would report his findings to the Egerton Board for consideration. Trustees were reminded that ESFA deadline for budget setting was 30 July and that three-year forecasts also needed to be submitted at this time. It was hoped that the three academies would be able to submit balanced budgets.

Mr Cladingbowl

Mr Cladingbowl/
Mrs Hooper

Mr Cladingbowl further reported that the MAT had begun work on establishing a central services division to the trust incorporating finance, HR, marketing and premises. Trustees supported this and progress will be reported to the next meeting.

Mr Cladingbowl

7. KMAT DEVELOPMENT	
<p>Mr Cladingbowl noted that there were a number of development issues under consideration including:</p> <ul style="list-style-type: none"> • Federation of MATs – this is MATs working together sharing services and practices, without formal structure, but working as partners. • Studio Development – there are possibilities of working with other schools which could increase opportunities and outcomes for students. • Chairs’ Forum – this was in the process of being set up to enable the Chairs across the MAT to meet together • Shared Use Contract – the ‘shared use’ contract that had been in place with the Leisure Centre for the last 40 years (1979 agreement) is due to expire this April. However, there is a 2-year notice period that needs to be excised and it is anticipated that the end of the contract will be sometime in September 2021. Discussions are being held with the Leisure Centre, as they (Everybody Leisure) have secured funding and are hoping to develop their facilities and their site. This leaves the Academy and Studio with a number of options to consider. Mr Cladingbowl briefly outlined some of the various possibilities and opportunities that could come out of this for the MAT. Further details will be given as discussions develop. 	
8. REPORTS FROM LGB’s and WORKING PARTIES	
<p>(a) Finance & Personnel Committee – 27.11.18 & 28.01.19 minutes were received. It was noted that draft papers around ‘working as a MAT’ had been reviewed in consideration of setting up central services.</p> <p>(b) The Studio LGB – 27.11.18 & 28.01.19 minutes were received and noted.</p> <p>(c) Knutsford Academy LGB – 19.11.18 & 11.02.19 minutes were received and noted. The Chair noted that given the larger intake for Year 7 cohort, there may be a discussion around increasing the PAN to ensure that the Local Authority offer enough places. The Clerk confirmed that admissions were now agreed for September 2020/2021 year and the earliest a change of PAN could be brought in would be September 2021. Finally, it was noted that a letter had been sent to Esther McVey regarding school funding and development of KMAT, Miss McVey had agreed to plan a visit to the school to further discuss these issues.</p> <p>(d) Egerton LGB – 29.01.19 minutes were received and noted.</p> <p>(e) Egerton Finance & Premises Committee – 16.01.19 minutes were received and noted.</p>	
8. REVIEW ANY COMPLAINTS RECEIVED	
<p>It was reported that the Trust had received two complaints since the last meeting, both of these complaints had been dealt with at Stage 1 of the complaints procedure (whereby a member of staff discusses the issue with the complainant).</p>	
19. ANY OTHER BUSINESS	
<p>There was no other business.</p>	
11. REVIEW & FEEDBACK OF THE MEETING	
<p>None</p>	
12. DATE AND TIME OF NEXT MEETING - Monday 1st July 2019 – 4.00pm	

ACTIONS

AGENDA ITEM AND ACTION	By When	By Whom
4. i) Preschool lease: Clerk and Mr Cladingbowl to liaise with Stone King regarding documentation required	As soon as possible	The Clerk
5. New Director appointment: new director appointment to be reported to Companies House and published on KMAT website Composition of LGB: requests for parent governors to be made. Review Dr Greenstein's involvement with Board and LGB Governance review: governor training session and review of MAT governance	As soon as possible Summer term As soon as possible Summer term	The Clerk The Clerk Chair / Dr Greenstein The Clerk
6. To incorporate destination data into Academy data To update Egerton data To progress Central Services division for KMAT	Next Meeting Next Meeting	Mr Cladingbowl/ Mrs Hooper Mr Cladingbowl
17 DATE AND TIME OF NEXT MEETING – Monday 1 July 2019		