

# MINUTES OF THE BOARD MEETING OF KNUTSFORD MULTI ACADEMY TRUST HELD ON MONDAY 15<sup>th</sup> OCTOBER 2018

#### **Present:**

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

## In attendance for this meeting:

Mr J Whittaker – Head Teacher of College & Studio Mr P Kingdom – Head Teacher of School Mrs J Robinson – Director of Human Resources Mrs Hooper – Head Teacher of Egerton Primary

Clerk: Mrs N Phillips

1. WELCOME & APOLOGIES	ACTION
All Directors were present and therefore the meeting was quorate.  The Chair welcomed Mrs Hooper to the meeting. Mr Whittaker, Mr Kingdom, Mrs Robinson and Mrs Hooper were in attendance for items 3, 4 and 6 (these items were discussed at the start of the meeting).	
2. DECLARATION OF INTEREST	
The Chairman asked for any declarations of interest for any item on the agenda. No declarations were made.	
3. MINUTES OF THE LAST MEETING	
Part 1 minutes of the meeting held on Monday 25 <sup>th</sup> June 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) Noted that Year 8's move to Bexton Road had been discussed at the KA LGB. It had gone well and there had been some positive feedback. Parents were particularly pleased with the level of care for the year 8s. b) KMAT development – Egerton conversion had taken place and the conversion was operational from 1 <sup>st</sup> September 2018. c) Members Update – Discussed under item. d) Budget Update – The Clerk reported that the 2018/19 budget and three-year plan had been	
submitted to the ESFA by the end of the July 2018, within the required timeframe.	
4. EGERTON PRIMARY SCHOOL	
The Chair reported that over the summer, the final paperwork had been put into place and the conversion of Egerton to become and Academy and join the MAT had been completed. There had been some last-minute issues around the lease for preschool and a few other matters around the legalities with lease with CEC and the common transfer agreement (CTA) – most of these had been worked through, and the conversion had happened, as planned on 1st September. The one issue that	

had not been resolved was the lease for pre-school. Cheshire East had not been able to supply documentation on this. It was agreed to continue to pursue this matter, and if necessary, KMAT would put a lease in place.

The Chair invited Alison Hooper to talk to the Directors to give a general background to the ethos, culture and assessment of Egerton Primary School.

Mrs Hooper gave a presentation to the Board outlining and noting the following:

- Vision Statement for Egerton:
  - 'Through dynamic teaching, a highly creative curriculum and supportive environment, every Egerton child gains a passion for learning. When combined with the knowledge, skills and values they develop, we enable our children to fulfil their potential as global citizens in an ever-changing world.'
- Egerton particularly focus on two aspects; i) quality of care within a child's home environment and ii) access to early childhood care and education. There is a lot of hard work reaching families.
- '80% of KS2 children will go on to do jobs that don't yet exist' this is particularly challenging when setting the curriculum. Quality of the curriculum is key to success.
- There is a respect culture at Egerton whereby everybody takes pride in the school rules.
- There is much emphasis on transition to secondary school, and working with the MAT will enable more attention in this area.
- Egerton work to a number of 'sustainable development goals'
- Egerton Primary School is the oldest school in Knutsford with a partnership with a school in Kenya.
- The school has an International School Award and involve the pupils and staff in global work
- There is a focus on maths this year a new maths teaching methodology (Singapore maths) has been brought in to increase maths understanding and improve the ability of the students.

A Governor asked if there was any framework for judging success Mrs Hooper responded by inviting the Directors to visit Egerton.

The Chair thanked Alison Hooper for this presentation and noted that 'all-through' education was now a step closer for the MAT.

#### 5. COMPOSITION OF GOVERNING BODY AND GOVERNANCE MATTERS

#### **Election of Chair, Vice Chair and Clerk**

The Chair, Mr Armstrong addressed the meeting stating that although he remained very much committed to KMAT, this year, due to personal circumstances, it would not be practical to be reelected to the position of Chair. After discussion, Mrs Catriona Millson was nominated and voted in as Chair and Mr Armstrong was nominated and voted in as Vice Chair for the 2018/19 academic year. Mr Armstrong continued to chair this meeting and Mrs Millson would take over as Chair after the meeting.

The Directors wished to acknowledge the tremendous and determined effort and work that Mr Armstrong has given to his role as Chair over many years.

Nicola Phillips was appointed as Clerk to the Governors for the 2018/19 academic year.

### **Update on Members to KMAT**

In line with the recommendation from the DfE regarding a review of the Members of KMAT, much work had been done to review the Members of the Trust. It was reported that currently the Members of the Trust would be as follows:

**Bob Armstrong** 

David Waugh, Head of Poynton

Phil Bland, Executive for Everybody Leisure

Wendy Stratford, retired, with a background of finance,

The final position would be taken up by one of the recommendations from the Academy Ambassadors' network. Mr Armstrong, Mrs Millson and Mr Cladingbowl had shortlisted candidates to meet next week and report the outcome to the next meeting.

#### **Succession Planning**

It was agreed that this should form an agenda item for the next meeting,

Since the meeting: the Clerk notes that many of the Directors and Governors' terms of office are due to expire this academic year, so this agenda item is key to the next meeting.

The Clerk

#### Parent Governor to the Studio School

It was reported that following a request for parent nominations, a parent had come forward. This parent was due to meet with Mr Whittaker and the Chair of the Studio for further information.

## **Articles of Association**

As previously reported, the Clerk reminded the Board that changes to the Articles were in the process of being made. The change relates to the composition of Members, in line with the instruction from the DfE on the Egerton conversion. Currently, KMAT was awaiting approval to the wording from the DfE. As soon as this is given, the Board agreed to recommend to the Members that they should adopt the revised articles.

Members

#### 6. LEADERSHIP TEAM REPORT

Mr Cladingbowl advised that with Egerton joining the MAT, this had been a good opportunity to review the management information. Much of the detail of the information shown in the presentation is discussed at Local Governing Body level and there was still work to be done to make the data more concise for the Board. The following data was presented:

- Knutsford Academy, ethos and expectations data detailing attendance, student numbers, exclusions data and lesson monitor marks. Attendance and persistent absentee figures were better than national. It was noted that lesson monitor was newly implemented, figures were currently showing above target, but it is early days to draw conclusion. A new measure of 'participation rate' had now been included. This showed the number of students participating in extra curricula activities either in or out of school. Directors discussed the merit of gathering this data for sixth form, and additionally whether transport affected participation in school-based activities for the students that live out of area.
- The Studio, ethos and expectations data attendance in Year 11 was showing as a lower than national, as was 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. Mr Kingdom noted that EWM (Education Welfare Management) continue to work with the students in the Studio in a drive to further improve attendance.

A Director asked if the Academy had been able to identify what had driven improvements to date. Mr Cladingbowl responded by noting that the 'back to basics' and 'doing the simple things well' priorities had had a positive impact on staff and students. Middle leaders had become more accountable and this was contributing to the improvements.

- **Knutsford Academy, academic progress -** Mr Whittaker noted that the progress 8 figures at GCSE level was showing a year on year improvement, and all figures for the academy were above national levels.
- The Studio, academic progress Mr Whittaker explained that the progress 8 figures had been adjusted in accordance with the formula that had been acknowledged by the Ofsted Inspectors. Destination data had been included for both year 11's and year 13s. The Year 11's had all gone on to either further education, apprenticeships or part-time employment. Over half of the year 13's had either gone to university or were employed. Others had taken apprenticeships, some had taken sports scholarships in USA importantly there were no 'NEET's (not in education,

- employment or training). Directors acknowledged that this was a pleasing statistic.
- **Egerton, standards and progress** Directors noted that in general the progress in reading and writing was good. There was work to be done in mathematics and Mrs Hooper reminded the meeting that this was why a new mathematics programme had been selected this year. Directors were interested to see how this progresses throughout the year.

A Governor noted that it would be useful to focus on some of the Egerton students and track data 'all through' their academic life; this would enable further analysis and work on the primary to secondary transition.

- **Knutsford MAT, Human Resources** Directors discussed a summary of HR data across the MAT. Of particular note was staff absence rates, *a governor asked if there was a way to measure the impact of sickness absences against the impact on education.* It was noted that there was further work and analysis to be done in this area this will be discussed further by the Finance and Personnel Committee.
- Knutsford MAT, Finance Income vs expenditure and reserve levels were considered for this and the next three years. It was acknowledged that there was work to be done by the Egerton governors to review their 3-year forecast. Currently the reserve position by year 3 was forecasting a negative position by over 20% of the estimated income. It was noted however that for the current year the latest teacher pay rise and teacher pension contribution rates had not yet been adjusted. This should have a positive impact on this year's position.

  It was reported that the recently agreed teacher pension contribution was much higher than had been anticipated. Current contributions are 16.8% and the new rate will be 23.6% -a 43% increase. It has been announced that the start of this new rate will be deferred until September 2019 (from March 2019), and consultations will begin to address how schools will be able to cover this increase. The 'teachers' pay grant' has been introduced to help school cover the cost of the recently agreed teachers' pay but the formula is based on pupil numbers as oppose to actual teacher costs and the grant is, to date only announce for this and next year.

Mr Cladingbowl noted that work on the format of this set of management data was under continuous review, but the committee agreed that the summaries provided had been informative and useful. It was reported that the second Sixth Form evening had generated a lot of interest and there were currently approximately 30 external applicants. It was reported that Mid Cheshire College were in the process of rationalising their provision, and as a result, were closing the Hartford Campus. This could be an opportunity to attract students to the provision in the Studio and/or Academy Sixth Form.

## 7. REPORTS FROM LGB's and WORKING PARTIES

- (a) Finance & Personnel Committee 24.09.18 minutes were received and noted.
- **(b)** The Studio LGB 24.09.18 Minutes were received and noted
- (c) **Knutsford Academy LGB** 17.09.18 Minutes were received during the meeting and governors were given time to read them.
- (d) Egerton LGB 13 September minutes were received and noted. A governor noted that discussions around increasing the PAN to 60 would only be possible once Egerton could confirm that there was space to accommodate the extra children.
- (e) Egerton Finance & Premises Committee the Clerk clarified that with regard to agenda item 8 and the comments around Stone King, that no errors had been made. The quote from Stone King for the conversion work was £9,700 and the final bill had come in at £9,065. There had been much work done above and over this amount, but negotiation had agreed the final bill at £9,065.

With regard to the Egerton conversion, the clerk advised the Board that there was still no lease in place for the pre-school. Mrs Hooper has relentlessley been chasing Mark Bayley at Cheshire East for the documentation around this, but to date, it has not materialised. The Board agreed that instruction would be given to Stone King to draw up a lease if Cheshire East cannot provide the documentation – and this needed to be done as soon as possible.

#### 8. REVIEW ANY COMPLAINTS RECEIVED

It was reported that one formal complaint had been received to Knutsford Academy last term. This complaint had been to stage 2 – whereby a governor reviewed the complaint with the complainants.	
The complaint had not been upheld, however the school were continuing to work with the	
complainants to resolve their issues.	
9. ANY OTHER BUSINESS	
Mr McCluney informed the committee that Egerton Primary school governors were in the process of considering a model of wrap-around care at the school. It was hoped that this would provide a good service to the Egerton community and could be an opportunity bring some income into the school. Mr	R McCluney
McCluney would update the next meeting on any progress.	
10. REVIEW & FEEDBACK OF THE MEETING	
None	
11. DATE AND TIME OF NEXT MEETING - Monday 10th December 2018 – 4.00pm	

## **ACTIONS**

AGENDA ITEM AND ACTION	By When	By Whom
<b>5. Governance Matters</b> The Board consider governor composition at the next meeting.	To be discussed at the next meeting	The Clerk (to add on agenda)
The Board recommended that the Members agree to adopt the revised wording in the Articles of Association as soon as approgiven from the DfE.	As soon as DfE approve revised wording	Members
<b>10 Egerton Wraparound Care</b> – Mr Robin McCluney to report progress, finding and plans to the Board.	For the next meeting	Mr R McCluney
17 DATE AND TIME OF NEXT MEETING – 10 December 20	018	