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**MINUTES OF OUTWOOD GRANGE ACADEMIES TRUST**

**Minutes of Outwood Grange Academies Trust Board of Directors' Meeting held at  
Outwood Grange Academy on 05 February 2018 at 1pm**

**Present:**

David Earnshaw	(DE)	Director (Chair)
Sue Hague	(SH)	Director
Chris Dalzell	(CD)	Director
Ralph Pickles	(RP)	Director
Roland Harden	(RH)	Director
Martyn Oliver	(MO)	Director (Chief Executive)

**In Attendance:**

Katy Bradford	(KB)	Chief Operating Officer
Ben Waterman	(BW)	Finance Director
Julie Slater	(JS)	Chief Executive Principal Secondary
Lee Wilson	(LW)	Chief Executive Principal Primary
Lisa Lewis	(LL)	Director of Executive Services
Paul Sorby	(PS)	Executive Director of Curriculum
Laura Calton	(LC)	Communications and Compliance Officer (Clerk)
Lynn James	(LJ)	Associate Executive Principal

**1. Notice/Quorum/Apologies/Confirmation of Papers**

1.1 The meeting was quorate.

**2. Declarations of Interest**

*RESOLVED (1)*

Declarations of interest were noted for RP, RH and SH for any item in their respective academies.

**3. Minutes of the Meeting held on 11 December 2017**

3.1 LW was present at the meeting but not on the list of attendees. Attendance list to be updated to reflect this.

3.2 Under item 7.5, remove reference to SH carrying out a pupil premium review. The review is governance only.

3.3 MO requested that the wording 'and exceeded it' be removed in item 7.4.

*RESOLVED (2)*

That the minutes be updated to reflect the changes under item 3.

#### **4. Matters arising from the minutes**

4.1 LJ provided an update for Directors on the student injured in a road traffic accident near Outwood Academy Ripon.

4.2 MO confirmed that OGAT have now be named as sponsor for Brumby Juniors following the decision made by the Headteacher Board.

#### **4.3 Executive Board Minutes 8 January 2018**

4.3.1 Under item 6.4, KB informed Directors that she had made contact with Wrigley's regarding a change to the memorandum and articles of association, however due to their work with WCAT, there has been a delay. KB stated she did not envisage there being an issue with this.

4.3.2 RH requested additional information on item 13.5; Danum bill for historical exclusions. The executive explained that local authorities charge a fee for exclusions, this can vary within local authorities but must be deemed reasonable. North Lincolnshire are charging £10,000 for permanent exclusions. KB informed Directors that the executive would want to have input into what was appropriate intervention.

#### **4.4 CEO Update**

4.4.1 MO provided Directors with an update on the report provided within the board papers. MO informed Directors that in the recent Ofsted inspections, the Chairs of the Academy Council had been strong with Ofsted commenting that they were knowledgeable, committed and passionate. Directors requested that their thanks be minuted, for their commitment and hard work. DE said he would write on behalf of the board to both Chairs of the Academy Council.

4.4.2 OGAT have been named as sponsor for six of the WCAT academies; KB is working with the DfE, Rex Proctor and AHR Architects regarding capital works. Although OGAT will work towards a 1st April conversion date, KB informed Directors that this may move to 1<sup>st</sup> May.

Directors asked what would happen with finances in the interim to conversion. BW confirmed that WCAT would be responsible for finances and accounting until conversion however Deloitte's have been appointed as auditor.

4.4.3 KB updated Directors on the OPALL extension; the local authority want to increase the PAN from 45 to 60 and Kiers were appointed through the SCAPE framework, however, there have been some significant issues around the costings. Kiers have now added an extra £600,000 costs for groundworks. As works have not yet begun, KB is exploring a traditional

tender route to ascertain the best value for money. As there will be a delay, the contingency plan has been put in place and a current computer room will be used as an additional classroom.

4.4.4 KB informed Directors that DMBC had appointed an independent valuer to carry out a valuation of the land at OAD.

4.5 As part of their professional development, MO has asked each of the Associate Executive Principals to attend a board meeting. This meeting was attended by LJ who leads on strand 2; Quality in the Classroom. LJ updated Directors on her work on a knowledge rich curriculum which looks at expectations of knowledge at key points and levels of expectations being raised with students feeling a sense of accomplishment prior to Year 10 and 11 which allows for more engagement at an earlier point in their academic life. Directors thanked LJ for her work.

*RESOLVED (4)*

DE to write to the Chair's of OABY and OAS thanking them for their work during the recent Ofsted inspections.

## **5. Dashboards**

MO thanked RP for emailing a collated set of similar 55 data through for the north east and our academies. It had not been immediately apparent that this data was still available. RP took the team through the data.

MO showed Directors how MAT comparisons can be viewed online. This allows Directors to rank performance against other Trusts. Praising Stars has also been updated to allow filtering for groups for the executive and Directors to focus significantly in various areas.

JS explained the ISDR reports to Directors.

### **5.1 Praising Stars 2 Key Stage 4**

5.1.1 JS displayed Praising Stars 2 data. Predictions are based on student current performance. Directors asked MO if the Trust is where it needs to be and is everything being done to achieve the targets. MO confirmed they were. Directors challenged MO to identify his areas of concern. MO explained that, OAA was a concern in terms of mathematics and there are significant knowledge gaps for students in OABi.

5.1.2 JS informed Directors that Lee Kirtley has secured a position with Northern Education Trust. Angela Sweeten has moved from OARe to OAO. Melissa Brant-Smith is now Associate Principal at OARe. JS stated that adverts for Vice Principal had closed and there were some good applicants. MO declared an interest in the he is friends with someone who has applied for a position and therefore he will have no involvement in the interview process.

### **5.2 Praising Stars 2 Key Stage 2**

5.2.1 LW talked through the Praising Stars data for key stage 2. Again, Directors challenged Reading remains a focus; high attainers at key stage 1 impacts outcomes at key stage 2.

### **5.3 Finance Period 3/Forecast 1**

#### **5.3.1 Confidential**

### **5.4 Revenue forecast including WCAT**

5.4.1 BW outlined the financial position once the 6 WCAT schools were included. Directors questioned whether there were any structural costs that cannot be anticipated, BW said this was unlikely and the revised curriculum structure had been factored into the figures.

## **6. Group Items**

### **6.1 General Data Protection Regulations**

KB provided Directors with a report on GDPR, which will apply from 25th May 2018. KB informed Directors that a training programme for staff will be run to ensure staff are aware of any new requirements.

KB will be the Trust's Designated Data Protection Officer.

KB confirmed that existing policies are being updated, along with fair processing and privacy notices which are displayed on websites and in the student planner. The Executive Board recommended the approval of the following GDPR compliant policies:

Data Protection and FOI policy  
Privacy notice for pupils  
Privacy notice for staff  
Records retention policy  
ICT policy  
Photograph policy

Directors unanimously approved the policies for immediate implementation.

*RESOLVED (5)*

That Directors unanimously approved the proposed GDPR compliant policies for immediate implementation.

### **6.2 Gender Pay Equality Reporting**

KB said OGAT are required to publish a gender pay gap report on 31st March 2018. KB displayed the proposed report which includes the statutory requirement to publish the mean and the median and the proportion of male and female in each pay quartile.

*RESOLVED (6)*

Directors reviewed and approved the gender pay gap report for publishing on the OGAT website.

### 6.3 Uniform

The Executive Board asked Directors to consider two aspects of the current student uniform; whether to continue to have a logo'ed shirt which is currently purchased through Trutex and whether to continue with the Outwood Family of Schools logo on blazers rather than individual academy names.

Discussion was had around the cost benefits to parents to move away from the logo'ed shirt and Directors approved that parents could purchase non logo'ed shirts from other suppliers. The Executive made it clear that guidelines would be set on style of shirts that are permitted and that a pack of two Trutex non-logo'ed shirts would still be provided with uniform bundle.

The executive have consulted with academies and academy councils regarding the generic blazer and cardigan/jumper logo; KB said that feedback that had been received indicated that academies did not feel their identity came from the logo.

The report gave indications of costs to move to an individual logo per academy which was increased due to the fact that the embroidery could not be done at the point of manufacturer, if they are not all the same. The Chair challenged the CEO on whether this could be done.

Discussion was had around alternatives that would still offer cost savings. MO suggested using the Outwood swirl rather than the wording. It was agreed that a mock up would be created for consideration.

*RESOLVED (7)*

That Directors authorised that the Academy shirt would no longer need to be purchased via Trutex or contain the logo.

*RESOLVED (8)*

Directors requested mock ups of proposals for the Outwood blazer for further consideration.

### 6.4 Policy Updates

*RESOLVED (9)*

That Directors approved the proposed policies and updates for immediate implementation.

## 7. Academy Councils

### 7.1 Academy Council Appointments

*RESOLVED (10)*

Directors approved the following appointments for sponsor governors:

AB and LD at Outwood Academy Bydales

LM and AL at Outwood Academy City

HW for Outwood Academy Acklam

- 7.1.1 SH said OAB and OAF now have a joint academy council and KB proposed the following Sponsor Governors for appointment:

SH (Chair)

PB (Vice Chair)

SM

BG

JF

AR

AT

AK

TJ

LD

*RESOLVED (11)*

That Directors approved the formation and proposed governors for the joint academy council at OAB and OAF.

- 7.2 Academy Council Minutes Summary

As discussed in item 6.3, OAR have minuted that they felt Outwood was perceived as a brand and not a place.

## **8. Items Not for Publication**

*RESOLVED (12)*

Any items relating to individual staff would be considered confidential.

## **9. Any other business**

- 9.1 SH asked that the Executive look at how fixed term exclusions could be reduced without affecting standards. MO stated that he had challenged the executive team to do the same. It was agreed that exclusions would be a standard agenda item and the Directors and the executive continue to challenge and develop the use of strong behaviour intervention rather than change the policy.

- 9.2 LL confirmed that Lord Agnew will give a keynote speech at the OGAT conference. JS suggested mental health as an subject for discussion.

*RESOLVED (13)*

That exclusions will be a standard agenda item at future OGAT board meetings.

**10. Date and Time of next meeting**

*RESOLVED (14)*

That the next meeting of the Board will be held on Monday 5 March and will be held at Outwood Grange Academy.

Since the meeting this date has been moved to Monday 12 March and will still be held at Outwood Grange Academy.

**Signed**

**Dated**