

The Robinswood Academy Trust
Minutes of the Meeting of the Board of Trustees held
at Robinswood Primary School on Thursday, 23 May 2019 at 9.30 am

Trustees Present:	Mr. Richard Barnard (Chairman/RB) Mr Mark Gale (MG) Mrs. Kim Hoodless (Executive Head Teacher/EHT/KH) Mrs. Alison Hook (AH) Mrs. Pat Norris (Vice-Chairman/PN) Ms. Deshni Pyndiah (DP) Mr. Chris Quick (CQ)
Members Present:	Mr. Peter Antill (Member/PA) Mr. Tom Coole (Member/TC)
Apologies:	Mr. Ian Brotherton (Member/IB) Mr. Nick Clitheroe (Trustee/NC)
In attendance:	Mrs. Celia Daghish (Company Secretary/CD) Mrs. Jane Penswick (Staff Advisor/JP) Mrs. Jennie Waltho (Staff Advisor/JW)

	SUBJECT	ACTION
1.	<u>Welcome</u> RB welcomed AH and DP to the Trust Board.	
2.	<u>Apologies</u> Apologies were received and accepted from Ian Brotherton and Nick Clitheroe.	
3.	<u>Declaration of Interests</u> <ul style="list-style-type: none"> • RB: Member - Waycroft Academy Trust and Governor - Northway Infants School. • Staff Advisors - JP and JW to be absent for Item 15. 	
4.	<u>Governance</u> <u>a) Trustee Appointments</u> <u>i) Deshni Pyndiah</u> <ul style="list-style-type: none"> • The appointment of Deshni Pyndiah as the Trustee (Director) appointed by Real Ideas Organisation (RIO) was noted. <u>ii) Nick Clitheroe</u> <ul style="list-style-type: none"> • PA and TC, as the Members present, formally agreed unanimously to the Trustee's recommendation that Nick Clitheroe become a Co-opted Trustee (Director). <u>iii) Alison Hook</u> <ul style="list-style-type: none"> • RB previously met with AH; her early years' experience and educational skills made her an ideal Trustee. • PA and TC, as the Members present, formally agreed unanimously to the Trustees' recommendation that Alison Hook become a Co-opted Trustee (Director). <u>b) Articles of Association – Update (KH)</u> <ul style="list-style-type: none"> • The update to the Articles of Association is in hand with Stone King Solicitors to obtain the necessary consents for the changes. 	
5.	<u>Minutes of Previous Meeting: 14 February and 25 February 2019</u> The minutes of the previous meetings held on 14 February and 25 February 2019 were approved and signed by the Chairman as a true and accurate record of the meeting.	Signed copy to be retained on file.
6.	<u>Actions carried forward not covered elsewhere</u> <u>TRUST BOARD MINUTES 19.05.19</u> <u>(Item 13 c) Academy Board Board's Terms of Reference & Revised Scheme of Delegation:</u> - RB & AB Agenda Item - RB to deliver training session on a best practice governance framework for MATs at each AB autumn term meeting. Completed - all training sessions delivered. <u>TRUST BOARD MINUTES 14.02.19</u> <u>(Item 4) - Actions carried forward not covered elsewhere</u> - RB and KH to discuss holding an annual strategy session at Academy Board level possibly in June 2019 after half term.	

<ul style="list-style-type: none"> • Following the last Trust Board meeting, RB and KH had discussed holding a second strategy session early in the autumn term. • The issue of the best time for this strategy session was raised; would holding the session in the last week of the summer term have greater impact for the next academic year, or would this timing be too difficult for any members of staff involved? • <u>The Trust Board agreed that RB and KH would look at holding the strategy session in the last week of the summer term or early in the autumn term; this to be a half-day session to be attended by Heads of School, Trust Business Manager, Members, Trustees, and Academy Board Chairs (or an Academy Board representative if their Chair was unavailable).</u> <p>Action KH & RB</p> <p>- CD has compiled an Academy Board Induction Pack and will send it to CQ to suggest further items.</p> <p>Completed - CD updated the Trustee and Academy Board Induction Packs and sent these to CQ. CD to circulate Trustee Induction pack to all Trustees and Members.</p> <p>Action CD</p> <p><u>(Item 10 c ii) Admissions</u> KH to advise MG on the percentage of Grange children from Podsmead. Completed - KH gave MG the percentage; this is around 25%.</p>	<p>RB and KH to look at holding a strategy session in the last week of the summer term or early in the autumn term as a half-day session</p> <p>CD to circulate Trustee Induction pack to all Trustees and Members</p>
<p>7. <u>Executive Head Teacher's Report for Trust Board – 23.05.19 (previously circulated)</u> Issues and queries arising were:</p> <p><u>A. SUMMARY SEF – EHT REPORT</u></p> <p><u>a) Pupil Numbers</u></p> <ul style="list-style-type: none"> • <u>Current Numbers for Moat and Grange Reception Intake September 2019.</u> - <u>Current numbers for Moat and Grange Reception Intake for September 2019 (from information provided last week) are lower than the Pupil Admission Number (PAN).</u> (Grange: PAN 45 - 35 accepted and 4 more allocated and Moat PAN 30 - 13 accepted and 7 allocated). - Grange has year groups with large pupil numbers moving through (Year 1 - 44, Year 2 - 52, Year 3 – 45, Year 4 – 42 and Year 5 - 44). The level of teaching assistants (TAs) is higher at Grange than in the other schools in the Trust - Moat pupil numbers are low for Year 4 (15) and Year 5 (20). Two Moat TAs will leave at the end of term and currently will not be replaced. The issue of whether to move from six classes back to seven will need to be considered. - <u>KH explained that Reception numbers lower than the PAN will have budgetary implications and could lead to mixed Key Stage 1 classes or not replacing TAs when they leave. The issue will be further considered by the FGPC.</u> She added that she had recently visited a school in Peckham which is teacher led and uses Pupil Premium monies for interventions by teachers rather than TAs. - <u>Trustees commented on the need to balance the needs of the children with the need to balance the budget without relying on contingency monies; it is a question of anticipating and addressing potential future problems now.</u> - <u>The Trust Board noted that the issue of using teachers instead of TAs for Intervention could be a potential agenda item for the Trust Strategy Session.</u> <p>Action FGPC Agenda Item & Trust Strategy Session Agenda Item</p> <ul style="list-style-type: none"> - <u>A Trustee asked was the dip in Grange Reception pupil numbers a trend and if it would increase.</u> - KH replied that Grange's September 2018 Reception numbers are similar to last year's; placing a school in Special Measures will affect pupil numbers but the Trust needs to reduce this trend. She added that low September 2019 Moat Reception numbers are less of a concern as oat is improving rapidly; this was confirmed by a review conducted by an external consultant yesterday. 	<p>FGPC Agenda Item - FGPC to consider budgetary implications of low Reception numbers</p> <p>Trust Strategy Session Agenda Item – the issue of using teachers instead of TA for Intervention?</p>

- **A Trustee asked how Moat works within its local community and if it has any links to local universities to raise aspiration.**
- KH advised that Moat does not currently have any university links but does a good job in being involved at local community events; perception of the school “on the street” is one of positive change. A Trustee added that, as promised to Moat at the outset, the Trust given it stability. For example, experienced practitioners were moved from elsewhere in the Trust; the Moat Head of School was deployed from Hunts Grove and has developed good relationships with the parents and increased confidence in the school.

b) Attendance Data (as of 13.05.19)

- **Current Attendance Levels.**
- **The Trust Board noted that current attendance levels across all Trust schools are pleasing and a real improvement in line with the national average** (Robinswood-95.5%, Waterwells 95.73%, Hunts Grove 96.29%, Moat 94.19%, Grange 95.7% and national average - 95.4%).
- **Moat Persistence Absence.**
- **The Moat persistence absence figure (15.38% - national average 10.1%) was queried as rather high.**
- KH replied that this was due to the persistent absence of a couple of children for specific reasons and the Moat team is working with their families to address the issue.

c) School Context

- **SEN Support.**
- **Significant numbers of children require SEN support. This can impact on and explain a low Reception baseline.** (Percentage of SEN pupils: Robinswood - 16.6%, Moat - 23.2%, Grange - 22.9%, Waterwells 10.6%, Hunts Grove 13 % and National 12.1%).
- **Social Care.**
- **High levels of children receive Social Care.** For example, the number of children on Child Protection Plans: Robinswood - 10, Waterwells - 3, Hunts Grove 1, Moat 6 and Grange 9.
- **Free School Meals (FSM).**
- **There are a high percentage of FSM pupils at Robinswood 43%, Moat 52% and Grange 39% compared to the national average 25.2%.**
- TC to liaise with MG, PN and BA (Robinswood and Moat Academy Board Chair) regarding a potential project to manage “holiday hunger”.

Action TC (& MG, PN & BA)

TC to liaise with MG, PN and BA regarding a potential project to manage “holiday hunger”

d) Overview of Attainment January & April 2019

i) An overview of the percentage of pupils in each year and in all schools working at age related expectations (ARE) for January and April 2019 had been previously circulated. KH briefed that, on the whole, these data trends are in the right direction.

ii) Queries and comments arising from the Trust Board were:

- **Grange Data.**
- **It was noted that Grange Writing data had consistently dropped for all year groups from January to April 2019 and that all Year 1 Grange data was lower than the Year 1 data for all the other schools.**
- KH explained that that when children come into Year 1 the step up in expectation from Reception can led to a Year 1 data dip in April with usually a corrective increase by the end of the year. She added that the Trust is moving to a new assessment tracking system which should free up more time for planning and objectives. The outgoing SPTO system emphasises ticking off objectives and, if teachers are cautious to do so, the reality is that the children are performing better than the data.

<ul style="list-style-type: none"> • Year 2 Data. - It was commented the Year 2 data for all schools, apart from Hunts Grove Year 2 Writing, could be a concern; were these data trends due to the nature of the cohorts? - KH confirmed that the data trends such as Grange Year 2 data tend to reflect the nature of the cohort. Grange has adopted the Power of Reading initiative which should make a difference to the Year 2 data. • Year 5 and 6 Moat Data. - Good Moat Year 6 data was noted (Moat % at ARE April 2019: Year 6 - Writing 73%, Reading 73%, Maths 73%). Less positive Moat Year 5 data will need to be addressed (Moat % at ARE April 2019: Year 5 - Writing 40%, Reading 45% Maths 45%). <p>e) Teaching and Learning Profile</p> <ul style="list-style-type: none"> • The Teaching and Learning Profile shows the percentage of teaching across all schools which is Good or better, Requires Improvement or Inadequate. - A Trustee commented that if this table and the data overview are considered alongside the Trust school context data, it could be argued that Waterwells data outcomes are not commensurate with its school context? Should Academy Boards receive contrasting data from across the Trust to help drive improvement in their own schools? - KH replied that the remit of the Academy Boards is to monitor Teaching and Learning standards in their individual schools and the issue of comparative data for Academy Boards is an area she will consider further. She added that it could be helpful for Academy Boards to have an anonymised version of teaching and learning profile. <p>Action KH</p> <p>C. APPENDIX 2 - CURRENT MODEL FOR SCHOOL IMPROVEMENT APPLIED ACROSS THE ROBINSWOOD ACADEMY TRUST AND MAT IMPROVEMENT CAPACITY FRAMEWORK</p> <p>The Trust Board:</p> <ul style="list-style-type: none"> • Noted that the Trust's Current Model for School Improvement was developed using the RSC's MAT Improvement Capacity Framework. • Commented that, as the majority of information provided to Trustees was from the Executive Headteacher, inviting more senior leaders to present at Trust Board meetings would widen the information source. • The Trust Board suggested that the MAT Improvement Capacity Framework could be a potential agenda item for the Trust Strategy Session. <p>Action Trust Strategy Session Agenda Item</p>	<p>KH to consider further the issue of providing Academy boards with comparative data and an anonymised version of the Teaching and Learning Profile</p> <p>Trust Strategy Session Agenda Item – MAT Improvement Capacity Framework</p>
<p>8. See Confidential Minute.</p>	
<p>9. Community Engagement</p> <p>a) Community Enterprise Initiative with Power for Change – Before and After School Childcare Facilities (KH)</p> <ul style="list-style-type: none"> • The next FGPC meeting will consider the financial viability of running the Robinswood Before and After School club beyond this academic year. KH to liaise with TC on access to potential alternative funding. <p>Action KH</p> <p>b) Health & School Emotional Wellbeing Project - Academic Year 2018/19 (KH)</p> <ul style="list-style-type: none"> • There were no issues arising. 	<p>KH to liaise with TC on access to potential alternative funding for the Robinswood Before and After School Club.</p>
<p>10. Hunts Grove Primary Academy – Build Update (KH)</p> <p>a) The Hunts Grove build is well underway; the builders are confident that the building will be ready by 29 June 2019.</p>	<p>KH to send Trustees and Members sign up details of the Hunts Grove</p>

	<p>b) KH to send Trustees and Members sign up details for the site tours of the new Hunts Grove school to be hosted by the builders for parents and pupils on 5 June 2019.</p> <p>Action KH</p>	<p>site tours on 5 June 2019.</p>
11.	<p><u>Reports from Finance & General Purposes Committee & Academy Boards</u></p> <p><u>a) Finance & General Purposes Committee (FGPC): Minutes 15 March 2019 (RB)</u></p> <ul style="list-style-type: none"> • <u>SEND Support Funding.</u> <ul style="list-style-type: none"> - A Staff Advisor noted the change in formula for SEND support funding and the additional cost for the Trust of £84k (FGPC 37 18/19 b); will the increase be met by the Trust and are there any plans to counteract the increase? - RB reported that Trust's contingency monies will cover the additional cost this current financial year. KH advised that the increase could have wider implications on support staff deployment; there was the need to ensure that the allocated TA spend on SEND provision avoids doubling up funding streams. • <u>Road Safety.</u> <ul style="list-style-type: none"> - The Trust Board commented on the need to action the road safety issues discussed (FGPC 40 b); the safety of children and staff at all Trust schools is a priority. - KH to contact the TFM to progress the need for a barrier at Waterwells and for traffic calming initiatives at the Moat back gate. <p>Action KH</p> <p><u>c) Robinswood & Moat Academy Board Meeting: Minutes 26 February 2019 (PN)</u></p> <ul style="list-style-type: none"> • <u>Setting.</u> <ul style="list-style-type: none"> - PN reported the discussion on specialist teachers and setting; the Trust Board had asked the Academy Board to revisit the issue (Trust board AGM 11.10.18 - Item 7 B d iii). The Robinswood Head of School had explained the limitations of setting. For example, maths setting means that not all children are exposed to higher-order thinking. - The Trust Board agreed that the issue of specialist teachers and setting could be a potential agenda item for the Trust Strategy Session. <p>Action Trust Strategy Session Agenda Item</p> <p><u>c) Waterwells and Hunts Grove Academy Board Meeting: Minutes 25 March and 29 April 2019 (CQ)</u></p> <ul style="list-style-type: none"> • <u>Collaboration.</u> <ul style="list-style-type: none"> - CQ commented that the sharing of data and best practice across the two schools had enhanced the discussion and challenge at the recent meetings. - It was suggested that the issue of collaboration between schools to share best practice across the Trust could be a potential agenda item for the Trust Strategy Session. <p>Action Trust Strategy Session Agenda Item</p> <p><u>d) Grange Academy Board Meeting: Minutes 27 February 2019</u></p> <ul style="list-style-type: none"> • <u>Outdoor Learning Area</u> <ul style="list-style-type: none"> - KH explained that the Grange Outdoor Learning area was closed following a Health & Safety Audit in January; the Trust facilities team is dealing with the issue. 	<p>KH to contact TFM to progress the need for a barrier at Waterwells and for traffic calming initiatives at the Moat back gate.</p> <p>Trust Strategy Session Agenda Item - the issue of specialist teachers and setting?</p> <p>Trust Strategy Session Agenda Item - the issue of collaboration between schools to share best practice across the Trust.</p>
12.	<p><u>Academy Board Succession Planning</u></p> <p>a) The Trust Board noted that:</p> <ul style="list-style-type: none"> • Each school within the MAT has its own identity. • There was logic to the preference from Robinswood and Moat Academy Board to remain a joint board for now as they are part of the same estate. • Although Hunts Grove and Waterwells are located near each other, they are adjoining communities each with a different feel. This reflects the preference from Waterwells and Hunts Grove Academy Board to move to two separate Academy Boards for each school when viable. 	

	<p>b) The Trust Board agreed:</p> <ul style="list-style-type: none"> • <u>The principle that two separate Academy Boards for Hunts Grove and Waterwells be established reflecting the separate identities of each school.</u> • <u>The move to the two separate boards to be subject to a skills audit of the current Academy Board to show sufficient educational and governance experience for each Academy Board to be robust entities.</u> RB to provide CD with an Academy Board skills audit template. <p>Action RB</p>	<p>RB to provide CD with an Academy Board skills audit template.</p>
<p>13.</p>	<p><u>Policies</u></p> <p><u>a) Behaviour and Restorative Practice Policy & General Complaints Policy and Procedures (previously circulated)</u></p> <p>i) The Trust Board noted and agreed:</p> <ul style="list-style-type: none"> • The Robinswood Academy Trust Behaviour and Restorative Practice Policy • The Robinswood Academy Trust General Complaints Policy and Procedures. <p>ii) The Trust Board noted that the General Complaints Policy and Procedures updated the one approved in March 2016; a move to a policy to detail how complaints are addressed within the MAT structure is desirable. KH/CD to prepare a new revised version for approval at the next Trust Board meeting.</p> <p>Action KH/CD</p> <p><u>c) Hunts Grove Pupil Admission Number (PAN) for Reception</u></p> <p><u>i) The Trust Board agreed to the request from the local authority (LA) to increase the PAN for the Hunts Grove Reception from 30 to 60 intake Hunts Grove from September 2020, noting that Hunts Grove was built as a two-form entry school.</u></p> <p>ii) KH/CD to amend and resubmit the Hunts Grove Admissions Policy 2020 to the LA.</p> <p>Action KH and CD</p>	<p>KH/CD to prepare a new revised version of the General Complaints Policy and Procedures for approval at the next Trust Board meeting</p> <p>KH/CD to amend and resubmit the Hunts Grove Admissions Policy 2020 to the LA</p>
<p>14.</p>	<p><u>AOB</u></p> <p>a) See Confidential Minute.</p> <p><u>b) Beaufort Co-operative Academy (RB)</u></p> <p>RB reported:</p> <ul style="list-style-type: none"> • Following public consultation, Beaufort Co-operative Academy will be changing its name and be known as Holmleigh Park High School from September 2019. • RB and KH will meet with the chief executive of the Greenshaw Learning Trust and the Head of Beaufort Co-operative Academy early next month; such meetings should foster good relationships and stronger links with other local schools. <p><u>c) Trust Business Manager (RB)</u></p> <p><u>i) The Trust Board agreed with the Chair's recommendation that the Trust Business Manager (TBM) should attend all future Trust Board meetings as his strategic perspective would be beneficial.</u></p> <p><u>ii) TBM to prepare a summary of headline financial information for each school to include reserves, staffing and premises costs for all future Trust Board meetings.</u></p> <p>Action RB</p>	<p>RB's to invite the TBM to attend all future Trust Board meetings and prepare a summary of headline financial information for each school</p>
<p>15.</p>	<p>See Confidential Minute.</p>	<p><i>JP and JW left the meeting 11.45 am</i></p>
<p style="text-align: center;">DONM: T.B.A.</p>		

Relevant papers attached:

(Item 4)

- Trust Board Minutes 14.02.19 & 25.02.19

(Item 7)

- Report from Executive Head Teacher for Trust Board 23.05.19:
- Summary SEF EHT Report to Trust Board 23.05.19
- Appendix 1 Overview of Attainment January & April 2019
- Appendix 2 Current Model for School Improvement Applied across TRAT & MAT Improvement Capacity Framework

(Item 11)

- FGPC Minutes 15.05.19
- Robinswood and Moat Academy Board Minutes 26.02.19
- Waterwells and Hunts Grove Academy Board Minutes 25.03.19 & 29.04.19
- Grange Academy Board Minutes 25.03.19 & 29.04.19

(Item13)

- TRAT Behaviour & Restorative Practice Policy
- TRAT General Complaints Policy and Procedures

Signed by:

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Date: