



## Minutes of the Heart of Mercia Multi-Academy Trust incorporating Hereford and Worcester Sixth Form Colleges

Meeting held on 10<sup>th</sup> December, 2020

Owing to guidance on limiting the spread of the Corona Virus This meeting was held using Teams

Present: Ken Hopkins (Chair),  
Sheila Boniface,  
Marion Hawkins,  
Toby Hooper (vice-chair),  
Daniel Pearce-Higgins,  
Shirley Tully,  
Peter Cooper (Executive Principal)

In attendance: Jonathan Godfrey (Clerk to the Trust), Sallyanne Griffiths (Finance Director),  
James Miller (Chair Hereford SFC LGB), Gill Slater (Chair WSFC LGB),  
Remley Mann (Principal, KEVI College ,Stourbridge), John Hodt (Chair, KEVI),  
Mark Ridgway (Head of IT), Andrea Marshall (HSFC)

### ACTION

1 **Apologies for absence:**

There were no apologies for absence.

2. **Declaration of interests and gifts**

None was declared

3. **Minutes of the meeting of 8<sup>th</sup> October, 2020 , matters arising, outcome of action points**

These were approved as a correct record. There were no matters arising or action points. James Miller commented on the significant improvement in Train and Coach transport from Wales following strong lobbying from HSFC, supported by Jesse Norman MP.

4. **Report of Annual Meeting of Members**

KH summarised the discussion. The accounts and Board SAR were noted and the Members expressed full confidence in the Trust. A presentation on future development was discussed. A summary is contained in the minutes which will be distributed to Board Members.

5. **Minutes of Executive Group meeting**

Peter Cooper summarised the key issues, highlighting the forthcoming collaborative staff development day (using Teams) across HSFC, WSFC and KEVIC. This will include plenary sessions on MAT and College developments and separate group sessions for Library staff, Departments, Personal tutors, careers staff and marketing staff.

It was noted that Cirencester College had decided to postpone considering joining the MAT and would not attend meetings or joint events until a firm decision had been made.

6. **Executive Principal's Report**

Peter Cooper rehearsed the key points. It was noted that attendance and retention at the colleges has been very good, despite Covid 19 and transport issues (at Hereford).

Peter Cooper presented an update on options for the future (power point slides are distributed with the minutes).

Transitional changes include:

*Reviewing the balance between Peter Cooper's dual role as Executive Principal and Local Principal of HSFC.*

*Expanding the MAT central team to appoint PT staff with responsibility for IT, HR and marketing while continuing their college roles.*

Key priorities are :

*Streamlining communication*

*Reviewing the level of detail in communication between colleges*

*Focusing on strategic planning*

*Identifying KPI's for the MAT*

*Instituting regular MAT away days*

*Develop systems for the MAT to hear views of staff and students*

Future development of the MAT could include assimilation of more SFC's (horizontal integration) or schools (vertical integration) or both.

It was agreed that:

This was an excellent basis for further extensive discussion at the proposed Board away day.

The expansion of the MAT to five academies would generate a capital allocation automatically

The priority for the MAT should be to strive for outstanding provision in all member institutions and this would be easier to achieve through horizontal integration (adding more SFC's to the Trust) rather than adding 11-16 schools.

7. **Updates from Local Governing Bodies**

**WSFC**

Phil Douce has been reappointed as a governor in addition to a new local teacher and a student governor. Ruth Scotson, Deputy Principal is retiring, leaving at the end of this academic year. Gill Slater and Ed Senior will work with Peter Cooper on the appointment of a new Deputy.

**HSFC**

Three new governors have been appointed: Rev.Kina Robertshaw, Professor David Langley, Chief of External Engagement at NMITE and a student governor, Felix Smithson. Governance procedures have been reviewed and the occasions when Chair's action is appropriate broadened.

8. **Minutes of Committee meeting Meetings of 26<sup>th</sup> November, 2020**

**Audit Committee**

The minutes were approved. It was noted that the Audit Committee had recommended the accounts be approved by the Board subject to approval by the Finance and Resources Committee.

**Finance and Resources Committee**

The minutes were approved.

Following discussion the Management Accounts for October and Principles for MAT charges were approved. It was noted that following approval by the Audit Committee, the Finance and Resources Committee had also approved the Annual Report and Financial Statements . Following discussion the accounts were approved.

**Curriculum and Quality Committee**

Following discussion the Minutes were approved. TH summarised the main issues discussed at the meeting and complimented Catherine Brearey on her report.

9.. **MAT Board Self-Assessment Report and Action Plan**

Jonathan Godfrey summarized the outcomes of the report. It provides firm evidence that the Board is meeting its responsibilities well. The Board Self-assessment was noted and the action plan was approved.

10.. **Assimilation of KEVI College, Stourbridge into the MAT**

Ken Hopkins summarized the due diligence work and outlined issues which could result in a delay to the 1<sup>st</sup> February conversion date. Following discussion it was agreed, in principle, that KE VI College should be assimilated into the Heart of Mercia Trust when all issues are resolved. Peter Cooper will contact Jesse Norman MP to seek his assistance in achieving speedy processing of the application by the DFE.

11. **Any other business**

There was no any other business.

**Date of next meeting: 18<sup>th</sup> March, 2021**

