



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

Meeting held on 10th October, 2019

Present: Ken Hopkins (Chair), Gillian Slater (Vice-Chair),
Phil Douce, Sheila Boniface, Marion Hawkins,
Toby Hooper, James Miller,
Andrew Parsons, Shirley Tully,
Peter Cooper (Executive Principal)

Apologies:

In attendance: Jonathan Godfrey (Clerk to the Trust), Sallyanne Griffiths (Finance Director)

ACTION

1 **Apologies for absence:**

None

2. **Declaration of interests and gifts**

Gillian Slater, Phil Douce, Sheila Boniface and Toby Hooper governors of WSFC

3 **Minutes of the meeting of 9th July, 2019**

These were approved as a correct record.

4 **Matters arising**

Associate members have not yet been formally invited to attend board meetings.

It was agreed this should happen, although their withdrawal from a meeting may be necessary when issues confidential to the MAT are discussed. The Due Diligence exercise on Cirencester College has been postponed pending the outcome of their academisation application to the Regional Schools Commissioner and Headteacher Board.

It was agreed that Trustees who are currently also local governors should declare that interest at every meeting until they relinquish this role.

PD agreed to be the trustee with responsibility for data protection and SB that for Safeguarding. JTG will arrange for them to be contacted by the relevant MAT staff.

PC

JTG

5 Minutes of the Executive Group meeting of 19th September,2019

The minutes were noted. Key points made were:

The collaboration between the two colleges is already bearing fruit. Staff absence in MIS at WSFC has been effectively covered and the development of shared systems has been positively received. The creation of cross MAT responsibilities has provided excellent development opportunities for staff.

Issues arising from the updates from Cirencester and KE Stourbridge were clarified:

Stourbridge loan of £1.8 is an arrangement with their Charitable Trust and would be covered in any future due diligence.

The Trade dispute referred to was a Trade Union Dispute.

Apprenticeships and T levels were currently being delivered at Cirencester. There are no plans to introduce these at HSFC or WSFC.

The current diverse modes of gaining teaching qualifications were discussed. There are staff recruitment benefits to be gained from being involved with a teaching school. HSFC is part of HERE Teach in Hereford run by Wigmore school.

6 Minutes of Local Governing Body Meetings

Issues noted were:

HSFC:

JM reported that the new 'committeeless' structure had worked well and there had been positive feedback from LGB members. Problems with the 'Transport for Wales' train service from Cardiff continue. Students and parents have complained and the issue has been taken up with Jesse Norman and David Davies, the Hereford and Monmouth MPs. There is a concern this could impact on student retention.

WSFC:

Governors are appointing a governor with responsibility for SEND . It was agreed to enquire whether this was a requirement for the MAT board.

Both Colleges are running training sessions on inspection. MAT trustees are invited to attend which ever is the most convenient:

HSFC at the Green Dragon Hereford 6.00pm on 7th November followed by refreshments.

WSFC at the college 5.30pm on 25th November followed by an LGB meeting.

JTG

7

Executive Principal’s Report

The report was noted. The following points were made:

The curriculum committee have discussed a detailed analysis of results. HSFC and WSFC overall value added profiles are very similar. Both the ALPS and ALIS data show above average data, HSFC slightly better.

Both systems have shortcomings. ALPs compares this year’s results with last year, an issue complicated by the introduction of linear A levels.

Retention in both colleges is good. This impacts positively on qualification success rates (the product of retention and pass rate) but can adversely impact on raw results since it is the weaker students who tend to drop out who are retained.

Recruitment to both colleges has improved. A detailed analysis will be considered at the next meeting.

8

Minutes of Committee Meetings of 26th September, 2019.

(i)

Audit Committee

The minutes of the meeting, Risk Management Policy, Risk Register, Risk Management Action Plan and Whistleblowing Policy were approved.

It was noted that the WSFC accounts must be signed off in November in order for the MAT accounts to be approved in December. GS will confirm arrangements are in hand with ED Senior.

GS/ES

It was suggested that the tone of the Whistleblowing policy and procedures was rather formal and could deter unconfident staff from raising issues. JM agreed to produce a draft rewording for when the policy was next reviewed.

JM

PC and KH reported verbally on the ESFA audit. Actions are in hand to address the recommendations made. None was considered substantive.

There will be a new standing agenda item on the Audit Committee:
A report on Fraud, Data Protection and Cybersecurity issues.

JTG/SAGR

(ii)

Finance and Resources Committee

The minutes of the meeting, Financial Regulations, Pay Policy, Budget for 2019/20 and Management Accounts were approved.

It was noted that SAGR had confirmed that WSFC were able to use their additional £25K for teaching staff pay to also reward support staff. TH thanked SAGR for her rapid response to this query.

PC and SAGR will be attending a meeting with WSFC governors to explain how financial information will be provided.

The proposal from PC for the internal appointment of two Deputy Principals, having been discussed and supported by the committee, was approved by the Board.

(iii) **Curriculum and Quality**

The minutes of the meeting were approved. TH rehearsed the key issues which are detailed in CB's report and summarised in the minutes.

Key points are:

The raw A*/B % is below the national average and this is reflected in value added data for the higher ability range.

Level 2 performance continues to be a strength with retake English and Maths GCSE results being significantly above national averages.

Vocational results are generally good but variable owing to whether the course is the old or new specification which includes an exam element.

It was noted that HSFC data would be self-assessed as Good this year rather than Outstanding. CB suggested that judged over several years an Outstanding grade could still be justified but both colleges will need to prepare for a possible inspection under the new framework

Actions have been taken or planned to improve results at both colleges.

9 **Establishment of Remuneration and Search Committees**

It was agreed that JTG will ask Trustees for their willingness to be on one or both of these committees. It was noted that the Remuneration Committee should comprise the Chair and a minimum of two other directors (the Executive Principal may not be a member) and the Search Committee should comprise the Chair, the Executive Principal and a minimum of two other Directors.

JTG

It was agreed the committees if possible would meet prior to full board meetings.

10 **Procedures for appraisal of Senior post-holders**

The procedures for appraisal of Senior post-holders were approved. The section in the MAT pay policy and procedures covering senior staff appraisal would be altered to reflect this. This amendment to the Pay Policy was approved.

JTG

11 **Any other business**

MAT website

The basic structure has been agreed and a designer appointed. The Governance section will include a secure area for Directors to access papers. It is hoped this will be finished by the end of November.

12 **Date of next meeting:**

Committees: 3.00-6.00pm 28th November, 2019 at HSFC

Full MAT Board : 12th December, 2019 at WSFC
