



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

Meeting held on 12th December, 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),
Peter Holmes (Chair, Cirencester College),
Remley Mann (Principal, KE VI Stourbridge Sixth Form College)

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**

Trustees with responsibility for

Sheila has met staff responsible for safeguarding in the two colleges.
Phil has made contact with the MAT Data Protection officer.

Membership of the Remuneration Committee was confirmed: KH, AP and GS.
Membership of the Search Committee was confirmed: KH, TH, ST and PC.

It was agreed that the Search Committee would meet on 5th March 2020 at
5.00pm after the two committees scheduled to meet on that day.

A date for the Remuneration Committee will be set after the SFCA pay award is agreed.

Video-conferencing will be used for the March Committee meetings. Trustees can attend at either HSFC or WSFC.

The Governance Procedures will be amended to allow for meetings to operate in this way.

JTG

5

Minutes of Annual Members Meeting of 28th November, 2019

The minutes were noted. David Green has agreed to become a member pending agreement from his Chair of Governors.

Guidance on the role of Members which was discussed at the meeting will be provided for Trustees.

JTG

6

Minutes of Executive Group Meeting of 27th November, 2019

The minutes were noted. All colleges have similar issues. The meeting had enabled actions to be developed for mutual support, stronger departments helping weaker ones, sharing good practice and collaboration on self-assessment.

7

Minutes of Local Governing Bodies

Concern had been expressed by the WSFC local governing body that the expansion of the MAT was proceeding more quickly than anticipated. KH rehearsed the timing and content of previous discussions. The issue had been discussed 18 months ago and if KE Stourbridge or Cirencester were to join it would be on 1st September 2020 at the earliest.

It was noted that due diligence is still to be carried out and no final decision had been made.

JTG

Concern had also been expressed that a condition of Cirencester's application, set by both the RSC's concerned, was that no MAT Trustees should be governors of an academy in the MAT. This had been the guidance received by HSFC on becoming a MAT.

Further recent clarification from DFE and RSC was that, although not mandatory, this was 'best practice' and was expected to be followed. It was agreed that action should be taken to comply with this.

PD tendered his resignation as a MAT trustee in order to remain a WSFC governor.

TH will resign from the Worcester LGB after their annual conference in February.

SB will resign as a WSFC governor but will attend the meetings until the end of the academic year.

GS will resign as vice-chair of the Board and as a Trustee but will be in attendance at Board meetings as Chair of WSFC until the end of the academic year when she will resign from the LGB and rejoin the MAT Board.

WSFC trustees

8	Executive Principal's report and IT update	<p>The report was noted. It was hoped the recent additional funding allocations would allow some reduction in staff workload.</p> <p>Staffing issues in IT at Worcester had delayed some developments. A full-time developer is due to be appointed shortly. The website should be completed by Christmas.</p>	
9	Use of top-slice	<p>PC explained the principles underlying the current position. Although current Reserves would be associated with an institution on joining the MAT and could be expected to be used by that academy, it was noted that, in exceptional circumstances, the reserves could be used for other colleges or the MAT as a whole. It was agreed this approach would be incorporated into the MAT reserves policy currently under review.</p>	ST/SAGR
10	Minutes of Committee Meetings of 28th November, 2019	<p>(i) Audit Committee</p> <p>The minutes were approved.</p> <p>The Chairs of Audit and Finance had confirmed to each other that the Accounts had been approved by both Committees and these were, therefore, approved by the Board.</p> <p>AP and PC will meet to discuss revising the Risk Management Policy and Procedures for the MAT as a whole.</p> <p>(ii) Finance and Resources Committee</p> <p>The minutes were approved.</p> <p>The communication between the Chairs of Audit and Finance was noted.</p> <p>SAGR explained the impact of the need to produce a Statement of Financial Activity (SOFA) on the structure of management accounts. A report will be produced 3 or 4 times a year which reflects this an addition to the management accounts.</p> <p>(iii) Curriculum and Quality</p> <p>The minutes were approved. CB was complimented on the quality of her report and it was noted that collaboration within the MAT was making good progress.</p>	PC/AP
11	MAT Board self-assessment and action plan	<p>The Board self-assessment report and action plan was approved.</p>	

12 **SFCA Training Programme for Governors**

The first of these webinars had been excellent and it was agreed that this series provided an excellent overview of key issues and an easily accessible form of training.

JG will re-circulate information on the events and all Trustees were asked to try to register.

JG

A skills audit form was tabled and completed at the meeting. This will be used by the Search Committee to identify training needs and strengths sought in any new Trustees.

13 **Any other business**

None was raised.

Date of next meetings:

Committees: 3.00-4.00 Audit, 4.00-5.00 Finance, 5.00- 6.00pm Search
5th March 2020

Full MAT Board : 6.00pm 19th March, 2020

Please note these meetings will take place by video-conference between WSFC and HSFC.

