



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

Meeting held on 19<sup>th</sup> March, 2020

Owing to guidance on limiting the spread of the Corona Virus This meeting was held via email.

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

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

1            **Apologies for absence:**

None

2.           **Chair's Introductory Remarks and Election of new Director and vice-chair**

Ken welcomed Daniel Pearce-Higgins to the meeting. His election to the Board was approved unanimously. Toby Hooper had agreed to be vice-chair and was elected unanimously. Marion was thanked for agreeing to be the Trustee with responsibility for oversight of Data Protection.

3.           **Declaration of interests and gifts**

Gillian Slater and Sheila Boniface governors of WSFC

4.           **Minutes of the meeting of 12<sup>th</sup> December, 2019**

These were approved as a correct record.

**ACTION**

**5. Matters arising**

Regarding declaration of interests it was noted that Toby resigned from WSFC LGB with effect from the conclusion of the WSFC Finance & Resources Committee meeting on 12th February and that Sheila's period as a Governor of WSFC finishes on 30th April 2020.

**6 Minutes of the Executive Group Meeting**

The minutes were noted. No issues or questions were raised.

**7. Updates on Hereford and Worcester SFCs**

**Hereford**

James reported on an issue raised at the LGB regarding the recent criticism by Ofsted of the openness of another SFC campus. Governors had a full discussion regarding the risks associated with an open campus and the benefits and drawbacks of making the site significantly more secure by fences, gates and stronger security features. Governors unanimously decided that the risk of changing the atmosphere and ethos of the educational environment outweighed the benefits, if any, of a more tightly secured perimeter. The Principal was asked to continue the current proportionate measures with regular reviews.

The position taken by Hereford was supported by MAT directors.

**Worcester**

Gill reported on issues of note at WSFC. The LGB had recently had an excellent safeguarding training update. The college is advertising for LBG Governors to replace those moving to the MAT and new members. The LGB had noted the detailed scrutiny and challenge of the Health and Safety Audit report and were satisfied all actions were either in hand or had taken place.

There was concern about IT issues especially if teaching needed to move on-line owing to Covid 19. HSFC will continue to provide support.

**8 Executive Principal's Report and IT Update**

The report and IT update were noted. It was agreed that the support provided to Worcester by Hereford had been helpful and the further collaboration would allow a review of software and hardware. It was regretted that problems at WSFC had prevented this meeting to be video-conferenced. Steps will be taken to ensure a system is in place for the next meeting.

PC/MJR

The actions taken by the colleges regarding managing the response to the Corona virus were noted and supported. Peter will provide updates to the Board as the situation develops.

Sallyanne confirmed that the March Academy Return is the Academies budget forecast return outturn (BFRO). See <https://www.gov.uk/guidance/academies-budget-forecast-return> The return is based upon the March 2020 Finance Report. There is no requirement for the Board to approve the return.

#### **Minutes of Committee Meetings of 5<sup>th</sup> March, 2020**

9.

##### **Audit Committee**

The minutes of the meeting and terms of reference of the committee were approved.

The Report on Health and Safety at WSFC was noted and the management responses approved.

Andrew emphasised that there was a huge element of "catching up" in this report following an audit of HSFC which had resulted in actions similar to those required of WSFC. The majority have already been resolved and that going forward the board can be assured that these issues will not arise again due to a tightening of procedures.

##### **Finance and Resources Committee**

Following discussion the minutes, terms of reference of the committee financial Report and update were approved.

##### **Search Committee**

The minutes of the meeting and terms of reference of the committee were approved.

It was agreed that there should be an annual MAT Board conference. Jonathan and Peter will circulate a draft programme and possible dates.

PC/JTG

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##### **Any other business**

There was no other business.

11..

##### **Date of next meeting:**

**Committees: 11<sup>th</sup> June 2020 at Hereford Sixth Form College**

**Board : 25<sup>th</sup> June 2020 at Worcester Sixth Form College**

**(The format of the meetings will be confirmed nearer the date)**

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