

THE BAY LEARNING TRUST
Minutes of the Meeting of the Board of Directors
held at 4.30pm on Tuesday 27 March 2018 at Ripley St Thomas CE Academy

Present: Prof J Crewdson (Chair), Rev Canon P Ballard, Mrs D Cheetham, Mrs J Garnett, Revd M Gisbourne (from 4.40pm), Mrs N Gomersall, Mrs E Nicholls (CEO), Mrs J Watson, Cllr Mrs V Wilson

In Attendance: Mr A McKinnell (Director of Business & Finance), Mr G Gomersall (Director of Operations), Mrs J Rees (Clerk)

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| 1. The meeting opened with prayer. | |
| 2. APOLOGIES AND DECLARATIONS OF INTEREST
Apologies were received and accepted from Mr R Webb. There were no declarations of interest in relation to items on the agenda. | |
| 3. MEMBERSHIP - APPOINTMENT OF NEW DIRECTOR
It was proposed that Mr Michael Dudfield, current Chair of Governors Carnforth High School, be appointed to the Board of Directors. His CV was circulated. It was agreed that his legal background would fill a skills deficit and his appointment was unanimously approved. Prof Crewdson will write to Mr Dudfield to confirm his appointment. | JC |
| 4. MINUTES OF THE LAST MEETING
It was agreed that the minutes of the previous meeting held on 30 November 2017, having been circulated, be approved and signed by the chair as a correct record. | |
| 5. MATTERS ARISING
10. Skills Audit of the Directors. The audit form has not yet been sent out to Directors. Prof Crewdson will produce a form. | JC |
| 11. Academies Financial Handbook Governing Board Assessment of Compliance Form. This has been drafted and Mr McKinnell confirmed that the Trust is compliant. The completed form will be brought to the next meeting. | AMK |
| 6. REPORTS FROM COMMITTEES
The Board received the minutes of the meeting of the Finance and Resources Committee which had been held on 9 March 2018. Mrs Cheetham questioned the apparent deficit on catering. Mr McKinnell explained that this was because committed expenditure was shown, but not income as it is yet to be received. A deficit is not expected over the full year. The situation is the same with the SCITT figures. The minutes were approved. | |
| 7. CEO REPORT
Mrs Nicholls's report which had been circulated was discussed. The Board was updated on the current situation regarding the difficulties and delays with Carnforth High School's conversion. The DfE have given an extended deadline of 6 April for the Commercial Transfer Agreement. If that goes through the conversion should be OK for 1 May. The delays are very frustrating but out of our control.

Morecambe High School was graded 4 - Inadequate in their Ofsted monitoring inspection in January. We have expressed an interest in sponsoring the school. A formal sponsorship application is to be submitted in April. Sponsor applications have been invited from any MAT within 45 minutes of the school. This will include FCAT and Tauheedul who will be asked for expressions of interest. Given that we are running the | |

school at the moment it will be very disappointing if the RSC decide to give the school to a different MAT. The decision will be made by the Headteacher Board in April. It was noted that the situation would be different if a Church school was in difficulties. They could only be directed to join a Church MAT.

██████ Governors have registered interest. This means that the Governors have voted and will go out to consultation and then will formally apply to become an Academy. They can choose which MAT to join and they wish to join ours.

Ripley St Thomas Academy's performance data had been circulated. When there are more schools than Ripley in the MAT, the Board will only receive a summary of the data.

Mrs Nicholls was thanked for her report.

8. TRADE UNION RECOGNITION AGREEMENT

The document that had been circulated is in line with other Trade Union Recognition Agreements. Not included is paying facilities time of £4 per pupil so that TU reps can come in and out of school during the school day (ie before 3pm) to deal with issues. Para 4.9 will be completed to say that the Trust will give consideration to this annually. Subject to that amendment the agreement was approved and will be adopted.

EN

9. POLICIES

A list of policies that apply to schools in the Trust under schemes of delegation was circulated. The Board considered which policies they were happy to delegate to one of the Committees for consideration / review and which needed full Board approval. The decisions were:

Policy Name	BLT Committee
Accessibility Plan	delegate to schools
Anti-Corruption and Bribery Policy	F&R
Charging and Remissions Policy	F&R
Complaints Policy	Board
Data Protection and Freedom of Information Policy	Audit
Data Protection and Freedom of Information - Retention of Records	Audit
Disciplinary Policy	Standards
Employer Pension Discretion Policy	F&R
Equal Opportunity Policy	Audit
Expenses Policy	F&R
Flexible Working Policy	F&R
Grievance Policy	F&R
Investment and Reserves Policy	F&R
Maternity Policy	F&R
No-Smoking Policy	Audit
Parental Leave Policy	F&R
Paternity Policy	F&R
Pay Policy	F&R
Public Sector Equalities Duty Statement of Objective	Audit
Public Sector Equalities Duty Trust Equality Objectives	Audit
Redundancy Policy	Board
Risk Management Policy	Board

ACTION

Safer Recruitment Policy	F&R
Shared Parental Leave (Adoption) Policy	F&R
Shared Parental Leave (Birth) Policy	F&R
Social Media Policy	Board
Special Leave Policy	F&R
Time off for Adoption Appointments Policy	F&R
Time off for Antenatal Appointments Policy	F&R
Trade Recognition Agreement	Board
Whistleblowing Policy	Board

10. TERMS OF REFERENCE FOR COMMITTEES

The proposed Terms of Reference for the committees were circulated. It was agreed that these be reviewed and approved by the relevant Committees.

11. AOB

None

12. DATES AND TIMES OF FUTURE MEETINGS

The meetings for the rest of the Academic year are as follows:

- Quality and Standards: Tuesday 26 June at 4.30pm
- Finance & Resources: Thursday 28 June at 4.30pm
- Audit: Tuesday 1 July at 4.30pm
- Full Board: Thursday 19 July at 4.30pm

The meeting closed with The Grace at 5.15pm

I confirm that the minutes have been agreed as a correct record of the meeting.

Signed.....(Chair)

Date