

**Trust Board of Directors Meeting
Wednesday 27th September 2017, 17:00 – 19:30
at Kimberworth Children's Centre
Kimberworth Rd, Rotherham S61 1HE**

ACTION POINTS SUMMARY SHEET

Agenda Ref:	Actions	By & Target Date
6.1 15/03/17	Nexus MAT Governance Review Proposal. 3 rd party assessment of the effectiveness of the Nexus MAT Board and LGBs to take place in the Autumn term of 2017, using National College guidance 27/09/17 - On agenda item 7.4	Complete
6.8.1 15/03/17	Budgeting and Accounting Software Approval for purchase of HSCC Accounting program – ongoing 17/05/17 – Investigations still ongoing 12/07/17 – still not able to ascertain if bolt-ons will be suitable. CFO to update at next A&F meeting. Issue with access – Deferred to A&F agenda 20/11/2017	Complete
6.10 15/03/17	Benchmarking Data - CFO to work with BHP to analysis information 17/05/17 – Still ongoing 27/09/17 – Work still ongoing on database Deferred to Trust Board agenda 29/11/2017	Complete
3.1 05/04/17	Strategic Objective 4 – Free School Application CH & WC to start links with NHS & share application 17/05/17 – Not carried out due to delays in Free School Application process 27/09/17 – Pre meeting carried out on agenda as AOB	Complete
3.1 05/04/17	Strategic Objective 4 – Free School Application SB to develop a list of possible prospective investors/partners 17/05/17 – Still ongoing 27/09/17 – now not applicable as bid via a LA	Complete
2.1.4 17/05/17	2.1.4 Abbey Bank Account Update to protocol to ensure accounts are checked on a regular basis even through holidays 27/09/17 – Protocol in place	Complete
4.2 17/05/17	Trust Budget - LGBs established a governor-led working group to look at budget setting - Governors not involved at Kelford CFO to arrange 27/09/17 – Completed – new budgets set	Complete
4.6 14/06/17	Anti-Fraud, Bribery & Corruption Policy - Check whistle blowing policy to ensure it is in line with this policy 27/09/17 – Work still ongoing update at November Trust Board meeting	CFO 29/11/17
1.1 12/07/17	CEO to meet with JF re engagement 27/09/17 – JF has resigned from her position as Director	Complete
4.2.4 12/07/17	Ill Health Retirement Committee – CEO to draft TOR for committee - 27/09/17 – TORs agreed in Scheme of Delegation & meeting taken place	Complete

6.2 12/07/17	New Headteacher & Chair Committee to discuss common standards. Add to first agenda – What are the 10-15 common standards for a Nexus Academy? On agenda	Complete
6.2 12/07/17	Agreed for AB to also attend new committee	Complete
6.2 12/07/17	Consolidated Accounts - I04 – What comes within this account line? CEO to check with CFO 27/09/17 – To be completed CFO to liaise directly with SB	Complete
7.2 12/07/17	Invite BHP trainer/legal advisor to speak to Senior Leaders on accountability and responsibilities 27/09/17 – CFO will check with BHP	CFO 29/11/17
7.4b 12/07/17	Expenses – no value for good will in our accounts & no match funding for time. CFO to check this with auditors 27/09/17 – No recording of Good Will in MAT accounts	Complete
8.1.1 12/07/17	CEO Performance Management. Agreed, Chair, JC & PC (in his absence). Clerk to arrange date 27/09/17 – All dates agreed for CEO, CFO & Headteachers	Complete
8.1.2 12/07/17	Scheme of Delegation Director Evaluation. Leading Edge Consultants to carry out evaluation, need to ensure their commissioned work carries out the evaluation using the MAT model and carries evaluation against the key points 27/09/17 - On agenda item 7.4	Complete
8.1.2 12/07/17	Approval of Pennine View LGB – Agreed & approved. CEO to complete formalities 27/09/17 – All completed LGB up and running with additional support from JC at start	Complete
4.1 27/09/17	Nexus School Improvement Lead, Jill Walker, Presentation to Directors Directors would welcome progress reports Already recording evidence progress & will forward to Clerk to circulate	JW 25/10/17
5.1 27/09/17	Policies: Scheme of Delegation: Clerk to update with Finance Link Governor Role Descriptor & publish	CLERK 25/10/17
5.1 27/09/17	Policies: Apprenticeship Levy - 10-week pre-apprenticeship programmes are run in Doncaster which might benefit Nexus pupils? – CH to investigate	CH 25/10/17
5.1 27/09/17	Policies: Apprenticeship Levy - update to Directors to be carried out in March so the impact can be reviewed before looking at staffing structures for September 2018?	CLERK 25/10/17
5.1 27/09/17	Policies: Apprenticeship Levy Policy approved and agreed to be published	CLERK 25/10/17
7.1 27/09/17	2016/17 Trust Budget Monitoring Report - CFO to develop a separate capital report for next Trust Board report	CFO 25/10/17
7.1 27/09/17	2016/17 Trust Budget Monitoring Report - Headteachers questioned as part of SIP review at LGB meetings about costings for Priorities. No school has requested assistance but CFO will ask JW to highlight any areas she feels may be a concern	CFO 25/10/17
7.2 27/09/17	2017/18 Strategic Business Plan - TB gave an update re previous discussion for individual pupil. As a Trust Board should we be reporting the situation to the Safeguarding Board? CFO to raise with CEO but agreed referral to come from Trust Board not individually from the CEO	CEO/CFO 25/10/17

7.2 27/09/17	2017/18 Strategic Business Plan - All agreed excellent document but requested information re version control - CFO to add	CFO 25/10/17
7.3 27/09/17	Medium Term Financial Plan - – Is this going to be discussed with LGBs? Plan can be taken to Leadership & Management LGB meetings	CLERK 25/10/17
7.3 27/09/17	Medium Term Financial Plan - Company reserves are not same as school reserves need to change language to ensure all understand the difference - CFO to amend language	CFO 25/10/17
7.4 27/09/17	Nexus MAT Governance Review - Trust Board & LGB self-assessments and reviews - All to complete a NGA skills audit – to be circulated along with National College Guidance to Directors	All Directors 25/10/17
7.6 27/09/17	Converter academies – update from discussions with interested schools All agreed to progress with applications to both projects	CEO/CFO 25/10/17
7.8 27/09/17	Proposal for termly committee reports - Agreed for Termly committee reports. Clerk to send reminders to Chairs of each committee at end of each term	CLERK 25/10/17
8 27/09/17	Governance Matters – All items deferred to next meeting	Completed
9.1.1 27/09/17	Code of Conduct - Clerk to circulate a copy of the Code to all Directors	CLERK 25/10/17
9.1.3 27/09/17	Nexus Personnel - New appointments into Nexus were noted and it was agreed that a Who’s who would be circulated to Directors to keep them informed & updated – CFO to address	CFO 25/10/17
10.1 27/09/17	To review Risk Register - Directors requested to email CFO with any questions that will be taken to the Audit & Finance Committee on 20/11/17	All Directors 25/10/17



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Attendees:

Andy Child	Director / Member & Chair of Trust Board of Directors	AC
John Coleman	Director / Member & Vice Chair of Trust Board of Directors	JC
Steve Booth	Director / Chair Hilltop School LGB	SB
Sue Shelley	Director / Chair Kelford School LGB	SS
Catherine Hall	Director	CH
Amanda Benton	Associate Director	AB
Tracey Brooke	Deputy CEO Nexus MAT	TB

Also Present:

Clare Southwell	Clerk	CS
Jill Walker	School Improvement Lead Nexus MAT	JW

Apologies:

Alan Meloy	Director	AM
Peter Castleton	Director	PC
Warren Carratt	CEO Nexus MAT	WC

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence <ul style="list-style-type: none"> • Apologies were received from AM, PC & WC • It was noted that Jayne Fitzgerald had resigned from her role as Director 	
1.2 To accept apologies for absence <ul style="list-style-type: none"> • Apologies received and accepted 	
2. ITEMS OF URGENT BUSINESS	
2.1 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> • Code of Conduct • Pay Committee – change of ISR • Nexus Personnel 	
3. DECLARATION OF INTERESTS	
3.1 Individual Directors to declare any personal, business or other governance interests on any item on the agenda <ul style="list-style-type: none"> • There were no declarations of personal or business interest 	
4. PRESENTATION	
4.1 Nexus School Improvement Lead, Jill Walker, Presentation to Directors <ul style="list-style-type: none"> • JW in post from 1st September 2017 • First few weeks been getting to know schools & pupils • Requirement of School Improvement openness, honesty, transparency, reflection, energy & flexibility from the moment someone enters the school • To assist improvement, need high staff morale; contributions from staff; ensure pupil progress is effectively checked; performance management; ‘Bespoke’ professional development programme; redesigning of the curriculum. • Already found areas for development • Excellence needs to be across all the school • Ensuring EHPs are accurate & up to date • Need to ensure staff are meeting targets & staff are challenging to ensure they are working in the right way • Is good the same judgement across all the schools • All staff & Governors need to be aware of how development of SEF takes place, they need to be part of the process • Clear approach for identifying area for improvements • JW has reviewed all SIPs • Reviewing policies; Do we need the policy? If so are we adhering to it? • Quality First teaching priority • Personalisation for every pupil all ranges within the classes • Review & quality assurance • Priority is Safeguarding, Attendance & Behaviour • Looking at systems in school to ensure good links & partnerships between home & school • Difference in recording across schools need to establish consistency across Nexus to assist benchmarking • Celebration of achievements for pupils & staff 	

<ul style="list-style-type: none"> • Transparency imperative • Receive & understand views of stakeholders • Key milestones for all pupils of all abilities • JW will attend student council meetings • Possible Nexus student council? • LGBs should be challenging & questioning • Can pull together LGB priorities across Nexus • Triangulation will take place & will give evidence for investigation. • Will also allow LGBs to challenge JW <p><i>SB – All Teachers to use data in an effective way? What kind of leavers are you using to do this?</i></p> <ul style="list-style-type: none"> • Data dashboard is being developed so all will be reported in same way. Directors would also be able to access to review. • Data will enable comparisons to take place & give a professional judgement & investigate any areas of discrepancies or concern <p><i>SB – this will help LGBs greatly in their work</i></p> <p><i>JC – Trust has been working towards this for a while & hoping that it will soon be available</i></p> <p><i>AC – Need professional analysis of database & contextual information</i></p> <p><i>JC – When questions are asked then the context will grow</i></p> <ul style="list-style-type: none"> • SIMS give holistic views of pupils but this is not used to its full capacity <p><i>AB – Good system used in mainstream. Pupil on a page information. JW will be able to investigate & question so good practice is shared across Trust</i></p> <p><i>AC – Will Pupil on a page show individual Pupil Premium & how spent & is it able to show added value?</i></p> <p><i>SS – JW will be very valuable to all schools as an external person to challenge</i></p> <p><i>SS – Also Governors responsibility enquire & learn</i></p> <p><i>JC – All nexus KPIs –based on pupils not school level</i></p> <ul style="list-style-type: none"> • Graham Pert – 4 days to assist JW with judgements <p><i>JC – Consistency important but need to encourage ambition & share good practice. Need to change the language, start looking at good as the base then talk about high performance, quality areas & ready for sharing</i></p> <p><i>SS – Applauds JW planned work with LGBs. Who do LGBs hold accountable for data?</i></p> <ul style="list-style-type: none"> • It is Headteacher’s responsible <p><i>SB – Directors would welcome progress reports</i></p> <ul style="list-style-type: none"> • Already recording evidence progress & will forward to Clerk to circulate 	<p>JW</p>
<p>5. ITEMS FOR APPROVAL</p>	
<p>5.1 Policies:</p> <p>5.1.1 Scheme of Delegation</p> <ul style="list-style-type: none"> • Terms of Reference for all committees now included along with Role Descriptors for LGB Link Governors • TB developing Role Descriptors for Finance Link Governors • Directors agreed for Finance Role Descriptor to be added & Scheme of Delegation approved • Clerk to update & publish 	<p>CLERK</p>

<p>5.1.2 Apprenticeship Levy</p> <ul style="list-style-type: none"> Levy being paid is 0.5% from payroll Money put into pot, approx. £40,000 available & once used DWP will pay 90% of any future claims Hilltop & Kelford already using apprentices & drawing on money from the pot, Abbey are in discussion with Barnsley College to look at apprentices, need to have conversation with SM at Pennine to look at appointing apprentices in Pennine View Rolling Pot only lasts for 2 years, if not used it will be lost Apprenticeships go up to level 7 <p>AC – Can you use apprentices at MAT level? SS – Graduates are undertaking apprenticeships in various areas of work</p> <p>JC – Is this about our staff undertaking apprenticeships courses and Nexus employing apprentices or about helping out students to be apprentices? TB – all areas, AC – Where is the Implementation Plan Strategy? TB – It is already happening and taking place. It is Headteacher led & written into their training & development plans. CFO has an oversight of the pot</p> <p>SS - 6.1 – Can you explain the percentage, is not correct? TB – It is not the percentage of the gross pay bill. TB explained percentage to Directors CH – 10-week pre-apprenticeship programmes are run in Doncaster which might benefit Nexus pupils? – CH to investigate</p> <p>SS – Report states there will be an update to Directors – Can this be in March so the impact can be reviewed before looking at staffing structures for September 2018? All agreed good idea</p> <ul style="list-style-type: none"> Policy approved and agreed to be published 	<p>CH</p> <p>CLERK</p> <p>CLERK</p>
<p>6. TRUST BOARD OF DIRECTOR MINUTES</p>	
<p>6.1 To approve the minutes of the following meetings:</p> <p>6.1.1 Trust Board of Directors meeting held on 12th July 2017</p> <ul style="list-style-type: none"> Minutes agreed and to be signed <p>6.1.2 Nexus Annual General Meeting held on 24th July 2017</p> <ul style="list-style-type: none"> Minutes agreed and to be signed 	
<p>6.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> Matters Arising note above 	
<p>7. CHIEF EXECUTIVE’S REPORTS</p>	
<p>7.1 2016/17 Trust Budget Monitoring Report</p> <ul style="list-style-type: none"> Struggle to get ready as shutting down old year, proposed that next year 1st budget report goes to October meeting Budget report to August 17 – a 15-month period – so 100% spend Pennine View only 5 months’ budget period as joined Nexus in April 17 Report is actual outturn ESFA budget expectations within + or – 5% tolerance 3 schools within tolerance Kelford 0.5% difference but if Trust had not realigned funding & paid off their 	

<ul style="list-style-type: none"> Results will help develop a plan for Nexus 	
<p>7.5 Academies Financial Handbook 2017 – Changes and impact</p> <ul style="list-style-type: none"> Summary shows amendments and new items included in full document Nexus is compliant against all areas 	
<p>7.6 Converter academies – update from discussions with interested schools THIS ITEMS WAS DEEMED CONFIDENTIAL PLEASE SEE APPENDIX 1 FOR INFORMATION</p>	
<p>7.7 Abbey School Risk Management Audit</p> <ul style="list-style-type: none"> All schools part of Risk Protection Arrangements (RPA) Abbey School randomly selected to be audited Nexus requested LA Health & Safety to undertake a review Completed so action plan in place Audit due on 12th October 	
<p>7.8 Proposal for termly committee reports</p> <ul style="list-style-type: none"> Proposal to develop a Termly Summary page that would give information of work undertaken. This could be shared with LGBs Agreed for Termly reports. Clerk to send reminders to Chairs of each committee at end of each term 	CLERK
<p>8. GOVERNANCE MATTERS</p>	
<p>DUE TO TIME RESTRAINTS, ALL ITEMS IN THS AREA WERE DEFERRED TO THE NEXT MEETING</p>	CLERK
<p>8.1 To address vacancies, confirm appointment, approve additional responsibilities of Directors</p>	
<p>8.2 Verbal feedback from Committee Chairs</p> <p>Audit & Finance Committee</p> <p>Standards Committee</p> <p>Headteachers, LGB Chairs Committee</p>	
<p>8.3 Update of Trust Board of Directors contacts</p>	
<p>8.4 Trust Board of Directors to report on: - Defer</p> <ol style="list-style-type: none"> any functions exercised on behalf of the Trust Board of Directors any training and development undertaken visits to schools within the MAT 	
<p>9. ANY OTHER URGENT BUSINESS</p>	
<p>9.1 To consider any other urgent business agreed by the Chair</p> <p>9.1.1 Code of Conduct</p> <ul style="list-style-type: none"> The Code of Conduct was circulated for all Directors to sign. This will be signed in July each year in future along with the review of the Interest Register Code of Conduct within the Nexus Governance Handbook 	

Kelford School

Minutes approved

CHAIR	SIGNATURE	DATE
ANDREW CHILD		25/10/2017