

The Harmony Trust

Board of Trustees

Meeting – 21 January 2019, 6.00 pm

Approved Minutes

	<u>Present:</u>	Action	Date
	<p><u>Trustees:</u></p> <p>Paul Makin (Chair), Norman Hole, Marian Simmons, Kit Thorne, Anne Weinstock, Antony Hughes (CEO)</p> <p><u>In attendance:</u></p> <p>Maggie Williams (Director of Infrastructure) Jane Green (Director of Strategic Initiatives) Tracey Mellor (Head of HR and IT) Wendy May (Head of Safeguarding and Data) Andrew Jones (Conatous Associates Ltd – Clerking services)</p>		
1	<p><u>Apologies for absence</u></p> <p>Apologies were received and accepted from Sajen Bakht, Ashley Forbes and Graham McGuffie</p>		
2	<p><u>Update on Harmony Learning Communities</u></p> <p>Trustees received a presentation from Michelle Dickens, Principal, on the Harmony Learning Communities programme.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none">- The HLCs have been in place for 12 months, now- The HLC programme is a programme of change- Current learning has been from implementation of the programme- HLC leads have committed to a shared vision and the interconnectivity of the HLCs.- Ultimately, the programme will have an impact on learning and outcomes but, at this stage, it is too early to quantify impact.- The programme is being implemented using the EEF implementation model.- The Trust is implementing the HLCs using 7 design principles		

	<ul style="list-style-type: none"> - A summary report circulated to Trustees outlined the impact of the HLCs on staff and their professional practice. - The “Harmony Pledge” has now been implemented across the Trust as a whole. - Work in the HLCs is already highlighting data which creates some areas of focus for improvement (e.g Y1 phonics screening test) - A number of events and professional development opportunities have been created by the HLCs - An online resource tool has been created which also enables HLC members to share practice within each HLC and between HLCs - A number of challenges were highlighted including limitations on time. - The HLCs are now focusing on developing accountability mechanism within and between each of the HLCs - All staff will help to implement practice developed by the HLCs even if they are not directly involved in them. - An initial conference had focused on working together and the principles of working within a learning community. - A baseline survey had been conducted at the start of the HLC formation process. - Kevan Collins at EEF has been approached to gauge his interest in the approach. - <p>Key points raised by Board members:</p> <ul style="list-style-type: none"> - How to enable teachers and TAs not engaged or involved in the HLCs to benefit from their work. - How differing levels of individual expertise and practice are harnessed within each HLC to enable all to move together collectively. - How to monitor and evaluate the HLC work given that it is so substantial across a wide number of areas of focus and how to demonstrate VFM. - Whether previous work by Professor David Hargreaves might be of use in determining impact and VFM. <p>A further update and report will be provided to Trustees in 6 months – the Clerk to include on the agenda.</p> <p>The Board asked for its thanks to be conveyed to HLC leads.</p>	AJ	Jul 2019
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3	<p><u>Minutes and Matters arising from previous meeting</u></p> <p>The minutes of 26 November 2018 were approved as a correct record with the following amendment:</p> <p>Wendy May, Head of Safeguarding and Data was in attendance at the meeting.</p> <p>The following issues were discussed as matters arising:</p> <p>The recruitment of the Deputy CEO – an initial meeting had been held with the Trust’s recruitment agency, Propelo, and some options had now been provided. The Trust was looking towards a recruitment process in March.</p> <p>Greenhill Pitch – this is now fully open to the public and security of the site is being managed by a third party.</p> <p>AGM – the AGM ,had been postponed from 21 January and would be rescheduled based on the availability of the Director of Finance.</p>		
4	<p><u>CEO Report</u></p> <p>The CEO had previously circulated a written report.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> - The Trust is now included in the DfE’s MAT performance tables (based on length of time as an open MAT) and the performance of the Trust’s first 4 Academies in Oldham have been included, showing a very positive picture. - A summary report of the performance table had been sent to the DCS in Oldham - Northmoor’s performance had not been included in the MAT performance table this year. The Academy remains the Trust’s key focus. - Northmoor’s data as reported by the DfE was not accurate based on discounted results not being accurate. - The Trust’s family support team are gradually building confidence with families and developing better intelligence of families with children at Harmony Academies. - Each Academy – regardless of outcomes – has a termly standards and performance round-table discussion with key lines of enquiry based on an analysis of their data - In addition, an annual review takes place in each Academy. - The CEO and the Director of Infrastructure undertake a focused termly learning walk in each Academy. 		

	<ul style="list-style-type: none"> - Forum meetings for all stakeholders continue to be successfully held. - The Trust continues to grow with new Academies in Derby. In Oldham growth activity is focused on school to school support within Oldham and within Tameside - The Trust only engages with potential new schools when the trust can provide additionally to them and, in turn, they can add something to the Trust - A future piece of work looking at how learning and outcomes might be enhanced through the use of new technologies - A review of infrastructure in the Derby Hub is being planned for implementation in the medium term - External safeguarding capacity had been secured to support the review of safeguarding the Trust and to provide an external perspective <p>Key points raised by Board members:</p> <ul style="list-style-type: none"> - Whether the DfE can be persuaded to amend the incorrectly reported data. - How the performance of children can be tracked where they or their families are not eligible for benefits but accessing charitable support. - How Trustees might engage further and more directly with the monitoring, review and support cycle - Whether there is a maximum number of Academies for the Trust <p>It was agreed for the CEO to write to the Secretary of State re the incorrectly reported data.</p> <p>It was agreed for the Director of infrastructure to circulate dates of review meetings for Trustees to be able to attend some of them.</p>	<p>CEO</p> <p>MW</p>	<p>Jan 19</p> <p>Jan 19</p>
5	<p><u>Annual safeguarding report</u></p> <p>The Head of Safeguarding and Data had previously circulated a written report.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> - Of the three Academies inspected last year by Ofsted, safeguarding practice was reported as being a strength in all three - Safeguarding audit will take place in the Derby Hub from next week 		

	<ul style="list-style-type: none"> - The DfE’s “Keeping Children Safe in Education” guidance had significant amendments - The Compliance officer appointed last July is working with all Academies focusing on health and safety - The family support officer was mainly currently based at Northmoor - A speech and language therapist had also been agreed to support all of the Trust’s academies - A DSL network had been initiated in the Derby Hub - It is proposed to move to a single system of approval for educational visits (currently separate in each local authority area) – the CEO approves visits requiring sign off at a senior level - An audit of provision for children looked after is underway - SRE is taught sensitively but not major issues were evident <p>Key points raised by Board members:</p> <ul style="list-style-type: none"> - Whether use of “My Concern” software in one Academy hindered the use of “CPOMs” in the remaining academies - How the process of approving educational visits works in operation - Where any tensions were evident in relation to SRE work in the Academies <p>It was agreed that residential visits would be reported to the Board in future.</p>	WM	TBC
6	<p><u>Proposed policy documents:</u></p> <p>The following policies had previously been tabled to Trustees:</p> <p>Whistleblowing policy Health and safety policy</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> - The health and safety policy is reviewed and updated annually - The H&S policy now reflects the new infrastructure model in Oldham - The H&S policy applies to the Trust as a whole and each academy has an individual appendix setting out named people – key changes in the policy reflect new roles and responsibilities - Fire drills are undertaken at least termly (in accordance with the policy) but are, in practice, conducted on a half termly basis 		

	<ul style="list-style-type: none"> - Personal evacuation plans are in place for children and adults with specific needs - The whistleblowing policy has been amended to reflect a stronger reference to safeguarding concerns <p>Key points raised by Board members:</p> <ul style="list-style-type: none"> - What is the frequency and nature of fire drills - What arrangements in place for evacuating staff and children with specific needs <p>Both policies were approved by Trustees.</p>		
	<p><u>Any Other Business</u></p> <p>Trustee e mails: Trustee e mail accounts had now been set up for all Trustees and all Trustees were asked to use them going forward. A Trustee’s “library” for documents would be set up.</p> <p>The next meeting will take place on 11 March 2019 at 6.00 pm.</p> <p>There being no further business the meeting closed at 19.50</p>	<p>DT AJ</p>	<p>ASAP</p>

Table of actions

Item	Action	Who	Date
2	A further update and report will be provided to Trustees in 6 months – the Clerk to include on the agenda.	AJ	Jul 2019
4	It was agreed for the CEO to write to the Secretary of State re the incorrectly reported data.	CEO	Jan 2019
4	It was agreed for the Director of infrastructure to circulate dates of review meetings for Trustees to be able to attend some of them.	MW	Summer term 2019
5	It was agreed that residential visits would be reported to the Board in future.	WM	TBC
AOB	A Trustee’s “library” for documents would be set up.	DT AJ	ASAP