

The Harmony Trust

Board of Trustees

Meeting – 27 January 2020, 6.00 pm

Approved Minutes

| | | |
|---|--|----------------------|
| | <p><u>Present:</u></p> <p>Paul Makin (Chair), Graham McGuffie, Olwyn Smythe, Kit Thorne, Anne Weinstock, Marian Simmons, Ashley Hughes, Sajen Bakht</p> <p><u>In attendance:</u></p> <p>Antony Hughes (Chief Executive Officer) Maggie Williams (Director of Infrastructure) Suzanne Thompson (Chief Financial Officer) Jane Green (Director of Strategic Initiatives) Tracey Mellor (Head of Operations) Wendy May (Head of Data and Safeguarding) Michelle Dickens (Executive Principal) Tony Crocker (Estates and Facilities Manager) Conatous Associates Ltd – Clerking services</p> | Action Lead and Date |
| 1 | <p><u>Apologies for absence</u></p> <p>Apologies were received and accepted from Philip Moulden and Norman Hole.</p> | |
| 2 | <p><u>Harmony Learning Communities Update</u></p> <p>Michelle Dickens, Executive Principal, had previously circulated an update on the development and impact of the Harmony Learning Communities (HLCs).</p> <p>Key points highlighted:</p> <ul style="list-style-type: none">- A summary of how the HLCs were established and their principal key areas of focus- Work is research based and shaped by available data- Impact measures show that the HLCs are having a positive impact, as reported by staff- Collaboration is strong across the Oldham academies- Implementation plans are being monitored by HLC leads – further ongoing, in-depth, monitoring and evaluation would benefit the programme- Consistency across schools has been improved | |

| | | |
|---|--|-------------------------|
| | <p>Points raised by Trustees:</p> <ul style="list-style-type: none"> - Trustees noted the quality of the report and the presentation - The take up on participation in the staff survey was high overall (75%) - How and when the HLCs programme will be rolled out in the Derby Hub - The methods used in monitoring and evaluating actions, impact and progress - Whether the HLCs newsletter could be circulated to Trustees <p>Trustees were keen to understand why the staff survey take up at Greenhill Academy was relatively low.</p> <p>Trustees wished to receive the HLCs newsletter.</p> <p>Trustees thanked Michelle for her comprehensive input.</p> | <p>CEO</p> <p>MD/EF</p> |
| 3 | <p><u>Declarations of interest</u></p> <p>No additional declarations were made. Trustees were asked to check their entry on the Trust's register of interests.</p> | |
| 4 | <p><u>Minutes and Matters arising from previous meeting</u></p> <p>The minutes of 25 November 2019 were accepted as a correct record.</p> <p>No matters arising were discussed.</p> | |
| 5 | <p><u>CEO Report</u></p> <p>Antony Hughes, CEO had previously circulated his report.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> - The change in the educational environment caused by the new Ofsted framework and the challenges these bring - 6 to 9 Harmony academies are due inspections next year - The expectation that sponsored academies should become Good by their next inspection - A further input will be provided for Trustees at a future meeting on the new Ofsted framework - A successful discussion had been held with Oldham MBC to limit the number of new EHCP admissions to Greenhill - The Derby HLCs will focus on inclusion and SEND - Work with another specialist MAT has been successful and future joint resource bids are planned - The potential conversion of schools in Sheffield is unlikely to be complete by the current April deadline | <p>MW</p> |

| | | |
|---|--|------------------------------------|
| | <ul style="list-style-type: none"> - A due diligence summary report on these schools was circulated - Discussions with a 5 school MAT in the North West were open but had not yet progressed to any formal decision re merger. - A school in neighbouring authority supported by the Trust is likely to receive a directive academy order and the Trust could be named as its sponsor. - The strategic self-assessment process is being undertaken. This is a work in progress and there will be an update on this at the next meeting. The nature of the process means that this item will be tabled at the meeting and not circulated in advance. <p>Points raised by Trustees:</p> <ul style="list-style-type: none"> - Whether a Sheffield based Trustee has been identified - Whether any clarification has been sought by incoming schools re the Trust's top slice - Due diligence would be provided to Trustees on all prospective <p>Based on the due diligence advice provided by the CEO, Trustees agreed to continue with the conversion process for schools in Sheffield.</p> | <p>CEO: Next meeting</p> |
| 6 | <p><u>GDPR Update</u></p> <p>Wendy May, Head of Data and Safeguarding, had previously circulated an update report on GDPR.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> - An external GDPR service supports the Trust - No significant data breaches have had to be reported to the ICO during the last 12 months - Staff employed in the Trust are proactive in seeking advice - A training programme is in place for both hubs - Information is regularly disseminated - Training for Trustees is available. This will be based on a needs analysis. Trustees were asked to complete this analysis and return it to Wendy May at the next Board. <p>Points raised by Trustees:</p> <ul style="list-style-type: none"> - Whether the training frequency is sufficient <p>Trustees received and approved the GDPR report.</p> | <p>All Trustees – next meeting</p> |

| | | |
|---|--|--|
| 7 | <p><u>Safeguarding Annual Report and Audits</u></p> <p>Wendy May, Head of Data and Safeguarding, had previously circulated the confidential annual statutory safeguarding report. Detailed minutes on this item are confidential and have been recorded separately.</p> <p>Trustees received and approved the annual statutory safeguarding report 2020. This covered the safeguarding reports for:</p> <ul style="list-style-type: none"> • Lakeside Primary Academy • Village Primary Academy • Hackwood Primary Academy • Reigate Park Primary Academy • Carlyle Infant and Nursery Academy <p>This approval followed detailed discussion with Paul Makin, Chair of Trustees and Safeguarding Trustee on Thursday 23rd January 2020.</p> <p>Trustees thanked Wendy May for her leadership and work in this area.</p> | |
| 8 | <p><u>Estates Management Strategy</u></p> <p>Tony Crocker, Estates and Facilities Manager for the Trust, had previously circulated a report on the Trust’s estates management strategy.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> - The Trust now receives an annual allocation of improvement funding for its buildings and estates - The Trust has developed a methodology for distributing this funding – this is based on the national methodology for allocating condition improvement funding (CIF) - From the strategy will flow asset management plans and an estate delivery programme - Urgent works have been identified and addressed already <p>Points raised by Trustees:</p> <ul style="list-style-type: none"> - Trustees recognised that this is a very complex area - When the delivery programme will commence - How distribution of available funding can be equitable - How the Board can best support Trust officers to secure funding to replace the Ashcroft Academy in Derby. <p>The Board of Trustees approved the estates management strategy.</p> <p>Tony was thanked for his succinct input.</p> | |
| 9 | <p><u>Capability Policy</u></p> | |

| | | |
|----|--|--------------|
| | <p>Tracey Mellor, Head of Operations, had previously circulated an updated capability policy.</p> <p>Trustees approved the revised capability policy.</p> | |
| 10 | <p><u>Any Other Business</u></p> <p>New Audit Committee</p> <p>The board had previously approved the establishment of a separate audit committee and for the remit of the current combined finance and audit committee to be revised. In order to establish the new committee trustees were asked to let the CFO know if they are willing to volunteer for this. Members of the audit committee would not then sit on the separate finance committee.</p> <p>There being no further business the meeting closed at 20.00</p> | All Trustees |