

The Harmony Trust

Board of Trustees

Meeting – 2 July – 6.00 pm

Approved Minutes

		Lead	Date
	<p><u>Present:</u></p> <p>Paul Makin (Chair), Antony Hughes (CEO), Kit Thorne, Sajen Bakht, Ashley Forbes, Graham McGuffie, Norman Hole, Marian Simmons, Sara Bashir</p> <p>In attendance:</p> <p>Suzanne Thompson (Director of Finance) Tracey Mellor (Head of HR and IT) Wendy May (Head of Safeguarding and Data) Andrew Jones (Academise UK – Clerking Services)</p>		
1	<p><u>Apologies for absence</u></p> <p>No apologies had been received except that Sajen Bakht may arrive after the start of the meeting.</p>		
2	<p><u>Minutes and Matters arising from previous meeting</u></p> <ul style="list-style-type: none">- 14th May 2018- To approve as a correct record- Matters arising <p>The minutes were approved without corrections.</p> <p>Matters arising:</p> <p>Items will be included on the first meeting of the new year on the optimum size of the Board and, also, the revised scheme of delegation.</p>	AJ	Aut 18
3	<p><u>CEO Report</u></p> <p>The CEO had circulated his report.</p> <p>Key points raised included:</p>		

- Very positive feedback had been received from the external writing moderator in two of the Trust's Oldham Academies
- The RSC "stock take" meeting had taken place and was very positive. The varying nature of cohorts was noted.
- The focus on assessment would continue.
- The programme of school improvement in the Derby hub is going well and is focusing on key priorities.
- The positive dialogue with OMBC on SEND placements and funding and the specialist expertise and provision that Harmony can offer.
- Safeguarding audits had now been concluded within the Oldham academies and very few minor recommendations had been made.
- The Trust had made appointments to the multi-disciplinary team.
- Attendance would remain a focus for the Trust.
- The level and focus on Finance by Trust and Academy senior leaders had had a positive impact on managing the Trust's finances this year and the same level of focus would be required in the future in order to sustain the Trust's improvement trajectory and pattern of growth.
- The link between the Trust's financial position and its overall staffing strategy, "Great place to work"
- The capacity needed to communicate the good work of the Trust's Academies both to highlight positives and, also, to further improve parental engagement.
- Collaborative approaches and positive relationships are developing well across the Derby Hub.
- The Trust's broader innovative work through the TSA and the Harmony Trust Learning Communities.
- The Trust had been visited by the Deputy Mayor for Greater Manchester, Baroness Beverley Hughes.
- Positive opportunities and activities for children across the Derby Academies in relation to joint sporting activity

Key points and questions raised by Trustees included:

- The causes of issues in one of the Derby Academies.
- A welcome to the introduction of specialist services by the Trust
- The capacity needed for making an application for a free school
- What had been built into the Trust's budget projections for teacher remuneration
- How one of the Derby Hub schools was managing to avoid a budget deficit

	<ul style="list-style-type: none"> - The timeline for starting the communications strategy and capacity - The impact of the pilot project with the Prince William Award 		
4	<p><u>Trust and Academy budget forecasts and approvals</u></p> <p>The Finance Director had circulated a draft budget for the Trust and its Academies. This had been approved and recommended by the FAR committee in the preceding meeting.</p> <p>Key points raised included:</p> <ul style="list-style-type: none"> - The FAR committee had discussed and approved the report - The Chair of the Committee formally proposed the acceptance of the report and the budget it contains. <p>Trustees approved the annual budget for the Trust and its Academies.</p>		
5	<p><u>Parental access and start and end of day Academy procedures</u></p> <p>The item was addressed by the Head of Safeguarding and Data.</p> <p>Key points raised included:</p> <ul style="list-style-type: none"> - Risks had been identified related to the relatively free parental access at some Academies before and after school - A trial scheme had been implemented on a phased basis at some Academies at the end of the afternoon session. - There had been some negative feedback about the trial scheme. <p>Key points and questions raised by Trustees included:</p> <ul style="list-style-type: none"> - Additional changes that might be made to make the going-home process less crowded and uncomfortable - Parking issues near to the Academies - The link to “lock down” processes - The amount of detail in the initial letter to parents 		

6	<p><u>Derby Hub Conversion Update</u></p> <p>Andrew Jones of Academise UK had previously circulated a briefing note.</p> <p>Key points raised included:</p> <ul style="list-style-type: none"> - Only 2 out of 6 of the schools had converted to become Academies on schedule - The profile of the schools in the hub had changed from the beginning of the project - The current target date for the remaining 4 Academies was now 1 August although the LA were pressing for September conversions. The DfE had today confirmed the ambition that the schools still convert in August. <p>Key points and questions raised by Trustees included:</p> <ul style="list-style-type: none"> - That the wording of the proposed CTAs was disadvantageous to the Trust as well as the Secretary of State. 		
7	<p><u>GDPR update</u></p> <p>The item was tabled by the Head of Safeguarding and Data.</p> <p>Key points raised included:</p> <ul style="list-style-type: none"> - The update report had been written by the Trust's new DPO - Training and policy updates with and for staff - Termly meetings in each Academy <p>Key points and questions raised by Trustees included:</p> <ul style="list-style-type: none"> - The date on which the DPO had commenced duties 		
	<p><u>Any Other Business</u></p> <p><u>Parental Complaint</u></p> <p>AJ reported that the Trust had received and dealt with a complaint from a parent at one of its Academies. The complaint was not resolved and had progressed to Stage 3 of the Trust's complaint process (an Independent Panel). The Independent Panel did not uphold the complaint. It made one recommendation to the Trust which had been communicated to the CEO.</p>		

