

The Harmony Trust

Board of Trustees

15 May 2017 – 5.00pm

Approved minutes

	Item	Actions	
		Lead	When
	<p><u>Present:</u></p> <p>Jayne Lawrence, Marian Simmons, Mike Parker, Sandy Dixie, Antony Hughes (CEO)</p> <p><u>In attendance:</u></p> <p>Andrew Jones, Tracey Mellor, Suzanne Thompson, Maggie Williams, Wendy May</p>		
1	<p><u>Apologies for absence</u></p> <p>Apologies were received for Sajen Bakht, Riaz Ahmad, Steve Smith and Paul Makin.</p> <p>All apologies were accepted.</p>		
2	<p><u>Election of Chair for Meeting</u></p> <p>The Clerk explained that as the Chair had sent apologies it would be necessary for a Trustee to Chair the meeting.</p> <p>Jayne Lawrence was proposed by Marian Simmons and seconded by Antony Hughes.</p>		
3	<p><u>Minutes of meetings on 17 March 2016</u></p> <p>The following points were noted:</p> <ul style="list-style-type: none">• Board of Trustees minutes were incorrectly titled.• 4.6 “external outcome accountabilities” to read “pressure from external accountabilities in outcomes and results”		

	<p>With the above points, the minutes of the Board meeting of 17 March were agreed as a correct record.</p> <p>There were no matters arising from the Board or Committee minutes not covered by the agenda.</p>		
4	<p><u>CEO's report</u></p> <p>The CEO took Trustees through his report noting the following key points:</p> <ul style="list-style-type: none"> ● Confidential points listed at the end of the minutes ● A National College Teaching Innovation Fund (TIF) submission had been written in partnership with Buckinghamshire Learning Trust and Five Rivers MAT ● The outcome of Greenhill's TSA submission is still awaited ● Greater confidence in KS2 SATs outcomes ● Further work to be done in relation to attendance and the impact of measures taken this year and, then, next steps to be taken by the Trust ● The external review of Alt academy accorded with the academy's self-evaluation ● Internal safeguarding reviews to be initiated for all academies ● 17/18 calendar has been agreed in line with the paper for Trustees and will be implemented <p>Points raised by Trustees included:</p> <ul style="list-style-type: none"> ● Confidential points listed at the end of the minutes ● The likelihood of the TIF bid succeeding ● The levels of difficulty in KS2 SATs ● What feedback had been received from CIF bids <p>It was agreed for a letter to be sent to KS2 staff to acknowledge their work in relation to the KS2 SATs.</p> <p>It was agreed to continue with the CCJ conversion including related land agreements. The Trust to seek reassurances on safety relating to the security of the site.</p> <p>Pupil data to be circulated separately after the Board.</p>	<p>PM AH</p> <p>AJ</p> <p>AH WM</p>	<p>May 17</p> <p>May 17</p> <p>May 17</p>

5	<p><u>Reserves Policy</u></p> <p>The Director of Finance led Trustees through the paper highlighting the following key points;</p> <ul style="list-style-type: none"> • The policy proposed to change the level of reserves from 15-20% to 8-10% to recognise actual needs and tighter funding settlements • The policy makes clear that reserves over those needed will be transferred and held by the Trust rather than individual Academies as budget surpluses <p>Points raised by Trustees included:</p> <ul style="list-style-type: none"> • How Principals had been consulted on the changes • Whether any questions had been raised by the external Auditors • How the reserves transfer would operate in practice and whether individual academies could then access the centrally held reserves if needed • Whether existing contracts are reviewed for value for money within the budget setting process • Whether the briefing given by the FD to FAR committee on restricted/unrestricted funds could be shared with other Trustees and the SLT <p>Trustees approved the amended reserves policy.</p> <p>The FD to share the restricted/unrestricted presentation with the TLT</p>	ST	Jun 17
6	<p><u>Impact of Governance Changes</u></p> <p>The CEO took Trustees through a discussion and circulated a draft paper noting the following key points:</p> <ul style="list-style-type: none"> • The Governance model had been changed significantly during the last year • Proposed changes had been implemented in full • Engagement by all constituents had increased • A number of areas for development were highlighted including: a Trustee safeguarding role and the sharing of advocacy roles amongst Trustees and/or Members • An external review of Governance is being recommended for all MATs by the DfE 		

	<p>Points raised by Trustees included:</p> <ul style="list-style-type: none"> • Whether the Board should engage a standing paid external adviser on Safeguarding • Whether the Board should have a standing item on Safeguarding at each meeting • What monitoring timetable is in place for monitoring Safeguarding <p>The CEO proposed that the Board recruit a Trustee with Safeguarding expertise and, further, that an external adviser be identified and appointed.</p> <p>It was agreed to have a standing item on Safeguarding on each agenda.</p> <p>It was agreed, as an interim measure, to ask the Chair to undertake the role of the Safeguarding Trustee until the above appointment is made.</p>	<p>AH</p> <p>AJ</p> <p>AH</p>	<p>Jun 17</p> <p>Jul 17</p> <p>May 17</p>
	<p><u>Any Other Business</u></p> <p>The CEO had received an expression of interest for Mrs Bashir to become a Parent Trustees. The CEO will take up references for Mrs Bashir but, subject to that, will be recommending her appointment, as a Trustee, to Members.</p>	<p>AH</p>	<p>May 17</p>
	<p><u>Date and time of next meetings:</u></p> <p>Monday 10th July 2017 – 6.00 pm</p> <p><u>The meeting closed at 6.45 pm.</u></p>		

4	<p><u>Confidential items:</u></p> <p><u>CEO's report</u></p> <p>The CEO took Trustees through his report noting the following key points:</p> <ul style="list-style-type: none">• Lawn Primary had withdrawn from joining the Trust and from supporting Cavendish Close Junior School (CCJ)• CCJ had only been able to continue to function with the support of the Trust and, also, the flexible support of Andrew Jones Consultancy Services Limited (AJCSL). AJCSL was thanked by the CEO• There is no substantive headteacher at CCJ <p>Points raised by Trustees included:</p> <ul style="list-style-type: none">• Leadership capacity at CCJ• Whether the land and buildings created any issues for the Trust		
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