



## The Harmony Trust

Board of Trustees Meeting Minutes  
Monday 21st November 2016 – 6.00pm  
Northmoor Academy

|            |                |                                   |
|------------|----------------|-----------------------------------|
| Attendees: | Paul Makin     | Chair, Trustee                    |
|            | Antony Hughes  | Chief Executive                   |
|            | Sandy Dixie    | Director of Standards & Provision |
|            | Riaz Ahmad     | Member, Trustee                   |
|            | Marian Simmons | Member, Trustee                   |
|            | Mike Parker    | Trustee                           |
|            | Jayne Lawrence | Trustee                           |
|            | Imran Raja     | Parent Trustee                    |

|                     |                  |                                 |
|---------------------|------------------|---------------------------------|
| Also in attendance: | Suzanne Thompson | Finance Director                |
|                     | Tracey Mellor    | Director of Business Management |
|                     | Wendy May        | H&S, Safeguarding & Data Lead   |
|                     | Maggie Williams  | Strategic Advisor to the Board  |
|                     | Andrew Jones     | Trust Advisor                   |
|                     | Kim Callaghan    | Clerk                           |

### 0. Opening

0.1 PM opened the meeting and welcomed all the attendees. A round of introductions was carried out. The Board welcomed the new Parent Trustee.

### 1. Apologies

1.1 Apologies were received from Kevin McCormick, Sajen Bahkt and Steve Smith.

### 2. Declarations of Interest & Register of Business Interests

2.1 AH registered an interest as he is a Trustee for Five River MAT (FRMAT) he explained that FRMAT and The Harmony Trust have been in discussions with each other about potential joint working.

### 3. Minutes and Matters arising from previous Board of Directors meeting

3.1 The minutes were checked for accuracy no corrections required.

3.2 No matters arising from the minutes: all actions have been addressed.

#### **4. Items of correspondence**

4.1 The Trustees were provided with a copy of the letter received by the CEO from Lord Nash dated 21<sup>st</sup> October 2016.

4.2 A discussion took place about the Trustees responsibilities outline by Lord Nash.

4.3 Lord Nash's letter refers to Peter Lauener's letter.

**ACTION:** ST to recirculate for all, although in particular for new Trustees which have joined the Trust since this letter was received.

4.4 A discussion took place about Trustee development.

**ACTION:** Trustees to advise what training requirements they have and an individual action plan for each Trustee to be completed.

#### **5. CEO Report**

AH presented the CEO report to the Board.

##### Trust-wide Self-assessment, Strategic Plan and Growth Strategy

5.1 AH discussed the Trust-wide Self-assessment.

**ACTION:** AH advised the Trustees that the draft SEF would be presented at the next meeting on 23<sup>rd</sup> January 2017.

**(6.15pm RA left the meeting)**

5.2 A discussion took place about the Strategic Plan.

5.3 A discussion took place about the Growth Strategy and the following questions were raised.

5.4 PM asked what is the TLT's view for capacity for growth. AH advised that the Trust has received funding to expand and communications have been sent to the RSC for the North.

5.5 JL asked if there were any particular reasons for the hubs to be in the areas mentioned. AH explained the Trust has knowledge, working relationships already in place and the cohort are similar to the Harmony Trust's academies.

5.6 A discussion took place about the meeting due to place with Vicky Beer, North West RSC.

**ACTION:** AH to circulate report from the meeting at Board on 23<sup>rd</sup> January.

#### Safeguarding and attendance

5.7 A discussion took place about the services available to support current child protection numbers across the Trust, the work being carried out with regards to attendance, the mobility of children and the impact all this has on the results and finance.

**ACTION:** AH will report on this further at a future meeting.

**ACTION:** WM to provide data on the Year 6 children staying in our academies.

#### CIF Bids

5.8 The Board acknowledged the process of the CIF Bids.

#### ICT Strategy

5.9 The Board acknowledged the ICT infrastructure implemented and the installation of Office 365.

5.10 MP asked if there was a back up if there was a problem with the super server at Northmoor. TM advised that a back up service online is purchased.

5.11 JL asked if the sharing of data on Office 365 was secure. AJ confirmed that this is.

### **6. Scheme of Delegation.**

6.1 AJ presented the Scheme of Delegation to the Board.

6.2 A discussion took place about the reasoning for the review and differentiation between members and trustees, meeting patterns, the role and responsibilities of academy advocates and committees.

**ACTION:** AJ to prepare paper regarding four year term for Trustees.

**ACTION:** Further communications to be carried out with Principals, Trust Leadership at the next Trust Development session in January to focus on areas discussed.

## **7. Standards and Pay and Performance Committee Feedback**

7.1 MS provided verbal feedback from the Standards and Pay and Performance Committee meeting which took place prior to the Board meeting. The following areas were acknowledged/approved:

- Revise & review recruitment and retention strategy
- Continue to revise and review plans in all academies
- Regular update for committee on in year admissions
- Potential Ofsted inspections due for 4 academies
- Academy & Trust Dashboard to be communicated to Board at future meeting

7.2 The performance management process was carried out in line with the scheme of delegation.

7.3 PM requested the Dashboard be circulated to Trustees via the online sharepoint.

**ACTION:** Training session on Dashboard data to be identified by TLT.

## **8. Finance Committee Feedback**

8.1 JL provided verbal feedback from the Finance Committee meeting which took place prior to the Board meeting. The following areas were acknowledged/approved:

- The presentation of the annual report, accounts and external audit report were presented by David Fish from PWC
- No matters to report from the external audit
- Internal audit to be assessed on how it is structured
- Discussed reserves and the financial frameworks are robust

8.2 The committee and the Board thanked the Finance Director for the work on the audit and report.

8.3 A discussion took place on the risk exception report highlighting the following:

- The high risks identified in the report

- The reduced risks identified in the report
- Committee approved the risks
- Forecasting on finances at FAR committees to be quarterly

8.4 The Board approved the recommendations and mitigations of the Risk Exception report.

**ACTION:** AH asked the committee to consider a reserves policy.

**ACTION:** Medium financial plan to be presented at FAR committee.

## **9. AOB**

9.1 Prevent Training - WM highlighted that in 2016 new guidelines regarding keeping children safe were issued and it is considered best practice for Trustees to have Prevent Training.

**ACTION:** All Trustees to complete online Prevent Training, once completed certificate to be sent to Wendy May.

9.2 MP requested a list of acronyms.

**ACTION:** WM to provide list of acronyms.

**Meeting close at 7.35pm.**

**The next meeting will be on Monday 23rd January 2017.**

Minutes approved by: