

## Minutes

### OAT Board of Trustees

**Date:** Thursday 10<sup>th</sup> March 2016  
**Time:** 10.30am  
**Location:** The Athenaeum, 107 Pall Mall, London

**Present:**

Paul Hann	PHA	Chair
Toby Salt	TSA	Chief Executive Officer
Wendy Barnes	WBA	Trustee
Ian Brookman <i>(via telephone link)</i>	IBR	Committee Chair and Trustee
Frances Hall	FHA	Trustee
Nicole McCartney	NMC	National Director of Performance and Partnerships/Trustee
Peter Murray	PMU	Founding Chair
Bal Samra	BSA	Trustee
Mark Stanyer	MST	Executive Principal and Trustee

**Apologies:**

James Murray	JMU	OAT
Ken Shooter	KSH	Trustee

**In Attendance:**

Di Barnes	DBA	National Director for Academies, OAT
James Miller	JMI	National Director of Estates and Technology, OAT
Paul Nye	PNY	Chief Operating Officer, OAT
Sara Vout	SVO	Head of Finance, OAT
Julie Isahak	JIS	Clerk

Part	Discussion	Action
	<b>NB: Trustees' questions and recommendations are detailed in BOLD, with responses in ITALICS.</b>	
<b>1</b>	<b>Welcome, introductions and apologies</b>	
1.1	Apologies were received and accepted from JMU and KSH.	
1.2	The focus of the meeting to be quality assurance, with a reminder to Trustees that accountability lies with themselves, and not with Local Governing Body (LGB) Chairs.	
1.3	Areas for consideration: <ul style="list-style-type: none"> <li>Are all the right checks in place for all areas that Trustees have oversight of?</li> <li>Are these areas systematically reported on with patterns analysed?</li> </ul>	

<b>2</b>	<b>Minutes</b>	
2a.1	<b>Declarations of interests and Trustees interests for OAT website</b>	
2a.2	All information has been published on the website as required.	
2b.1	<b>To confirm the minutes of the Board meeting held on 17<sup>th</sup> December 2015</b>	
2b.2	Agreed as a true and correct record of the meeting.	
2c.1	<b>Matters arising</b>	
2c.2	Schemes of Delegation meeting - completed.	
2c.3	PNY discussions with Grant Thornton – completed.	
<b>3</b>	<b>Update School Improvement Sub-committee</b>	
3.1	A new system to provide an overview of academy performance data was discussed.	
3.2	Discussion took place with regards the following Governance issues: 1) <u>The Annual Safeguarding Quality Assurance</u> <ul style="list-style-type: none"> <li>Revert to Financial Oversight and Risk committee (FOR) (21.04.16) and also feature as a standard item on the School Improvement Sub-committee (SIS).</li> <li>OAT to set parameters about day to day management delegated to LGBs.</li> </ul>	<b>FOR Committee/ SIS Sub-committee</b>
3.3	2) <u>Policies</u> <ul style="list-style-type: none"> <li>An agreement is in place with an organisation to quality assure policies.</li> <li>Only four policies are required to go through the LGB. There must be absolute clarity on these and they must be reviewed annually. All others can be delegated to a committee or individually to a member of the senior team.</li> </ul>	
3.4	A discussion on the context of Governor accountability followed: <ul style="list-style-type: none"> <li>OAT has a mission to be <b>devolutionary</b> but <b>assured</b>.</li> <li>LGBs should comprise high quality and committed personnel who might make up any potential wider boards.</li> <li>OAT will be moving over time to a hob governance model. A route map will be prepared.</li> </ul>	<b>Julie Bloor</b>
3a	<u>Minutes of the last meeting held on 11<sup>th</sup> February 2016</u> Circulated to Trustees in advance of the meeting.	
3b	<u>School Improvement Update – Predictions 2016</u> <ul style="list-style-type: none"> <li>There was discussion around predicted grades.</li> </ul>	
<b>4</b>	<b>Update Finance Committee</b>	
4a	<u>Minutes from Audit Committee and FOR Committee meetings held on 27<sup>th</sup> January 2016</u> <ul style="list-style-type: none"> <li>Grant Thornton (GT) has been instructed to reconsider its fee basis and will revert back to the Board with proposals.</li> </ul>	
4b	<u>Financial support for Academies – cash flow and school improvement initiatives:</u> <ol style="list-style-type: none"> <li><u>Cash Flow</u> A straightforward loan agreement to be offered to Academies requiring short term financial support was discussed and agreed.</li> <li><u>School Improvement Investment Fund</u> PN outlined the opportunity for academies to apply to an investment fund to accelerate progress and this was agreed.</li> </ol>	<b>Item for Principals' Forum (11.03.16)</b>
4c	<u>Master Funding Agreement and Protections</u>	

	<ul style="list-style-type: none"> <li>• The Master Funding agreement is currently based on forecast pupil numbers but will change to historical numbers.</li> <li>• Pooling GAG between Academies will become legislation.</li> <li>• The DfE will have the right to remove an Academy from a Trust should it be categorised as Special Measures.</li> <li>• OAT aims to transfer to the new Agreement.</li> </ul>	
<b>5</b>	<b>Estates and Technology</b>	
5.1	Points discussed: <ul style="list-style-type: none"> <li>• Summary of Gas and electricity procurement.</li> <li>• Water to be deregulated in 2017 and procurement exercise to take place.</li> <li>• Continuing work on the 2016/2017 Capital Maintenance Programme; decisions to be made on prioritising projects for the coming year.</li> </ul>	
<b>6</b>	<b>Possible new academies under development and free schools</b>	
6.1	Strategies in place with regards free schools; <ul style="list-style-type: none"> <li>• Areas of need have been analysed and expressions of interest registered where appropriate.</li> </ul>	
<b>7</b>	<b>Any other business</b>	
7.1	Review of Governance to be discussed.	
7.2	A skills audit of the Board to be undertaken.	
<b>8</b>	<b>Date of next meeting</b>	
8.1	<ul style="list-style-type: none"> <li>• Thursday 21<sup>st</sup> July 2016, venue to be agreed.</li> </ul>	