



**ABRIDGED MINUTES OF THE BOARD OF DIRECTORS AWAY DAY HELD ON SATURDAY 12  
JANUARY 2019 AT LEEDS CITY ACADEMY, COMMENCING AT 9.00AM**

**Present:** Colin Booth (for minutes 18/19.26 – 18/19.30 inclusive), Lydia Devenny (for minutes 18/19.28 – 18/19.33 inclusive), Caroline Gruen, Erica Hiorns, Paul Morrissey, Jane Pither (Chair), Claire Rix, Darren Shickle, David Strachan, Andrew Whitaker (Executive Principal) and Craig Williams

**In attendance:** Toby Cale (Trust Vice-Principal) for Minutes 18/19.26 & 27 only, Michael Feldman for minutes 18/19.31 - 33 only and Vicki Reynolds (Clerk)

**PROCEDURAL MATTERS**

**18/19.26 a Apologies for absence**

The Board noted apologies from Kate Pearlman-Shaw.

**b Declarations of interest in any matters**

There were no declarations of interests, other than those declared in the Register of Interests.

**c Ratification of appointment of Kate Pearlman-Shaw as a Trustee**

The Board ratified the appointment of Kate Pearlman-Shaw as a Trustee and also as Chair of the Leeds West LAB.

**RESOLUTION** – Kate Pearlman-Shaw was appointed as a WRAT Trustee and as the Board-appointed Chair of Leeds West Local Accountability Board.

**GOVERNANCE PORTAL / PORTABLE DEVICES**

**18/19.27 a Introduction to Governance Portal**

The purpose and aims of the Portal were discussed and guidance on how to navigate the Portal were noted.

In response to a question, it was noted that secure chat rooms could be incorporated via 'Microsoft Teams'. It was agreed that this could be considered in the future evolution of the portal.

**b Guidance re Governance Portal**

A discussion took place regarding the desire to have access to a pdf combining all meeting papers, in order to enable papers to be scrolled through. It was also highlighted by Board members that access to individual documents would also be beneficial.

Discussion took place regarding receipt of emails to the Trust email accounts which had been set up for each Director and LAB member, including a wish for alerts to also be sent to people's personal email

addresses. Options discussed included setting an automatic trigger on the Trust email account or having a combined inbox so that Trust emails would appear in the same place. The Trust Vice-Principal agreed to explore the options with ITSS and would include this in forthcoming presentations to the LABs.

There was a question raised regarding security when accessing emails / the portal on personal devices. The Trust Vice-Principal explained that devices that required a six-digit pin code would be acceptable.

### **ACTIONS**

- Further guidance re use of Trust email accounts would be distributed, including instructions on how to access multiple accounts from a combined inbox.
- Clerk would send notification to personal email accounts re emails sent to Trust accounts until further notice.
- Trust Vice-Principal would provide one to one training sessions re portal / annotating documents on request.
- Feedback from Board members to Trust Vice-Principal on portal / documents would be welcomed.

## **REVIEW OF TRUST'S STRATEGY**

### **18/19.28 a Chair's Introduction**

The Chair outlined the purpose of the meeting and introduced the agenda.

### **b Trust's Strategic Approach**

The Executive Principal delivered a presentation highlighting the strategies and vision of the Trust. It was agreed that the presentation would be uploaded to the Governance Portal.

Reference to Leeds City College's 10 Year Teaching and Learning Vision initiated a conversation regarding careers guidance and improved outcomes for young people. It was noted that the Teaching and Learning Conference would take place on 1 July 2019.

Reference to the WRAT Community Transformation section of the presentation led to a discussion regarding a plan for community events, which were described as currently limited across the Trust. It was noted that the College could potentially arrange evening courses at the Academies.

It was noted that a group of students at Leeds East were piloting a scheme relating to local community issues. It was noted that this pastoral work would be captured on students' UCAS forms. It was also noted that a 'Student Passport' was in development and that would be used to capture all student participation and achievements.

The Executive Principal indicated that he would be liaising with Principals to devise a community events plan for each Academy.

Discussion took place regarding the introduction of student governors. A need for training the students was highlighted and it was agreed that LABs would need to be involved in the discussion.

A further discussion regarding guiding families in financial management took place.

The implementation of two Strategy Working Groups were discussed, requiring a monthly commitment for Board members. Volunteers were invited. The two groups would be as follows:

- Working Party 1 – Vision 2025 Narrative (Marketing/ Communications)
- Working Party 2 – Vision 2025 Key Structural/Operational Platforms.

### **ACTIONS**

- The Clerk would seek volunteers for each Strategy Working Group.
- Clerk to upload the Executive Principal's presentation to the Portal.
- Student governors representing each Academy and working with LABs would be established
- Leeds City Council would be contacted regarding Financial Management for Families support and guidance.
- Leeds City College students undertaking relevant courses would be considered to deliver guidance.
- Update from the Executive Principal regarding liaison with the other MAT would be provided in the future.

## **TRUST'S ROLE & BRANDING WITHIN LCC GROUP**

**18/19.29**

It was noted that the new name for the Leeds City College Group would be 'Luminate' and the rationale for the change was explained. It was also noted that Colin Booth's new title would be CEO of Luminate Group. A newly developed Luminate Strategy booklet was distributed and feedback was requested.

### **ACTIONS**

- Board members to provide feedback on Luminate Strategy booklet.
- Clerk to upload Luminate structure chart to portal.

## **TRUST CATERING CONTRACT**

**18/19.30**

An update was provided regarding the procurement process for the new catering contract. It was noted that the final stage would involve a presentation from three bidders on 18 January, following which a recommendation would be submitted to the Board.

### **ACTIONS**

- Details of the proposed contract would be circulated electronically to Board members.
- Recommendation to be submitted to the Board for approval.

## **GOVERNANCE**

**18/19.31**

### **a Board Self-evaluation of Effectiveness (June/July 2018)**

The previous self-evaluation outcomes were noted.

## **b Consideration of Reports**

The Academy Improvement Partner referred to the improvements required to move towards governance being assessed as outstanding, as indicated on his written report. It was noted that the findings closely matched those of the other external report by Terry Elliott.

The Board received and noted an update report regarding work undertaken since the governance services arrangement has been initiated in September 2018, along with proposals regarding matters relating to development.

## **c Review of Governance Arrangements**

Discussion took place regarding actions to increase governance effectiveness, during which a number of actions were agreed:

### **ACTIONS**

- It was noted that the Leeds West Principal would attend the next Board meeting to discuss curriculum matters.
- A review of the new style Dashboards would take place in Autumn.
- In line with data for Year 11, other year groups would also have increased focus.
- Consideration would be given to increasing the number of Parent Governors on each LAB to three.
- IDSR reports would be considered by the Board and LABs on an ongoing basis
- Arrangements would be made for Board members to undertake skills and effectiveness audits.
- Erica Hiorns and Jane Pither would work together on an 18-point governance action plan for the Board.
- Parent governor candidates would be sought at parent evenings and coffee mornings, with Board/LAB member(s) in attendance.
- An induction session for recently-appointed Board members would be arranged.
- The DFE-funded Board development programme would be pursued.

## **DATA ANALYSIS**

### **18/19.32**

A session focusing on reading and interpreting IDSRs was presented by the Vice-Chair. A visualiser was used to display the document, highlighting the benefits of using visualisers in teaching and learning.

It was noted that the IDSR reports were not in the public domain.

The benefit of LAB members scrutinising the IDSR reports to assist them in asking strategic, challenging questions to Leadership Teams was emphasised.

### **ACTIONS**

- The IDSR reports would be considered at future LAB meetings, prompting questions to the Leadership Teams.

- The IDSR would be an agenda item for the January LAB meetings, then in future, on an ongoing basis.

### **MEETING ARRANGEMENTS**

**18/19.33** It was noted that the next Trust Board meeting would take place on Thursday 28 February 2019 at Leeds West Academy, commencing at 5.30pm.

The meeting closed at 3.00pm.