



Address:
 Waterton Academy Trust
 The Grove
 Walton
 Wakefield
 WF2 6LD

Waterton Academy Trust

TRUST BOARD MEETING MINUTES

DATE: 6 th December 2023	TIME: 7:15pm	LOCATION: Hybrid meeting – Centre for Excellence, Walton, and virtually on Teams
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Attendees

Chair:	S Johnson	
Trustees:	K Davies (<i>attending virtually</i>)	
	A Goudie	J Shaw
	L Harrison	J Wathen
Attending:	D Dickinson (<i>Chief Executive Officer</i>)	
	M-C Bretherton (<i>Deputy Chief Executive Officer</i>)	
	P Knox (<i>Chief Operations and Finance Officer</i>)	
Apologies:	J Henson	
Clerk:	L Clark (<i>Head of Governance</i>)	

ITEM	ACTION
<i>The Chair introduced this additional meeting of the Trust Board (with two agenda items), held immediately after the AGM (Members, and other attendees at the AGM had left before this meeting commenced).</i>	
1. IT Services contract	
<p>The CEO summarised the position to date with regards to the IT services contract. A tender exercise had been undertaken as it was deemed to be an appropriate time to do this, and also taking into account that the current provider had been taken over by another company. Tender documentation was produced and submitted and of the seven applications, three were invited to meet the panel to present their services and answer questions. Using set criteria and scoring it was unanimously agreed to (in principle, based on trustee approval) appoint a new provider – Turn IT On.</p> <p>The panel had concluded that technically they were more robust and resilient, and commercially it was a more well-rounded offer including added value work. In response to a question, it was confirmed that the transition to the new company may take up until March.</p> <p>Thanks were recorded to trustee J Wathen for supporting the process and adding his expertise.</p>	

ITEM	ACTION
<p>Through further questions and discussions, the company was discussed, and it was highlighted that one of the other salient benefits offered is that they are a growing company who have taken over the support provider for Bromcom and deliver support also for PowerBi (both used by the trust). It was reiterated that the trust must receive the added value that has been promised as part of the contract. Terms of contract were discussed in detail and agreed that instead of the proposed 3-year contract, a 2 plus 1-year contract be awarded.</p> <p>Resolution: Trustees were in unanimous agreement to appoint Turn IT On as the IT services provider based on the robust tender process and feedback from the panel.</p>	
<p>2. Any other business</p>	
<ul style="list-style-type: none"> - LA Admission Arrangements Consultation - WAT Admissions Policy 	
<p>The CEO provided a brief summary of the changes proposed by the local authority which were in the main, logistical changes relating to dates and informing of changes of addresses. There were no significant changes to report on and the recommendation was for approval. All communications and documentation had been uploaded to Teams for Trustees to review.</p> <p>The CEO confirmed that the trust has an admissions policy statement which is in place and is used in conjunction with the LA admissions arrangements.</p> <p>Resolution: Trustees confirmed their ratification and approved the LA admissions policy.</p> <p>A further AOB item was mentioned relating to a colleague who had worked at Walton Primary for more than 20 years and was known to trustees, who was receiving end of life care. Trustees will write to the family thanking her for her long service and commitment to Walton and the trust. A commemoration will take place at school in due course. Trustees expressed their condolences.</p>	TB
<p>3. Identification of confidential items</p>	
<p>None.</p>	
<p>4. Date and Time of next meeting</p>	
<p>19th March 2024</p>	

MEETING CLOSED 7:35pm

SIGNED:

DATE:

Actions from the Trust Board meeting held on 6 December 2023

Agenda Item N ^o	Summary of Action	Who?	When?
2	Letter from trustees	Gov team	asap