

## INCLUSIVE MULTI ACADEMY TRUST (IMAT)

### FIRST TRUSTEES MEETING

AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD

ON WEDNESDAY 16<sup>TH</sup> NOVEMBER 2016 at 7:00pm

<b>ATTENDEES</b>	BILL GRIMWOOD (BG)      JAMES ROACH (JR)      SHARON CARLYON (SC) CHRISTOPHER GRIMWOOD (CG)      JONATHON HARTLEY (JH)      ROGER GIBBS (RG) BECKY BLACKSTAFFE (BB)      JILL STEWARD (JS)      CARLEY HOLLIMAN (CH)
<b>ABSENTEES</b>	RICHARD JONES (RJ)
<b>GUESTS</b>	
<b>IN ATTENDANCE</b>	DENISE PLOCIENNIK (CLERK)
<b>DOCUMENTS CIRCULATED</b>	<ul style="list-style-type: none"> <li>• Articles of Association</li> <li>• Master Funding Agreement</li> <li>• Supplemental Funding Agreement</li> <li>• Academies Financial Handbook</li> <li>• Charity Commission (CC3) -The Essential Trustee – What you need to know - <a href="https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3">https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3</a></li> <li>• Charity Commission (CC8) - Internal Financial Controls for Charitable Trustees - <a href="https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8">https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8</a></li> <li>• DfE Governors’ Handbook (November 2015)</li> </ul>

ITEM	MINUTE	ACTION
<b>WELCOME &amp; INTRODUCTIONS</b>	RG welcomed everyone to the first Trustees’ Meeting for the Inclusive Multi Academy Trust. Everyone was asked to introduce themselves and to explain the field of expertise which they were bringing to The Trust.	
<b>1. APOLOGIES</b>	Apologies were received from RJ. Trustees accepted the apologies.	
<b>2. DECLARATION OF INTEREST</b>	Those present were asked to declare any conflicts of interest arising from any item on the Agenda. No conflicts of interest were declared.	
<b>3. REGISTER OF INTERESTS</b>	Trustees were asked to note the requirement to have a Register of Business Interests which must be published on the Trust’s website. Trustees instructed the Clerk to complete this requirement. The Trust does not have a website yet so this document will be posted on the LHS site ftb.	<b>Trustees and Members to complete Pecuniary Interest Declarations and forward them to the Clerk.</b> <b>Clerk to arrange for Register of Business Interests to be published online</b>
<b>4. ACKNOWLEDGEMENT OF INCORPORATION</b>	It was noted that the Trust had been incorporated on 5 <sup>th</sup> October 2016	

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<b>DETAILS</b>	with Company Number 10411381	
<b>5. CONFIRMATION OF REGISTERED OFFICE</b>	Trustees confirmed that the Company's registered office is:  Laurance Haines School, Vicarage Rd, Watford, WD18 0DD	
<b>6. ACCOUNTING REFERENCE DATE</b>	The Trustees acknowledged that the Trust's Accounting Reference Date is 31 <sup>st</sup> August.  This year, a budget for November-August will be submitted to the EFA by the 12 <sup>th</sup> December	
<b>7. MEMBERS</b>	The Trustees noted the initial Members of the Company are:  Becky Blackstaffe Jill Steward Carley Holliman Roger Gibbs Jonathon Hartley	
<b>8. NOTIFICATION OF INITIAL TRUSTEES</b>	The Trustees noted the initial Trustees of the company, and that their 4 year term ends 31/10/2020:  Roger Gibbs Jonathon Hartley Christopher Grimwood Richard Jones William Grimwood James Roach	
<b>9. NOTIFICATION OF PARENT TRUSTEES</b>	Each School within the Academy has parent governors, and so the Trust will not need to appoint Parent Trustees.	
<b>10. APPOINTMENT OF TRUSTEES</b>	Trustees agreed to appoint Becky Blackstaffe as a Trustee.  The Trustees instructed SC (Company Secretary) to update the Companies House register in this regard.	SC to update the Companies House register
<b>11. INSURANCE ARRANGEMENTS</b>	The Trustees were asked to check whether suitable insurance including indemnity insurance for the Trustees was in place. SC confirmed that DfE RPA insurance is in place. Additional insurance has been obtained for the Mini Bus, but a provision for trips abroad will need to be put in place.	SC to look at Insurance arrangement for trips abroad
<b>12. APPOINTMENT OF THE CHAIR AND VICE CHAIR</b> <b>12.1 Appointment of Chair</b> <b>12.2 Appointment of Vice Chair</b>	The Trustees were invited to give nominations to SC for the role of Chair of the Board of Trustees (as per AoA). The Trustees were told that if more than one Trustee was nominated, the vote would be conducted by secret ballot and that nominees would have to leave the room.  12.1 Roger Gibbs (RG) was nominated as Chair of the Board of Trustees. All were in favour, and he accepted the position.  12.2 Jonathon Hartley (JH) was nominated as Vice Chair of the Board of Trustees. All were in favour, and he accepted the position.	
<b>13. Appointment of Accounting Officer</b>	The Trustees were asked to note that the Executive Headteacher is the Accounting Officer of the Academy Trust Company.  The Trustees were asked to confirm the appointment of an Executive Headteacher. It was noted that this post is the Accounting Officer of the	

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	<p>Inclusive Multi Academy Trust.</p> <p>The Trustees ratified the appointment of James Roach (JR) as Executive Headteacher.</p>	
<b>14. APPOINTMENT OF THE HEADTEACHER OF THE ACADEMY</b>	<p>AoA refers</p> <p>The trust ratified JR as the Headteacher of the Academy.</p>	
<b>15. APPOINTMENT OF CHIEF FINANCIAL OFFICER</b>	<p>The MFA and AFH sets out requirements for The Trust to appoint a Chief Finance Officer (CFO) with appropriate financial qualifications and/or experience.</p> <p>The Trustees were asked to ratify the appointment of Sharon Carlyon (SC) as the Chief Financial Officer of the Academy trust Company</p>	
<b>16. ARTICLES of ASSOCIATION</b>	<p>The Trustees were asked to note the attached Articles of Association and to instruct the Clerk or Company Secretary to issue a copy of those documents to new Trustees upon their appointment.</p> <p>The Trustees duly noted the Articles of Association and accepted them.</p>	<p>Clerk to Issue new trustees with a copy of Articles of Association upon appointment</p>
<b>17. MASTER FUNDING AGREEMENT (and SUPPLEMENTAL FUNDING AGREEMENT)</b>	<p>The Trustees were asked to note the completion of the Master Funding Agreement for the Trust and the Supplemental Funding Agreement for Laurance Haines School. The Trustees were asked to ratify the decision made by the Initial Trustees to enter into these agreements to enable conversion to take place.</p> <p>The Trustees ratified the entering into of the Master Funding Agreement and Supplemental Funding Agreement.</p>	
<b>18. APPOINTMENT OF COMPANY SECRETARY</b>	<p>It is not mandatory for the Trustees to appoint a Company Secretary but arrangements for the legal and regulatory functions need to be agreed. The Board was asked to approve that these responsibilities are met by the SC as CFO with support from the clerk, initially.</p> <p>The Board approved.</p>	
<b>19. CHECKS ON TRUSTEES</b>	<p>The Trustees were asked to check that the relevant safeguarding and identity checks had been carried out on all Trustees in accordance with the Education (Independent School Standards) Regulations 2014 including the requirement for the Chair of Trustees to have his DBS check countersigned by the Secretary of State. In the case of a maintained school converting to an Academy (where the governing body of the maintained school applies for the Academy to be registered as an independent school) if the Chair of Governors of the Academy Trust (or any of the Governors) has/have already had a DBS check carried out by the local authority, there is no requirement for a further check to be undertaken on that person through the Department. However, please note that there are other checks to carry out on the Governors in accordance with the Education (Independent School Standards) Regulations 2014 and the 'Keeping Children Safe in Education' guidance</p> <p>The Clerk was asked to check with the School Secretary, Julia Borlase, on the progress of the checks. Trustees were told that they will be contacted by Julia, if they have not already been. JH said that he had his</p>	<p>Clerk to check with school secretary on the progress of Trustee/ Member DBS checks/ reference checks etc</p> <p>JH to submit his DBS certificate to Julia Borlase as soon as possible</p>

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	DBS certificate, but had not brought it in to Julia yet.	
<b>20. CHARITY COMMISSION and DfE GUIDANCE</b>	<p>The Company has exempt charity status. The Trustees were asked to note the attached guidance notes available both online and a copy of which can be found in the Company Books:</p> <ul style="list-style-type: none"> <li>Charity Commission (CC3) -The Essential Trustee – What you need to know - <a href="https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3">https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3</a>;</li> <li>Charity Commission (CC8) - Internal Financial Controls for Charitable Trustees - <a href="https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8">https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8</a>;</li> <li>DfE Academies Financial Handbook (September 2016) - <a href="https://www.gov.uk/government/publications/academies-financial-handbook">https://www.gov.uk/government/publications/academies-financial-handbook</a>;</li> <li>DfE Governors’ Handbook (November 2015) – <a href="https://www.gov.uk/government/publications/governance-handbook">https://www.gov.uk/government/publications/governance-handbook</a>;</li> </ul> <p>The Trustees were asked to note the importance of the Academies Financial Handbook in relation to the financial management of the Academy including the fact that it places a number of obligations and restrictions on the Academy.</p> <p>The Trustees instructed the Clerk to issue a copy of those documents and the DfE financial handbook to new Trustees upon their appointment.</p> <p>The Trustees noted such guidance.</p>	<p>All members and trustees to read articles by next meeting.</p> <p>Clerk to distribute copies of articles and a copy of the Financial Handbook to all new Trustees and Members</p>
<b>21. COMMITTEE STRUCTURE &amp; MEMBERSHIP</b>  <b>21.1 TERMS OF REFERENCE</b>  <b>21.2 COMPOSITION</b>  <b>21.3 MEMBERSHIP</b>	<p>AoA 100 sets out the freedom to create Committees as it sees fit. A Finance &amp; Audit Committee or its equivalent is mandatory.</p> <p>SC proposed that there be a <b>Resources Committee</b> and a <b>Standards Committee</b>. CH suggested that <b>Human Resources</b> be separated from Resources as the MAT expands, and warned that staffing and structure are very important considerations. JH also preferred that the HR committee be separate from the Resources committee. All agreed, but questioned whether it was necessary initially, with one school in the MAT.</p> <p>Trustees decided that there would be three committees:</p> <p>Standards Committee Finance, Audit and Premises Human Resources</p> <p>SC suggested that, to begin with, everyone attend all committee meetings to get a full understanding of how the MAT works, and later, choose which committee to become a member of., ensuring a majority</p>	<p><b>SC TO DRAFT AND APPROVE TERMS OF REFERENCE FOR EACH COMMITTEE</b></p>

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	<p>of Trustees in each committee. The Board were conscious of the level of commitment required as well as a possible repetitiveness given LHS is the only school in the trust at the moment. It was suggested that Trustee meetings could take place at the end of the Laurance Haines committee meetings. All were in favour of this idea.</p> <p>Draft Terms of Reference for each committee would need to be drawn up, and Trustees would need to appoint the Chair of each committee.</p>	
<b>22. TERMS OF REFERENCE</b>	<p>Both FA and AoA set out the responsibilities and duties of the Trustees. Further detail is provided by the Terms of Reference. These need to be drafted and approved, ensuring there is a majority of Directors.</p> <p>The Terms of Reference will be discussed in more detail at the next meeting,</p>	<b>DISCUSS TERMS OF REFERENCE FOR EACH COMMITTEE AT THE NEXT MEETING</b>
<b>23. SCHEME OF DELEGATION</b>	<p>AoA gives Trustees authority to delegate powers and functions to Directors, Committees, Local Governing Bodies, Headteacher. These need to be drafted and approved and will be discussed in more detail at the next meeting,</p> <p>SC said that when considering the scheme of delegation, the growth of the MAT needs to be considered. BB suggested that financial control should be centralized. However, CH said that the balance of autonomy needs to be considered.</p> <p>Trustees agreed that there should possibly be mixed delegation and “earned autonomy” was the model The Trust should adopt.</p>	<b>DRAFT, DISCUSS AND APPROVE SCHEME OF DELEGATION AT THE NEXT MEETING</b>
<b>24. EXTERNAL AUDITORS</b>	<p>The AFH requires that the Academy trust accounts are audited annually by statutory auditors.</p> <p>The Trustees were asked to appoint External Auditors for the purposes of providing audited accounts.</p> <p>SC received some competitive Auditors’ quotes from two highly recommended professional companies. The Trustees ratified the appointment of Hillier Hopkins as auditors. After considering both options, SC and RJ felt that Hillier Hopkins, although a smaller company, would offer a more personalised service as they were local to school. This was also the cheaper of the two options.</p> <p>SC explained that she had explored other finance support options available. One option is to have a monthly advisor from a Business Manager Service to support the current increased workload. This was more of a book keeping service which could also provide other services , including up-skilling staff and training up someone to assist SC.</p>	
<b>25. LEGAL ADVISORS</b>	<p>Our current advisors, Winckworth Sherwood, offer a legal helpline, but SC questions whether it is a necessary expense, given that much legal advice can be obtained from organisations like National Governors’ Association (NGA) and FASNA (financial support), both of which we subscribe to. We also have a current subscription with HCC which is in place until 31/03/17.</p> <p>CH said that legal retainers are very useful for some MATS, especially as</p>	<b>Trustees to review need for a Legal Advisor in March/April</b>

<b>SIGNED</b>		<b>DATED</b>	
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	<p>they expand. JH felt that the support we mostly need, currently, is financial, and that it is in place, at the moment.</p> <p>The Trustees confirmed they will continue with HCC as legal advisors for the Trust until April, and then review the need.</p>	
<b>26. BANK</b>	<p>The Trustees were asked to confirm the appointment of Lloyds Bank and to ratify the Signatories.</p> <p>The Trustees ratified the appointment and signing authority of:</p> <p>JR up to £2000</p> <p>The Deputy Head and Assistant Head of Laurance Haines, jointly, up to £2000, in his absence</p> <p>SC said that as the MAT expands, the structure of the bank account (s) will need to be decided upon.</p>	
<b>27. ACADEMY BUDGET</b>	<p>FA and AFH requires the Board of Trustees to approve the budget each Academy Financial Year. The Board was asked to approve the adoption of current school budgets until a Trust budget is prepared.</p> <p>A budget for the period November 2016 to August is currently being prepared and it is noted that the Trust must submit a budget forecast to the EFA within 6 weeks of conversion. This will be on the FGB agenda in December.</p>	<p>Clerk to add academy budget to LHS FGB agenda 7 Dec 2016</p>
<b>28. FINANCIAL REGULATIONS</b>	<p>AFH requires for a document setting out financial systems for internal control, risk management and internal scrutiny. This should include accounting policies. Board should note the need to complete FMGE form for EFA within 4 months.</p> <p>The Finance &amp; Audit Committee to review and recommend new Trust financial regulations. To be prepared by the CEO and CFO.</p>	<p>The Finance &amp; Audit Committee to review and recommend new Trust financial regulations. To be prepared by the CEO and CFO.</p>
<b>29. PROCUREMENT</b>	<p>The Trustees were asked to note the requirement in the Academies Financial Handbook to have a procurement policy for the Trust.</p> <p>The Trustees instructed SC to prepare a draft policy for their approval.</p>	<p>SC to prepare a draft policy for approval.</p>
<b>30. TRADING DISCLOSURES</b>	<p>The Trustees were asked to take steps to ensure that the Academy Trust and each Academy within the Trust is compliant with the rules relating to trading disclosures (i.e. the requirement to ensure that the relevant information about the company required by statute is on display or is placed on the letterhead, emails, the website and other business documentation).</p> <p>The Trustees instructed SC to action this accordingly.</p> <p>An Academy Trust Company should add the following information to its business letters, order forms and website:</p> <ol style="list-style-type: none"> <li>The registered name of the company;</li> <li>The part of the UK where it is registered (eg England and Wales);</li> <li>The registered address;</li> <li>The fact that it is a limited company if the registered name of the company does not include the word 'limited'; and</li> <li>The company number</li> </ol> <p>If a business letter is sent in the form of an email, then the above information should be added to the email.</p>	<p>SC to ensure that the Academy Trust and each Academy within the Trust is compliant with the rules relating to trading disclosures</p>

<b>SIGNED</b>		<b>DATED</b>	
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	<p>For a MAT, This requirement can usually be satisfied by including the following wording at the bottom of letters: <i>IMAT is a charitable company limited by guarantee registered in England and Wales with registered number XXXXXXXX. Registered office: [XXXX]</i></p> <p>Each Academy within the Trust should use the following wording:</p> <p><i>[NAME OF ACADEMY] is a trading name of [NAME OF MULTI ACADEMY TRUST], a charitable company limited by guarantee registered in England and Wales with registered number XXXXXXXX. Registered office: [XXXX]</i></p> <p>Trusts are also required to disclose the registered name of the company on all forms of business correspondence and documents such as invoices, compliments slips, business cards, cheques and receipts. The company's registered name should also be displayed at the following locations:</p> <ol style="list-style-type: none"> <li>its registered office;</li> <li>any location where its documents are available for inspection; and</li> <li>any location at which it carries on business.</li> </ol>	
<b>31. DATA PROTECTION</b>	<p>The Trustees were asked to check whether the Trust is registered with the Information Commissioner's Office as a Data Controller</p> <p>SC has checked this and has organised for The Trust to be registered with the ICO. The cost is £35.</p>	
<b>32. HEALTH &amp; SAFETY</b>	<p>The Trustees were asked to acknowledge that the Trust is responsible for managing health and safety and that suitable arrangements must be put in place with competent professionals to help the assess health and safety risks (e.g. a health and safety audit).</p> <p>SC said that some MATs employ an external company to do a H&amp;S review. At present, our current arrangements given just LHS are sufficient, but over time, with expansion, we will need to employ an external agency.</p> <p>The Trustees acknowledged that the Trust is responsible for health and safety and delegated authority to RG to monitor compliance and to make arrangements for the engagement of competent health and safety advisors.</p>	<b>RG to monitor compliance and to make arrangements for the engagement of competent health and safety advisors.</b>
<b>33. RISK MANAGEMENT</b>	<p>The AFH requires that the Trust maintain a risk register. JH offered to draft a risk register and present it for approval.</p>	<b>JH to draft Risk Register and submit for approval</b>
<b>34. SCHOOL STANDARDS</b>	<p>The Trustees were asked to note that the Education (Independent School Standards) (England) Regulations 2014 apply to the Trust and its Academies including the requirement for persons with leadership and management responsibilities at the school to:</p> <ol style="list-style-type: none"> <li>demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently;</li> <li>fulfil their responsibilities effectively so that the independent school standards are met consistently;</li> </ol>	

<b>SIGNED</b>		<b>DATED</b>	
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	<p>c. actively promote the well-being of pupils.</p> <p>The Trustees acknowledged that the Education (Independent School Standards) (England) Regulations 2014 apply to Academies and delegate authority to JR to monitor compliance with the standards, initially, via the LHS C&amp;CC committee.</p>	
<b>35. COMPLAINTS POLICY</b>	<p>The Trustees were asked to update its complaints policy to ensure that it is compliant with the Education (Independent School Standards) (England) Regulations 2014.</p> <p>The Trustees instructed SC to action this accordingly.</p>	<b>SC to update complaints procedure</b>
<b>36. NON-HR POLICIES</b>	<p>The Trustees were asked to review the Trust's policies to check they are compliant and up to date.</p> <p>The Trustees delegated authority to Finance Audits and Premises Committee and the Standards Committee to review the Trust's policies.</p>	<b>Finance Audits and Premises Committee and the Standards Committee to review the Trust's Non-HR policies.</b>
<b>37. HR POLICIES</b>	<p>The Trustees were asked to review the Academy's HR policies.</p> <p>The Trustees delegated authority to Human Resources Committee to review the Trust's HR policies</p>	<b>Human Resources Committee to review the Trust's HR policies</b>
<b>38. RIGHT TO WORK</b>	<p>The Trustees were asked to ensure if every employee's right to work in the UK has been re-checked within 60 days of the transfer.</p> <p>The Trustees instructed the Clerk to confirm with Julia Borlase if the relevant checks have been undertaken.</p>	<b>CLERK to confirm if the relevant checks have been undertaken.</b>
<b>39. UK SPONSOR REGISTRATION</b>	<p>The Trustees were asked to check whether the Academy needs to register with UK Visas and Immigration as a sponsor of overseas workers.</p> <p>The Trustees instructed SC to check with the Legal Team or HR to see if the Academy needs to register as a sponsor and, if so, to complete the relevant application forms.</p>	<b>SC to check if the Academy needs to register as a sponsor and, if so, to complete the relevant application forms</b>
<b>40. NOTIFICATION OF CHANGE OF EMPLOYER</b>	<p>The Trustees were asked to check if staff have been sent the notification of change of employer within one month of the transfer.</p> <p>SC confirmed that notification had been sent to staff.</p>	
<b>41. TEACHER PENSION AND LGPS</b>	<p>The Trustees were asked to check if Teachers' Pensions and LGPS administrative arrangements have been completed.</p> <p>SC confirmed that Pension arrangements have been completed. The Actuary Statement has not been received yet. SC will chase this.</p>	<b>SC to chase for the Actuary Statement.</b>
<b>42. LGPS DISCRETIONS</b>	<p>The Trustees were asked to confirm whether the company has a LGPS discretions policy or if one needs to be drafted.</p> <p>The Trustees instructed SC to prepare a draft policy for their approval.</p> <p>As is the case with the existing Scheme, each employer will be required to formulate, publish and keep under review a policy statement in</p>	<b>SC to prepare a draft LGPS Discretions policy for their approval</b>

<b>SIGNED</b>		<b>DATED</b>	
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	<p>relation to the exercise of a number of discretions under the LGPS. The LGPS Regulations 2013 stipulate this requirement in four areas, namely:</p> <ul style="list-style-type: none"> <li>• Voluntary funding of additional pension via a Shared Cost Additional Pension Contribution (SCAPC) contract, either by regular ongoing contribution or one-off lump sum;</li> <li>• Flexible retirement;</li> <li>• Waiving all or part of any actuarial reduction; and</li> <li>• Award of additional pension (at whole cost to the employer).</li> </ul>	
<b>43. UNION FUNDING</b>	<p>The Trustees were asked to check whether a decision has been made to fund borough / county-wide union activities.</p> <p>Previously as a maintained school this was included within de-delegation. It provides a core resource to meet employer responsibilities to provide time off in accordance with the Trade Union and Labour Relations (Consolidation) act 1992.</p> <p>SC said that we are covered until March, under current policy.</p>	
<b>44. AUTO-ENROLMENT</b>	<p>The Trustees were asked to check if the date for pensions' auto-enrolment had been confirmed with the Pensions' Regulator.</p> <p>The Trustees instructed SC to check if the auto-enrolment date has been confirmed.</p>	<b>SC to check if the auto-enrolment date has been confirmed.</b>
<b>45. FAIR DEAL</b>	<p>The Trustees were asked to note that the Fair Deal Guidance on pensions applies to the Academy in relation to outsourced staff or bringing outsourced staff in-house.</p> <p>The Trustees duly noted the application of the Fair Deal Guidance</p>	
<b>46. STRAIN COSTS</b>	<p>The Trustees acknowledged that the Academy is responsible for LGPS strain costs. More advice will be needed when the Actuaries statement is received. The Trustees instructed SC to arrange further advice so that the Trustees fully understand this risk and how it should be managed.</p>	<b>SC to arrange further advice when the Actuaries Statement is received so that the Trustees fully understand this risk and how it should be managed.</b>
<b>47. GOVERNANCE AUDIT</b>	<p>The Trustees will need to develop a plan for reviewing governance arrangements (in accordance with the Academies Financial Handbook) which should include a consideration of the composition of the board in terms of skills, effectiveness, leadership and impact.</p> <p>The Trustees will conduct a skills audit, and some of the information and knowledge of Trustees who are also on the LHS FGB can go towards completing this audit simultaneously with the LHS FGB skills audit which is also on the LHS FGB agenda.</p>	<b>Trustees to conduct a skills audit in accordance with the Academies Financial Handbook</b>
<b>48. TRAINING</b>	<p>The Trustees were asked to consider whether any training was required for Trustees or the Company Secretary on areas including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Data Protection and Freedom of Information</li> <li>• Exclusions</li> <li>• Admissions</li> </ul>	<b>Trustees to consider any training requirements</b>

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	<ul style="list-style-type: none"> <li>• Governance and company law</li> <li>• Contracts and procurement</li> <li>• Employment and HR</li> </ul> <p>BB mentioned that she was attending training on Vision, Values and Aims, shortly.</p>	
<b>49. DATE OF NEXT MEETING</b>	<p>Wednesday 25<sup>th</sup> January 2016 at 19:00 at Laurance Haines School, WD18 0DD</p> <p>To consider</p> <ul style="list-style-type: none"> <li>• Vision, Values and Aims</li> <li>• Strategic plan</li> <li>• Schedule of Delegation</li> <li>• Terms of reference for committees</li> <li>• Training</li> </ul>	
<b>50. ANY OTHER BUSINESS</b>		
	<b>TIME MEETING ENDED: 20:40</b>	

<u>Key</u>	
AoA	Articles of Association
AFH	Academies Finance Handbook
MFA	Master Funding Agreement
CEO	Chief Executive Officer
CFO	Chief Finance Officer
SoD	Scheme of Delegation

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