

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
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Key actions and decisions from the Trustees meeting on the 17th March 2022 at 7pm at Cherry Tree School

No	ITEM	Actions
4	Pecuniary Business Interests Trustees were asked to review and update their records.	All Trustees
12	SEND Staffing Following feedback from stakeholders, this structure is being reviewed. The proposed structure will be reviewed by both committees and final approval will be collected via Governorhub. Approval of support staff pay The committee approved the pay increase of 1.75%.	Committees (agenda) COO
14	The Equality, Diversity and Inclusion survey Staff have been asked to complete. Results will be presented at the Community and Standards Committee.	Community and Standards Committee (Agenda)
15	New risks Resources Committee were asked to consider a 'General Cost Pressures' risk	Resources Committee
17	Members update Emma Flawn (new Member) has been approved by Members. Verbal reports from Link Governors Link to SEND Strategic Plan 2021-22 on Governor Hub A visit with the SENCo has taken place to review the SEND Strategic Plan. Allocation of committee roles to new Trustees <u>Resources Committee</u> - Morgan Bone, Sanjay Mazumder <u>Community and Standards Committee</u> - Sally Newing, Liz Jones Camilla Castro will remain at board level at present. Allocation of Eco and Sustainability Trustee role Sally Newing has taken on the role of Eco and Sustainability Trustee. Allocation of Linked Trustees to schools The Chair and COO will allocate Trustees to the appropriate roles with the agreement of the Trustees. The Trustees will be notified by email. The clerk will update Governor Hub with the allocation of roles.	Chair/ COO Clerk

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TRUSTEES MEETING MINUTES

HELD on the 16th March 2022 at 7pm at Cherry Tree School

Name	Governor Type	Attended
Morgan Bone	Co-opted Trustee	Attended
Sharon Carlyon (COO)	Company Secretary	Attended
Camilla Castro	Trustee	Attended
Andrew Chappell	Trustee	Attended
Jackie Eason (JE)	CST Trust review	Attended (Presenting) – remote
Claire Edwards	Trustee	Attended
Daniel Finill	Trustee	Apologies
Martin Goodman	Co-opted Trustee	Apologies
Liz Jones	Co-opted Trustee	Attended – remote (left at 8pm)
Emma Lad (Clerk)	Clerk	Attended
Elizabeth Leeman (Chair)	Trustee	Attended
Sanjay Mazumder	Trustee	Apologies
Sally Newing	Trustee	Attended
Efuru Obua	Trustee	Attended – remote
Elizabeth Redman	Trustee	Attended
James Roach (CEO)	CEO and Trustee	Attended

Beechfield School – BFS
Laurance Haines School – LHS

Cherry Tree School – CTS
LGB – Local Governing Board

BFS Headteacher – Gillian Jackson
CTS Headteacher – Cheska Tyler
LHS Headteacher – Sebastian Gray

Trustee challenge is highlighted in yellow

Governor/ Trustee actions are highlighted in italics

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Meeting started 7.05pm

No	ITEM	Actions
1	Welcome and Introductions <ul style="list-style-type: none"> The meeting was quorate. The Chair welcomed Trustees to the meeting. 	
2	Apologies for absence and acceptance of those absences <p>There were apologies sent ahead of the meeting from Dan Finill, Martin Goodman, and Sanjay Mazumder and accepted.</p>	
3	Declarations of Conflicts of Interest <p>Item 21 – Executive leaders to leave the meeting.</p>	
4	Review Pecuniary Interests <p>The COO reminded Trustees that they need to declare all possible present and future conflicts of interest. <i>Trustees were asked to review and update their records.</i></p> <p>There were no pecuniary interests declared at the meeting.</p>	All Trustees
5	Notice of Any Other Business <p>There was no notification of any other business before or at the meeting.</p>	
6	Minutes of the meeting held on 24th November 2022 <p>The minutes were approved by Trustees as an accurate record of the meeting and were signed by the Chair electronically via Governor Hub.</p>	
7	Matters Arising from the meeting 24th November 2022 <p>See appendix A – all matters arising are completed or agenda items</p>	
8	Initial feedback from Confederation of School Trust External governance review <p>7.05pm Sally Newing joined the meeting</p> <p>Jackie Eason (JE) presented on the initial outcomes from the Governance review to Trustees.</p> <p>Jackie opened by summarising that the governance in the Trust is well constructed, many strengths and no major weaknesses were identified. There is transparent and honest communication made possible by professional relationships between Trustees and executive leaders.</p>	

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	<p><u>Strengths:</u></p> <ul style="list-style-type: none"> • Members have a good understanding of their role and are committed to ensuring the success of the Trust. • Trustees have ensured that the financial management of the Trust is robust. External audits confirm that financial policy and processes are compliant with regulations. • Annual strategic plans, with clear success criteria have been developed and progress is reported to Trustees at each Trust Board meeting. • Trustees receive external validation for the quality of education within their schools. • Trustees have ensured that they listen carefully to stakeholder voice and respond to the needs of their communities. • Relationships are professional, effective, and trusting. • Members have a good understanding of their role and are committed to ensuring the success of the Trust. • Trustees have worked closely with stakeholders to develop a visible Trust mission statement and values. • The recent recruitment of new Trustees has broadened the skills and knowledge of the board. • Trustees show a high level of commitment to the Trust through meeting attendance and engagement with training. • The leadership of the Chair is recognised as strong and effective. • Trustees have ensured that the financial management of the Trust is robust. External audits confirm that financial policy and processes are compliant with regulations. • Trustees have worked with the executive team to ensure that they receive high quality financial and audit reports which provide them with the information that they require. • The 3-year financial budget plan forecasts that the Trust is in a strong financial position and strategies are in place for estates management and people development. • Annual strategic plans, with clear success criteria have been developed and progress is reported to Trustees at each Trust Board meeting. • Trustees receive external validation for the quality of education within their schools. • Trustees have ensured that they listen carefully to stakeholder voice and respond to the needs of their communities. • Relationships are professional, effective, and trusting. <p><u>Three main areas for development:</u></p> <ul style="list-style-type: none"> • Trustees need to ensure that they remain in their strategic role for decision making and providing challenge. • Trustees need increase their knowledge and understanding of the quality of education and of the impact of curriculum across the Trust. • Trustees need to lead on the development of governance effectiveness and engagement with a governance professional who fulfils the entire breadth of the role. <p><u>Recommended actions:</u></p> <ul style="list-style-type: none"> • Develop a 3-5-year strategic plan - Develop a 3-5-year strategic plan which sets out clear targets for how the Trust will develop, this plan should 	
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	<p>include future growth, succession planning for the executive team and GAG/reserves pooling plans.</p> <ul style="list-style-type: none"> Increased alignment - Explore how alignment across the Trust ethos and values can be developed even further Delegation of operational tasks - Review the Scheme of Delegation and policy approval schedule to delegate down to the executive team, as appropriate, operational decision making and low risk policy approval Role of the chair - Chair of the Trust Board to increase her role in leading the development of governance across the Trust and networking with other Trust leaders and the RDD team. Risk register - Consider further development of the risk register so that it meets the recommendations within the DfE risk management guidance Community and standards committee - Reconsider the name and remit of the Community and Standards Committee. Move the community aspect to a separate stakeholder working group. Quality of education across the Trust - Agree reasonable KPIs to monitor the quality of education. Governance professional - Appoint a Governance professional to Support the Trust Board to lead on their continued development, work with the Trustees to secure succession planning for the Chair, regularly update information on GovernorHub, add a summary sheet to the front of minutes to summarise actions and key points, this will aid communication across the governance structure. Continue to build communication across the Trust - Link a Trustee to each of the local schools, develop monitoring reports to be used across the schools, which will allow Local Governors to report back to Trustees on the Trust strategic priorities, encourage local governors, who share the same roles, for example safeguarding, to build links and share best practice. Declaration of business interest - Review the declaration of business interests for Members, Trustees and Local Governors to ensure that all potential related interests are declared. <p>T: A lot of the actions are quite time consuming and so to action them would take a lot of additional time?</p> <p>JE: There should be no additional work but realignment instead.</p> <p>COO: We have recruited new Trustees to allow for sharing of the workload as the Trustees previously in post were at capacity. There are ways to reduce the workload through becoming more strategic which would be helpful to ensure the Trust moves forward.</p> <p>CEO: There could be less time spent looking at policies as there is a recommendation for Trustees to only review statutory policies. The one page</p>	
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	<p>minutes summary, suggested by JE, would be helpful and reduce the time spent reading documents. The three to five year plan will also assist with the planning and time management as well as giving a more strategic longer term overview</p> <p>T: There is no data in place at present as a result of the pandemic. What is the best way to ensure we have a robust understanding without data?</p> <p>JE: As Trustees you need to ensure that the quality of education is understood through monitoring and challenge, for example, what is the attendance for disadvantaged groups and how is the Trust working to improve where needed. You should be asking the CEO how he is assuring himself that children are making progress and how teachers are using formative assessment to inform the curriculum they are developing. Also, how are the staff managing their work life balance. In October 2022 there will be national data to support comparisons and confidence. You need to ensure you are an organisation that supports the community to thrive.</p> <p><i>Jackie Eason turned her camera off to observe the meeting.</i></p> <p>The Chair explained the review has been a useful experience for the Trust to support the next phase for the Trust.</p> <p>Trustees thanked the CEO, CFO and Chair for all their work completing the review.</p> <p>Trustees felt that there was evidence of the ongoing improvements in the new building at CTS including the staff room where the meeting took place.</p>			
9	<p>Trust Board Chair report</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Chairs update</p> <p>The Chairs presentation was shown and explained to Trustees at the meeting.</p> <p><u>Governance</u></p> <ul style="list-style-type: none">• Welcome to our new Trustees now recruited and induction in progress.• The Governance Review is underway <p><u>Chairs 1/2 Termly Meeting</u></p> <ul style="list-style-type: none">• 20th January – Now following a standard agenda items reflecting Trust priorities. Next meeting 6th April <p><u>Members</u></p> <ul style="list-style-type: none">• Inaugural meeting took place and the Chair was elected. The format was agreed for termly meeting. Next meeting 4th May• CEO reported to member's role of ensuring the trust Board are '<i>advancing education for the public benefit</i>'• The meeting was well received and will assist members to fulfill their role and fulfill ESFA best practice• The Information flow was agreed to be bespoke to member preferences whilst meeting their assurance role			

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	Trustees had no questions at the meeting			
10	<p>Community and Standards Committee Chair report</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: 22.01.18 IMAT CS Com minutes (approved in principle)</p> <ul style="list-style-type: none"> • Overview of committee business <ul style="list-style-type: none"> ○ A SEND working party has been created to review SEND provision within the Trust and report back to the Committee. ○ Attainment as a risk was reviewed. • Comments and questions from minutes 18th January 2022 <p>T: Embedding sustainability, how much work does that involve? What would the children get out of the process? CEO: As a result of COP26 there will be a White paper published. A draft paper has been circulated for consultation. Suggested targets include deadlines for work to be completed including amending the curriculum, making schools net zero, and improved procurement practices. The school is also the data collector.</p> <p>T: Is there opportunity for the children to lead on this? CEO: Yes, they have to take the lead and be involved. The push is for activism in the mould of Greta Thunberg</p> <p>T: Would this feed into the 3-5 year plan? CEO: Yes, it should be a key area. There will need to be significant investment and considerations around estates and procurement but there is no funding allocated at present.</p> 			
11	<p>Safeguarding Assurance</p> <p>Trustees were assured Safeguarding is robust within the Trust and the following report from Safeguarding Trustee was sent ahead of the meeting:</p> <ul style="list-style-type: none"> • Safeguarding policy is on all three school websites and outlines trusts responsibilities regarding safeguarding including recent updates in Keeping Children Safe in Education • Sufficient Designated Safeguarding Lead (DSL)/Deputy DSL coverage in all three schools ensuring there is always someone on hand to deal with safeguarding issues. There are also central trust employees who are also nominated to provide an additional layer of support and challenge • All schools have a Designated Teacher for Children Looked After • All schools use the Child Protection Online Management System (CPOMs) which is a digital cloud based reporting system. This is 			

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	<p>widely used throughout education and provides an easy reporting system for staff but also ensures a digital safeguarding file with a clear chronology and a much better way for joined up working amongst safeguarding teams (safeguarding teams can see who has actioned what/when etc.) For security purposes, general staff have a different access level to the nominated safeguarding leads. CPOMS is extremely General Data Protection Reporting (GDPR) friendly.</p> <ul style="list-style-type: none"> In the Autumn Term reports from the Headteachers - there is evidence of recent training and that safeguarding remains at the forefront of their work. This is reflected in their reports and James goes through this with them on things such as audit checks on the Single Central Record. Updates for the Spring Term were due – The CEO confirmed these have taken place today. 	
12	<p>Resources Committee Chair report</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: 22.02.09 IMAT Resources com minutes (approved in principle), Resources Committee Chairs update</p> <ul style="list-style-type: none"> Overview of committee business The Chairs presentation was shown and explained to Trustees at the meeting. <p>Finance</p> <ul style="list-style-type: none"> ESFA returns completed and submitted on time, websites updated. Monthly management accounts reviewed, budgets on track. Pupil numbers remain a concern, updated figures reported monthly in KPI reports. Spring reforecast will show updated projections. GAG pooling discussion, Trustees agreed it was not appropriate at present as Trust growth is a priority. A centrally held innovation and collaboration fund considered for future budgets. <p>Staffing</p> <ul style="list-style-type: none"> Recruitment remains a challenge across Trust. Support staff pay award has now been agreed by unions at 1.75%. Board approval needed to action backdated award for March pay day. Performance appraisal – new format presented to committee, discussed at length and Trustees agreed in principle to new process. COO to consult with appropriate bodies and bring policy back to committee for review. <p>Audit</p> <ul style="list-style-type: none"> Procurement process currently underway for external auditors. Responsible officer visits will take place this half term. <p>Risk</p> <ul style="list-style-type: none"> Risk register reviewed, discussed by committee and updates approved. <p>Premises</p>	

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	<ul style="list-style-type: none"> CIF projects progressing, some delays due to Covid. Awaiting outcome of current CIF bids. Estates plan updated and approved by committee. <ul style="list-style-type: none"> Comments and questions from minutes 9th January 2022 <p>General Annual Grant (GAG) pooling was explained to Trustees and the reason this is being reviewed at present. There will be discussion around pooling Reserves from Trust schools.</p> <p>JE, explained that Trusts who pool reserves or GAG funding are able to be more agile in meeting the needs of the children and distributing the funds where needed.</p> <p>T: If we do not make a decision are we creating an issue if there is an issue in the next 18 months? COO: No, as the schools all have good reserves at present. We could be forced down that route of pooling reserves by the Education Skills funding Agency (ESFA) if we needed to request emergency loans for work to a school lacking the funds when other Trust schools had reserves which could be used.</p> <p>T: Where the pupil numbers are dropping is there a point where it becomes a real threat? COO: We have a significant amount of reserves and the pupil numbers are changeable rather than declining dramatically. Our first choice applications are increasing and any financial forecasts use the most up to date pupil numbers. The Marketing manager is targeting nursery and reception parents to encourage them to join a Trust school which is supporting the pupil applications.</p> <ul style="list-style-type: none"> <i>The COO explained that the Trust is working towards a proposal that SEND is brought back to school level rather than a central team after consultation with the HT's.</i> <p><i>In order to meet the dates for advertising the possible roles the Trustees approved the Committees being asked to review the new structure and Trustees final approval being collected via Governor Hub.</i></p> <ul style="list-style-type: none"> Requiring Board approval <i>Approval of support staff pay – The committee recommended the pay increase of 1.75% and Trustees ratified their recommendation. The resources Committee will ensure the change is implemented.</i> <p>8pm Liz Jones left the meeting</p>			<p>Committees (agenda)</p> <p>Resources Committee</p>
13	<p>Health and Safety Assurance</p> <p>There are reports from the COO at the Resources committee and there have been no Health and safety issues raised or reported.</p>			

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14	<p>Trust Strategic Priorities</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Strategic priorities</p> <p>The CEO presented the Strategic priorities and gave a verbal report alongside the document:</p> <ul style="list-style-type: none"> Strengthen Governance at each level Facilitate Growth across the Trust <ul style="list-style-type: none"> Once the DFE White paper has been released (31st March 2022) it will hopefully be clear that schools need to be moving towards academy status. The Regional School Commissioner has been approached and a further meeting booked to discuss sponsorship schools once the White Paper has been released. <p>T: Will you be following up with schools once the White paper has been released? CEO: We need to see what the White Paper says and then plan accordingly. T: Will there be an update for Trustees once the White Paper is released? CEO: Yes, CST will present a summary which we will forward to all Trustees as well as putting together our own version highlighting specific impacts and actions for our Trust.</p> <ul style="list-style-type: none"> Develop a culture where the value of Trust collaboration is clearly recognised <p><i>The Equality, Diversity and Inclusion survey is being sent to staff by an independent company so that staff can be clear it is anonymous. It will be presented at the Community and Standards Committee. This has replaced the staff survey this term.</i></p> <ul style="list-style-type: none"> Support pupils to thrive <ul style="list-style-type: none"> Children are making good progress but not meeting the pre-pandemic attainment levels. 	Community and Standards Committee (Agenda)
15	<p>Risk Register</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Risk Register – February 2022</p> <p>Red risks:</p> <ul style="list-style-type: none"> Failure to attract new schools to join the Trust – Trustees agreed this has the appropriate gradings. New risks – <i>The increase in energy prices had previously been flagged by Trustees, however, the COO explained they are less than 1% of the</i> 	

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	<p><i>overall budget. There are likely to be additional 'General Cost Pressures' across the budget including staff costs which the Resources committee was asked to review as a possible risk to be added to the risk register.</i></p>			Resources Committee
16	Policy Review - None due.			
17	<p>Governance</p> <ul style="list-style-type: none"> Members update Emma Flawn (new Member) has been approved by Members. Update from Local Governing Committees Nothing to report Trustee induction and training This is ongoing and new Trustees have attended two sessions with the Executive team and Chair. Verbal reports from Link Governors <p>A visit with the SENCo has taken place to review the SEND Strategic Plan. The pressure on members of the team due to increased workload was discussed and how best to support staff moving forward. Improvements in the handover between teachers as children move to the next year group is also being reviewed. A visit is booked for next month</p> <p>Trustees were encouraged to review the SEND Strategic priorities 2021-22</p> <ul style="list-style-type: none"> Allocation of committee roles to new Trustees <p><u>Resources Committee</u> Morgan Bone Sanjay Mazumder</p> <p><u>Community and Standards Committee</u> Liz Jones Sally Newing</p> <p>Camilla Castro will remain at board level at present.</p> <ul style="list-style-type: none"> Allocation of Eco and Sustainability Trustee role Sally Newing has taken on the role of Eco and Sustainability Trustee. Allocation of Linked Trustees to schools <p><i>The Chair and COO will allocate Trustees to the appropriate roles with the agreement of the Trustees. The Trustees will be notified by email.</i></p>			Chair/ COO

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	<i>The clerk will update Governor Hub with the allocation of roles.</i>	Clerk																					
18	Any other Business None requested at the beginning of the meeting																						
19	Date of next Meeting Distributed prior to the meeting via Governor Hub and taken as read: 2022 23 2021-22 Dates – confirmed <table border="1"> <thead> <tr> <th>Date</th><th>Start</th><th>Committee</th></tr> </thead> <tbody> <tr> <td>Wed 27 Apr 2022</td><td>11:00</td><td>Resources committee</td></tr> <tr> <td>Wed 27 Apr 2022</td><td>19:00</td><td>Community and Standards Committee</td></tr> <tr> <td>Wed 22 Jun 2022</td><td>11:00</td><td>Resources committee</td></tr> <tr> <td>Thu 7 Jul 2022</td><td>19:00</td><td>Inclusive MAT Trust Board</td></tr> <tr> <td>Mon 11 Jul 2022</td><td>19:00</td><td>Community and Standards Committee</td></tr> <tr> <td>Fri 15 Jul 2022</td><td>All day</td><td>Trustee Day</td></tr> </tbody> </table> <i>Planning for 2022/23 calendar</i> <i>Trustees discussed moving the Resource Committee to a morning meeting in 2022-23. This will be discussed further at the next committee meeting.</i> The Trustees thanked Jackie Eason for her support and presentation. <i>9.02pm Jackie Eason left the meeting</i>	Date	Start	Committee	Wed 27 Apr 2022	11:00	Resources committee	Wed 27 Apr 2022	19:00	Community and Standards Committee	Wed 22 Jun 2022	11:00	Resources committee	Thu 7 Jul 2022	19:00	Inclusive MAT Trust Board	Mon 11 Jul 2022	19:00	Community and Standards Committee	Fri 15 Jul 2022	All day	Trustee Day	Resources Committee
Date	Start	Committee																					
Wed 27 Apr 2022	11:00	Resources committee																					
Wed 27 Apr 2022	19:00	Community and Standards Committee																					
Wed 22 Jun 2022	11:00	Resources committee																					
Thu 7 Jul 2022	19:00	Inclusive MAT Trust Board																					
Mon 11 Jul 2022	19:00	Community and Standards Committee																					
Fri 15 Jul 2022	All day	Trustee Day																					
20	Items to be taken to Community and Standards Committee, Resources Committee or the Local Governing Committees from the meeting <u>Resources Committee</u> <ul style="list-style-type: none"> <i>The COO explained that the Trust is working towards a proposal for SEND is brought back to school level rather than a central team after consultation with the HT's.</i> <i>In order to meet the dates for advertising the possible roles the Trustees approved the Committees being asked to review the new structure and Trustees final approval being collected via Governor Hub.</i> <ul style="list-style-type: none"> <i>Risk Register - There are likely to be additional 'General Cost Pressures' across the budget including staff costs which the Resources committee was asked to consider as a possible risk to be added to the risk register.</i> 																						

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	<ul style="list-style-type: none"> Trustees discussed moving the Resource Committee to a morning meeting in 2022-23. This will be discussed further at the next committee meeting. <p><u>Community and Standards Committee</u></p> <ul style="list-style-type: none"> The COO explained that the Trust is working towards a proposal for SEND is brought back to school level rather than a central team after consultation with the HT's. <p><i>In order to meet the dates for advertising the possible roles the Trustees approved the Committees being asked to review the new structure and Trustees final approval being collected via Governor Hub.</i></p> <ul style="list-style-type: none"> The Equality, Diversity and Inclusion survey is being sent to staff by an independent company so that staff can be clear it is anonymous. Results will be presented at the Community and Standards Committee. 	
21	<p>Ratify Resources Committee approval of Executive Pay</p> <p>9.03pm CEO and COO left the meeting</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Executive Pay</p>	

Meeting ended 9.18pm

Appendix A: Matters arising

7. Matters arising from 24.11.21	Outcome/ response/ agenda item
<p>Item 7</p> <ul style="list-style-type: none"> Meeting with Members (<i>from matters arising</i>) <i>The clerk was asked to carry the item forward to the next meeting</i> Allocation of Eco and Sustainability Trustee role (<i>from matters arising</i>) <i>The clerk was asked to carry the item forward to the next meeting</i> 	Agenda item 7
<p>Item 10 Trust Strategic Priorities</p> <p>Facilitate Growth across the Trust including feedback from discussion with the Regional Schools Commissioner (<i>from matters arising</i>)</p> <p>Trustees felt that they were unable to recommend a definite route for growth or suggest schools/timescales/geographical location etc and entrusted responsibility operation responsibility to the CEO/COO. They asked that the CEO and COO review the options fully and present a strategy document at the next meeting for Trustees to review.</p>	Agenda item 10

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Item 11 Approval of CIF bids to be presented to the ESFA The COO explained the Capital Improvement Fund is released annually. The bids need to be submitted in December. There are four possible bids across the three schools being reviewed at present. The mechanical and electrical reports have not been received and so the proposed bids could not be presented at this meeting. The Trustees delegated authority to the Resources committee to review and approve the CIF bids for 2021/22.	Completed
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Appendix B: 17. Trustee training

Training booked:		
Elizabeth Leeman	** NEW EVENT ** Chairs Network Meetings	28 Mar 2022
Efuru Obua	Handling Academy Complaints	5 Jul 2022
Training to be booked:		
Andrew Chappell	Handling Academy complaints	Last completed 27 Jan 2016 (valid for 4 years)
Claire Edwards	Handling Academy complaints Exclusions	Not completed previously
Dan Finill	Handling Academy complaints	Not completed previously
Elizabeth Leeman	Safeguarding and governance Safeguarding and Child protection	Modern Governor modules to be completed
New Trustees Liz Jones Martin Goodman Morgan Bone Camilla Castro Sanjay Mazumder Sally Newing	Via Modern Governor website - using the email address you are registered on Governor Hub with and the forgotten password function Safeguarding and governance Safeguarding and	

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	Child protection Introduction to Governance 1 Introduction to Governance 2 Prevent To be booked via Herts for Learning Governor Services Tab on Governor Hub Handling Academy complaints Exclusions	
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Trust action from Annual Planner

Complete Spring census 20/01/2022 by 16/02/2022

Complete and submit the audited accounts return by 25 January

Trusts publish their 2020 to 2021 audited financial statements on their website by 31 January

Academies must determine their admission arrangements for entry in September 2023 by 28 February

Academies must publish their admissions appeals timetable for 2022 on their website by 28 February

Academies must publish their admission arrangements for entry in September 2023 on their website and send a copy to their local authority by 15 March

Trusts complete and submit the school resource management self - assessment tool (SRMSAT) by 15th March

Discussion from Governor Hub ahead of the meeting

15	Risk Register
	<p>Have a look at this: 15. Risk register An update has been posted for next week's meeting</p> <p>Andrew Chappell Thanks Sharon - I was wondering what the thoughts were on the impact of the increased fuel costs and how this was likely to be managed?</p> <p>Sharon Carlyon Hi Andrew. The scale of energy price increases is worrying. The CST are liaising with the DfE on the subject of how best to support schools in this area. Our energy tariff is currently fixed until Sept 2022. We would not usually alter budget assumptions mid-year but we have in this area for the reforecast and I will be reporting this to Resources. For the time being, we are following Herts CC guidance and have included price rise assumptions of 65% Gas and 35% Electricity. I feel that this may still be too low and am continuing to seek feedback from others in my network who are negotiating new contracts now. We will review for the 3 year budget in the summer term but I suspect assumptions will go up rather than down. I will keep Resources Comm updated</p> <p>Elizabeth Leeman Looks as if energy is one area we should think about adding to the risk register - even if we have funds</p>

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KEY:	Approval	Information	For feedback/questions	Action
	to cover the increase in cost the money spent on energy will divert from funds available for more education/sustainability improvements			

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