

## INCLUSIVE MULTI ACADEMY TRUST (IMAT)

### IMAT TRUSTEES & LOCAL LHS GOVERNORS' MEETING

HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD

ON WEDNESDAY 20<sup>th</sup> September 2017 at 7:00pm

ATTENDEES	RICHARD JONES (RJ)	BILL GRIMWOOD (BG)
	JAMES ROACH (JR)	LISA COOPER (LC)
	SHARON CARLYON (SC)	OLIVIA GUNNER (OG)
	LIZ LEEMAN (LL)	ELISABETH SOMERSET-BUTLER (ESB)
	BECKY BLACKSTAFFE (BB)	SEB GRAY (SG)
ABSENTEES	GILL HEATH (GH) ROGER GIBBS (RG) EMMANUEL ABAHA (EA) SAFINA SHAN (SS)	
GUESTS	ANDREW CHAPPELL (AC)  JESSIE BRUCE (JB)	
IN ATTENDANCE	DENISE PLOCIENNIK (CLERK)	
DOCUMENTS CIRCULATED	<ul style="list-style-type: none"> <li>• Pecuniary Interest Form 2017</li> <li>• ICT Acceptable Use Agreement for Signing</li> <li>• DRAFT ToR LHS Local Governing Body</li> <li>• DRAFT ToR IMAT Board including Annexes to read               <ul style="list-style-type: none"> <li>○ Trust Articles of Association</li> <li>○ Master and Supplementary Funding Agreements</li> <li>○ Trust Scheme of Delegation</li> </ul> </li> <li>• DRAFT ToR IMAT Resources Committee</li> <li>• DRAFT ToR IMAT Standards Committee</li> <li>• DRAFT Scheme of Financial Delegation</li> <li>• DRAFT Financial Handbook and Appendices for the Handbook</li> <li>• Policy Tracker</li> <li>• Keeping Children Safe in Education 2016 and supporting documents to read:               <ul style="list-style-type: none"> <li>○ School's Child Protection Policy</li> <li>○ Safer Recruitment Policy</li> <li>○ Behaviour Policy</li> <li>○ eSafety and Data Security Policy (includes ICT Acceptable Use Agreement / Governors' Code of Conduct for Signing)</li> <li>○ Ant-Bullying Policy</li> </ul> </li> <li>• Schedule of Meetings 2017/18</li> </ul>	

<b>SIGNED</b>		<b>DATED</b>	
---------------	--	--------------	--

ITEM	MINUTE	ACTION
<b>1. Welcome and Introductions</b>	In the absence of RG, Chair of Trustees, who sent his apologies, RJ welcomed everyone, and as Vice Chair of Trustees, agreed to chair the meeting. RJ invited everyone to introduce themselves.	
<b>2. Apologies for absence and acceptance of those absences</b>	Gill Heath and Roger Gibbs sent apologies. Trustees and Local LHS Governors accepted the apologies.  No apologies were received from Emmanuel Abaha or Safina Shan. Trustees and Governors did not consent to their absences.	
<b>3. Declarations of Conflicts of Interest</b>	Trustees and Governors were reminded to declare any conflicts of interest, should they arise. None were declared.	
<b>4. Notice of AoB</b>	4.1 An update on The Trust growth plan 4.2 The Trustees to discuss teachers pay following recent STRB recommendation	
<b>5. Membership of the local governing body and The Trust</b>	<p>JR emphasised the need to separate the Laurance Haines Local Governing Body and The Trust which to date has been working very closely together. JR asked Trustees/Governors how they wanted their role to develop and which body they wanted to be a member of.</p> <p>At present, the Scheme of Delegation is mixed, and the level of autonomy of each school's local governing board will depend upon the strength of the local governors. The Trust solicitor has suggested that a mixed Scheme of Delegation could be deemed impractical, and so continued thought needs to be put into the Scheme of Delegation as The Trust expands.</p> <p>In practise, the local LHS Governors could operate like the Curriculum Committee currently is, and will look at community and curriculum issues, whilst resources will be managed by The Trust.</p> <p>ESB questioned where Health &amp; Safety would sit. SC said that the Scheme of Delegation states that Health and Safety sits with The Trust, but the local governors will be responsible for ensuring that The Trust's policy is practised.</p> <p>BG is concerned that the local LHS governors have lost a vast amount of experienced members, and that the lack of expertise will limit the ability of the local LHS Governors.</p> <p>JR said that The Trust will need to support the LHS local Governors to develop governors, and stressed that all local LHS governors will need to be committed.</p> <p>SC highlighted that SG and ESB have experience, but feels that the local LHS Governors needs an independent education professional to provide challenge to the curriculum committee, and suggested a middle leader from another local school could join the local LHS Governors. JR agreed and suggested an emerging leader from another school.</p> <p>ESB questioned whether her role as an associate governor should be amended to give voting rights. SC said that this could be amended if needed as we were no longer covered by the original instrument of Government. LL questioned whether the LHS governing board would then be imbalanced due to the number of staff members on it. It was therefore agreed that ESB and SG would remain as associate members.</p>	

SIGNED		DATED	
--------	--	-------	--

	<p>BG felt that the Local Board ToR outlined would mean that the LHS board would not need to recruit, provided that everyone was committed. JR agreed to speak to staff and governors with poor attendance.</p> <p>BB added that local governing boards tend to be becoming smaller, and felt that the transition of experienced governors to the Trust could be managed for the time being.</p> <p>After discussion, it was decided that Trustees would be as follows:          Becky Blackstaffe          Liz Leeman          Roger Gibbs          Richard Jones</p> <p>Local LHS Governors would be as follows:          Bill Grimwood          Lizzie Butler (Associate)          Emmanuel Abaha          Gill Heath (Associate)          James Roach (HT)          Lisa Cooper          Olivia Gunner          Safina Shan          Seb Gray (Associate)</p> <p>BG expressed that, based on the Local Board ToR briefly outlined, he would be happy to Chair the local LHS Governors, but would not want to deal with complaints. SC said that complaints will be dealt with by The Trust.</p> <p><b>Andrew Chappell (AC) arrived at 19:42</b></p> <p>AC questioned whether there should be a majority of non-executive members on a Local Board. SC suggested that ESB and SG would remain as Associate Governors for the time being.</p> <p>SG added that he has experience of serving on a local committee within another Trust and felt that the process between the Local Boards and the Trust was fluid and organic.</p>	
<p><b>6. To agree/confirm Term of Office and Elect Chair and Vice Chair</b></p>	<p>The Trustees were invited to give written nominations to the Clerk for the role of Chair of The Board of Trustees, and Vice Chair of The Trustees, as per the Articles of Association.</p> <p>Roger Gibbs was nominated as Chair of Trustees. All were in favour. The position will be for one year, and elections will be held at the first meeting of the next academic year.</p> <p>Richard Jones was nominated as Vice Chair of Trustees. All were in favour, and he accepted the position. The position will be for one year, and elections will be held at the first meeting of the next academic year.</p> <p>Bill Grimwood (BG) was appointed by the Local LHS Governors Committee as Chair of the Local Laurance Haines School Governors</p>	

SIGNED		DATED	
--------	--	-------	--

	<p>Committee He accepted the position. The position will be for one year, and elections will be held at the first meeting of the next academic year.</p> <p>Olivia Gunner(OG) was appointed Vice Chair of the local Laurance Haines School Governors Board. She accepted the position. The position will be for one year, and elections will be held at the first meeting of the next academic year.</p>	
<p><b>7. To review Link Governors/Trustees:</b></p> <ul style="list-style-type: none"> <li>• Child Protection/ Safeguarding,</li> <li>• Children Looked after</li> <li>• SEN</li> <li>• Governor Development</li> <li>• PP</li> </ul>	<p>When discussing the Roles/Responsibilities of the local LHS Governors and IMAT Trustees, JB suggested that Child Protection, Safeguarding and Children Looked After could be a Trustee role, and offered to share the role with BB.</p> <p>BG agreed to monitor and review Pupil Premium and Sports Premium provision, and will work with SG.</p> <p>GH will remain as the SEND, Inclusion and Diversity link governor.</p> <p>It was decided that some further roles for Local LHS Governors may be appropriate and these would be decided at the next local meeting.</p>	
<p><b>8. To appoint panel members for:</b></p> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Staff disciplinary appeals</li> <li>• pupil exclusions</li> </ul>	<p>It was agreed that members for panels would be decided on a case by case scenario. The Clerk will look at governor training history and highlight any training gaps.</p> <p>Complaints and Exclusions would be dealt with on a Trust level, and local governors may be called upon to sit on a committee.</p> <p>ESB enquired which governors would speak to Ofsted, should need be. JR said that The Trust would be responsible for dealing with Ofsted, but local governors would be asked to assist.</p>	<p>Clerk to check training report and highlight gaps</p>
<p><b>9. Annual Business:</b></p> <ul style="list-style-type: none"> <li>• Register of Pecuniary/Business Interests</li> <li>• Sign ICT Acceptable Use Policy</li> </ul>	<p>Governors were asked to complete Pecuniary Interest forms, and to Sign the Governors ICT Acceptable Use Policy, which is on Governor Hub. SG commented that some staff had felt that the penultimate point on the Acceptable Use of Internet Agreement needs to be changed because Staff are encouraged to use Twitter etc to promote the students' work, except in Nursery where phones are not permitted. SG and ESB will review the agreement, or look to appending the social networking policy. ESB stated that governors should still sign the form, as the point in question did not apply to them.</p> <p>At this point, it was discussed whether JB and AC join as Trustees upon conversion or at this meeting. JR nominated Jessie Bruce to become a Trustee. BB seconded the nomination. JB accepted her role as a Trustee.</p> <p>JR also nominated Andrew Chappell to become a Trustee. BB seconded the nomination. AC accepted his role as a Trustee.</p> <p>Both will be added to Edubase, and Companies House will be contacted.</p>	<p>Clerk to prepare the Governor Code of Conduct for the next Trustees' Meeting</p> <p>ESB and SG to look at Acceptable Use Agreement</p> <p>SC to contact Companies House to Add AC and JB as Trustees. BG is to be removed as a Trustee</p> <p>Clerk to update Edubase</p>
<p><b>10. To agree Terms of Reference:</b></p> <ul style="list-style-type: none"> <li>• Local Governing Body</li> <li>• IMAT Board</li> <li>• IMAT Resources Committee</li> <li>• IMAT Standards Committee</li> </ul>	<p><b>10.1 Trust Board ToRs and Trust Board Committees ToRs</b></p> <p>SC highlighted to Trustees that the IMAT Board ToRs and Committee ToRs were essentially the same as already agreed. There were a couple of amendments such as amending the word 'Directors' to 'Trustees'.</p> <p>Trustees ratified the IMAT Board and IMAT Committee ToRs</p>	<p>SC/DP to prepare the IMAT Board and IMAT Committee ToRs for signing</p>

SIGNED		DATED	
--------	--	-------	--

	<p><b>10.2 The Local Governing Board ToRs</b></p> <p>BG questioned the role of the Local LHS Governors managing finances. SC advised that local governors would still to contribute to the budget setting process. Local Governance would also include ensuring that some local expenditure eg. Pupil Premium is well managed.</p> <p>AC asked whether the Local Boards would deal with the estate. SC said that there would be some things that the Local Board would refer to The Trust.</p> <p>Trustees ratified the document.</p>	<p>SC/DP to prepare the Local Board ToRs for signing</p>
<p><b>11. To review Scheme of Financial Delegation</b></p>	<p>Jo Hart, Finance Manager, commenced work at the beginning of September with the Trust. The Financial Scheme of Delegation was recently reviewed by Trustees but was reviewed again to include the new Finance Managers role. SC and Jo Hart recommended splitting the FSOD into a FSOD and a Financial Handbook. Both were circulated to Trustees and Governors.</p> <p>Jo Hart is included in the Scheme of Financial Delegation, and will approve orders up to £500. SC and JRs delegation would be increased to £5000 and £10000 respectively.</p> <p>The limit of £20 000 for a BACS run will be confirmed by SC.</p> <p>LL queried the limit for individual payments within a BACS run being £5000, and the sole signatory limit for a cheque being £2000. SC explained that this is due to the bank mandate.</p> <p>SC confirmed that the Trust Financial Handbook had been discussed with JB. They discussed some working practices which may change as a result of centralising finance.</p> <p>LL queried if the cash limits in the safe are the same as in the insurance policy. SC needs to check the RPA limit.</p> <p>The new finance system has had a few teething problems. RJ asked whether these issues would cause delays in the financial reports. SC is hopeful that the delay in the system going live will not affect the submission of reports when expected.</p> <p>SC added that there has been no budget training to use the system yet, this is planned for the 27<sup>th</sup> Sept but reiterated that she does not expect delays in reporting the accounts.</p> <p>LL questioned the teething problems within the delivery of the finance package. She asked whether it had delivered what was promised. SC said that the initial support had been disappointing. She felt that some aspects of the system had been mis-sold. She had fed these concerns back to PSF.</p>	<p>SC to confirm the limit of £20 000 for a BACS run.</p> <p>SC to check the RPA cash in safe limits</p>

SIGNED		DATED	
--------	--	-------	--

**12. To agree the Trust Board and Local Governing Body Scheme of work**

- Visions and aims
- Meeting dates
- Set objectives for the year.
- Policy tracker

**12.1 Visions and Aims**

JR circulated the current Vision and Aims of The Trust. JR invited comment on the Vision. Everyone was unanimous in their approval of the Vision.

Similarly, everyone approved of the Aims.

BG was thanked for his work on wording the the Aims.

**12.2 Meeting Dates**

Trust Dates were agreed as follows:

Wednesday 20 <sup>th</sup> September
11 <sup>th</sup> October 2017 Training: Understanding the role of a Governor in a MAT at Laurance Haines School 7pm
Thursday 19 <sup>th</sup> October 2017 at Laurance Haines School 7pm
Thursday 16 <sup>th</sup> November 2017 at Laurance Haines School 7pm
Thursday 14 <sup>th</sup> December 2017 at Laurance Haines School 7pm
Thursday 1 <sup>st</sup> February 2018 venue tbc 7pm
Thursday 22 <sup>nd</sup> February 2018 venue tbc 7pm
Tuesday 27 <sup>th</sup> March 2018 venue tbc 7pm
Thursday 24 <sup>th</sup> May 2018 venue tbc 7pm
Thursday 21 <sup>st</sup> June 2018 venue tbc 7pm
Thursday 12 <sup>th</sup> July 2018 venue tbc 10 am All day

LHS Meeting Dates were agreed as follows:

Wednesday 20 <sup>th</sup> September 7pm
Wednesday 4 <sup>th</sup> October 2017 7pm
Wednesday 11 <sup>th</sup> October 2017 7pm Training: Understanding the role of a Governor in a MAT
Wednesday 22 <sup>nd</sup> November 2017 7pm
Wednesday 17 <sup>th</sup> January 2018 7pm

DP to post agreed dates to governor hub

<b>SIGNED</b>		<b>DATED</b>	
---------------	--	--------------	--

	<table border="1"> <tr> <td>Wednesday 14<sup>th</sup> March 2018 7pm</td> </tr> <tr> <td> </td> </tr> <tr> <td>Wednesday 6<sup>th</sup> June 2018 7pm</td> </tr> <tr> <td>Wednesday 11<sup>th</sup> July 2018 10am – All day</td> </tr> </table> <p><b>12.3 Set Objectives for the year</b></p> <p>Objectives for The Trust will be set at an upcoming Trust Board meeting</p> <p><b>12.4 Policy Tracker</b></p> <p>This is a working document. As policies are ratified, it will be updated.</p>	Wednesday 14 <sup>th</sup> March 2018 7pm		Wednesday 6 <sup>th</sup> June 2018 7pm	Wednesday 11 <sup>th</sup> July 2018 10am – All day	Clerk to add Objectives to TRUST Agenda
Wednesday 14 <sup>th</sup> March 2018 7pm						
Wednesday 6 <sup>th</sup> June 2018 7pm						
Wednesday 11 <sup>th</sup> July 2018 10am – All day						
<b>13. Training</b>	Training is booked for 11 <sup>th</sup> October 2017 at LHS at 7pm. Cherry Tree, Beechfield and LHS governors are invited to attend.					
<b>14. AoB</b>	<p><b>14.1 Academy Update</b></p> <p>Cherry Tree’s and Beechfield’s applications to become Academies are currently being processed. The applications have received positive feedback from the DfE contact. We are still hoping that conversion may be December but it may be January Conversion.</p> <p>HCC contracted surveyors have visited Cherry Tree and Beechfield. Whilst they do not envisage any land issues, there may be complications relating to the ownership of Beech House.</p> <p>Upon receipt of the academy order, next steps will be to contact HR to talk to staff at both schools to discuss the TUPE process.</p> <p><b>Local LHS Governors left the meeting at 8:58PM as there was no other Local LHS Governors’ business to discuss.</b></p>					
<b>DATE OF NEXT MEETING</b>	LHS local GB Meeting: Wed 4 <sup>th</sup> October 7pm Trust Meeting: Thur 19 <sup>th</sup> October 7pm					
<b>TIME MEETING ENDED: 20:58</b>						

<b>SIGNED</b>		<b>DATED</b>	
---------------	--	--------------	--