

INCLUSIVE MULTI ACADEMY TRUST (IMAT)

TRUSTEES MEETING

HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD

ON THURSDAY 19th October 2017 at 7:00pm

ATTENDEES	JAMES ROACH (JR) ROGER GIBBS (RG)	SHARON CARLYON (SC) ANDREW CHAPPELL (AC)	JESSIE BRUCE (JB) RICHARD JONES (RJ)
ABSENTEES	LIZ LEEMAN (LL) BECKY BLACKSTAFFE (BB)		
GUESTS			
IN ATTENDANCE	DENISE PLOCIENNIK (CLERK)		
DOCUMENTS CIRCULATED	<ul style="list-style-type: none"> • Minutes of the IMAT Meeting held on 12th July 2017 • Minutes of the Joint housekeeping meeting held on 20th September 2017 • Minutes of the Local LHS Governing Committee meeting 4th October 2017 • Responsible Officer Report • Management Accounts Report Sep 2017 • Account Summary Report • Health and Safety Audit LHS September 2017 <p>Policies/procedures</p> <ul style="list-style-type: none"> • Policy Tracker Cover Sheet • Draft Safer Recruitment Policy • Draft Admissions Policies for 2018-19 and 2019-20 • Draft Attendance Policy • Draft Alcohol, Drugs and Gambling at Work policy • Draft Code of Conduct for employees • Draft Complaints Procedure Policy • Draft Anti-Bullying Policy (Trust with local provision) • Draft Health & Safety Policy (Trust with Local Provision) • Draft Trustees' and Governors' Code of Conduct • Draft Child Protection Policy (Trust with local provision) – taken to the local LHS committee • Draft Children Looked After Policy (Trust with local provision) – taken to the local LHS committee • Draft Inclusion Policy (Trust with local provision) – taken to the local LHS committee 		

ITEM	MINUTE	ACTION
1. Welcome and Introductions	RG welcomed everyone to the meeting.	

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2. Apologies for absence and acceptance of those absences	LL and BB sent their apologies. Trustees consented to their absence.	
3. Declarations of Conflicts of Interest	Conflicts of Interest were declared by: AC – as Chair of Governors of Cherry Tree School JB – as Head of Cherry Tree School JR – as Head of Laurance Haines School and Head of Beechfield School	
4. Notice of AoB	4.1 MAT development Improvement Fund	
5.0 Minutes 5.1 Minutes of the meeting held on 12th July 2017 5.2 Minutes of joint housekeeping meeting 20 September 2017	5.1 The minutes of the meeting held on 12 th July 2017 were considered to be a true record. 5.2 Paragraph 4 of Item 6 of the Minutes of the meeting held on the 20 th September 2017 needed to be amended to read “Bill Grimwood (BG) was appointed by the Laurance Haines Local governing committee as the Chair of the Laurance Haines School Local Governing Committee”. Trustees agreed that the minutes would be a true record after this amendment.	Clerk to prepare 12th July 2017 Mins for signing and for the website Clerk to make amendment to item 6, and prepare Minutes for signing and for the website.
6.0 Matters Arising 6.1 Matters Arising from the meeting held on 12th July 2017: none 6.2 Matters arising from the joint housekeeping meeting 20 September 2017	6.1 There were no matters arising from the minutes of the meeting held on 12 th July 2017. 6.2 There were two matters arising from the minutes of the meeting held on the 20 th September 2017. Firstly, Edubase, which is now called “Get Information About Schools” (GIAS) cannot be updated at the moment. The clerk has updated the local LHS governors, but Trustees cannot be updated. A query has been logged, and GIAS has acknowledged that there is a fault with the system, and so not all Trusts can update Trustee information at present. Secondly, SC has checked the cash safe limits, and also had a meeting with the bank and confirmed a new BACS run limit of £75000, which will be more suitable with three schools in the Trust.	Clerk to monitor GIAS site, and update when possible
7. Update on BF and CT academy conversions	Academy orders for Beechfield and Cherry Tree have been granted. The Heads Board was complimentary about the IMAT set up, but suggested that there should be an odd number either side of 10 Trustees, and that there should be no more employees of the Trust on the Trust Board. One suggestion was that there is one nominated Headteacher on the Trust Board which represents all Headteachers in the Trust. SC has to submit a land questionnaire to the solicitors. HCC have not included Beech House as part of the land transfer. The Trust will refer this issue to the solicitors. TUPE letters will go out to all Beechfield and Cherry Tree staff on the 20 th October 2017. RG and JR will attend the TUPE meetings at Cherry Tree on the 31 st October, and at Beechfield on the 2 nd November 2017. RJ enquired whether there had been feedback from governors regarding the recent training session, “Understanding the role of a governor in a MAT”. Governors and Trustees generally felt that the training could have been better. Some notes from the training session were posted on GovernorHub. Feedback was given to HfL.	
8.0 Finance 8.1 Autumn Term action plan	The Autumn Term Action plan is on target. The new finance software has caused difficulties. SC contacted the project manager to sort out the issues which were causing delays. The company will visit on 20 th October 2017 to give advice. Having said that, SC feels that the new system is good, but it has taken a long time to get it functioning in the	

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<p>8.2 review Trust timetable for 2017/1/8 which includes GB and Trust meetings and statutory returns</p> <p>8.3 PSF update</p> <p>8.4 LHS Year End update</p> <p>8.5 September management Accounts</p> <p>8.6 Summer Term Responsible officer visit</p>	<p>desired way. Due to the difficulties, the September management accounts reports were delayed, and so whilst circulated, a proper analysis of the reports has not yet been undertaken.</p> <p>RJ enquired whether there was any compensation on offer for the difficulties encountered with the new finance system. SC said that she had been told that PSF were meeting their service level agreement. Jo Hart, the Trust Finance Manager, is currently working on the budget forecasts. She is initially disappointed in the functionality of the budgeting system which she feels is limited.</p> <p>RJ asked what the length of the contract with PSF was. SC confirmed that a 3 year term was agreed, and added that feedback from other schools was that the system is good once it is up and running. SC feels that the teething problems should be ironed out by the time all three schools are using the system.</p> <p>The balance sheet is available, but was not circulated. It does not include the £5.3 million Properties and Land figure, as the configured depreciation rates are incorrect in the software. SC is hoping to circulate in October. The liabilities look higher than normal because Sept invoices have not yet been paid using the new system yet. SC also explained that some variances on the report exist because the lettings income was added into the October reports.</p> <p>SC confirmed that variances can be re-profiled. Overall, reports are easy to understand. Budget holders will be able to easily see how much of their budget they have left to spend.</p> <p>As other schools join the Trust, there will be 4 sets of accounts to view – The Trust’s, Beechfield School’s, Cherry Tree School’s and Laurance Haines School’s. Trustees will need to decide what depth the accounts reported for each school will need to be.</p> <p>SC commented on the Responsible Officer visit. This had taken some time to receive. Some comments were felt to be outdated, eg using EFA acronym instead of ESFA. Also the report was not particularly easy to read. After comparing the RO report with other reports for viewing available, SC believes that when the agreement with Campbell Wilson expires in November, The Trust should look to hire a different RO.</p> <p>SC referred the three issues arising from the RO’s report to the auditor who felt that there were no concerns. JB asked how often the RO report needs to be done. SC confirmed that it needs to be completed at least annually, but the Trust has chosen to have a termly report during the infancy of The Trust.</p> <p>The Trust has been audited for the past week, and the auditors have been very thorough. The auditors commented that the information provided to them was well organised. Their report should be due in November and will be shared with Trustees at the AGM in December.</p> <p>One issue from the audit was matching payroll to personnel files, and the two anomalies which arose were to do with sick pay. Auditors felt that the payroll provider’s reports were unwieldy. The auditors also suggested that all staff should receive a letter, annually, confirming their salary and contract.</p>	
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	<p>Going forward, Jo Hart will be the main point of contact for the auditors.</p> <p>RG thanked SC for all her hard work.</p>	
<p>9. Staff update</p> <p>9.1 Performance Appraisal report</p> <p>9.2 Teachers' pay</p>	<p>9.1 Performance Appraisal targets for 2017-18 have been set. Appraisal setting will be completed by half term.</p> <p>9.2 Trustees discussed STRB recommendation. Laurance Haines School is awarding a 2% payrise for staff on M1 and M6, and 1% for all other staff.</p> <p>NAGS were 50/50 in favour of the 2%/1% rise, and SC commented that about 1/3 of SBMs who attended the last SBM forum meeting reported that their schools awarded 2% across the board.</p> <p>SC costed a 2% rise across the board and said that if LHS was to apply 2% across the board, this would cost approximately £5000 across the main pay scale. Beechfield School would cost £1120 for top/bottom or £4300 across the main pay scale.</p> <p>From another perspective, SC explained that a 2% rise across the main pay scale equated to an average £299 per year for a staff member, and that the money saved by not offering 2% across the board can be justified by the benefits offered to staff, such as health care.</p> <p>Beechfield School and Cherry Tree School will be applying the 2%/1% payrise.</p> <p>There are currently vacancies at Beechfield and Laurance Haines School. JR declared a conflict of interest, as his wife has been appointed as a Year 6 teacher at Laurance Haines School.</p> <p>There was a vacancy for a 0.6 booster teacher to cover Lucinda Hall on maternity leave, and for a Full Time Year 6 lead to replace Gary Johnson.</p> <p>Two ads went out – one for a Full Time position and one for a Part Time position. The selection process was run by two people who do not know JR's wife (CR) – Bill Grimwood and Jo Ball, the interim Year 6 lead. JR and SC had not been involved with the appointment. Two interviewees came and both were appointed. CR will be the maternity cover teacher, and the other applicant will be employed part-time. Jo Ball will take on an extra day, and a HLTA will cover for the remaining ½ day. Parents will be notified shortly.</p>	
<p>10.0 Premises update</p> <p>10.1 Update on Health and Safety Audit for LHS Sept 2017</p> <p>10.2 Asset Management Planning and CIF bids</p> <p>10.3 Land and Building Collection tool</p>	<p>10.1 Laurance Haines received an Outstanding rating in the Health and Safety Audit conducted in September 2017. Trustees congratulated Brian Phillipson, Site Manager, on a job well done.</p> <p>10.2 From a Due Diligence perspective, an asset survey should be done for all three schools. A survey needs to be done every 5 years. Ingleton Wood have quoted a combined total of £17 300 for all three schools, and can offer a 10% discount. Brian Phillipson is currently obtaining another quote. Schools cannot make a Condition Improvement Fund (CIF) bid without an Asset Management Plan.</p>	

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	<p>RJ feels that another quote is important and asked if the CIF bid could be made by each school independently. SC said that the bid needs to be made as a MAT by the end of November, early December. A site visit is required, and a thorough inspection will be made.</p> <p>AC feels that from a Trust point of view, having an inspection that would cover 5 years would be a good investment. JB asked if Beechfield could afford the cost of the inspection. JR confirmed that they could.</p> <p>Trustees agreed that an Asset Management Plan is worthwhile. SC said that the company appointed would make the CIF bid as part of the process.</p> <p>10.3 The Land and Building Collection tool will be completed by 31st October.</p>	
<p>11. Local Governing Committee report – including Minutes of the Local LHS Governing Committee meeting 04 October 2017</p>	<p>Emmanuel Abaha, a parent governor on the Laurance Haines Local Governing, has resigned from his position since the last meeting.</p> <p>AC asked whether Minutes from each school would be submitted to The Trust, going forward. JR said that at the moment, having minutes from each school submitted is manageable, but as The Trust expands, JR as CEO, will summarise the Headteacher reports. RJ would prefer a summarised version of local committee meeting minutes. This is something that will be evolved, so that points to be brought to The Trust’s attention can be reported.</p>	
<p>12. Admissions arrangements for Sept 2019</p>	<p>The Admissions arrangements for September 2019/20 need to be published by the end of October 2017.</p> <p>One of the main points added is that children of staff of The Trust will be offered a place if they apply for one.</p> <p>Also, all schools now need to act as the admissions authority for Nursery. SC is looking to have electronic nursery applications.</p> <p>Trustees ratified the policy.</p>	<p>Clerk to prepare Admissions Policy for signing and as a PDF for the website.</p>
<p>13. Policies</p> <p>13.1 Child Protection (Trust with Local Provision) – taken to LHS local committee</p> <p>13.2 Children Looked After (Trust with Local Provision) – taken to LHS local committee</p> <p>13.3 Inclusion Policy (Trust with Local Provision) – taken to LHS local committee</p> <p>13.4 Safer Recruitment</p> <p>13.5 Admissions including Nursery</p> <p>13.6 Attendance</p> <p>13.7 Alcohol, Drugs and</p>	<p>13.1 Child Protection (Trust with Local Provision) – taken to LHS local committee</p> <p>This is a Trust policy. The cover sheet needs to be updated to an IMAT Policy Cover Sheet.</p> <p>Chair of Trustees to sign the policy (page 2).</p> <p>DSPs to be named for each school (page 7)</p> <p>P9 – The Trust confirmed governor for Child Protection is Becky Blackstaffe</p> <p>P17 The Trust confirmed that the contact for complaints would be Roger Gibbs, Chair of Trustees, but local support would be offered to the chairs of the local committees when needed.</p> <p>13.2 Children Looked After (Trust with Local Provision) – taken to LHS</p>	<p>Add IMAT cover sheet to Child Protection Policy</p> <p>Chair of Trustees to sign the policy (p2)</p> <p>DSPs to be named for each school (p7)</p> <p>P17 Roger Gibbs, Chair of Trustees, would be contact for complaints but local support would be offered to the chairs of the local committees when needed.</p> <p>Add IMAT cover sheet to Children Looked After Policy</p>

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<p>Gambling at work 13.8 Code of Conduct for employees 13.9 Complaints Policy 13.10 Anti Bullying (Trust with Local Provision) 13.11 Health and Safety (trust with local provision) 13.12 Trustees' and Governors' code of Conduct 13.13 Review policy tracker</p>	<p>local committee</p> <p>The cover sheet needs to be updated to an IMAT Policy Cover Sheet.</p> <p>P4. Designated Teachers for Children Looked after at each school to be listed.</p> <p>P6. Title should read "The name of a Trustee with special responsibility..."</p> <p>Becky Blackstaffe was confirmed as the Trustee with that responsibility.</p> <p>13.3 Inclusion Policy (Trust with Local Provision) – taken to LHS local committee</p> <p>This policy was adopted by the Laurance Haines Local Governing Committee. There are some slight changes to wording, as outlined in the minutes of the local governing committee held on 4th October 2017</p> <p>13.4 Safer Recruitment Policy</p> <p>The Trust ratified the policy. Some local wording in recruitment process needs to be amended.</p> <p>13.5 Admissions Including Nursery</p> <p>Policies ratified in item 12 of the meeting.</p> <p>13.6 Attendance Policy</p> <p>AC and JB feel that Cherry Tree's Attendance and Punctuality policy is more child friendly than the model policy. JR advised that The Trust adopt the model policy, but suggested that individual schools can advise parents to refer to their parent/child-friendly versions on the website. JR and JB will work together to create a child friendly version for each school.</p> <p>Trustees ratified the policy.</p> <p>13.7 Alcohol, Drugs and Gambling at work</p> <p>Some changes to terms, such as changing "Governing Body" on page 2 to "Trust Board" was discussed.</p> <p>Trustees ratified the policy.</p> <p>13.8 Code of Conduct for employees</p> <p>JB stated that Cherry Tree is currently operating a stricter phone policy, but JB and JR will meet to discuss social media, going forward.</p> <p>The Trustees ratified the policy</p> <p>13.9 Complaints Policy</p> <p>Item 3 (page 2) Delegation of Responsibilities:</p> <p>Point 1: "Heads of School" to be changed to Headteacher Point 2: academy's to be changed to school's Chair of Governors to be changed to "Chair of the local governing committee" Point 3 and 4 to swap around.</p>	<p>Add Designated teachers for Children Looked After at each school (p4)</p> <p>P6 Title should read "The name of a Trustee with special responsibility..."</p> <p>ESB/SG to amend wording of Inclusion Policy as discussed, and send to Clerk to prepare for signing, and PDF for staff / website</p> <p>Safer Recruitment Policy – items 3.1 and 3.2 to be amended. Policy to be prepared for signing and PDFs made</p> <p>Prepare Admissions Policies for signing. Prepare for the website.</p> <p>Prepare Attendance Policy for signing. Create PDFs for Staff and website</p> <p>JR/JB to collaborate to create parent/child friendly versions of the attendance policy to share with parents/children on the websites</p> <p>Change terms in Alcohol and Drugs Policy. Prepare for signing. Save as a PDF for staff</p> <p>Prepare Code of Conduct for employees for signing. Save as PDF for staff</p> <p>Amend item 3 of the Complaints Policy and the flow chart.</p> <p>Prepare the Complaints Policy for signing and create PDFs</p>
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	<p>Point 3 should then read "...relates to a local committee governor, the chair of the local committee assumes..."</p> <p>The flow chart on page 5 needs editing (titles).</p> <p>JR added that Herts Guidance to Complaints is also being adopted to support the Headteacher, governors and Trustees when dealing with a complaint.</p> <p>Trustees ratified the policy based on the above changes.</p> <p>RJ asked if governors have the right level of training to deal with complaints. JR confirmed that Laurance Haines and Cherry Tree governors do, but Beechfield governors need training.</p> <p>Pip Grey from Aspire has approached The Trust and offered to be an independent person to sit on The Trust's Complaints Panel. The relationship could be reciprocal.</p> <p>13.10 Anti-Bullying Policy JR requested that each school devise a child friendly anti-bullying policy (item 8). Trustees ratified the policy, but noted that it will be personalised to each school, going forward.</p> <p>13.11 Health and Safety (trust with local provision) The term "academy" to be amended to "school" throughout the document.</p> <p>Trustees ratified the policy.</p> <p>13.12 Trustees' and Governors' code of Conduct Remove some extra spacing.</p> <p>Trustees ratified the Code of Conduct.</p> <p>The document will be circulated so that Trustees and Governors can sign and return the agreement.</p> <p>13.14 Review policy tracker The Policy Tracker will be updated as the policies are prepared for signing.</p> <p>AC mentioned that Cherry Tree had a governors meeting the previous evening (18th October) and that the Scheme of Delegation was circulated. He reported that there were no major queries, and that only a question regarding timetabling arose. SC acknowledged that some Trust meeting dates fall at the same time as Cherry Tree meeting dates, and this will be reviewed.</p>	<p>Prepare Anti-Bullying Policy for signing and create PDF for website and staff</p> <p>Amend the term "academy" to "school".</p> <p>Prepare policy for signing and prepare PDF version</p> <p>Prepare policy for signing and distribute to governors and Trustees to sign agreement.</p>
<p>14.Trustee Recruitment</p>	<p>The Trust Skills audit highlights a HR and Marketing skills gap.</p> <p>Trustees were asked to think of suitable people for the role of a Trustee. SC will be meeting with Sewell-Gardner to meet their marketing manager, and may discuss the Trustee role.</p> <p>AC suggested that The Trust could approach Mothercare, as the Head Office is based locally. RJ also suggested TK Maxx.</p>	

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	By the next meeting, SC suggests that The Trust advertises if no one suitable has been found.	
15. Academy Sponsorship	The Regional Schools Commissioner's Office can request that a Trust sponsor a school. However, SC said that there is no obligation to take a sponsored school if the Trust does not feel that they could or should. SC and JR will investigate the terms and conditions of Academy Sponsorship, and report back. SC and JR have liaised with other Trusts who have been approached to sponsor schools. SC does not feel that the Trust has the capacity to expand at present, given that JR is currently the Headteacher at two schools, as well as the CEO of The Trust. Trustees agreed, and added that the MAT development improvement funding would be needed in order to invest in another school.	
16. Training	Trustees agree that going forward, the schools in The Trust can conduct joint training.	
AoB	MAT development Improvement funding mentioned in item 15 above. SC also mentioned that a Trust Finance Assistant role will be advertised.	
DATE OF NEXT MEETING	Thursday 16 th November 2017 at 7pm at Laurance Haines School	
TIME MEETING ENDED: 21:20		

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