

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 7th July 2022 at 7pm at Beechfield School

No	ITEM	Actions
9	<i>The Trustees approved delegation of authority for completion and submission of the BFR3Y by the 26th July 2022 to ER.</i>	COO/ ER
9	<p><u>The following was approved by Trustees:</u></p> <ul style="list-style-type: none"> • An agreement to continue to adhere to Green book and Burgundy book Terms and Conditions. • Approval of the revised Terms and Conditions subject to staff consultation • Confirmation that the COO will return to the Board should there be significant opposition from staff voice <p>The COO will action</p>	COO
11	<p><u>To be discussed at the Trustees planning day on the 8th July</u></p> <ol style="list-style-type: none"> 1. 3-5-year strategic plans 2. Increased alignment. Link Trustee structure to be agreed 3. Role of the Chair 4. Quality of education across the Trust 5. Appoint a Governance professional 6. Continue to build communication pathways across the Trust – to ensure there are clear lines of communication between all levels of governorship. 	Trustee Day
12	<i>The Trust plan for next year will be discussed at the Trustee day</i>	Trustee Day
14	<i>Final pdf versions of the policies will be sent to the clerk to update on Governor Hub, Every and the website where appropriate.</i>	COO/Clerk
14	<i>Terms of reference Community and Standards Committee for formal approval by the Board in September.</i>	Clerk (C&S agenda)
16	<i>Trustees were asked to update the clerk and Governor Hub when training is completed.</i>	All Trustees
17	<i>The Trustees agreed to delegate authority to the CEO and COO to approve the new energy contract so that a quick response can be given when a reasonable deal is offered.</i>	CEO/COO

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TRUSTEES MEETING MINUTES

HELD on the 7th July 2022 at 7pm at Beechfield 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
Claire Edwards	Trustee	Attended
Martin Goodman	Co-opted Trustee	Apologies
Liz Jones	Co-opted Trustee	Attended
Emma Lad (Clerk)	Clerk	Apologies
Elizabeth Leeman (Chair)	Trustee	Apologies
Sanjay Mazumder	Trustee	Attended - online
Sally Newing	Trustee	Apologies
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*

Please see Appendix C: Discussion from Governor Hub ahead of the meeting

Meeting started 7.05pm

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No	ITEM	Action
1	<p>Welcome and Introductions</p> <ul style="list-style-type: none"> The meeting was quorate. The Chair welcomed Trustees to the meeting. Andrew Chappell will chair the meeting as Elizabeth Leeman is absent. The meeting was recorded as the clerk was unable to attend the meeting. The recording will be deleted once the minutes have been approved. <p>Trustee resignations</p> <ul style="list-style-type: none"> Dan Finill resigned on the 25th April 2022 Efuru Obua resigned on the 28th April 2022 <p>Emma Hill, who is AHT at CTS has approached the CEO regarding becoming a Trustee once she is no longer employed by the Trust. She is leaving at the end of the term to complete a degree in sustainability and education so would like to continue to work with the Trust. Trustees agreed that this would add expertise to support our sustainability plan.</p>	
2	<p>Apologies for absence and acceptance of those absences</p> <p>There were apologies sent ahead of the meeting from Martin Goodman, Emma Lad, Sally Newing and Elizabeth Leeman.</p>	
3	<p>Declarations of Conflicts of Interest</p> <p>There were no conflicts of interest declared.</p>	
4	<p>Review Pecuniary Interests</p> <p>The COO reminded Trustees that they need to declare all possible present and future conflicts of interest.</p> <p>There were no pecuniary interests declared at the meeting.</p>	
5	<p>Notice of Any Other Business</p> <ul style="list-style-type: none"> Energy Contracts 	
6	<p>Minutes of the meeting held on 16th March 2022</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: 22.03.16 Inclusive MAT Trust Board minutes approved in principle, 22.03.16 Inclusive MAT Trust Board CONFIDENTIAL minutes</p> <p>The minutes were approved by Trustees as an accurate record of the meeting</p>	

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	and were signed by the Chair electronically via Governor Hub.																															
7	<p>Matters Arising from the meeting 16th March 2022</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Inclusive MAT actions overview 16.3.22</p> <p>See appendix A – all matters arising are completed or agenda items</p>																															
8	<p>Trust Board Chair report</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Trust Board Chairs report</p> <p><u>BFS Ofsted inspection</u></p> <p>The Trustees discussed the BFS Ofsted report and congratulated the school on the fantastic result. The school achieved a Good grading. Link to the report</p> <p>The school joined the Trust four years ago. The Trustees discussed their journey to date, implications for school plan and how best to share the experience with other schools in the Trust.</p> <p>The COO explained that the report and phraseology will be used in future marketing. In particular the high achieving children and nurturing environment in the school. The school has continued on its very positive journey.</p> <p>The Trustees were pleased to hear the other schools had all supported BFS. The support infrastructure in the central team was also thanked for their work.</p> <p><u>Key stage 2 SATs 2022</u></p> <p>The DFE has reported that nationally results went down as a result of the pandemic. Our results will be reviewed at Community and Standards Committee. BFS and LHS had external writing moderation during the SATs.</p> <table><tr><th></th><th>BFS 2022</th><th>CTPS 2022</th><th>LHS 2022</th><th>National 2022</th><th>National 2019</th></tr><tr><td>Reading % Achieving expected standard</td><td>84%</td><td>80%</td><td>86%</td><td>74%</td><td>73%</td></tr><tr><td>Reading % Achieving greater depth</td><td>43%</td><td>37%</td><td>20%</td><td></td><td>27%</td></tr><tr><td>Writing % Achieving expected standard</td><td>71%</td><td>63%</td><td>62%</td><td>69%</td><td>78%</td></tr><tr><td>Writing</td><td>19%</td><td>15%</td><td>5%</td><td></td><td>20%</td></tr></table>		BFS 2022	CTPS 2022	LHS 2022	National 2022	National 2019	Reading % Achieving expected standard	84%	80%	86%	74%	73%	Reading % Achieving greater depth	43%	37%	20%		27%	Writing % Achieving expected standard	71%	63%	62%	69%	78%	Writing	19%	15%	5%		20%	
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	% Achieving greater depth						
	Maths % Achieving expected standard	91%	81%	79%	71%	79%	
	Maths % Achieving greater depth	47%	37%	25%		27%	
	GPS % Achieving expected standard	83%	75%	87%	72%	78%	
	GPS % Achieving greater depth	43%	37%	33%		36%	
	Science % Achieving expected standard	88%	64%	55.7%	79%	83%	
	Reading, Writing and Maths combined % Achieving expected standard	71%	64%	57%	59%	65%	
<p>The Trustees were very pleased to see the strong results across the schools.</p> <p>Key areas for development:</p> <ul style="list-style-type: none"> • Writing • Vulnerable or disadvantaged pupils and closing the gap. <p>T: BFS has put a great deal of resources into year 6 has that been the difference in the results?</p> <p>CEO: We are completing further review but it would appear initially to have made a difference. The sustainability of this needs to be looked at. The HT wanted to give the Year 6 children the very best chance of starting secondary school as prepared as they can be.</p> <p>T: Are the results been better than 2019?</p> <p>CEO: BFS are better than they have had in a long time, CTS are around the same and LHS are slightly lower than previously. We are completing a review with the Senior Leadership Teams.</p> <p><u>Members termly meeting</u></p> <ul style="list-style-type: none"> • These meetings have been taking place and have allowed further information sharing. The Chair and CEO present a summarised account of work across the Trust <p><u>Welcoming new schools to the Trust</u></p> <ul style="list-style-type: none"> • The CEO explained the discussion which is taking place with other 							

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	schools at present and the increase in positive discussion.	
9	<p>Resources Committee Chair report (20 minutes)</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Resources Committee Chairs update Jul22, 22.04.27 Resources Com minutes (approved in principle), Existing contracts, proposed contracts, Three year budget documents, review of staff terms and conditions</p> <ul style="list-style-type: none"> ○ Overview of committee business ○ Comments and questions from minutes 27th April 2022/ 22nd June 2022 ○ Budget 2022/25 <p>The Chair drew attention to the following:</p> <ul style="list-style-type: none"> • There have been updates to the capital works which are included in the budget. • There is an assumption of a fourth school is year three. • Staff pay increases are currently unknown but our assumptions are cautious. <p>T: If there is a pay rise for ECT's are you allocated more funding? COO: We have had grants previously to cover the additional costs. In this budget we have used very cautious figures and followed national advice but we do not have guaranteed grants in future. As more accurate information becomes available it will be incorporated into the budget plans.</p> <p>T: Is there a way to enhance retention with the budget constraints? COO: We have reviewed terms of conditions and we would like to be an employer of choice and be offering real care to our staff.</p> <p>CEO: We need to make sure that the changes are clear to staff and they understand the benefits we are offering.</p> <ul style="list-style-type: none"> • Reserves discussion will be taking place next meeting as the Committee feel with the current economic uncertainties the reserves limit may need to be increased from 5% to 9% (more in line with monthly expenditure) • It was confirmed the new SEND staffing structure is in place for next year. <ul style="list-style-type: none"> ○ Budget recommendation and approval <p><u>Trustees approved the projected budget for 2022-23, 2023-24 and 2024-25</u></p> <ul style="list-style-type: none"> ○ Delegation of authority for completion and submission of the BFR3Y by the 26th July 2022 to ER 	

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	<p><i>The Trustees approved delegation of authority for completion and submission of the BFR3Y by the 26th July 2022 to ER.</i></p> <p>The Trustees thanked the COO and Finance Manager for the clear and comprehensive documentation presented to them.</p> <ul style="list-style-type: none"> ○ Review of Staff terms and conditions <p>The COO explained the terms and conditions guidance used for maintained schools (the Green book for support staff and Burgundy book for teachers). As an Academy the Trust can create their own terms and conditions but historically trustees have chosen to follow this national guidance. The changes included still do not move away from these national agreements but are needed to correct inaccuracies and improve some operational working.</p> <p><u>Key recommended operational changes:</u></p> <ul style="list-style-type: none"> • Notice period – Now two months for resignations and period of notice. • Annual leave to be in line with the academic year. • Support staff incremental rises move to September • Clearer guidance on continuous service • Clearer guidance re: balance of salary calculations for leavers • Separate contracts for those on all year contracts • Amended annual leave rules for those staff on 52 week contracts. • Probation period for teachers (excluding ECT's) in line with support staff <p>Once approved letters and new contracts will be sent to staff. There will be consultation presentations to staff over the next week to expand on the information. The contracts would be implemented from September 2022.</p> <p><u>The following was approved by Trustees:</u></p> <ul style="list-style-type: none"> • <i>An agreement to continue to adhere to Green book and Burgundy book Terms and Conditions.</i> • <i>Approval of the revised Terms and Conditions subject to staff consultation</i> • <i>Confirmation that the COO will return to the Board should there be significant opposition from staff voice</i> <p><i>The COO will action</i></p>			COO/ ER
10	Community and Standards Committee Chair report (10 minutes)			COO

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	<p>Distributed prior to the meeting via Governor Hub and taken as read: 22.04.27 IMAT CS com minutes (approved in principle)</p> <ul style="list-style-type: none"> • Overview of committee business • Comments and questions from minutes 27th April 2022 <ul style="list-style-type: none"> ○ Liz Jones has taken over the role of Safeguarding trustee ○ An Equality, Diversity and Inclusion presentation took place. The Trust is significantly better in their results over all in comparison to the other schools that took part. However, the Leadership and management was not seen as representative. This is a key area of development for the Trust moving forward. Considerable whole trust training is planned Across the forthcoming year ○ Trustees discussed the recruitment process and unconscious bias. The SLT are confident in the changes made and the continual monitoring and review in place. ○ The Erasmus project which has allowed groups of children to visit overseas schools was discussed and staff were thanked for their work on this wonderful project. 	
CST Governance Review - 20 minutes		
11	<p>CST Governance review - Action Points:</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: CST Governance review – Inclusive MAT, Governance framework review June 22, Policy review June 22, Trust approach to policy management, Trustee responsibility structure</p> <ul style="list-style-type: none"> • Governance Framework review June 22 – the changes to the schedule of delegation were reviewed and approved by Trustees for use. • Risk register – amended and the new format was approved by Trustees upon recommendation of the Finance Committee. • Community and Standards Committee – Trustees approved the name change to the Education committee from September 2022. • Declaration of business interest – Trustees were asked to ensure where they work in schools the declaration is included on Governor Hub. • Effectiveness of members – This has been on-going • Articles of Association – these were put in place when the Trust formed 	

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	<p>and the clerk was advised that the Trust should wait to see the impact of the White paper legally before making any changes.</p> <p><u>To be discussed at the Trustees planning day on the 8th July</u></p> <ol style="list-style-type: none"> 7. 3-5-year strategic plans 8. Increased alignment. Link Trustee structure to be agreed 9. Role of the Chair 10. Quality of education across the Trust 11. Appoint a Governance professional 12. Continue to build communication pathways across the Trust – to ensure there are clear lines of communication between all levels of governorship. 			Trustee Day
12	<p>Trust Plan review</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Trust plan 2021-22, Strategic Priorities 2021-22 July review, Trust priorities July review 2022</p> <ul style="list-style-type: none"> • Succession planning continues to be an area for development for governance and as part of the People Strategy • Facilitate growth across the Trust – Trustees discussed the options available. • Sustainability was discussed and in particular improvements in moving towards being paperless as governors and trustees. <p><i>The plan for next year will be discussed at the Trustee day</i></p>			Trustee Day
13	<p>Risk Register</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Risk register</p> <ul style="list-style-type: none"> • New format to be approved <p>The new format for the risk register was approved inline with the recommendations of the DFE risk management guidance.</p> <ul style="list-style-type: none"> • High risks review – None to review 			
14	<p>Policy Review</p> <p>Distributed prior to the meeting via Governor Hub and taken as read:</p>			

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	<p>Executive pay policy, Pay policy, Terms of reference Community and Standards committee 22-23, Terms of reference Local Governing committee 22-23, Terms of reference Resource committee 22-23, Terms of reference Trust Board 22-23</p> <p>The following were approved for use by Trustees:</p> <ul style="list-style-type: none"> Accounting policy (<i>from Resources committee 23.06.22</i>) for one year until June 2023 Executive Pay (<i>from Resources committee 23.06.22</i>) for one year until April 2023 Pay Policy (<i>from Resources committee 27.4.22</i>) for one year until April 2023 with an amendment to reflect the minutes are held electronically. Terms of reference Trust Board 22-23 for one year until September 2023 Terms of reference Local Governing Committee 22-23 for one year until September 2023 Terms of reference Resources Committee 22-23 for one year until September 2023 <p><i>Final pdf versions of the policies will be sent to the clerk to update on Governor Hub, Every and the website where appropriate.</i></p> <p><i>The following policies will be reviewed at the Community and Standards Committee:</i></p> <ul style="list-style-type: none"> <i>Terms of reference Community and Standards Committee for formal approval by the Board in September.</i> 			<p>COO/ Clerk</p> <p>Clerk (C&S agenda)</p>
15	<p>Governance</p> <ul style="list-style-type: none"> Approve Chairs and Vice chairs of Local Boards for September <p>The Trustees approved the Chairs and vice Chairs of local boards for a term of a year (until September 2023)</p> <ul style="list-style-type: none"> BFS Chair: Lesly Adams/ Vice Chair: Rama Balachandran CTS Chair: Gemma Williamson/ Vice Chair: Mark Scoulding LHS Chair: Michael Dobner/ Vice Chair: Denise Shaw <ul style="list-style-type: none"> The CEO updated Trustees regarding the new opportunity for the schools to work with UCL regarding the science curriculum. The SLT attended an event and were overwhelmed by the experiments taking place which the children will be able to part of. Approve appointment of Safeguarding Trustee to replace DF – Liz Jones <p>The Trustees approved the appointment of Liz Jones as Safeguarding Trustee.</p>			

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	<ul style="list-style-type: none"> Agree Linked trustees' roles/structures for September – to be reviewed at Trustee Day. Members update <p>The Trust is awaiting a remaining piece of information before safer recruitment is complete at which point we can formally appoint Emma Flawn.</p> <ul style="list-style-type: none"> Update from Local Governing Committees – nothing to report 																
16	Trustee training and visits <ul style="list-style-type: none"> Trustee induction and training See appendix B <p><i>Trustees were asked to update the clerk and Governor Hub when training is completed.</i></p> <ul style="list-style-type: none"> Arrange Trustee monitoring visits <p><i>To be discussed at Trustee Day</i></p>	<p>All Trustees</p> <p>Trustee Day</p>															
17	Any other Business <p><i>The schools Energy contract are up for review at the end of September. The Trust has followed HCC recommendations for the projected budget. There are two energy procurement teams who are speaking to the market and bringing costs to the COO. However, they have stated the market is so volatile that they need approval on the day discussed.</i></p> <p><i>The Trustees agreed to delegate authority to the CEO and COO to approve the new energy contract so that a quick response can be given when a reasonable deal is offered.</i></p>	<p>CEO/COO</p>															
18	Date of next Meeting <table border="1"> <thead> <tr> <th>Date</th><th>Start</th><th>Committee</th></tr> </thead> <tbody> <tr> <td>Fri 8 Jul 2022</td><td>All day</td><td>Trustee Day</td></tr> <tr> <td>Mon 11 Jul 2022</td><td>19:00</td><td>Community and Standards Committee</td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td>Dates for 2022/23</td><td>Start</td><td>Meeting</td></tr> </tbody> </table>	Date	Start	Committee	Fri 8 Jul 2022	All day	Trustee Day	Mon 11 Jul 2022	19:00	Community and Standards Committee				Dates for 2022/23	Start	Meeting	
Date	Start	Committee															
Fri 8 Jul 2022	All day	Trustee Day															
Mon 11 Jul 2022	19:00	Community and Standards Committee															
Dates for 2022/23	Start	Meeting															

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	Thu 15 Sep 2022	19:00	Trust Board meeting	
	Tue 11 Oct 2022	19:00	Community and Standards	
	Wed 19 Oct 2022	11:00	Resources Committee	
	Wed 23 Nov 2022	11:00	Resources committee	
	Thu 24 Nov 2022	19:00	Community and standards Committee	
	Thu 1 Dec 2022	19:00	Trust board meeting	
	Thu 8 Dec 2022	19:00	Trust Board AGM	
	Tue 21 Mar 2023	19:00	Community and Standards committee	
	Wed 22 Mar 2023	11:00	Resources Committee	
	Thu 30 Mar 2023	19:00	Trust Board meeting	
	Wed 28 Jun 2023	11:00	Resources Committee	
	Thu 29 Jun 2023	19:00	Community and standards committee	
	Thu 6 Jul 2023	19:00	Trust board meeting	
Fri 7 Jul 2023	All day	Trust open day		
19	Items to be taken to Community and Standards Committee, Resources Committee or the Local Governing Committees from the meeting			

Meeting ended 8.50pm

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Appendix A: Matters arising

7. Matters arising from 16.3.22	Outcome/ response/ agenda item
4. Pecuniary Business Interests Trustees were asked to review and update their records – All Trustees	Completed
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.	Completed
12 Approval of support staff pay The committee approved the pay increase of 1.75%.	Completed
14 The Equality, Diversity and Inclusion survey Staff have been asked to complete. Results will be presented at the Community and Standards Committee.	Completed
15 New risks Resources Committee were asked to consider a 'General Cost Pressures' risk	Completed
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.	

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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. Chair/COO The clerk will update Governor Hub with the allocation of roles. Clerk	Agenda item 15 Completed
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Appendix B:

16. Trustee training		
Training Completed:		
Claire Edwards	Behaviour & Race Equality and Anti-Racism briefing	28.4.22
Liz Jones	Introduction to Governance 1 Introduction to Governance 2 Academy Governance	29.5.22
Elizabeth Leeman	Safeguarding and governance	23.5.22
Training to be booked:		
New Trustees	<ul style="list-style-type: none"> • Introduction to governance 1 • Introduction to governance 2 • Safeguarding and Child protection – an introduction • Safeguarding and governance 	ASAP via Modern Governor

Appendix C: Discussion from Governor Hub ahead of the meeting

8	Trust Board Chair report James Roach I am very pleased to share Beechfield's Ofsted report. You will see from the report that the Inspectors judged the school to be 'Good'. This was absolutely not the case when the school joined the Trust 4 years ago. It is a testimony to everyone's hard work that the school is now in such a good place. Particular thanks and congratulations must go to Gillian, Tanya and Lesly who have led the school with a fierce determination. they have got the result that they absolutely deserve. Congratulations and thanks to all of the staff, children, parents and governors at Beechfield as well as thanks to the supportive friends from Cherry Tree, Laurance Haines and the Central Team.
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	<p>Thank you also to Liz and Andrew who attended the Ofsted visit and summary. Lastly thank you to you all for your strategic lead and support in Beechfield's journey. We should all be very proud of our school.</p> <p>Have a great weekend,</p> <p>James</p> <p>Have a look at this: 10226849 - Beechfield School - 145350 - Final PDF.pdf</p> <p>Claire Edwards Looks like a lovely report, very well done all! A great compliment that 'feedback from parents is overwhelmingly positive' and the caring ethos is highlighted.</p> <p>Elizabeth Redman Congratulation, this is such a positive report! Well done Gillian, Tanya and Lesly for working so hard achieve this positive outcome, you must be feeling so proud! Well done also to the staff, governors, Executive team, Liz L & Andrew for their support. So pleased that all the great work has been recognised, what a great school!</p> <p>Andrew Chappell A great way to start the weekend - and to take forward to next Friday's get together. Congratulations to all concerned</p> <p>Camilla Castro Well done and congratulations to all involved!!!</p> <p>Morgan Bone Just seen this, great news and huge congratulations and thanks to the team</p>
9	<p>Resources Committee Chair report (20 minutes)</p> <p>Have a look at this: Teacher contract.pdf</p> <p>We currently have only one contract for teaching staff however Judicium have suggested we have three contracts (Teacher, leadership and Headteacher.)</p> <p>Judicium model templates include the clauses required by the Good Work Plan and the model teacher contract includes provisions in regards to policies, variation to terms, school property, conflicts of interest, expenses and monitoring of school systems/data protection. The model teacher contract also includes a clause regarding annual leave as this is a legal requirement which I note is not included within the MAT contract currently.</p> <p>There is no significant changes to these contracts apart from the introduction of a probation period</p>

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for new staff. In regards to probationary periods for teachers (other than ECT's), there is no reason why the Trust cannot adopt this policy for new staff for this is an option open to Academies. It is not common practice to put teachers on probationary periods in maintained/community schools (though I am sure I have seen at least one Local Authority adopt this policy).

Elizabeth Redman

Thank you Sharon. I think it makes sense for teacher contracts to have the same probationary conditions as support staff so that any new employees to the trust are taken on under the same conditions.

I had a couple of minor points:

- the support staff contracts mention teaching regulations in the conditions of employment section - do we need this?
- the headteacher contract has reference to the headteacher when seeking permissions - should this be the CEO?
- do we have a policy of allowing time out of school for employees to act as governors/trustees elsewhere? If so, should this be mentioned in the contract as it is quite specific about not working outside the Trust, either paid or unpaid?

Andrew Chappell

good points Liz

Sharon Carlyon

Thank you Liz.

I asked the same question re teaching regs to Judicium as I was surprised it was in there also. Their reply:

Good practice to leave in. 'It depends on the role they may be undertaking and whether they will be expected to engage in teaching work, despite being support staff and/or management work.' Went with their advice and left in.

Second point re HT permissions, should make reference to the CEO rather than HT. I'll amend.

3rd point is covered by our Leave of Absence policy under public duties.

Elizabeth Redman

Thank you Sharon!

Claire Edwards

Looks comprehensive. Our trust also has a probationary period for all new staff, I think this is helpful

Have a look at this:

[Proposed contracts](#) I have uploaded the proposed support staff contracts. We currently have one contract to cover all support staff however Judicium (HR) have suggested we have 2, one for 'Term Time only' staff and one for 'All year round staff'. FYI, the only staff on 'All Year round' contracts are

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	<p>myself and members of the site team.</p> <p>The teacher contract is still with Judicium and I will post asap. Whilst we are changing to their model template, there is little change to these terms.</p> <p>I have sent the support staff contracts to the LA union representative for any initial feedback.</p> <p>Have a look at this: Review of Staff Terms and Conditions.pptx</p>			
10	<p>Community and Standards Committee Chair report (10 minutes)</p> <p>Have a look at this: ComStan Chairs update Jul22.pptx</p>			
CST Governance Review - 20 minutes				
11	<p>CST Governance review - Action Points:</p> <ol style="list-style-type: none">1. 3-5-year strategic plans2. Increased alignment. Link Trustee structure to be agreed3. Delegation of operational tasks4. Role of the Chair5. Risk register6. Community and Standards Committee7. Quality of education across the Trust8. Appoint a Governance professional9. Continue to build communication pathways across the Trust10. Declaration of business interests11. Effectiveness of Members <p>Points 1,2,3,4,7,8,9 to be discussed more fully at Trustees Planning day 8th July.</p> <p>Have a look at this: Governance Framework Review June 22.docx</p> <p>To support Point 3 of CST review: 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.</p> <p>'The minutes evidence that Trustees can be drawn into operational decisions, for example, the appointment of a premises assistant was recently brought to the Resources Committee. This was in accordance with the SoD, as accountability for the staffing structure remains with the Trust Board. A review of the SoD to ensure that Trustees are not drawn into operational matters will increase the ability of the Executive team to be agile in their operational responses. (<i>Action point 3</i>)'</p> <p>James and I have reviewed The Scheme of Delegation on Page 10 onwards and have suggested amendments to some areas to support this point.</p>			

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Sharon Carlyon

Apologies, should have said, for ease of reference, amendments are highlighted in green (pages 10 to 19).

Andrew Chappell

i am happy with approach.

Elizabeth Redman

Thank you, happy with this.

Sanjay Mazumder

One comment - on the role of the Local Governing Committee (and in fact all sub committees) should we include something about escalation of issues/risks that they don't have the delegation of authority to resolve or is a bigger risk than their DOE

Claire Edwards

Looks very sensible, happy with this approach

Have a look at this:

[Trust Approach to Policy Management_.pptx](#)

To support Point 3 of CST review:

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.

I have also included in the file, a proposed list of policy delegation.

Andrew Chappell

I am happy with approach to policies

Elizabeth Redman

Happy to approve this.

Sanjay Mazumder

Happy to Approve

Claire Edwards

Happy with this

Have a look at this:

[Trustee responsibility structure .docx](#)

To support Point 2 of CST review:

Explore how alignment across the Trust ethos and values can be developed even further, as this will enable yet more collaboration and sharing of best practice.

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	<p>Having aligned responsibilities will allow trustees and governors to work together. I do have have some role descriptors for some of these roles. Once this structure is finalised, I will write role descriptors to cover.</p> <p>Sharon Carlyon We can explore other areas at our Trustee day.</p>
12	Trust Plan review
13	<p>Risk Register</p> <ul style="list-style-type: none"> • New format to be approved • High risks review
14	<p>Policy Review</p> <ul style="list-style-type: none"> • Accounting policy (from Resources committee 23.06.22) • Executive Pay (from Resources committee 23.06.22) • Pay Policy (from Resources committee 27.4.22) <p>Have a look at this: Executive Pay Policy.pdf Reviewed fully by Resources</p> <ul style="list-style-type: none"> • Terms of reference Trust Board 22-23 <p>Have a look at this: Terms of reference Trust Board 22-23.pdf I have reviewed these TORs and no amendments are proposed.</p> <p>Elizabeth Redman Thank you Sharon. Just wondered if, under the Company Secretary section, we should say 'keep an electronic record of minutes of Trustees meetings' rather than 'keep a book of minutes'? I know it's only a minor detail but I don't think we keep books of minutes anymore?</p> <p>Elizabeth Redman Sorry, there was another question - the terms state that members can appoint up to 10 trustees. Is this our limit of membership?</p> <p>Sharon Carlyon Hi Liz You're right, all of our Governance is now paperless. I'm happy to change the wording to 'keep an electronic record of minutes of Trustees meetings' as you suggest.</p> <p>Re trustee membership, our articles say:</p> <ol style="list-style-type: none"> 1. The Members can appoint 10 Trustees (article 50), one of whom can be the CEO. 2. Those Trustees who have been appointed by the Members can appoint any number of Trustees by 'Co-opting them' onto the board, they are then Co-opted

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	<p>Trustees (Co-opted Trustees have all of the same standing as Member appointed Trustees, but they are not allowed to engage in Co-opting on anyone else) (article 58). We have 10 member appointed trustees and 3 Co Opted trustees.</p> <ul style="list-style-type: none"> • Terms of reference Local Governing Committee 22-23 • Terms of reference Resources Committee 22-23 <p>Have a look at this: Terms of Reference Resources Committee 22-23.pdf The Resources Committee have reviewed in full and no amendments are proposed.</p> <ul style="list-style-type: none"> • Terms of reference Community and Standards Committee 22-23 			
15	<p>Governance</p> <ul style="list-style-type: none"> • Approve Chairs and Vice chairs of Local Boards for September <ul style="list-style-type: none"> ◦ BFS Chair: Lesly Adams/ Vice Chair: Rama Balachandran ◦ CTS Chair: Gemma Williamson/ Vice Chair: Mark Scoulding ◦ LHS Chair: Michael Dobner/ Vice Chair: Denise Shaw • Approve appointment of Safeguarding Trustee to replace DF – Liz Jones • Agree Linked trustees' roles/structures for September • Members update • Update from Local Governing Committees 			
16	<p>Trustee Training and Development</p> <p>New safeguarding guidance for September: What Trustees need to know CST Agile Seminar Thursday 7 July, 4:00-5:00pm</p> <p>The new statutory guidance for Keeping Children Safe in Education applies from 1 September 2022 and along with changes to what your schools need to do there is a new focus on Trustee safeguarding training.</p> <p>Trustees are invited to join us for an overview of the changes to trusts' safeguarding duties for next year and an opportunity to consider what it means for the effective practice and oversight of safeguarding in your trust.</p> <p>Delivered by Dai Durbridge, safeguarding expert and Partner at Browne Jacobson, the session will include:</p> <ul style="list-style-type: none"> • understanding the critical changes to safer recruitment • how to discharge the more detailed requirements for Trustee training • tips on engaging with your Trust Lead DSL on these issues • an opportunity for you to ask questions <p>Join Zoom Meeting Meeting ID: 869 8223 6248, Passcode: 228958</p> <p>Andrew Chappell Sharon, do they record these sessions for later viewing?</p> <p>Sharon Carlyon</p>			

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	<p>Yes Andrew, they usually do. Last years is on their website, I would expect this one will be once its delivered. 3 days ago</p> <p>8th July. I have booked the Hilton Hotel for our session starting at 9.30 til 4. HILTON LONDON WATFORD t: +44 1923 652 907 f: +44 1923 220 836 Elton Way Watford WD25 8HA</p> <p>Looking forward to seeing you all.</p> <p>Agenda will follow.</p>
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