

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 1st December 2022 at 7pm at Beechfield School

No	ITEM	Actions
8	Equality, Diversity and Inclusion Policy and Plan - The CEO will update with the items requested by Trustees	CEO
11	<p><i>Staff survey data has been reviewed by the Executive Team and the HT's - Resources Committee will continue to review.</i></p> <p><i>Equality of opportunity for secondary transfer was discussed - Education committee will review</i></p> <p><i>Trust expansion - At the next meeting there will be a more in depth discussion around how best to grow the Trust in the right way and the due diligence procedures.</i></p> <p><i>A CST seminar was attended which a representative of the Regional Director spoke at. The session recording is here on Vimeo (password: tgi-session-17-11-2022). Trustees were encouraged to listen to hear the latest news from the Regional Directors office.</i></p>	<p>Res Comm</p> <p>Ed Comm</p> <p>Clerk (Agenda)</p> <p>All Trustees</p>
12	<p><i>Trustees agreed to delegate the authority for the approval of this years CIF bids to the Estates Trustee Sanjay Mazumder.</i></p> <p><i>LHS portacabin will be discussed further at Resources Committee at the Spring meeting.</i></p>	<p>SM/ COO</p> <p>Res Comm</p>
13	<p><i>The trust has been randomly chosen for an audit by HRMC and the COO will feedback on the results to the Resources Committee.</i></p> <p><i>In response to a recent question from a governor the COO has reviewed the pay rates for staff. It was agreed this would be discussed further at the next Chairs meeting on the 19th January 2023.</i></p>	<p>COO/ Res Comm</p> <p>Chairs meeting</p>
14	Executive Leadership working group update - The Chair, CEO and COO have met and reviewed the parameters. There will now be a meeting of the full working group put in place to review.	CEO
15	<i>Trustees agreed the monitoring will be an agenda item at the relevant Committee or trustees meeting: Children – Education Committee, Staff – Resources Committee, Community and Governance – Trustees board meeting. There will be a follow up report at the Spring term meetings.</i>	Clerk
17	<i>Confirmation Cybersecurity training completed by all Trustees - Trustees were reminded that completion of training by everyone including Trustees and Governors is a condition of our insurance policy. The clerk will send reminders to those who need to watch the video.</i>	Clerk/ All Trustees

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TRUSTEES MEETING MINUTES HELD on the 1st December 2022 at Beechfield School

Name	Governor Type	Attended
Morgan Bone	Trustee	Attended
Sharon Carlyon (COO)	Company Secretary	Attended
Andrew Chappell	Trustee	Attended
Claire Edwards	Trustee	Attended
Martin Goodman	Co-opted Trustee	Attended
Emma Hill	Co-opted Trustee	Attended
Liz Jones	Trustee	Attended - online
Emma Lad (Clerk)	Clerk	Attended
Elizabeth Leeman (Chair)	Trustee	Attended
Sanjay Mazumder	Trustee	Attended - online
Sally Newing	Trustee	Absent
Elizabeth Redman	Trustee	Attended
James Roach (CEO)	CEO and Trustee	Attended

Beechfield School – BFS Cherry Tree School – CTS
 Laurance Haines School – LHS 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 B: Discussion from Governor Hub ahead of the meeting

Meeting started 7pm

No	ITEM	Action
1	Welcome and Introductions The chair welcomed everyone to the meeting.	
2	Apologies for absence and acceptance of those absences The meeting was quorate. Apologies were sent by Sally Newing	

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3	<p>Declarations of Conflicts of Interest</p> <p>Item 21 - COO to leave the meeting</p>	
4	<p>Review Pecuniary Interests</p> <p>Trustees were reminded 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> <p>There was no notice of any other business.</p>	
6	<p>Minutes of the meeting held on 15th September 2022</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: 15.09.22 Inclusive MAT Trust board minutes (approved in principle)</p> <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	<p>Matters Arising from the meeting 15th September 2022</p> <p>Distributed prior to the meeting via Governor Hub and taken as read: Inclusive MAT actions overview 15.09.22</p> <p>See appendix A – all matters arising are completed or agenda items</p>	
8	<p>Policy Review</p> <p>The following were reviewed and approved by Trustees:</p> <ul style="list-style-type: none"> Equality, Diversity and Inclusion Policy and Plan <p>Trustees agreed after the recent EDI training that the name should be changed to 'Equity, Diversity and Inclusion'</p> <p>T: It says the Trust board monitors the composition of the staff. Should that be with the Resources Committee?</p> <p>COO: It should sit with the LGC's and be reported to the Resources Committee. <i>The CEO will update.</i></p> <p>T: Should the policy include responsibilities for parents? Are they aware of their responsibility?</p> <p>CEO: We can change to be clearer that the schools will encourage the parents to be involved.</p> <p>T: There is training for staff in the policy but should it include other groups?</p> <p>CEO: I will move to a broad statement in the policy.</p>	

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	<p><i>T: The Head of HR, can we update as we don't have one and the performance management policy needs to be renamed? Also it should be Local governing committee instead of governing body and the HT should not be able to amend the policy. CEO: I will update</i></p> <p>T: Can we add the 'you see me, you hear me, I belong' to all the websites and 'No outsiders are welcome'?</p> <p>CEO: The 'You see me, you hear me, I belong' has been a LHS statement. We could have both or one of them if Trustees agree.</p> <p>T: How do you measure the strap lines?</p> <p>CEO: We have carried out an EDI survey for two years and we are seeing improving results from the staff, children and parents. We have soft examples as well, for example, in response to the children watching the England football match recently. However, we rely upon the data over time to show quantifiable improvements. We use the same questions every year.</p> <p>The plan is now more succinct and encapsulates all protected characteristics. The Trust is ensuring the schools are a safe place for everyone at present and embedding the culture.</p> <p>The Executive Team have reviewed and updated recruitment practices to ensure there is no bias. Trustees agreed that as part of the larger piece of work this was a good starting point. It also includes the other challenge of succession planning for the Trust and could be measured against the nine protected characteristics.</p> <p>The Trustees were asked to review the podcast from Diverse Educators.</p> <ul style="list-style-type: none"> • Environmental Sustainability • Summary of gov sustainability and climate change strategy • Sustainability and climate change action plan <p>Emma Hill has supported the creation of the policy. Trustees thanked Emma Hill for her work.</p> <p><i>T: There is training for staff in the policy but should it include other groups? CEO: I will move to a broad statement in the policy.</i></p> <p>T: What does waste cover in the policy?</p> <p>CEO: The DFE is asking the school to be the data collectors in regard to food waste for example. There is no additional funding for this in place as yet.</p> <p>T: How is food waste measured at present?</p> <p>CEO: We measure by bin at present as we know the waste taken from site. We need to select an item we can impact on but is this the right thing to measure?</p> <p>EH: It is something we can look at which is concerning for the Trust as food is being thrown away.</p> <p>COO: Overall we need to know what our carbon footprint is initially and then ensure there is a clear plan in place to strategically manage how the</p>	<p>CEO</p>
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	<p>Trust ensures reduction. The local governing committees would be able to look at the details at local level once we know the overarching aim.</p> <p>T: Why are the children called Eco warriors? COO: The name is from the ECO award which all schools have achieved. T: It can come across as aggressive with the activism which is taking place at the moment. EH: We are meeting with the children next week who have taken on the role of Sustainability ambassadors. We can ask the children what they would like to be called.</p> <p><i>COO: The policy may need to be updated to reflect the work completed by the pupil eco warriors throughout the school, they look at the 10 strands, feels litter heavy. Can we make it clearer? Can we also increase the clarity on the site managers work, cycling to school etc. The COO will send further comments to the CEO.</i></p> <p><i>T: In the waste electrical equipment, shouldn't it be dealt with at Trust level? CEO: It is dealt with by the local authority so I will update.</i></p>	<p>COO /CEO</p> <p>CEO</p>		
9	<p><u>Admission Arrangements</u></p> <p>The Trust adheres to the local authority admission arrangements and oversubscription criteria except for the criteria for children of staff in the school. The admission arrangements were approved by Trustees with no changes and will be sent to the Local Authority.</p>			
10	<p>Governance</p> <ul style="list-style-type: none"> • All confirmations on Governor Hub completed by Trustees The clerk confirmed all Trustees had completed their annual confirmations. • Gemma Williamson has resigned from CTS governing body effective the 9th November 2022. She was the chair of the Committee and so a new Chair has been proposed: • Approval of Mark Scoulding as Chair at CTS Trustees approved the appointment of Mark Scoulding as Chair of governors at CTS. • Confirmation Emma Hill has been approved as Trustee by Members. The clerk confirmed that Members had approved Emma Hill moving to the Trustee role at the recent members meeting and minutes from the meeting had been presented (previously a Co-opted Trustee) • Camilla Castro has resigned from the governing body due to work commitments 			
11	<p><u>Trust Board Chair report</u></p>			

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	<ul style="list-style-type: none"> • CST governance review – action plan review The Chair explained that as there are currently no high risks on the register Trustees had agreed to the review of medium and increasing risks at the Committee level. • Collaboration/ Succession planning Collaboration is working well across the leadership. The Chair has met with most Trustees and it has been a very positive experience. Local Governing Committees are also talking about succession planning. The Resources Committee have moved Succession Planning to a high risk. • Chairs meeting The meetings have been very positive and the link roles are working well. • Staff survey data has been reviewed by the Executive Team and the HT's. <i>The Trust response to the Endurio survey is significantly more positive than the national response in many areas. There has also been a national education workforce survey – released yesterday. The questions are broader than those used by the Trust but there are parallels. Resources Committee will continue to review.</i> • Watford local plan The local plan has provision for a number of new primary schools in locations which would be likely to impact on the Trust schools. The CEO has had assurance from HCC that it is not their intention to build any more schools in Watford at present. They are currently trying to reduce the PAN in the local area. It is a legal requirement that these schools are included in the Local plan to accommodate additional housing being proposed although unlikely to be built if local existing schools have capacity. • Equality of opportunity for secondary transfer was discussed. <i>Education committee will review</i> • Members meetings The feedback from the Members is that the termly meetings are having a positive impact on their role. They were assured under all three key areas. • Trust expansion The White paper is not being implemented by the government at the rate expected at present. The Heads meetings are now discussing academies and the benefits of being part of a Trust. <i>At the next meeting there will be a more in depth discussion around how best to grow the Trust in the right way and the due diligence procedures.</i> • A CST seminar was attended which a representative of the Regional Director spoke at. The session recording is here on Vimeo (password: tgi-session-17-11-2022). Trustees were encouraged to listen to hear the latest news from the Regional Directors office. 	<p>Res Comm</p> <p>Ed Comm</p> <p>Clerk (Agenda)</p> <p>All Trustees</p>
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12	<p>Resources Committee Chair report (10 minutes)</p> <ul style="list-style-type: none"> • Overview of committee business <ul style="list-style-type: none"> ○ Succession planning was moved to a high risk and increasing amber risks are now to be reviewed at every meeting. ○ The budget was reviewed and Trustees were made aware that at the end of year 3 BFS could become a concern if we continue to shuffle reserves to capital as planned. As a result, the capital projects have been put on hold until the Spring term once there is further clarity around the DFE funding. ○ The additional DFE funding is expected from April 2023 and should be in the GAG in September 2023. There is expected to be a supplementary grant in the summer term. ○ This year shows an in year deficit as a result of the exceptional increases in staff pay and energy. Trustees have agreed that these exceptional unbudgeted costs can be covered from reserves this year however we are hoping that the promised supplementary grant in the Summer term should support the schools budgets and ensure reserves are maintained. ○ CIF bids – The Chair explained the process for CIF bids and the impact the level of the Trust contribution has on the number of incremental points awarded to the project during the evaluation process. The Trust is currently working with Barker Associates, who were appointed in 2022, replacing the previous consultants. The bids need to be submitted by the 7th December 2022. The COO would propose to add a 5.1% Trust contribution to the bids which ensures one point. The Trustees discussed the impact on Reserves of winning all the bids. It was decided that it was prudent to wait for the outcomes before amending budgets. If the bids are all successful this would not take the reserves below the limit set in the policy. <p><i>Trustees agreed to delegate the authority for the approval of this years CIF bids to the Estates Trustee Sanjay Mazumder.</i></p> <ul style="list-style-type: none"> ○ <i>LHS portacabin will be discussed further at Resources Committee at the Spring meeting.</i> <ul style="list-style-type: none"> • Comments and questions from minutes on the 21st November 2022 • Recommended approval of the audited financial statement ending 31st August 2022 <p>Hillier Hopkins attended the Resources meeting and the report to Trustees was very positive. They were very pleased with the Trustees report and the work completed by the Central Team.</p> <p>T: There was a minor discrepancy in the accounts, was it solved?</p>	<p>SM/ COO</p> <p>Res Comm</p>

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	<p>COO: The year end has been closed and sent to the auditors for them to review but the auditors did not find the discrepancy to be material.</p> <p>The Trustees thanked the finance team for achieving the high standards of financial management recognised in the Auditors report.</p> <p><u>Trustees approved the audited financial statement ending 31st August 2022.</u></p>	
13	<p>Education Committee Chair report (10 minutes)</p> <ul style="list-style-type: none"> • Overview of committee business <ul style="list-style-type: none"> ○ The assurance document was reviewed by the committee and will be utilised at the next meeting. ○ The school/ SEND etc on a page is very useful and allows the committee to have overview of all areas of the schools/curriculum. ○ Cybersecurity has also been reviewed to ensure any weak areas within the Trust are robustly supported. ○ Attendance is being reviewed by the Attendance group including the HT's, Attendance officers and Executive leadership Team. ○ The Pastoral Care provision was discussed. The Trust needs to ensure there is consistency of delivery across the schools. The CEO is beginning peer on peer reviews to ensure harmony across the three schools. There is really good pastoral care in all three schools and pastoral care is key to the Trusts core purpose. ○ There has been a rise in domestic violence in the West Watford area. There is better reporting from the police which is raising the schools awareness and ensuring better safeguarding and pastoral provision for children. ○ <i>HMRC have identified an issue locally in Watford of people being paid below the national minimum wage. As part of a Watford wide investigation of local employers by HMRC The trust has been randomly chosen for an audit by HRMC and the COO will feedback on the results to the Resources Committee.</i> ○ <i>In response to a recent question from a governor the COO has reviewed the pay rates for staff. The Trust pays above the National Minimum Wage but was asked to also look at the Living Wage. (https://www.livingwage.org.uk/what-real-living-wage) The Charity the Living Wage Foundation uses the term 'Real Living Wage' although this is not enforceable in law. The Trust at present follows the nationally agreed pay scales set by Local Government employers and in line with the 'Green book' terms and conditions. The current pay rates are not at present above the Real living Wage set out by the Charity but are above the National Living Wage and National Minimum Wage. It was agreed this would be</i> 	<p>COO/ Res Comm</p> <p>Chairs meeting</p>

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	<p><i>discussed further at the next Chairs meeting on the 22nd February 2023.</i></p> <ul style="list-style-type: none"> ○ Trust collaboration is very positive particularly within the HT's. ○ The NAGs HT forum is now the “collaborative Heads forum” and the Trust HT's are running sub groups. ○ Interim IT will be attending a Trustee meeting to update on the security checks in place for the Trust. ○ The England football match was watched by all three schools and the Chair of Trustees fed back that it was a very positive experience for everyone and very inclusive. <ul style="list-style-type: none"> ● Comments and questions from minutes on the 24th November 2022 There were no comments or questions 			
14	<p>Executive Leadership working group update</p> <p><i>The Chair, CEO and COO have met and reviewed the parameters. There will now be a meeting of the full working group put in place to review.</i></p>	CEO		
15	<p>Trust Plan 2022/23 approval and priorities</p> <ul style="list-style-type: none"> ● Inclusive MAT 5 year plan draft ● Inclusive MAT strategic priorities 2022 23 <p>The CEO updated the Trustees on the priorities and the tasks to be undertaken to ensure the priorities are actioned.</p> <p><i>Trustees agreed the monitoring will be an agenda item at the relevant Committee or trustees meeting, see below:</i></p> <ul style="list-style-type: none"> ○ <i>Children – Education Committee</i> ○ <i>Staff – Resources Committee</i> ○ <i>Community and Governance – Trustees board meeting</i> <p><i>There will be a follow up report at the Spring term meetings.</i></p>	Clerk (Agenda)		
16	<p>Risk Register</p> <ul style="list-style-type: none"> ● All risks to be reviewed Succession planning has been moved to a red risk as a result of the feedback from Chairs at the governance level and due to challenges with staffing. The COO is creating an assurance plan to ensure all roles have someone who could take over if staff were to leave. ● Other risks review 			

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		<p>Trustees reviewed all risks and agreed there were no changes needed to current grading however 'Failure to recruit governors' needs to be updated to include the EDI targets.</p> <p><u>Trustees approved the risk register</u></p>												
17	<p><u>Trustee Training and Development</u></p> <ul style="list-style-type: none"> • Dates for Trust training <p>28th February 2023 - review of the strategic plan proposed 13th June 2023 – follow up to the EDI training proposed</p> <ul style="list-style-type: none"> • Confirmation Cybersecurity training completed by all Trustees <i>Trustees were reminded that completion of training by everyone including Trustees and Governors is a condition of our insurance policy. The clerk will send reminders to those who need to watch the video.</i> 	Clerk/ All Trustees												
18	<p>Trustee link visit updates</p> <ul style="list-style-type: none"> • <u>Equality, Diversity and Inclusion</u> – Governor/ Trustee meeting took place on the 22/11/22 • <u>Facilities</u> • <u>Finance</u> – Governor/ Trustee meeting took place on the 17.11.22 • <u>Grant funding</u> - Governor/ Trustee meeting took place on the 29/11/22 • Leadership Appraisal • <u>People Strategy</u> • <u>Safeguarding</u> – meeting to be held on the 12th December 4pm via zoom • <u>Sustainability</u> – Governor/ Trustee meeting took place on the 23/11/22 <p>Trustees fed back that the meetings were open and collaborative. The feeling was very positive and governors fed back that they felt it was helpful to have the meetings. Even when governors had not yet completed their visits yet they knew a lot about the school and what was happening. There was a nervousness initially around the meetings for some but it dissipated as the meetings went on. There was very clear understanding that the finances are linked to the curriculum.</p> <p>The HT's have fed back that it has been very positive to have the Trustees more involved. The governors all fed back about how well the schools all work together.</p>													
19	<p>Any other Business</p> <p>None requested at the beginning of the meeting.</p>													
20	<p>Date of next Meeting</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Start</th> <th style="text-align: left;">Meeting</th> </tr> </thead> <tbody> <tr> <td style="color: #0070C0;">Thu 1 Dec 2022</td> <td style="color: #0070C0;">19:00</td> <td style="color: #0070C0;">Trust board meeting</td> </tr> <tr> <td style="color: #C00000;">Thu 8 Dec 2022</td> <td style="color: #C00000;">18:00</td> <td style="color: #C00000;">Trust Board AGM- Cherry Tree school</td> </tr> <tr> <td style="color: #008000;">Thu 19 Jan 2023</td> <td style="color: #008000;">10:00</td> <td style="color: #008000;">Chairs meeting at Beech House</td> </tr> </tbody> </table>	Date	Start	Meeting	Thu 1 Dec 2022	19:00	Trust board meeting	Thu 8 Dec 2022	18:00	Trust Board AGM- Cherry Tree school	Thu 19 Jan 2023	10:00	Chairs meeting at Beech House	
Date	Start	Meeting												
Thu 1 Dec 2022	19:00	Trust board meeting												
Thu 8 Dec 2022	18:00	Trust Board AGM- Cherry Tree school												
Thu 19 Jan 2023	10:00	Chairs meeting at Beech House												

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	Tue 28 Feb 2023	19:00	Trust governance training	
	Tue 21 Mar 2023	19:00	Education Committee	
	Wed 22 Mar 2023	11:00	Resources Committee	
	Thu 30 Mar 2023	19:00	Trust Board meeting	
	Wed 26 Apr 2023	10:00	Chairs meeting at Beech House	
	Tue 13 Jun 2023	19:00	Trust governance training	
	Wed 28 Jun 2023	11:00	Resources Committee	
	Thu 29 Jun 2023	19:00	Education Committee	
	Thu 6 Jul 2023	19:00	Trust board meeting	
	Fri 7 Jul 2023	00:00	Trust open day	
21	CONFIDENTIAL ITEM – COO pay review			
	8.55pm the COO left the meeting.			
	See CONFIDENTIAL MINUTES			

Meeting ended 8.58pm

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Appendix A: Matters arising

7. Matters arising from 15.09.22	Outcome/ response/ agenda item
<p>Policy Review – amendments to be made and documents reissued</p> <ul style="list-style-type: none"> • Terms of reference Education Committee 22-23 • Child Protection and Safeguarding policy • Whistleblowing for one year 	Completed
<ul style="list-style-type: none"> • Further information on the role proposed liaison between Trustees and Local Governing Committees and reporting would be circulated outside the meeting. • Emma Hill was appointed a Co-opted Trustee • All Trustees to complete declarations via Governor Hub • CST review - Succession planning is the next key area for review and will be discussed fully at the next meeting. <p>The clerk will make local governing committees aware of the need to ensure there is clear succession planning in place.</p>	Completed Completed Agenda item 10 Agenda item 11
<ul style="list-style-type: none"> • Increased costs will be reforecast in Autumn Term and presented to the Resources Committee. • Condition surveys have been procured with Barker Associates. The Resources Committee will review further bids once criteria are published. • The Executive Pay working group will include the Chair of the Trustees, One of the chairs from the LGC, Martin Goodman and Liz Jones. James Roach and Sharon Carlyon will also be involved as necessary. • A working document and terms of reference will be created for the working group. 	Agenda item 12 Completed Agenda item 14
The Trustees asked the CEO to pass on their thanks to the staff for all their hard work to ensure the children were able to receive these results.	Completed
The CEO will review the Trust plan in line with the Trustee comments and distribute to governors via Governor Hub.	Agenda item 15
The Education committee will continue to monitor and review educational results for children. The Resources Committee was asked to consider the risk of the overall rising cost of living on the Trust, staff and families.	On-going Agenda item 12
The clerk will send a spreadsheet of courses to be completed via Modern Governor on Governor Hub.	Agenda item 17

8. Policies to be approved			
Policy	Owner	Approving Body	Date
AUTUMN TERM			
Disciplinary Policy	Sharon Carlyon	Resources	30-Nov-22
Equality Policy and Plan	James Roach	Trust Board	01-Dec-22
Continuing Professional Development	Sharon Carlyon	Executive Leaders	02-Dec-22
Environmental Sustainability Policy	James Roach	Trust Board	02-Dec-22
Online Safety Policy	James Roach	Executive Leaders	02-Dec-22
Redundancy Policy	Sharon Carlyon	Resources	02-Dec-22
SPRING TERM			

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Anti Fraud and Corruption Policy	Sharon Carlyon	Executive Leaders	01-Feb-23
Charging and Remissions Policy	Sharon Carlyon	Resources	22-Feb-23
Business Continuity Plan	Sharon Carlyon	Resources	28-Feb-23
Admin of Medicines	Elisabeth Somerset-Butler	Executive Leaders	01-Mar-23
Shared Parental Leave (Adoption) Policy	Sharon Carlyon	Executive Leaders	01-Mar-23

SUMMER TERM

Executive Pay Policy	Sharon Carlyon	Trust Board	30-Apr-23
Expenses Policy	Sharon Carlyon	Executive Leaders	01-May-23
Pay Policy	Sharon Carlyon	Trust Board	30-Jun-23
PSHE (Personal, Social, Health Education) Policy	James Roach	Education	01-Jul-23
Accounting Policy	Sharon Carlyon	Resources	31-Jul-23
Terms of Reference Local Governing Committee	Sharon Carlyon	Trust Board	31-Jul-23
Terms of Reference Resources Committee	Sharon Carlyon	Trust Board	31-Jul-23
Terms of Reference Trust Board	Sharon Carlyon	Trust Board	31-Jul-23
Terms of reference Education Committee	Sharon Carlyon	Trust Board	31-Jul-23

8. Policies previously approved

Policy	Owner	Approving Body	Date
AUTUMN TERM			
Child Protection and Safeguarding Policy	James Roach	Trust Board	01-Sep-22
Freedom of Information Policy	Sharon Carlyon	Executive Leaders	01-Sep-22
Privacy Notice for Governors, Trustees and other Volunteers	Sharon Carlyon	Executive Leaders	01-Sep-22
Privacy Notice for pupils	Sharon Carlyon	Executive Leaders	01-Sep-22
Privacy Notice School Workforce	Sharon Carlyon	Executive Leaders	01-Sep-22
Whistleblowing Policy	Sharon Carlyon	Trust Board	01-Sep-22
Terms of reference Education Committee	Sharon Carlyon	Trust Board	30-Sep-22
Health and Safety Policy	Sharon Carlyon	Resources	01-Oct-22
Inclusion	Elisabeth Somerset-Butler	Education	01-Oct-22
Looked After Children and Previously Looked after Children Policy	James Roach	Education	01-Oct-22
Remote Learning Policy	James Roach	Executive Leaders	31-Oct-22
Exclusion Policy	James Roach	Education	02-Dec-22

Trust action from Annual Planner

- Academies must publicly consult by 31 January 2023 on proposed changes to admission arrangements for entry in September 2024, or if they have not consulted in the past 7 years

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- Academies must determine their admission arrangements for entry in September 2022 by 28 Feb
- Deadline for CIF bids

Appendix B: Discussion from Governor Hub ahead of the meeting

No	ITEM
8	<p>Policy Review</p> <ul style="list-style-type: none"> • Equality Policy and Plan • Environmental Sustainability
9	<p>Admission Arrangements</p>
10	<p>Governance</p> <ul style="list-style-type: none"> • All confirmations on Governor Hub completed by Trustees • Gemma Williamson has resigned from CTS governing body effective the 9th November 2022 • Approval of Mark Scoulding as Chair at CTS • Confirmation Emma Hill has been approved as Trustee by Members • Camilla Castro has resigned from the governing body due to work commitments
11	<p>Trust Board Chair report</p> <ul style="list-style-type: none"> • Succession planning • CST governance review – action plan review
12	<p>Resources Committee Chair report (10 minutes)</p> <ul style="list-style-type: none"> • Overview of committee business • Comments and questions from minutes on the 22nd June 2022 • Recommended approval of the audited financial statement ending 31st August 2022 <p>Just to confirm that I have completed my 'Handling Complaints' refresher training tonight</p> <p>It raised a couple of thoughts with me on our complaints policy.</p> <ul style="list-style-type: none"> - should we have more in about issues that cannot be complained about eg 'Internal Management Decisions, (from slide 11 of the training pack, see below) - Some more clarity around what is dealt with at the Trust level. The phrasing '<i>If a complaint is escalated to the Inclusive Multi Academy Trust</i>' might lead some to think that there is an appeal process to the Trustees, after a Stage 3 Panel Hearing at a school <p>Issues that cannot be complained about</p> <ul style="list-style-type: none"> • A member of staff about another member of staff (e.g. behaviour/professionalism) refer to Staff Grievance & Staff Disciplinary procedures. • A member of Staff dissatisfied with an action or decision of the FGB. • Child Protection Procedures. • Appeals about Admissions.

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	<ul style="list-style-type: none"> • Challenging an Exclusion (Fixed Term or Permanent). • Internal Management Decisions. • Group/'Ringleader' complaints. • Matters that occurred more than three months ago remember discretionary element. • Matters that occurred significantly outside of school session times (e.g . weekends and school)
13	<p>Education Committee Chair report (10 minutes)</p> <ul style="list-style-type: none"> • Overview of committee business • Comments and questions from minutes 11th July 2022
14	<p>Executive Leadership working group update</p>
15	<p>Trust Plan 2022/23 approval and priorities</p>
16	<p>Risk Register</p> <ul style="list-style-type: none"> • All risks to be reviewed
17	<p>Trustee Training and Development</p> <ul style="list-style-type: none"> • Dates for Trust training • Confirmation Cybersecurity training completed by all Trustees
18	<p>Trustee link visit updates</p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion <p>Morgan Bone Hi all. I had my first meeting with EDI/Send governors yesterday. I'm not totally sure whether to save this for the next Trust meeting but thought it would be interesting / helpful to pass on two observations/questions.</p> <p>First, that across the protected characteristics the schools are better addressing some (race) than others (particularly gender reassignment, sexual orientation). Maybe one to discuss.</p> <p>Second, a question on whether we are or are planning to pay TAs living wage. I recall discussing this previously but sadly couldn't remember our position. Sharon if there's an easy answer let me know and I'll respond.</p> <p>Andrew Chappell</p> <p>Thanks Morgan, with respect to the protected characteristics, this chimes with an earlier staff survey which highlighted the varying degrees of confidence that staff had in teaching on the different characteristics. A matter of education and training for us all.</p> <p>Elizabeth Leeman</p> <p>Hi Morgan, sounds like a fruitful session! Re the protected characteristics I guess this is no real surprise and reflects past evidence we have - James is looking at a unit</p>

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based training programme for staff so they can select training in areas where they feel this would benefit practice.

As far as Living Wage is concerned was this a particular school asking or a general question? - We did discuss at this weeks Resources and Sharon is going to come back to us to confirm our practice which currently reflects the Trust's decision to mirror the pay award agreed across the sector.

- Facilities
- Finance
- Grant funding
- Leadership Appraisal
- People Strategy
- Safeguarding
- Sustainability