

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

Key actions and decisions from the Trustees meeting on the 30th March 2023 at 7pm at Laurance Haines School

No	ITEM	Actions
8	<i>After discussion, the chairs of the LGC's were asked to review reminders to parents regarding safeguarding checks on computer use in schools at their board meetings.</i>	Chairs of LGC's/ Clerk (LGC agenda)
9	<i>Executive pay policy – deferred to next meeting</i> <i>Terms of reference - The COO and Trustees were asked to review and send any comments via Governor Hub. The Terms of reference will also be sent to committees to review where appropriate.</i>	Clerk (Agenda) COO/ Trustees/ Clerk (Agenda's)
10	<i>The Trustees approved deviating from the Special Payments Policy to settle the case at LHS and instructed the COO to negotiate settlement within the payment terms outlined and with no admission of liability.</i>	COO
12	<i>After discussion, Trustees approved in principle the pooling of part of the reserves. They have asked for a detailed proposal to be presented for the next meeting.</i> <i>Trustees requested that a one page feasibility document be developed and brought to the next Trustees meeting for review and approval.</i> <i>The Chair and Sanjay Mazumder volunteered to be part of the working party. Sally Newing will also be asked to join to provide the educationalist/out of county HT view point. Initially the Review group will undertake the development of the feasibility study document. Andrew Chappell will act as a final reviewer for potential queries or decisions</i>	COO/ Clerk (Agenda) CEO/Chair Review Group/ Chair/ Clerk (Agenda)
14	<i>A Trustee questioned whether all the 'red risks' had been collated onto the front sheet. The COO will investigate and report back.</i>	COO
16	<i>The Chair asked that all Trustees ensure any actions from reports are sent to the appropriate member of the central team for response.</i>	All Trustees
20	<i>The Chair asked that the implications of the Executive pay increases be reviewed at the next Resources Committee meeting.</i>	Resources Com

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

TRUSTEES MEETING MINUTES HELD on the 30th March 2023 at Laurance Haines School

Name	Governor Type	Attended
Morgan Bone	Trustee	Attended
Sharon Carlyon (COO)	Company Secretary	Attended
Andrew Chappell	Trustee	Attended
Claire Edwards	Trustee	Attended - online
Martin Goodman	Co-opted Trustee	Apologies
Emma Hill	Co-opted Trustee	Attended
Liz Jones	Trustee	Apologies
Emma Lad (Clerk)	Clerk	Attended
Elizabeth Leeman (Chair)	Trustee	Attended
Sanjay Mazumder	Trustee	Attended
Sally Newing	Trustee	Absent
Elizabeth Redman	Trustee	Attended
James Roach (CEO)	CEO and Trustee	Attended
In attendance		
Lesly Adams	Chair BFS	Apologies
Mike Dobner	Chair LHS	Attended
Mark Scoulding	Chair CTS	Attended
Representatives Intern IT	Presenting for item 8	Attended

Beechfield School – BFS Cherry Tree School – CTS Laurance Haines School – LHS
 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

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

	Meeting started 7.03pm	Action
1	<p>Welcome and Introductions</p> <ul style="list-style-type: none"> The chair welcomed Trustees to the meeting. The meeting was quorate. Mike Dobner and Mark Scoulding were welcomed to the meeting as Chairs of the Local Governing Committee's. Lesly Adams sent apologies. The Intern IT representatives were welcomed to the meeting. 	
2	<p>Apologies for absence and acceptance of those absences</p> <p>Apologies were sent by Liz Jones and Martin Goodman. Sally Newing was absent.</p>	
3	<p>Declarations of Conflicts of Interest</p> <p>Agenda item 21 staff and Chairs of Local Governing committees to leave the meeting.</p> <p>Claire Edwards declared a potential conflict of interest with discussion of specific schools being targeted for Trust expansion as she is part of the same process for another Trust as part of her employment.</p>	
4	<p>Review Pecuniary Interests</p> <p>There were no further declarations of interest declared at the meeting. All declarations are recorded on Governor Hub and the Trust website.</p>	
5	<p>Notice of Any Other Business</p> <p>There was no notification of any other business.</p>	
6	<p><u>Minutes of the meeting held on 1st December 2022</u></p> <p>Minutes were approved and will be signed by the Chair of Trustees via Governor Hub.</p>	
7	<p>Matters Arising from the meeting 1st December 2022</p> <p>All matters arising are completed or agenda items – see appendix A</p>	
8	<p>Richard Spragg – MD Intern IT - Dealt with as item 2</p> <p>As requested by trustees for reassurance, Intern were invited to present an overview of IT management and security across the Trust.</p> <p>Trustees thanked the team for their time and agreed the systems were robust and ensured they could be confident about the provision moving forward.</p> <p><i>7.30pm Intern representatives left the meeting</i></p>	

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

	<p>G: How often are parents and pupils reminded of the checks which take place regarding esafety? CEO: It is in the esafety policy and part of esafety week. This is an operational decision for the schools.</p> <p><i>After discussion, the chairs of the LGC's were asked to review reminders to parents regarding safeguarding checks on computer use in schools at their board meetings.</i></p>	Chairs of LGC's/ Clerk (LGC agenda)
9	<p>Policy Review – policies for review in the summer term</p> <ul style="list-style-type: none"> • <i>Executive pay policy – deferred to next meeting</i> • <i>Pay policy – recommended by the Resources Committee – Trustees approved the policy for use until March 2024 . The policy will be updated on Governor Hub and Every by the clerk.</i> • <i>Terms of reference</i> <ul style="list-style-type: none"> ○ Education committee ○ Local Governing committee ○ Resources Committee ○ Trust board <p><i>The COO and Trustees were asked to review and send any comments via Governor Hub. The Terms of reference will also be sent to committees to review where appropriate.</i></p>	<p>Clerk (Agenda)</p> <p>Clerk</p> <p>COO/ Trustees/ Clerk (Agenda's)</p>
10	<p><u>Resources Committee Chair report (5 minutes)</u></p> <ul style="list-style-type: none"> • Overview of committee business • Comments and questions from minutes on the 22nd March 2023 • LHS dispute – At LHS there has been a disciplinary dispute and after following HR advice from Judicium, the Trust has been advised to settle the dispute now. This will necessitate approval to deviate from the Special Payments Policy. The “business case” for entering into this settlement and making a pay-out despite the position that we dispute the claims made and admit no liability, is that commercially the payment represents the management time, legal costs and nuisance value of dealing with defending the action against the school and will not set a precedent <p><i>The Trustees approved deviating from the Special Payments Policy to settle the case at LHS and instructed the COO to negotiate settlement within the payment terms outlined and with no admission of liability.</i></p>	COO
11	<p><u>Education Committee Chair report (5 minutes)</u></p> <ul style="list-style-type: none"> • Overview of committee business • Comments and questions from minutes 21st March 2023 	

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

	<ul style="list-style-type: none"> There is a Trust wide Pastoral review taking place to ensure consistency of delivery and support offered. 	
12	<p>Trust Board Chair report</p> <ul style="list-style-type: none"> Trust The Chair and CEO led discussion on actively moving forward with the recruitment of additional schools to the Trust. Trustees and the Chairs of the LGC's questioned and discussed thoroughly the approach and logistics of the expansion plans. The following actions were agreed: <ul style="list-style-type: none"> Reserve pooling <i>At present, all schools all hold reserves above the amount specified in the Reserves Policy. The Trustees were asked to consider amending the policy to provide a central reserve pool in order to facilitate educational or building projects where either individual school funds preclude or in order to benefit all trust schools and further the strategic plans of the trust. The opinion of the LGC chairs has been sought and they broadly supported the proposal dependent on the sums involved. Clear guidance and parameters would be put in place for allocating spending.</i> <i>After discussion, Trustees approved in principle the pooling of part of the reserves. They have asked for a detailed proposal to be presented for the next meeting.</i> Feasibility study <i>In response to a recent approach from the Regional Schools Director the Trust had undertaken a feasibility study regarding a proposed school joining the Trust and prepared a draft submission. Whilst it was a useful exercise it highlighted the extent and scope of questions and information regarding the target schools which need to be collected and reviewed in order to facilitate robust decision making.</i> <i>Trustees requested that a one page feasibility document be developed and brought to the next Trustees meeting for review and approval.</i> Review group <i>Trustees decided that a review group should be formed, in order to progress the expansion strategy, consider opportunities, complete the initial feasibility document and respond within short external deadlines.</i> <i>The Chair and Sanjay Mazumder volunteered to be part of the working party. Sally Newing will also be asked to join to provide the educationalist/out of county HT view point. Initially the Review group will undertake the development of the feasibility study document. Andrew Chappell will act as a final reviewer for potential queries or decisions</i> 	<p style="text-align: center;">COO/ Clerk (Agenda)</p> <p style="text-align: center;">CEO/Chair</p> <p style="text-align: center;">Review Group/ Chair/ Clerk (Agenda)</p>

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

13	<p>Trust Plan 2022/23 review</p> <ul style="list-style-type: none"> • Governance <p>Updated Red, Amber, Green (RAG) ratings have been added to the Trust Plan document to show progress. Trustees were pleased to see the science project, dependent upon UCL is now amber as the project has restarted.</p>	
14	<p>Risk Register</p> <ul style="list-style-type: none"> • All red risks to be reviewed Reviewed by both Committees and succession planning continues to be a red risk. <p><i>A Trustee questioned whether all the 'red risks' had been collated onto the front sheet. The COO will investigate and report back.</i></p>	COO
15	<p>Trustee Training and Development</p> <ul style="list-style-type: none"> • Dates for Trust training 13th June 2023 – School Improvement discussion • The clerk confirmed Cybersecurity training has been completed by all Trustees and governors. 	
16	<p>Trustee link visit updates</p> <p>The Chair explained feedback from the last Chairs meeting regarding the linked roles and a request for further information so that everyone understands their role and the intention of the meetings. The Chair was actioned to send a rationale to all boards via Governor Hub to support understanding that the linked roles have been created in response to a request from Local Governing Committees for greater links with Trustees.</p> <p><i>The Chair asked that all Trustees ensure any actions from reports are sent to the appropriate member of the central team for response.</i></p> <ul style="list-style-type: none"> • Equality, Diversity and Inclusion • Facilities • Finance • Grant funding • Leadership Appraisal • People Strategy • Safeguarding • Sustainability – the Summer Term meeting will take place with all School sustainability leads, linked governors and linked Trustees. 	All Trustees
17	<p>Any other Business</p>	

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

	<p>The CEO explained that after two days of competitive interviews a new Headteacher has been appointed for LHS. The successful applicant was Jo Ball who is currently the AHT at LHS. The Trustees thanked the team who completed the interview process and congratulated Jo Ball on her successful appointment. The Trust will be recruiting an Assistant Headteacher for LHS at the start of the Summer Term.</p>																			
18	<p>Date of next Meeting</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Dates for 2022/23</th> <th style="text-align: left;">Start</th> <th style="text-align: left;">Meeting</th> </tr> </thead> <tbody> <tr> <td style="color: #008000;">Tue 13 Jun 2023</td> <td style="color: #008000;">19:00</td> <td style="color: #008000;">Trust Governance Training</td> </tr> <tr> <td style="color: #FFD700;">Wed 28 Jun 2023</td> <td style="color: #FFD700;">11:00</td> <td style="color: #FFD700;">Resources Committee</td> </tr> <tr> <td style="color: #008000;">Thu 29 Jun 2023</td> <td style="color: #008000;">19:00</td> <td style="color: #008000;">Education Committee</td> </tr> <tr> <td style="color: #0070C0;">Thu 6 Jul 2023</td> <td style="color: #0070C0;">19:00</td> <td style="color: #0070C0;">Trust board meeting</td> </tr> <tr> <td style="color: #0070C0;">Fri 7 Jul 2023</td> <td style="color: #0070C0;">All day</td> <td style="color: #0070C0;">Trust open day</td> </tr> </tbody> </table>	Dates for 2022/23	Start	Meeting	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	All day	Trust open day	
Dates for 2022/23	Start	Meeting																		
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	All day	Trust open day																		
19	<p>Items to be taken to Education Committee, Resources Committee or the Local Governing Committees from the meeting</p> <p>LGC's G: How often are parents and pupils reminded of the checks which take place regarding esafety? CEO: It is in the esafety policy and part of esafety week.</p> <p><i>After discussion, the chairs of the LGC's were asked to review reminders to parents regarding safeguarding checks on computer use in schools at their board meetings.</i></p> <p>All committees <i>The COO and Trustees were asked to review and send any comments via Governor Hub. The Terms of reference will also be sent to committees to review where appropriate.</i></p> <p>Resources Committee <i>The Chair asked that the implications of the Executive pay increases be reviewed at the next Resources Committee meeting.</i></p>	<p style="text-align: center;">Chairs of LGC's/ Clerk (LGC agenda)</p> <p style="text-align: center;">COO/ Trustees/ Clerk (Agenda's)</p> <p style="text-align: center;">Resources Com</p>																		
20	<p style="color: #0070C0;">Executive leadership pay – CONFIDENTIAL ITEM</p> <p>9pm the CEO, COO and Chairs of LGC's left the meeting.</p> <p>See part two minutes</p> <p>9.08pm the meeting ended</p>																			

7. Matters arising from 01.12.22	Outcome/ response/ agenda item
---	---------------------------------------

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

8	Equity, Diversity and Inclusion Policy and Plan - The CEO will update with the items requested by Trustees	CEO - completed
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 – agenda item 11</p> <p>Ed Comm – agenda item 12</p> <p>Clerk (Agenda) – agenda item 10</p> <p>All Trustees - completed</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 - completed</p> <p>Res Comm – agenda item 11</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 – agenda item 11</p> <p>Chairs meeting – agenda item 10</p>
14	Executive Leadership working group update - <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>	CEO – agenda item 10
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

9. Policies to be approved			
Policy	Owner	Approving Body	Date

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
-------------	----------	-------------	------------------------	--------

SPRING TERM

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
Disciplinary Policy	Sharon Carlyon	Resources	30-Nov-22
Equality Policy and Plan	James Roach	Trust Board	01-Dec-22

INCLUSIVE | MULTI ACADEMY TRUST

KEY:	Approval	Information	For feedback/questions	Action
------	----------	-------------	------------------------	--------

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

Trust action from Annual Planner
<ul style="list-style-type: none"> • Complete Spring census • Complete and submit the audited accounts return online form by 19 January • Trusts publish their 2021 to 2022 audited financial statements on their website by 31 January • Academies must determine their admission arrangements for entry in September 2024 by 28 February • Academies must publish their admissions appeals timetable for 2023 on their website by 28 February • Academies must publish their admission arrangements for entry in September 2024 on their website and send a copy to their local authority by 15th March • Trusts complete and submit the school resource management self-assessment tool (SRMSAT) by 15th March