

# INCLUSIVE | MULTI ACADEMY TRUST

|             |          |             |                        |        |
|-------------|----------|-------------|------------------------|--------|
| <b>KEY:</b> | Approval | Information | For feedback/questions | Action |
|-------------|----------|-------------|------------------------|--------|

## Key actions and decisions from the Trustees meeting on the 6<sup>th</sup> July 2023 at 7pm at Cherry Tree School

| No      | ITEM  | Actions  |
|---------|---|--|
| Various | <p><i>To be reviewed at the Trust day</i></p> <ul style="list-style-type: none"> <li>• <i>Term of office for the chair as part of the larger governance review.</i></li> <li>• <i>Working group feedback –Trust Growth</i></li> <li>• <i>Governance section of the strategic priorities</i></li> <li>• <i>National College training package presentation.</i></li> <li>• <i>Link roles</i></li> </ul>   | <b>Trust day</b>                                 |
| 8       | <p><i>Terms of reference to be approved via Governor Hub after discussion and sent to the clerk for update on Governor Hub and Every by the COO.</i></p> <p><i>Trustees approved the Reserves policy for use until July 2024. The policy will be sent to the clerk by the COO to update on Governor Hub and Every.</i></p> <p><i>COO to add 'The Resources Committee will set an in-year surplus target annually in the Spring term' to the work plan</i></p> | <b>COO/ Clerk</b>                                |
| 9       | <p><i>Emma Hill and Morgan Bone have been asked to send through their completed skills audit.</i></p> <p><i>The clerk will send diversity information details for the review and update of Governor Hub over the summer holidays.</i></p>   | <b>Emma Hill/<br/>Morgan Bone<br/><br/>Clerk</b> |
| 10      | <p><i>There has been confirmation that the bank account only has protection up to £85,000 after clarification was sought at the Resources Committee. The COO has spoken to other Trusts and they are all solely banking with Lloyds. Lloyds is a highly rated bank which minimises the risk to the Trust finances.</i></p> <p><i>The cap on banking protection at £85,000 will be added to the risk register as a low risk moving forward by the COO.</i></p> | <b>COO</b>                                       |
| 12      | <i>The clerk will notify the BFS governing board of the decision to release funds for 2023/24.</i>  | <b>Clerk</b>                                     |
| 17      | <i>The clerk will contact the Trustees where training needs to be completed/ updated.</i>   | <b>Clerk</b>                                     |
| 20      | <i>The clerk will make the Trustees aware once the dates have been updated on Governor Hub.</i>   | <b>Clerk</b>                                     |

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## TRUSTEES MEETING MINUTES HELD on the 6<sup>th</sup> July 2023 at Cherry Tree 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  | Apologies       |
| Liz Jones                | Trustee           | Apologies       |
| Emma Lad (Clerk)         | Clerk             | Attended        |
| Elizabeth Leeman (Chair) | Trustee           | Attended        |
| Sanjay Mazumder          | Trustee           | Attended online |
| Sally Newing             | Trustee           | Attended        |
| Elizabeth Redman         | Trustee           | Attended        |
| James Roach (CEO)        | CEO and Trustee   | 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

**Meeting started 7.02pm**

| No                | ITEM   | Action |
|-------------------|--|--------|
| <b>Procedural</b> |  |        |
| <b>1</b>          | <b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>The chair welcomed Trustees to the meeting.</li> <li>The meeting was quorate.</li> </ul> |        |
| <b>2</b>          | <b>Apologies for absence and acceptance of those absences</b>  |        |

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|                   |   |  |
|-------------------|---|--|
|                   | <ul style="list-style-type: none"> <li>Apologies were sent by Emma Hill and Liz Jones.</li> <li>Liz Redman has finished her term of office and was thanked for her work as a Trustee and as the Chair of the Resources Committee. She has been instrumental in the development of the Trust.</li> </ul>   |  |
| <b>3</b>          | <p><b>Declarations of Conflicts of Interest</b></p> <p>Item 19 CONFIDENTIAL ITEM – Executive review working party feedback – CEO and COO to leave the meeting.</p>  |  |
| <b>4</b>          | <p><b>Review Pecuniary Interests</b></p> <p>There were no further declarations of interest further to those on Governor Hub.</p>  |  |
| <b>5</b>          | <p><b>Notice of Any Other Business</b></p> <p>There was no notification of any other business.</p>  |  |
| <b>6</b>          | <p><u><a href="#">Minutes of the meeting held on 30<sup>th</sup> March 2023</a></u></p> <p>Minutes were approved and will be signed by the Chair of Trustees via Governor Hub.</p>  |  |
| <b>7</b>          | <p><b>Matters Arising from the meeting 30<sup>th</sup> March 2023</b></p> <p>All matters arising are completed or agenda items – see appendix A</p>   |  |
| <b>Governance</b> |   |  |
| <b>8</b>          | <p><u><a href="#">Policy Review</a></u> – policies for review in the summer term</p> <ul style="list-style-type: none"> <li>Terms of reference – Education Committee, Local Governing Committee, Resources Committee, Trust Board</li> </ul> <p>T: Why are the chairs only appointed for a term of one year?<br/>           COO: In line with national guidance we appoint for one year across the Trust.<br/>           T: There are some items to be aligned across the documents.<br/>           COO: We can update and repost to Governor Hub for final comments within seven days. Any discussion regarding governance tomorrow will need to be minuted in the Autumn term.</p> <p><i>Trustees would like there to be a further discussion around the term of office for the chair as part of the larger governance review.</i></p> <p><i>Terms of reference to be approved via Governor Hub after discussion and sent to the clerk for update on Governor Hub and Every by the COO.</i></p> <p>7.09pm Sally Newing joined the meeting</p> <ul style="list-style-type: none"> <li>Reserves Policy</li> </ul> | <p><b>Trust day</b></p> <p><b>COO/<br/>Clerk</b></p> |

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|                                       |   |  |  |
|---------------------------------------|---|--|--|
|                                       |   | <p>The COO explained that there is a panel in place in some Trusts who can ensure stakeholder engagement and that there is agile decision making, however, as the budget is reforecast regularly by the Resources Committee it can be reviewed at the committee and approved where necessary with the same agility.</p> <p>The Trustees agreed that the review of reserves spending will continue to be agreed at the Resources Committee.</p> <p>The Trust needs to ensure that whilst releasing approved amounts of reserves the schools continue to promote a culture of living within their means.</p> <p><b>T: We need to be mindful of new schools joining the Trust and not discouraging them with the reserves policy.</b></p> <p><b>COO: We need to be clear and ensure that the new schools are understanding of the Inclusive Trust ethos.</b></p> <p><b>T: The funds should be spent on the children at the school at the time and there should not be an overly large carry forward for any school.</b></p> <p><b>T: Once a school joins the Trust as part of our due diligence a condition survey and health and safety audit would be completed and if there are works to be completed they could be actioned.</b></p> <p><u>Trustees approved the Reserves policy for use until July 2024. The policy will be sent to the clerk by the COO to update on Governor Hub and Every.</u></p> <p><i>COO to add 'The Resources Committee will set an in-year surplus target annually in the Spring term' to the work plan</i></p> |  |
| 9                                     | <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Skills audit</b><br/><i>Emma Hill and Morgan Bone have been asked to send through their completed skills audit.</i></li> </ul> <p>The Chair explained there will be a larger review of local governance as part of the Trust day tomorrow, however, there are no identified gaps in the knowledge of the board and the COO explained that the Trust is meeting the requirements of the ESFA.</p> <ul style="list-style-type: none"> <li>• <b>Equalities information to be published online</b><br/>The DFE have requested schools publish diversity data on the website. In response, Governor Hub have created an area for the information to be collected and reported anonymously. The Trustees were reminded that giving the data was not compulsory but were asked to complete appropriately even if they have chosen not to share their data.</li> </ul> <p><i>The clerk will send diversity information details for the review and update of Governor Hub over the summer holidays.</i></p> | <p style="text-align: right;"><b>COO/<br/>Clerk</b></p> <p style="text-align: right;"><b>COO</b></p>   |  |
| <b>Committee Reports – 20 minutes</b> |   |  |  |
| 10                                    | <b>Resources Committee Chair report</b>   |  |  |

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|              | <ul style="list-style-type: none"> <li><a href="#">Overview of committee business</a><br/><i>There has been confirmation that the bank account only has protection up to £85,000 after clarification was sought at the Resources Committee. The COO has spoken to other Trusts and they are all solely banking with Lloyds. Lloyds is a highly rated bank which minimises the risk to the Trust finances.</i></li> </ul> <p><i>The cap on banking protection at £85,000 will be added to the risk register as a low risk moving forward by the COO.</i></p> <ul style="list-style-type: none"> <li><a href="#">Comments and questions from minutes on the 28<sup>th</sup> June 2023</a></li> </ul>   | <b>COO</b>       |
| <b>11</b>    | <p><b>Education Committee Chair report (5 minutes)</b></p> <ul style="list-style-type: none"> <li><a href="#">Overview of committee business</a> <ul style="list-style-type: none"> <li>There was an explanation of the Boxhall Profile being used across the Trust at present to support children’s readiness to learn.</li> <li>The Trust has been asked to speak at the next Hertfordshire Sustainability conference.</li> <li>Sally Newing has helped with the Trusts approach to attendance and ensuring parents understand their responsibilities. The importance of monitoring children’s attendance particularly SEND and pupil premium children was explained. Sally Newing was thanked for her support.</li> </ul> </li> <li><a href="#">Comments and questions from minutes 29<sup>th</sup> June 2023</a></li> </ul>  |                  |
| <b>12</b>    | <p><b><a href="#">BUDGET approval including completion</a> and submission of the BFRO</b></p> <ul style="list-style-type: none"> <li>The Resources Committee recommend the budget for approval by the Trustees.</li> <li>Thanks were sent to the COO and finance team for the work completed.</li> <li>The reforecast shows the unexpected SEN income which the Trust was unaware would be allocated to the schools.</li> <li>There is assumed Trust growth in the budget and the Trustees agreed the assumptions would not be changed at present.</li> <li>BFS does not have a balanced budget for one year due to historic low pupil numbers and Trustees have recommended the support of the school through the year from reserves.</li> </ul> <p><i>The clerk will notify the BFS governing board of the decision to release funds for 2023/24.</i></p> <p><u>The Trustees approved the budget and spend as presented.</u></p> | <b>Clerk</b>     |
| <b>13</b>    | <p><b>Working group feedback –Trust Growth</b></p> <p><i>To be discussed at the Trustee day tomorrow.</i></p>  | <b>Trust day</b> |
| <b>Chair</b> |  |                  |
| <b>14</b>    | <b><a href="#">Trust Board Chair report</a></b>  |                  |

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|   |   |                                      |
|---|---|--------------------------------------|
|   | <p>The governance section of the Trust plan will be reviewed at the Trust Day. The local chairs and HT's will be attending the afternoon session to discuss local governance. There has been confusion around the responsibilities of the local boards in certain areas such as finance. There needs to be a fuller discussion to ensure the local committees know where their responsibilities are.</p> <p>The COO explained they should be community focused according to the Academies Handbook and the Trust needs to ensure this is clear for the boards. Trustees discussed the possible areas for review and the collaborative conversation which needs to take place.</p>   |                                      |
| <b>Trust Priorities</b>                           |   |                                      |
| <b>15</b>   | <p><b>Review Trust Plan 2022/23</b></p> <p><u><a href="#">Strategic priorities 2022-23 summer review</a></u></p> <p>Discussed previously at the Committee meetings.</p> <p>The school plans are in line with the Trust plan and their Ofsted actions. There is a synergy between the schools plans overall as they have been redesigned to work in unison.</p> <p><b>T: What are we doing about the items that are 'red' on the plan?</b><br/> <b>CEO: They are under the five year plan and there are actions taking place for all the items. The vast majority have been achieved but the 'red' actions are being carried unless there is a specific reason why they are no longer relevant.</b></p> <p><i>Trustees agreed to review the governance section of the strategic priorities on the Trust day.</i></p> | <b>Trust day</b>                     |
| <b>Risk – 5 minutes</b>                           |   |                                      |
| <b>16</b>   | <p><b>Risk Register</b></p> <ul style="list-style-type: none"> <li><u><a href="#">All high risks to be reviewed</a></u> - The front sheet has been updated to include the medium increasing risks.</li> </ul>   |                                      |
| <b>Trustee Training and Development – 10 mins</b> |   |                                      |
| <b>17</b>   | <p><b>Trustee Training and Development</b></p> <p><i>The clerk will contact the Trustees where training needs to be completed/ updated.</i></p> <p>The LGC have requested training on protected characteristics and sustainability.</p> <p><i>The Trust will be moving to the National College training package for all staff, governance and parents. There will be a presentation at the Trust day.</i></p> <p>The Chairs update meetings from HFL Education have been funded for a further year.</p> <p><i>7.56pm Sanjay Mazumder left the meeting.</i></p>  | <b>Clerk</b><br><br><b>Trust day</b> |

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|           |   |                            |
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| <b>18</b> | <p><b><u>Trustee link visit updates</u></b></p> <p>There has been phenomenal work on sustainability across the schools. The children are the activists and it is coming out clearly in their work.</p> <p><i>Link roles will be reviewed further at the Trust day</i></p> | <b>Trust day</b>           |
| <b>19</b> | <p>Any other Business</p> <p>8.06pm the CEO and COO left the meeting</p> <p>CONFIDENTIAL ITEM – Executive review working party feedback – see part two minutes</p>  |                            |
| <b>20</b> | <p><b>Date of next Meeting</b></p> <p><i>The clerk will make the Trustees aware once the dates have been updated on Governor Hub.</i></p>   | <b>Clerk/ All governor</b> |
|           | <b>Meeting ended 8.38pm</b>   |                            |

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| 7. Matters arising from 30.03.23 |   |  | Outcome/ response/ agenda item  |
|----------------------------------|---|--|---|
| <b>8</b>                         | <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>  | <b>Chairs of LGC's/<br/>Clerk (LGC agenda)</b>   | <b>Completed</b>  |
| <b>9</b>                         | <i>Executive pay policy – deferred to next meeting<br/>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>   | <b>Clerk (Agenda)<br/><br/>COO/ Trustees/<br/>Clerk (Agenda's)</b>                             | <b>Agenda item 8<br/><br/>Agenda item 8</b>                           |
| <b>10</b>                        | <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>  | <b>COO</b>   | <b>Completed</b>  |
| <b>12</b>                        | <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.<br/>Trustees requested that a one page feasibility document for consideration of new schools be developed and brought to the next Trustees meeting for review and approval.<br/>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> | <b>COO/ Clerk (Agenda)<br/><br/>CEO/Chair<br/><br/>Review Group/<br/>Chair/ Clerk (Agenda)</b> | <b>Agenda item 15<br/><br/>Agenda item 12<br/><br/>Agenda item 12</b> |
| <b>14</b>                        | <i>A Trustee questioned whether all the 'red risks' had been collated onto the front sheet. The COO will investigate and report back.</i>   | <b>COO</b>   | <b>Completed</b>  |



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| <b>16</b> | <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> | <b>All Trustees</b>  | <b>Agenda item 18</b> |
| <b>20</b> | <i>The Chair asked that the implications of the Executive pay increases be reviewed at the next Resources Committee meeting.</i>              | <b>Resources Com</b> | <b>Agenda item10</b>  |

| 8. Policies to be approved                                  |                |                   |           |
|---|----------------|-------------------|-----------|
| Policy  | Owner          | Approving Body    | Date      |
| <b>SUMMER TERM</b>  |                |                   |           |
| 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      |
| <b>AUTUMN and SPRING TERM</b>                               |                |                   |           |
| 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 |

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|---|----------------------------|-------------------|-----------|
| 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 |
| 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 |
| 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 |

## Trust action from Annual Planner

Complete Summer census

Trusts must submit their audited financial statements to Companies House within 9 months of the end of the accounting period which is 31 May

Complete and submit the BFRO (date to be set)