

TRUSTEES MEETING
HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD
ON Thursday 28th March 2018 at 7:00pm

ATTENDEES	JAMES ROACH (JR) JESSIE BRUCE (JB) ANDREW CHAPPELL (AC) RICHARD JONES (RJ) LIZ LEEMAN (LL) BECKY BLACKSTAFFE (BB)
ABSENTEES	ROGER GIBBS (RG)
IN ATTENDANCE	SHARON CARLYON (SC) Emma Lad (clerk) James Brown (Governor from Beechfield School - observer)
DOCUMENTS CIRCULATED PRIOR TO THE MEETING	<ol style="list-style-type: none"> 1. Minutes of the meeting held on the 22nd February 2018 2. Budget documentation: Budgeted pupil numbers, Central MAT function 3 year budget, Consolidated IMAT 3 year budget, Management accounts v1, BSF/ CTS/LHS 3 year budget 3. Policies: Investment Management, Risk Management Strategy, Risk Management Policy, Accounting policy 4. Summary KPI's 5. Newsquest website media campaign
Distributed at the meeting	1.
	Beechfield School – BF Cherry Tree School – CT Laurance Haines School – LH

Meeting started at 7.09pm

No.	ITEM	Action
1	Welcome and Introductions – Richard Jones chaired the meeting in the absence of Roger Gibbs. James Brown was introduced as an observer to the meeting.	
2	Apologies for absence and acceptance of those absences – Roger Gibbs sent apologies and was consented. The meeting was quorate.	
3	Declarations of Conflicts of Interest – There were no conflicts of interest with agenda items.	
4	Notice of Any Other Business	
5	Minutes of the meeting held on 22nd February 2018 – Minutes were approved and signed by the Chair of the meeting.	
6	<p>Matters Arising from the meeting 22nd February 2018 –</p> <p>Item 6:14: GDPR – UPDATE: SC updated governors on the implementation of the GDPR regulations and the work being carried out by the administration group. AC has confirmed that he has booked onto a course aimed at GDOP's.</p> <p>Item 8: Adverts – UPDATE: SC had requested a Teach in Herts site for the IMAT so adverts across all three schools could be advertised centrally as well as on individual school sites. This has now been set up.</p> <p>Item 9: Trust and local level delegation through schedule of delegation – UPDATE: The comments on the Schedule of delegation have all been sent to the clerk. The necessary amendments will be made and sent to all through governor hub. All schools currently in the IMAT will use the Academy Councils scheme of delegation.</p>	JR

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	<p>Item 10: Annual Trustees plan including curriculum - Curriculum – JB/ RB/ JR/ RG – JR to lead review – carry forward</p> <p>Item 12: Website – UPDATE: The websites are being completed and JR has sent examples of pictures to Trustees. The pictures only use children up to year four so that they can be used for two years.</p> <p>Item 13: Microsoft teams – UPDATE: Passwords have been sent to Trustees. The option to create groups had not been given to SC and JR. This is being rectified.</p> <p>Item 13: Governor Hub – UPDATE: SC has negotiated a price for the MAT and ensured all the schools are linked. Trustees can see the school sites but the governors cannot access the MAT site.</p>	
7	<p>Update on BF academy conversion</p> <p>Beechfield has now converted and the transition has gone smoothly. The Trustees were very pleased the process was completed and the schools could start the process of working even more collaboratively.</p>	
8	<p>Finance update</p> <ul style="list-style-type: none"> • <u>MDIF bid</u>: The bid for the MAT Development and Improvement Fund (MDIF) has been provisionally awarded. A grant letter outlining the terms and conditions in detail will be sent to JR shortly and then the relevant annexes need to be signed and returned to the department prior to the final confirmation. Trustees were pleased the MAT had been successful. • <u>Budget documentation distributed prior to the meeting.</u> (Listed above) Trustees had a lengthy discussion around the budget forecasts and uncertainty moving forward relating to school's budgets. The main issue facing the MAT is low pupil numbers in BF school alongside a public perception of not being a very good school. Trustees discussed how to improve the situation and the impact improved numbers would have on the MAT budget. • The improvements in carry forward for CT school were discussed as this has now increased to nearly £160,000. The accounting and budgeting processes for the school will be more rigorous in future ensuring that the school knows exactly where and how it is spending. • SC explained that in future there will be a harmonising of curriculum spending. Each curriculum lead will bid for their area with a business plan to support their spending. This process has been embedded at LH and has started at BF. The process is being put in place at CT school and has been very positive as the curriculum area leads have been able to review their resources and the needs of the cohorts to ensure their spending is targeted. 	
9	<p>Marketing update</p> <ul style="list-style-type: none"> • <u>Social media</u> – Newsquest website media campaign quote distributed prior to the meeting The Trustees discussed how best to support the improvement in reputation for BF school in particular and how to raise the profile of the IMAT in the Watford area. After discussion it was felt more information was needed regarding how this would work and the outcomes which could be expected. The Trustees felt it would be worthwhile spending on this area but wanted to make sure they are spending the money in the correct way. The Trustees agreed to look for marketing companies at the Academies Show to explore the area further. • <u>Website</u> – discussed under matters arising 	SC/ Trustees
10	<p>Staffing update</p> <ul style="list-style-type: none"> • SLT structure – <ul style="list-style-type: none"> ○ Trustees rigorously questioned SC and JR regarding the appointment of Heads of school at BF and LH. Trustees sought assurances that there was the financial capacity to appoint to these roles and that this was the appropriate time to appoint. In response JR explained that he is not able to complete his role as CEO without the support in the schools for day to day management. This means he cannot complete the necessary bids for funding which will support the schools moving forward. The Trustees were satisfied that there is the capacity to fund these roles and that moving forward it will allow the CEO to complete his role effectively. <u>The Trustees approved the appointment of two Heads of School posts</u> ○ The two-office administration at BF school have resigned and SC has appointed new administrators to support the school. CT office staff have been very helpful and gone to BF to fill the gap in the short term. • Recruitment fair – <ul style="list-style-type: none"> ○ the recruitment fair in Watford was very successful and JR and SC have appointed 	

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	<p>three candidates met at the fair to roles in the IMAT. JR will be interviewing a further candidate. The Stevenage day was not as successful regarding recruitment as the volume of people looking for jobs in Watford had been diluted by the other fair. It was however successful in regards of promotion of the MAT and still worthwhile having a presence at the day in future. Trustees thanked staff for giving up their time to attend.</p>																																																																									
11	<p>MAT forum feedback This was very positive and it was interesting to hear the feedback from other MATs. We will continue to be a presence at these events and to incorporate good practice from these events in our day to day working.</p>																																																																									
12	<p>Trust Contracts</p> <ul style="list-style-type: none"> • <u>Staff absence insurance</u> SC explained the current contracts in place for each school and the work which has been completed at LH to track absence and insurance payments. Trustees had a lengthy discussion around the various elements which can be included in the insurance including a wellbeing package and stress insurance. SC explained that she had various quotes from two insurance companies. To meet financial scheme of delegation, we should have three quotes but there were only two companies who offered this package with the wellbeing care. Trustees agreed that this was acceptable. The Trustees approved the use of LH current insurance company for all three schools with the wellbeing and stress insurance elements. They left SC to explore any reduction in stress cover costs but were happy to renew on the basis presented. • <u>School meals</u> The current contract which CTS has with Herts Catering is expensive, approximately £12k per annum more than LHS pays their provider Caterlink. SC will look into harmonising the contractor across the three schools and negotiating a better contract. • <u>IT</u> SC has worked with JB to procure a new IT contract at CTS. They met with three providers and have chosen Interm IT to support the school. This contract will start after Easter. Microsoft Teams has been set up but we have not been given permission to create groups which is unhelpful. SC has gone back to Schools IT to advise that this is essential. Schools IT will continue to work on the package. 																																																																									
13	<p>Trust and local level delegation through schedule of delegation – covered under matters arising</p>																																																																									
14	<p>Work plans and agenda items for the coming year including next year's clerking diary – Prior to the meeting SC and the clerk met to discuss the meeting schedule for next year. The following was put in place provisionally:</p> <table border="1"> <tr> <td>7pm</td> <td>IMAT</td> <td>Trustees</td> <td>Thursday 13/09/2018</td> </tr> <tr> <td>7pm</td> <td>Laurance Haines</td> <td>LAB</td> <td>Tuesday 18/09/2018</td> </tr> <tr> <td>7pm</td> <td>Cherry Tree</td> <td>LAB</td> <td>Wednesday 19/09/2018</td> </tr> <tr> <td>7pm</td> <td>Beechfield</td> <td>LAB</td> <td>Thursday 20/09/2018</td> </tr> <tr> <td>7pm</td> <td>IMAT</td> <td>Trustees</td> <td>Thursday 25/10/2018</td> </tr> <tr> <td>7pm</td> <td>Laurance Haines</td> <td>LAB</td> <td>Tuesday 13/11/2018</td> </tr> <tr> <td>7pm</td> <td>Cherry Tree</td> <td>LAB</td> <td>Wednesday 14/11/2018</td> </tr> <tr> <td>7pm</td> <td>Beechfield</td> <td>LAB</td> <td>Thursday 15/11/2018</td> </tr> <tr> <td>7pm</td> <td>IMAT - AGM + FTB</td> <td>Trustees</td> <td>Thursday 13/12/2018</td> </tr> <tr> <td>7pm</td> <td>IMAT</td> <td>Trustees</td> <td>Thursday 31/01/2019</td> </tr> <tr> <td>7pm</td> <td>Laurance Haines</td> <td>LAB</td> <td>Tuesday 12/02/2019</td> </tr> <tr> <td>7pm</td> <td>Cherry Tree</td> <td>LAB</td> <td>Wednesday 13/02/2019</td> </tr> <tr> <td>7pm</td> <td>Beechfield</td> <td>LAB</td> <td>Thursday 14/02/2019</td> </tr> <tr> <td>7pm</td> <td>IMAT</td> <td>Trustees</td> <td>Thursday 21/03/2019</td> </tr> <tr> <td>7pm</td> <td>Laurance Haines</td> <td>LAB</td> <td>Tuesday 02/04/2019</td> </tr> <tr> <td>7pm</td> <td>Cherry Tree</td> <td>LAB</td> <td>Wednesday 03/04/2019</td> </tr> <tr> <td>7pm</td> <td>Beechfield</td> <td>LAB</td> <td>Thursday 04/04/2019</td> </tr> <tr> <td>7pm</td> <td>IMAT</td> <td>Trustees</td> <td>Thursday 16/05/2019</td> </tr> </table>	7pm	IMAT	Trustees	Thursday 13/09/2018	7pm	Laurance Haines	LAB	Tuesday 18/09/2018	7pm	Cherry Tree	LAB	Wednesday 19/09/2018	7pm	Beechfield	LAB	Thursday 20/09/2018	7pm	IMAT	Trustees	Thursday 25/10/2018	7pm	Laurance Haines	LAB	Tuesday 13/11/2018	7pm	Cherry Tree	LAB	Wednesday 14/11/2018	7pm	Beechfield	LAB	Thursday 15/11/2018	7pm	IMAT - AGM + FTB	Trustees	Thursday 13/12/2018	7pm	IMAT	Trustees	Thursday 31/01/2019	7pm	Laurance Haines	LAB	Tuesday 12/02/2019	7pm	Cherry Tree	LAB	Wednesday 13/02/2019	7pm	Beechfield	LAB	Thursday 14/02/2019	7pm	IMAT	Trustees	Thursday 21/03/2019	7pm	Laurance Haines	LAB	Tuesday 02/04/2019	7pm	Cherry Tree	LAB	Wednesday 03/04/2019	7pm	Beechfield	LAB	Thursday 04/04/2019	7pm	IMAT	Trustees	Thursday 16/05/2019	
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	7pm	IMAT	Trustees	Thursday 27/06/2019	
	10am	IMAT - Governors day	LAB	Wednesday 03/07/2019	
	10am	IMAT - Trust day	Trustees	Thursday 11/07/2019	
15	<p>Policies <u>The following policies were approved by Trustees:</u></p> <ul style="list-style-type: none"> • Investment Management • Risk Management Strategy • Risk Management Policy • Accounting policy 				
16	<p>Any other Business</p> <p>RG was absent from the meeting through ill health. He has decided to resign from the Chairs role from September but would like to remain as a trustee. Trustees were invited to forward nominations for the Chairs role for September 2018. The deadline is two week before the next meeting (10th May 2018)</p> <p>JR discussed the recent circular for the Governance Leadership Programme. JR felt that this would be a good CPD opportunity which is currently funded by the ESFA. Trustees were asked to consider this opportunity. Registration closes on the 13th April.</p>				
17	<p>Date of next Meeting: Trust meetings at 7pm at Laurance Haines School Thursday 24/05/2018 Thursday 21/06/2018 Trustees day – 12/07/18 10am Other dates: Wednesday 25/04/18 – Academies Show (Excel Arena)</p>				

Meeting ended 9.20pm

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