

INCLUSIVE | MULTI ACADEMY TRUST

Key actions and decisions from the Trustees meeting on the 28th March 2024 at 7pm at Laurance Haines School and via Zoom

No	ITEM	Actions
6	Minutes of the meeting held on 7th December 2023 <i>The minutes of the meeting were approved as an accurate record of the meeting and will be signed by the Chair via Governor Hub.</i>	Chair
8	<i>The Trustees asked for an oversight document to be put in place to clarify how and where the staff would be covering from within the Trust.</i> <ul style="list-style-type: none"> • <i>Trustee Declarations (LL Email REMINDERS sent to o/s)</i> <ul style="list-style-type: none"> ○ <i>Complete pecuniary interests and update contact details:</i> ○ <i>Sign all confirmations on Governor Hub</i> ○ <i>Complete diversity information on Governor Hub</i> • <i>Trustee training and development</i> <ul style="list-style-type: none"> ○ <i>Statutory training – National College (LL emails Sent)</i> ○ <i>Other training and development</i> • <i>Trustee school & monitoring visits – update on any trustee visits</i> <p><i>T: Further guidance on Trustee visits would be helpful moving forward. CEO: This can form part of the Governance review which is taking place.</i></p>	CEO/COO/ Agenda All Trustees CEO/Chair of Trustees
10	<i>The login details for CST will be shared with all Trustees.</i> <i>The Chair of Trustees will add the items discussed to the plan and update the review of governance scope.</i>	COO Chair of Trustees
11	Trust Plan – Growth Report - <i>To include non-growth 2023/24 forecast.</i>	CEO/ Chair of Trustees
15	<i>The inflationary pressures were reviewed by trustees, and they felt that it was no longer an increasing risk. This will be updated.</i>	CEO
16	<i>Executive Pay policy (Matter arising) – Chair of Trustees - The Chair of Trustees will update with trustee comments.</i> <ul style="list-style-type: none"> • <i>Diversity, Equity and Inclusion Policy and plan (Matter arising) – SM/ CEO</i> • <i>Pay Policy - Trustees approved the Pay policy for use until March 2025. The policy will be updated on Governor Hub and Every.</i> • <i>Complaints Policy - Trustees agreed the policy after discussion. A flow chart will be added to the document to make it easier for parents and staff to understand. - Trustees approved the Complaints policy with the addition of a flow chart for use until March 2025. The policy will be updated on Governor Hub and Every.</i> 	Chair of Trustees SM/CEO COO/Clerk CEO/Clerk



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TRUSTEES MEETING MINUTES

HELD on the 28th March 2024 at 7pm at Laurance Haines School and via Zoom

Name	Trustee Role	Attended
Morgan Bone	Trustee	Attended
Sharon Carlyon (COO)	Company Secretary	Attended
Andrew Chappell	Trustee	Attended
Claire Edwards	Trustee	Attended - online
Seb Gray	Trustee	Attended
Liz Jones	Trustee	Attended
Emma Lad (Clerk)	Clerk	Attended - online
Elizabeth Leeman (Chair)	Trustee	Attended – online
Sanjay Mazumder	Trustee	Attended
Sally Newing	Trustee	Absent
James Roach (CEO)	CEO and Trustee	Attended
In attendance:		
Tiann Madden	Prospective Trustee	Attended

Beechfield School – BFS

Cherry Tree School – CTS

Laurance Haines School – LHS

BFS Headteacher – Gillian Jackson CTS Headteacher – Cheska Tyler LHS Headteacher – Jo Ball

Trustee challenge is highlighted in yellow *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
1	Welcome and Introductions Tiann Madden was welcomed to the meeting and Trustees introduced themselves. Andrew Chappell chaired the meeting.	
2	Apologies for absence and acceptance of those absences Sally Newing was absent.	
3	Declarations of Conflicts of Interest Agenda item 10 - Trust Growth – Tiann Madden to leave the meeting. Agenda item 21 – Executive team to leave the meeting.	
4	Review Pecuniary Interests There were no further pecuniary interests declared further to those on Governor Hub.	

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5	<p>Notice of Any Other Business There was one item declared.</p>	
6	<p>Minutes of the meeting held on 7th December 2023 <i>The minutes of the meeting were approved as an accurate record of the meeting and will be signed by the Chair via Governor Hub.</i></p>	Chair
7	<p>Matters Arising from the meeting 7th December 2023 The matters arising are completed or agenda items, – see supporting document. <i>All matters arising are completed or agenda items.</i></p>	
8	<p>Governance. (report Circulated)</p> <ul style="list-style-type: none"> • Statutory & guidance update <ul style="list-style-type: none"> ○ Academy trust government Guidance March 2024 ○ Ofsted 'big listen' consultation ○ Updated Prevent guidance and training. • Members & Trustee Board Membership <ul style="list-style-type: none"> ○ Members - ND resignation <p>Natalie has decided to step down at the end of August 2024 as a Member and the Trust is actively looking to recruit at present. Nick has also handed in his resignation but will wait for the rec</p> <ul style="list-style-type: none"> ○ Trustees - Application from TM, Eastside People HR trustee recruitment <p>Tiann was welcomed again to the meeting.</p> <ul style="list-style-type: none"> ○ Succession planning update – Members, Board – additional VC proposed, Exec (Exec= action a written plan for next meeting) <p>Trustees discussed a change in organisation to allow for two vice chairs with immediate effect to allow for a shared workload.</p> <p>T: How would it work in practice? Chair: Andrew Chappell is happy to remain as Vice chair and chair the Trustee meetings but cannot take on any more work at present. The other areas overseen by me are being distributed to others. Sanjay has already started to take on some of the workload regarding moving forward as a Trust and so it is a natural progression for him to take the lead on these areas.</p> <p><u>Governors approved Sanjay Mazumder as joint vice chair with Andrew Chappell.</u></p> <p>Succession planning for the Executive Team has been discussed and the Executive team have agreed with another Trust that they can support each other should it be required if there is illness within the team etc.</p> <p>T: Is the Estates manager able to step up to support? COO: I am not sure but one is very capable. The management of others may need further training.</p> <p><u>Trustees agreed the Executive Leadership could be covered by another Trust if required.</u></p>	



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	<p><i>The Trustees asked for an oversight document to be put in place to clarify how and where the staff would be covering from within the Trust.</i></p> <ul style="list-style-type: none"> • <i>Trustee Declarations (LL Email REMINDERS sent to o/s)</i> <ul style="list-style-type: none"> ○ <i>Complete pecuniary interests and update contact details:</i> ○ <i>Sign all confirmations on Governor Hub</i> ○ <i>Complete diversity information on Governor Hub</i> • <i>Trustee training and development</i> <ul style="list-style-type: none"> ○ <i>Statutory training – National College (LL emails Sent)</i> ○ <i>Other training and development</i> • <i>Trustee school & monitoring visits – update on any trustee visits</i> <p><i>T: Should we be visiting schools again?</i> <i>CEO: It is very helpful to be able to put a face to a name, however, it is important to have a clear purpose for the visit.</i> <i>T: The SENCo was clear that us taking an interest does have a benefit as we can recognise the work completed by the staff.</i> <i>CEO: The HTs are Trust leaders, and they know we need to see what is happening to be able to support effectively.</i> <i>T: Are the HTs happy for us to visit?</i> <i>CEO: Yes, they understand we need to know the schools to make appropriate decisions.</i> <i>Chair: The LGC Chairs have all made great efforts to ensure everyone understands we are important for the strategic running of the school.</i> <i>T: Further guidance on Trustee visits would be helpful moving forward.</i> <i>CEO: This can form part of the Governance review which is taking place.</i></p>	<p>CEO/COO/ Agenda</p> <p>All Trustees</p> <p>CEO/Chair of Trustees</p>
<p>9</p>	<p>Committee reports – update from chairs</p> <ul style="list-style-type: none"> • Education – report distributed ahead of the meeting. • Resources – Finance & Risk – verbal update <ul style="list-style-type: none"> ○ We are halfway through the financial year. Sarah Hamilton is working very hard, and it was reassuring that she has a clear understanding of the school’s finances. ○ Budget assumptions have been reviewed and agreed in principle. ○ There will be two versions of year two and three of the budget with and without Trust growth. • SEND provision was reviewed and the provision of a SEND teacher at CTS as a pilot will be funded from the reserves for one year. <p><i>T: Why would we fund for them?</i> <i>CEO: We are piloting to see whether having a teacher in the SEND provision has a greater impact.</i> <i>T: Are the others being funded?</i> <i>COO: The other schools are trying different pilots for a year which can be funded from reserves once a business plan has been submitted. We can then we will review for best value and effectiveness. The aim is for the provisions to be funded from the main budget in 2025-26.</i> <i>T: How much will it be from reserves?</i> <i>COO: CTS have costed, and it is £30,000. The other two schools are putting together their business cases at present. It is likely to be between £80,000 and £100,000 from reserves in total.</i></p>	



	<p>T: If Ofsted visit, would they say the children with high needs are being educated separately?</p> <p>T: Where I work, we have a similar set up with eight children accessing the provision. We always need to make sure it is not a dumping ground for children. These provisions are being utilised nationally. At the inspection, they reviewed EHCP's and whether we were ensuring there was personalised provision in place to support children.</p> <p>CEO: The School Effectiveness Advisor has visited all three provisions in the schools and spoken positively on the delivery. The children only access morning or afternoons. A number of these children are waiting for a specialist provision, so we have had to adapt to support.</p> <ul style="list-style-type: none"> • Staff absence is going to be self-insured moving forward after tracking of spending and income over the last four years. 	
<p>10</p>	<p>Trust Plan (Excl Growth – later confidential item)</p> <p>T: UCL, how is it progressing?</p> <p>CEO: We are moving to working with Hertfordshire University, and we are applying for funding. We are also part of an outdoor learning school program and we have been successful for funding. The UCL project keeps being put on hold because of issues for them.</p> <p>Suggested Governance section circulated for discussion.</p> <p>The Chair of governors has completed a first draft on the governance section of the Trust plan.</p> <p>T: What research could we be doing?</p> <p>COO: This was flagged from the CTS governance review. We share information where we can. The News board on Governor Hub has the main highlights of what is happening in the world of education. We need to continue to review and share documentation with each other.</p> <p>Chair: We belong to CST and every governor can register for updates and training. There is a monthly update from them which is very broad, and it may be useful for all Trustees to register and access.</p> <p>T: CST is very valuable and has lots of useful information and resources.</p> <p><i>The login details for CST will be shared with all Trustees.</i></p> <p>T: Could the Trustee visits be added to the plan and ensuring there is a consistent policy in place? It would also be helpful to have a one item update on current events which are relevant to the Trust at each board meeting?</p> <p>COO: The last report for Resources including links to relevant to articles and information so we can continue to embed links in our reports to the board.</p> <p>T: In terms of the workload and AI we need to look at whether there are any future ways to support this information sharing.</p> <p>T: I think further information sharing via Governor Hub would be helpful.</p> <p>CEO: Yes, a good example is the information shared in relation to the drop in successful CIF bids this year especially as we were still successful.</p> <p>T: Can we also add an item around diversity and supporting the community?</p> <p>CEO: That would help.</p> <p><i>The Chair of Trustees will add the items discussed to the plan and update the review of governance scope.</i></p>	<p>COO</p> <p>Chair of Trustees</p>



	<p>T: Are we diverse enough? COO: I have engaged a company to support with Trustee recruitment to ensure we are recruiting a diverse board.</p>	
11	<p>Working group feedback – SEND provision. No update – 1st meeting April 26th</p>	
12	<p>Working group feedback –Local Governance Strategic Review (Report circulated)</p> <ul style="list-style-type: none"> • There are no proposed changes to the structure at present as the boards are required to have parent governors. • The delegations are correct at present, but we need to ensure that the local boards are focusing on the community, education, leadership, and management and supporting panel appeals. • There will be outsourcing where there is a need for expertise such as H&S. • The schedule of delegation will be reviewed in line with the items explained in the presentation. • The LGC's are monitoring and consulting. • The COO and Chair of Trustees are meeting with the LGC's to explain. Then the roles can be reviewed and the expectations of visits to the schools. • There needs to be clarity about what the consultation will look like for each item. <p>Trustees thanked the Chair of Trustees for the report and clear delegation of authorities.</p>	
13	<p>Removal of LHS mobile classroom</p> <p>It is expected to cost around £75,000 to remove the mobile classroom at LHS and the school have agreed additional funds for landscaping. The final planning meeting will take place after the Easter break.</p> <p><u>The Trustees approved the spend from reserves of up to £75,000 plus 15% contingency as explained at the Resources Committee from the feasibility study.</u></p>	
14	<p>Contract approval.</p> <ul style="list-style-type: none"> • Staff absence Insurance – Resources recommend the Trust self-insure this year with the renewal premium quoted ringfenced as in house fund. <p>The COO explained that there is a risk, but it is minimal at present after monitoring for the last four years.</p> <p>The Trustees approved the change to self-insurance for staff absence as recommended by the Resources Committee.</p> <ul style="list-style-type: none"> • Catering tender (Trustees remote contract approval – 18/4 @ 16.30) <p>There are three companies tendering for the catering contract and there is a tender day on the 18th of April 2024, and it needs to be agreed on the day.</p> <p><u>The Trust board delegated authority to a working party with Liz Leeman and Morgan Bone to approve the final catering contract.</u></p> <p>T: Are children involved in the taste test?</p>	



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	<p>COO: We have a selection of the community to support which includes parents, staff and parents of children who are Free School Meals. I have also gone to see other kitchens where the companies have contracts.</p> <p>T: What is happening with the current provider?</p> <p>COO: CTS have a wonderful provision but the staff in the other schools are not delivering the same quality. I am concerned with and will be investigating how they manage competency and training to ensure any staff tupe'd over are appropriately supported to improve.</p>	
15	<p><u>Risk Register</u></p> <ul style="list-style-type: none"> Red and rising amber risks review. <p><i>The inflationary pressures were reviewed by trustees, and they felt that it was no longer an increasing risk. This will be updated.</i></p> <p>Cyber issues continue to increase for schools. The Central Team continue to monitor this with the support of the IT provider. Trustees attended a presentation to demonstrate the backups which are happening and this will be completed annually for Trustee assurance.</p>	CEO
16	<p><u>Policy Review</u></p> <ul style="list-style-type: none"> <i>Executive Pay policy (Matter arising) – Chair of Trustees</i> <p><i>The Chair of Trustees will update with trustee comments.</i></p> <ul style="list-style-type: none"> <i>Diversity, Equity and Inclusion Policy and plan (Matter arising) – SM/ CEO</i> <u>2025-26 Admission Arrangements.docx</u> <p>Approved via Governor Hub ahead of the deadline of the 31st January 2024.</p> <ul style="list-style-type: none"> <i>Pay Policy</i> <p><i>Trustees approved the Pay policy for use until March 2025. The policy will be updated on Governor Hub and Every.</i></p> <ul style="list-style-type: none"> <i>Complaints Policy</i> <p>Trustees agreed the policy after discussion. A flow chart will be added to the document to make it easier for parents and staff to understand.</p> <p><i>Trustees approved the Complaints policy with the addition of a flow chart for use until March 2025. The policy will be updated on Governor Hub and Every.</i></p> <p><i>8.23pm Tiann Madden left the meeting.</i></p>	<p>Chair of Trustees</p> <p>SM/CEO</p> <p>COO/Clerk</p> <p>CEO/Clerk</p>
10	Trust Growth – Confidential item A – see part two minutes.	
17	Any other Business	



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	<p>The sustainability team have given the Trustees sunflowers to grow as there is a Trust wide competition.</p> <p>Trustees congratulated the Executive Team on the successful CIF bid.</p>	
18	Date of next Meeting – see supporting document.	
19	<p>Items to be taken to Education Committee, Resources Committee, or the Local Governing Committees from the meeting.</p> <p>None requested.</p>	
11	<p>Trust Plan – Growth Report <i>- To include non-growth 2023/24 forecast</i></p>	CEO/ Chair of Trustees
20	<p>Trustee discussion – Executive team to leave – Confidential item B – see part two minutes.</p> <p><i>8.56pm CEO and COO left the meeting.</i></p>	
	Meeting ended: 9.05pm	

