

# INCLUSIVE | MULTI ACADEMY TRUST

## Key actions and decisions from the Trustees meeting on the 4<sup>th</sup> July 2024 at 7pm at Beech House and via Zoom

No	ITEM	Actions
8	<ul style="list-style-type: none"> <li>The Trustees appointed Tiann Madden as a trustee for term of four years subject to safer recruitment checks. The COO and clerk will complete onboarding.</li> <li>Trustees approved the change of name for local boards to School Governing Committee. The clerk will request a change of name on Governor Hub.</li> <li>Draft job descriptions for the roles of School Governor and the previously agreed link governor roles have been presented for comment and introduction in our schools in September 2024.</li> <li><b>Trustee school &amp; monitoring visits</b> – update on any trustee visits – to be discussed in September.</li> </ul>	<p>COO/ Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Clerk (agenda)</p>
9	In addition to the governance items above it was noted that new members will be required for the Education committee - to be organised in September.	Clerk (Agenda)
10	<ul style="list-style-type: none"> <li>A financial costing for staffing to replace the Trust SENCo on her retirement was included for budget purposes but this needs to be fully explored by the Executive Team and a full proposal presented to the Board for approval.</li> <li>The Trustees will review further discussion points at the Resources meeting in September 2024.</li> <li><u>With the adjustments agreed above the Trustees approved the 3-year budget for submission to the ESFA.</u></li> <li>Budget approval including completion and submission of the BFRO delegated to Claire Edwards to review.</li> </ul>	<p>CEO/ COO</p> <p>Clerk (Resources Com)</p> <p>FM</p> <p>Claire Edwards</p>
11	<ul style="list-style-type: none"> <li>The CEO will post the executive succession plan documents for discussion before the next meeting.</li> <li>The Chair's term of office as a Trustee will end in December and she has agreed to be reappointed for a term of four years. The Trustees agreed to the reappointment.</li> <li>The CEO explained that there will be a new format for the Trust plan for next year. This will be reviewed further at the Trustee Day in September.</li> </ul>	<p>CEO</p> <p>COO/ Clerk</p> <p>Trustee day</p>
12	The proposed additional promises for staff and people connected to Inclusive MAT would be reviewed further at the Trustee Day	Trustee day
15	Cybersecurity risks - the Trust also needs to ensure that the HT's and staff are taking ownership of this area. This is as important as safeguarding for the schools. The CEO has oversight.	CEO
16	<p><a href="#">Complaints Policy flow chart</a> To minimise this risk a reference to the other policies would be included in the flow chart.</p> <p><b>Executive Pay policy (Matter arising) – carry forward</b></p> <p><b>Diversity, Equity and Inclusion Policy and plan – carry forward to September 2024.</b></p>	<p>Clerk/ CEO</p> <p>Chair/ Clerk (Agenda)</p> <p>SM/ Clerk (Agenda)</p>



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## TRUSTEES MEETING MINUTES HELD on the 4<sup>th</sup> of July 2024 at 7pm at Beech House and via Zoom

Name	Trustee Role	Attended
Morgan Bone	Trustee	Attended – online
Sharon Carlyon (COO)	Company Secretary	Attended
Andrew Chappell	Trustee	Attended
Claire Edwards	Trustee	Apologies
Seb Gray	Trustee	Apologies
Emma Lad (Clerk)	Clerk	Attended - online
Elizabeth Leeman (Chair)	Trustee	Attended
Sanjay Mazumder	Trustee	Apologies
Sally Newing	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 – 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**

<b>KEY:</b>	Approval	Information	For feedback/questions	Action
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No	ITEM	Action
1	<b>Welcome and Introductions</b>	
2	<b>Apologies for absence and acceptance of those absences</b> Apologies were sent by Seb, Claire, Sanjay and Tiann Madden (prospective Trustee)	
3	<b>Declarations of Conflicts of Interest</b> Item 20 – Executive team to leave the meeting.	
4	<b>Review Pecuniary Interests</b> There were no further pecuniary interests declared further to those on Governor Hub.	
5	<b>Notice of Any Other Business</b> <a href="#">IMAT PST Trust report Spring Summer 2023-24</a>	



6	<p><b><u>Minutes of the meeting held on 28<sup>th</sup> March 2024</u></b></p> <p><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><b>Matters Arising from the meeting 28<sup>th</sup> March 2024</b></p> <p>The matters arising are completed or agenda items.</p>	
8	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Statutory &amp; guidance update</b></li> <li>• <b><u>Members &amp; Trustee Board Membership</u></b></li> </ul> <p><b>Trustees</b></p> <ul style="list-style-type: none"> <li>○ Liz Jones has resigned due to ill health.</li> <li>○ <i>The Trustees appointed Tiann Madden as a trustee for a term of four years subject to safer recruitment checks. The COO and clerk will complete onboarding.</i></li> <li>○ East Side People have presented 7 possible applicants, Liz Leeman and the Executive Team are interviewing before the end of term</li> </ul> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>○ Natalie Dalvarez has given her resignation effective 31<sup>st</sup> August 2024 and there is a possibility that Nick Martin will also be resigning from the role. The Board has reached out to local networks for possible replacements. 2 potential members are attending the next member's meeting scheduled for 10<sup>th</sup> July.</li> </ul> <li>• <b>Local Governance:</b> The Chairs Meeting on the 3<sup>rd</sup> of July 2024 covered the local governance review.</li> <p><i>Trustees approved the change of name for local boards to School Governing Committee. The clerk will request a change of name on Governor Hub.</i></p> <p><i>Draft job descriptions for the roles of School Governor and the previously agreed link governor roles have been presented for comment and introduction in our schools in September 2024.</i></p> <li>• <b>Working Parties:</b> SEND – the working party is led by Lizzie, SEND Lead, Sally Newing, Seb Gray, Liz Leeman, Gillian Jackson. The next meeting will take place in the Autumn term</li>	<p>COO/Clerk</p> <p>Clerk</p> <p>Chair</p>



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	<ul style="list-style-type: none"> <li>• <i>Trustee school &amp; monitoring visits</i> – update on any trustee visits – the format and suggested visits is to be discussed further in September.</li> <li>• <i>Training and development</i> – to be reviewed next term. There will be statutory training.</li> </ul>	Clerk (Agenda)																								
9	<p><b>Trust Board Chairs verbal report</b></p> <p><i>In addition to the governance items above it was noted that new members will be required for the Education committee - to be organised in September.</i></p>	Clerk (Agenda)																								
10	<p><b><u>Committee reports</u> – update from chairs</b></p> <ul style="list-style-type: none"> <li>• <b>Education</b> Chairs report had been available via Governor Hub ahead of the meeting.</li> </ul> <p><u>Results</u></p> <p>Provisional KS2 Results (received 9/7)</p> <table> <tr><td>Beechfield</td><td>68%</td></tr> <tr><td>Cherry Tree</td><td>67%</td></tr> <tr><td>Laurance Haines</td><td>62%</td></tr> <tr><td>National</td><td>61%</td></tr> <tr><td>National</td><td>79%</td></tr> </table> <p>Year 2 - Phonics Screening Test retake</p> <table> <tr><td>Beechfield</td><td>69%</td></tr> <tr><td>Cherry Tree</td><td>65%</td></tr> <tr><td>Laurance Haines</td><td>35%</td></tr> </table> <p>Year 4 - Multiplication Tables Check (MTC) % scoring full marks</p> <table> <tr><td>Beechfield</td><td>61%</td></tr> <tr><td>Cherry Tree</td><td>53%</td></tr> <tr><td>Laurance Haines</td><td>42%</td></tr> <tr><td>National 2023</td><td>29%</td></tr> </table> <p>T: The results for the phonics are strong which is a positive for the children in the school. It is a good place for the children to be starting their educational career. How did the year 2 retakes get on? CEO: Where children weren't successful it was because pupils have SEND needs or because they are new to country and EAL. – results below T: Do you use Fresh start for KS2? CEO: No, as the cost was too high for the number of children who would utilise the scheme. We do however provide phonics learning for these children.</p> <p>Year 2 phonics results (retakes): 69% at BFS 65% at CTS 35% at LHS</p> <p><u>Pastoral</u></p>	Beechfield	68%	Cherry Tree	67%	Laurance Haines	62%	National	61%	National	79%	Beechfield	69%	Cherry Tree	65%	Laurance Haines	35%	Beechfield	61%	Cherry Tree	53%	Laurance Haines	42%	National 2023	29%	
Beechfield	68%																									
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Cherry Tree	53%																									
Laurance Haines	42%																									
National 2023	29%																									



All three schools have been reaccredited with the National Nurturing Schools Award. The Trustees congratulated the school teams on their fantastic work. The CEO explained the reports provided by National Nurturing Schools are very good and although there are clear Trust themes they also show the individual personalities of the school. Presentation of the award to the schools is planned during which the organisation will be creating a promotional video which the Trust can use for advertising purposes moving forward.

T: It is a fantastic selling point for the Trust.

CEO: Yes, we work closely with them, and the collaboration is benefitting both parties to support children.

A business case for a speech and language therapist was presented with an associated cost of £15,000. There was evidence that this would support the schools as there is a severe backlog with accessing services via HCC. This will be reviewed later in the meeting.

- Resources – including Finance, Audit & Risk

### 3Y budget report 2024-27

The Chair of Resources updated the Board:

- The budget process this year had highlighted areas where process improvements would facilitate budgeting. These included schools having more understanding on the limited reserves and capital funds available for Estates improvements. The COO explained that when the budget assumptions are agreed annually in March HTs would like an estimated figure for the possible amount to be released from reserves, so they have a better understanding of what is affordable.
- The pupil numbers are positive moving forward.
- The budget assumptions were recommended for approval by the Committee included updated figures for the support staff pay.
- Growth assumptions – the 3-year budget assumes Holywell will join the Trust in April 2025 and a fifth school in September 2025.
- *A financial costing for staffing to replace the Trust SENCo on her retirement was included for budget purposes but this needs to be fully explored by the Executive Team and a full proposal presented to the Board for approval.*
- Trustees agreed in March 2024 that the Trust move away from an equitable recharge to a percentage charge. The 3-year budgeted recharge on this revised basis would be:
  - Year 1 The recharge is 9.5% of GAG. If Holywell join summer 25, the recharge per school could be reduced to 8.5%

CEO/ COO



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- Year 2 onwards the budgeted recharge given growth assumptions allows a reduction to 7.5% of GAG.

For discussion in 24/25:

- Do we fix a top slice % or leave variable? It was noted that currently 8% is achievable with Holywell or a 2 FTE joining the Trust.
- The top slice is made up: Trust fixed costs 93%, variables for growth 7%.
- Schools have struggled to incorporate a percentage saving in line to top up the Trust Reserves (2% GAG had been proposed). Trustees would need to consider if this element should be included in the central recharge to top up reserves?

T: Can we benchmark against other Trusts for top slice/ recharge costs?

COO: We have completed the exercise. However, a comparable is difficult as it is not clear what services are included in the recharge. We need to be clear about what we include. We know what services we can provide from the Central Team, but the SLA needs to be transparent.

T: We need to be clear about what services potential trust schools are already paying to the Local Authority so there can be a realistic comparison.

*The Trustees will review further at the Resources meeting in September 2024.*

- Summary includes the 3 SEND business cases recommended by the Resources Committee (details below). It does not include any of the other business cases.

School	Project	Amount	Notes	Recommendation
BFS	SEND provision	£28000	2 additional EYFS SEND TAs	Recommended by Resources Committee
CTS	SEND provision	£33600	Cherry Blossoms led by 1 teacher and 3 Tas.	Already approved March 24.
LHS	SEND provision	£31000	Woodlands provision 0.55 Teacher to lead	Recommended by Resources Committee

- Resources Committee is provisionally recommending a release of reserves up to £92500 for estate improvements to be incorporated into the BFR but that these funds will not be committed until the Autumn when staff pay agreements are known. This expenditure is not included in the summary page. If agreed, Trust reserves will reduce from £771k to £678k, which still exceeds the percentage limits within the Reserves Policy.

Clerk  
(Resources Com)



- Key risks
  - Reserves level reduced 11% at end of Yr3 with assumed growth
  - If we do not see any growth, reserves at the end of year 3 reduce to 7% (still in excess of 5% limit).
  - Schools warned that declining reserves trend cannot continue, impact on potential future capital bids for estate refurbishments
  - Election results and economic climate
  - No agreement yet for teacher or support staff pay.
  - For strategic discussion in 24/25: SEND provision across Trust – continues to place a strain on the budgets. The additional capacity in year one for SEN teacher & booster support is not sustainable within schools' revenue or reserves. Needs consideration in summer 2024/25 as to our model going forwards. It was agreed that a full review would take place and an impact analysis would be presented to the Board Spring 2025.
  - Assumptions of growth and some loss of staff in Year 3 to balance budgets.

- Reserves business cases

Recommendation from Resources Committee:

1. To fund SEND staff projects (details above)
2. Defer recommending other cases.
3. COO will assess H&S risks of cases labelled 1 on the report with a review in the Autumn Term once pay agreements have been reached.

Risk analysis

In line with items already flagged on our Trust Risk Register which can be found [here](#).

Financial Risk:

Lack of Growth will impact level of reserves reducing them to 7% (policy 5%)

Estates:

Health and Safety risk if works not carried out. Trust COO will review H& S aspects of business case to ensure risk is managed.

SEND:

For strategic discussion in 24/25: SEND provision across Trust – continues to place a strain on the budgets. The additional capacity budgeted in year one of the plan for SEN teacher & booster support is not sustainable within schools' revenue or reserves. Needs consideration in summer 2024/25 as to our model going forwards.

Supporting Documentation



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		<p>Resources Committee have reviewed the Business cases submitted. These can be found <a href="#">here</a>.</p> <p><u>Other business cases submitted to the Education Committee:</u></p>				
		Project	£	Notes	Recommendation	
4	Trust	Therapy support from Speech and Language Therapist	£15600	Contract 1 day per week.	Hold FTB. Review in the Autumn once pay agreements have been reached	
4	Trust	The PINS programme will run between January 2024 and March 2025 and is available to be accessed by every Integrated Care Board (ICB) in England, who will work with 40 chosen mainstream primary schools per ICB area.	£3100	200 hours overtime for support staff	Given amount and anticipated impact. Approve.	
		<p>Trustees challenged the Executive Team and agreed that the SEND projects would not be possible for more than one year. The projects could support staff CPD and form part of the project for the Trust SEND lead retirement and how best to support in the future. There are now SENCo's four days per week in each school which were not in place when the Trust SEND lead post was created.</p> <p><u>The Trustees agreed:</u></p> <ul style="list-style-type: none"> <li>• <u>To fund from Reserves The 3 SEND projects at each school and the two projects submitted from the Trust SEND Lead for speech therapy and the PINs programme. Both projects will be added to the 3-year budget before submission to the BFR.</u></li> <li>• A release of reserves up to £92500 for estate improvements to be incorporated into the BFR but that these funds will not be committed until the Autumn when staff pay agreements are known <u>and the COO has reviewed the projects further.</u></li> </ul> <p><u>With the adjustments agreed above the Trustees approved the 3-year budget for submission to the ESFA.</u></p> <p><i>Budget approval including completion and submission of the BFRO delegated to Claire Edwards to review. (Morgan to review if Claire unavailable)</i></p>				
						<p><b>Finance Manager</b></p> <p><b>Claire Edwards</b></p>
11	<b>Approve/ <a href="#">Review Trust Plan</a></b>					







	<ul style="list-style-type: none"> <li>• develop outstanding academic, <b>digital</b> and social <b>skills</b></li> <li>• have <b>fun</b> whilst fostering an intrinsic love of learning</li> <li>• <b>respect</b> and celebrate everyone's similarities and differences</li> <li>• build lasting, healthy <b>relationships</b> and support networks</li> <li>• engage with and contribute substantially to their local <b>and the global community</b></li> </ul> <p>The update to our promises to children were agreed</p> <p><b>We promise that staff in the Inclusive Multi Academy Trust will:</b></p> <ul style="list-style-type: none"> <li>• experience a sense of belonging where all staff feel valued, able to perform at their best and empowered to make a difference</li> <li>• feel trusted, listened to, supported, respected and rewarded.</li> <li>• be given quality support and professional development opportunities</li> <li>• be supported to tackle workload. Expectations will be sensible, reasonable and necessary</li> <li>• be part of a collaborative network</li> </ul> <p><b>We promise that people in the Inclusive Multi Academy Trust will:</b></p> <ul style="list-style-type: none"> <li>• experience a sense of belonging, dignity and equity</li> <li>• feel welcome, valued and safe</li> <li>• Be listened to</li> <li>• Influence options and decisions to be taken</li> <li>• Offered opportunities to be involved in daily life of school</li> </ul> <p><i>The proposed additional promises for staff and people connected to Inclusive MAT would be reviewed further at the Trustee Day.</i></p>	Trustee day
13	<b>Working group feedback – SEND provision</b> – discussed previously under Item 8	
14	<b>Working group feedback –Local Governance Strategic Review</b> – discussed previously under Item 8	
15	<p><b><u><a href="#">Risk Register</a></u></b></p> <ul style="list-style-type: none"> <li>• Red and Amber risks review – reviewed at the committees.</li> </ul> <p><i>At Resources there was further review of the Cybersecurity risks, and it was felt a trustee with experience would be very helpful in supporting the Trust to manage this risk. The Trust also needs to ensure that the HT's and staff are taking ownership of this area. This is as important as safeguarding for the schools. The CEO has oversight.</i></p> <ul style="list-style-type: none"> <li>• Emergency contingency plan - Trust oversight document for succession planning – discussed previously under Item 11</li> </ul>	CEO



<p>16</p>	<p><b>Policy Review</b></p> <ul style="list-style-type: none"> <li>• <i>Complaints Policy flow chart to accompany the Complaints policy had been completed. The Clerk highlighted the increasing number of complaints experienced throughout Hertfordshire and the risk of the incorrect policy being followed. To minimise this risk a reference to the other policies would be included in the flow chart.</i></li> <li>• <i>Executive Pay policy (Matter arising) – carry forward</i></li> <li>• <i>Diversity, Equity and Inclusion Policy and plan – carry forward to September 2024.</i></li> <li>• <i>Appraisal policy</i></li> </ul> <p>Resources Committee had referred to the Trust Board the Trustees question about whether the policy should remove the option for SLT to opt out of the process or if there should be a limit to how long members of staff can opt out.</p> <p>It was felt amendments to the policy were not necessary at present, but the policy will be monitored.</p>	<p><b>Clerk/CEO</b></p> <p><b>Chair/ Clerk (Agenda)</b></p> <p><b>Sanjay Mazumder/ Clerk (Agenda)</b></p>
<p>17</p>	<p><b>Any other Business</b></p> <p><u><a href="#">IMAT PST Trust report Spring Summer 2023-24</a></u></p> <p>The CEO introduced the report prepared by the PST Lead and updated the Trustees on the fantastic provision and its impact within the school.</p> <p>CTS does not have the same level of need as the other two schools. The Pastoral Support assistant recently left, and the lead has resigned. The CEO suggested that moving to a more flexible structure tailored to each school’s need should be considered.</p> <p>Trustees were concerned about changing a system which is working well and questioned whether it would diminish the level of support. The schools do not want to remove the provision and it is a pillar of the Trust ethos. The Trustees also felt that whilst CTS has less need than the other two schools it is still higher than local need and so should continue to be in place.</p> <p><u>Next steps 2024/25</u></p> <p>The Pastoral teams have decided to work towards the accredited Hertfordshire Emotional Mental Wellbeing in Schools Mark. This is a self-review tool which guides schools through a process of reflecting on current practice and identifying both strengths, and areas for improvement for children’s mental health and emotional wellbeing. It is aligned to the eight principles proffered by the Department for Education’s guidance for promoting and supporting mental health and wellbeing in schools and colleges. There is significant overlap between the 8 principles and the</p>	



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	<p>Ofsted Inspection framework. By working towards and achieving the mark we will ensure we are providing the tools for our children to have the 'mental fitness' to be resilient in school and in the wider community.</p> <p><i>Trustees asked for their thanks to be passed on to the Pastoral teams for their work this year.</i></p> <p><i>8.36pm Morgan Bone left the meeting.</i></p> <p>The Trustees were very pleased to see the support the children have received this year and the positive impact on their educational journey.</p> <p><b>T: Is there any liability financially because of the new school joining?</b>  <b>COO: This will be reviewed as part of due diligence.</b></p>	CEO
18	<b>Date of next Meeting</b> – see below	
19	<b>Items to be taken to Education Committee, Resources Committee, or the Local Governing Committees from the meeting.</b>	
Meeting ended: 8.45pm		

7. Matters arising from 28.3.24			Outcome/ response/ agenda item
6	<p><b>Minutes of the meeting held on 7<sup>th</sup> December 2023</b>  <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	Completed
8	<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"> <li>• <i>Trustee Declarations (LL Email REMINDERS sent to o/s)</i> <ul style="list-style-type: none"> <li>○ <i>Complete pecuniary interests and update contact details:</i></li> <li>○ <i>Sign all confirmations on Governor Hub</i></li> <li>○ <i>Complete diversity information on Governor Hub</i></li> </ul> </li> <li>• <i>Trustee training and development</i> <ul style="list-style-type: none"> <li>○ <i>Statutory training – National College (LL emails Sent)</i></li> <li>○ <i>Other training and development</i></li> </ul> </li> </ul>	<p>CEO/COO/ Agenda</p> <p>All Trustees</p>	<p>Agenda item 15</p> <p>Agenda item 8</p> <p>Agenda item 8</p>



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	<ul style="list-style-type: none"> <li>Trustee school &amp; monitoring visits – update on any trustee visits</li> </ul> <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/Chair of Trustees	
10	<p>The login details for CST will be shared with all Trustees.</p> <p>The Chair of Trustees will add the items discussed to the plan and update the review of governance scope.</p>	COO Chair of Trustees	Completed Completed
10	The COO has completed a one-page feasibility study which will be presented to the board for review and approval. Should it go ahead then the school could convert by February 2025.	COO	Completed
11	<b>Trust Plan – Growth Report - To include non-growth 2023/24 forecast.</b>	CEO/ Chair of Trustees	Completed
15	The inflationary pressures were reviewed by trustees, and they felt that it was no longer an increasing risk. This will be updated.	CEO	Completed
16	<p><b>Executive Pay policy (Matter arising) – Chair of Trustees -</b> The Chair of Trustees will update with trustee comments.</p> <p><b>Diversity, Equity and Inclusion Policy and plan (Matter arising) – SM/ CEO</b></p> <p><b>Pay Policy - Trustees approved the Pay policy for use until March 2025. The policy will be updated on Governor Hub and Every.</b></p> <p><b>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.</b></p>	Chair of Trustees SM/CEO COO/Clerk CEO/Clerk	Agenda item 16 Agenda item 16 Completed Agenda item 16

17. Policies to be approved			
Policy	Owner	Approving Body	Date
<b>AUTUMN TERM</b>			
Executive Pay Policy	Sharon Carlyon	Trust Board	31/10/2023
Policy	Owner	Approving Body	Date
<b>SPRING and SUMMER TERM</b>			
Accounting Policy	Sharon Carlyon	Resources Committee	30/06/2024



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Appraisal Policy	Sharon Carlyon	Resources Committee	30/06/2024
Local Governor Recruitment Brochure	Sharon Carlyon	Executive Leadership	30/06/2024
Parent and Staff Governors Election Guidance	Sharon Carlyon	Executive Leadership	30/06/2024
Reserves Policy	Sharon Carlyon	Resources Committee	31/07/2024
Admissions Arrangements (Nursery) 2023/24	Sharon Carlyon	Executive Leadership	31/08/2024
Admissions Arrangements 2023/24	Sharon Carlyon	Trust Board	31/08/2024
Freedom of Information Policy	Sharon Carlyon	Executive Leadership	31/08/2024
Privacy Notice for Governors, Trustees and other Volunteers	Sharon Carlyon	Executive Leadership	31/08/2024
Privacy Notice for pupils	Sharon Carlyon	Executive Leadership	31/08/2024
Privacy Notice School Workforce	Sharon Carlyon	Executive Leadership	31/08/2024

## 19. Dates

AUTUMN 1			Start	Finish	Venue
Thursday	05/09/2024	Trust Governance Day inc Trustee meeting	12.00	17.00	TBC
Thursday	12/09/2024	Chairs	10.00	11.30	Beech House
Tuesday	17/09/2024	Beechfield LGC	19.00	20.30	Beechfield School
Wednesday	18/09/2024	Members	19.00	20.00	Teams -online
Wednesday	18/09/2024	Laurance Haines LGC	19.00	20.30	Laurance Haines School
Thursday	19/09/2024	Cherry Tree LGC	19.00	20.30	Cherry Tree School
Thursday	3/10/2024	Education	19.00	20.30	Beech House/Teams
Tuesday	8/10/2024	Trustee/Governor development	19.00	20.00	Teams -online
Wednesday	9/10/2024	Resources	11.00	12.30	Beech House/Teams



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AUTUMN 2			Start	Finish	Venue
Tuesday	5/11/2024	Beechfield LGC	19.00	20.30	Teams -online
Wednesday	6/11/2024	Chairs	10.00	11.30	Beech House
Wednesday	6/11/2024	Laurance Haines LGC	19.00	20.30	Teams -online
Thursday	7/11/2024	Cherry Tree LGC	19.00	20.30	Teams -online
Thursday	14/11/2024	Members	19.00	20.00	Teams -online
Wednesday	27/11/2024	Resources	11.00	13.00	Beech House/Teams
Thursday	5/12/2024	Trust Board	19.00	21.00	Beech House/Teams

SPRING 1			Start	Finish	Venue
Wednesday	29/01/2025	Chairs	10.00	11.30	Beech House
Wednesday	29/01/2025	AGM	18.00	19.00	Beech House/Teams
Wednesday	29/01/2025	Members	19.00	20.00	Teams -online
Tuesday	04/02/2025	Beechfield LGC	19.00	20.30	Teams -online
Wednesday	05/02/2025	Education	19.00	20.30	Beech House/Teams
Thursday	06/02/2025	Cherry Tree LGC	19.00	20.30	Cherry Tree School
Wednesday	12/02/2025	Laurance Haines LGC	19.00	21.00	Teams -online

SPRING 2			Start	Finish	Venue
Tuesday	4/03/2025	Trustee/Governor development	19.00	20.00	Teams -online
Wednesday	19/03/2025	Resources	11.00	13.00	Beech House/Teams
Thursday	27/03/2025	Trust Board	19.00	21.00	Beech House/Teams



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SUMMER 1			Start	Finish	Venue
Thursday	01/05/2025	Education Committee	19.00	21.00	Beech House/Teams

SUMMER 2			Start	Finish	Venue
Tuesday	03/06/2025	Trustee/Governor development	19.00	20.00	Teams -online
Wednesday	18/06/2025	Chairs	10.00	11.30	Beech House
Wednesday	18/06/2025	Members	19.00	20.00	Teams -online
Wednesday	25/06/2025	Resources	11.00	13.00	Beech House/Teams
Tuesday	01/07/2025	Beechfield LGC	10.00	3.00	Beechfield School
Wednesday	02/07/2025	Laurance Haines LGC	10.00	3.00	Laurance Haines School
Thursday	03/07/2025	Trust Board	19.00	21.00	Beech House/Teams
Friday	4/7/2025	Cherry Tree LGC	10.00	3.00	Cherry Tree School

AUTUMN 1 2025			Start	Finish	Venue
Friday	12/09/2025	Trust Governance Day including Trustee Board meeting	9.30	16.00	TBC

## Trust action from Annual Planner

### TRUST ACTION

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)





# INCLUSIVE | MULTI ACADEMY TRUST

Discussion from Governor Hub ahead of the meeting:

Governance update

My apologies - I prepared this but see I failed to share it! [8. Governance Update.pptx](#)

**Seb Gray**

Good evening, James and all. I can only apologise for the late notice, but I will unfortunately not be in attendance this evening. I trust the meeting goes well. I look forward to catching up with the minutes.

All the best,

Seb

**James Roach**

Have a look at this: [IMAT PST Trust report Spring Summer 2023.24.docx](#)

The PST have shared a summary of the work over the last term. Liz has agreed to cover this under AOB

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**James Roach**

Have a look at this: [Inclusive MAT complaints flow chart 2024.docx](#)

This is a follow up from a previous meeting. A flow chart detailing the complaints procedure.

**Sharon Carlyon**

Have a look at this: [Reserves Business cases .docx](#)

**Elizabeth Leeman**

Hi Sharon, what has/is happening with the business case put forward by Lizzie for the SP&L support? I can't see mention of it here at all.

**Sharon Carlyon**

Hi Liz. case no 9 on the table within the report.

**Sharon Carlyon**

Have a look at this:

[3Y Budget Report 2024-27 Trust Board.pptx](#)

**Sharon Carlyon**

Have a look at this: [11. Approve/Review Trust plan](#)

**Sharon Carlyon**

Have a look at this: [June 24.xlsm](#)

**Sharon Carlyon**

Have a look at this: [12. Review Promises and Beliefs](#) James and I have reviewed these, and amendments are in red. We also considered whether we should have promises for staff and people.... slides 3 and 4 are quick drafts of the kind of thing we were thinking and aren't the finished thing. Just wondered what you thought as a concept

**Morgan Bone**

Sharon, I like the progress on this, and good to have a specific slide for staff. why change out parents for people though?

**James Roach**

We feel that parents are a narrow aspect of who we serve outside of children and staff. People is meant to encapsulate parents, governors, trustees, community partnerships, etc. of people is too vague, we could think of something else.

**Morgan Bone**

No, I think it works, just wanted to check that we weren't downgrading parents

