

TRUSTEES MEETING
HELD AT LAURANCE HAINES SCHOOL, VICARAGE ROAD, WATFORD
ON Thursday 24th May 2018 at 7:00pm

ATTENDEES	JAMES ROACH (JR) – CEO & Trustee ANDREW CHAPPELL (AC) - Trustee RICHARD JONES (RJ) – Trustee & Chair LIZ LEEMAN (LL) – Vice-Chair - Trustee BECKY BLACKSTAFFE (BB) – Member and Trustee
APOLOGIES	JESSIE BRUCE (JB) - Trustee
IN ATTENDANCE	SHARON CARLYON (SC) – Company secretary, COO, CFO JO HART (JH) – Finance Manager Emma Lad - Clerk
DOCUMENTS CIRCULATED PRIOR TO THE MEETING	<ol style="list-style-type: none"> 1. IMAT minutes 28/3/18 2. IMAT agenda 24/5/18 3. IMAT LH – Internal audit 4. Finance notice to improve 5. IMAT Risk Register tool 6. Schedule of delegation 7. Copy of management accounts – each school 8. Summary of management accounts 9. Draft Eco policy 10. Lettings policy 11. Staff special payments 12. Administering medicine 13. Asthma policy
Distributed at the meeting	1.
	Beechfield School – BF Cherry Tree School – CT Laurance Haines School – LH

Meeting started at 7.09pm

No.	Action	Action
1	<p>Welcome and Introductions</p> <p>The meeting was quorate.</p> <p>The sad news was passed on that Roger Gibbs has passed away. He was a governor and trustee for the school for 25 years or more. He was a very big part of the school and governors thanked his family for all his hard work and dedication. JR and SC will attend his funeral.</p> <p><u>Due to this change in circumstance the Trustees elected a new Chair and Vice Chair for a period of two years ending on the 23rd May 2020:</u></p> <p>Chair: Richard Jones Vice Chair: Liz Leeman</p>	
2	<p>Apologies for absence and acceptance of those absences</p> <p>Apologies sent from Jessie Bruce and accepted</p>	

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	<ul style="list-style-type: none"> • Asset management plan • Contracts management plan • PPG plan • Sports grant spend • Subject leader curriculum bids – end of this week • CPD plans – end of this week <p>There will be a draft budget for the meeting on the 24th June and this can be finalised at the July meeting.</p> <p>Trustees thanked the CFO and FO for their work on this area. They are aware of the work involved and for future expansion the lessons to be learnt.</p> <p><u>Capital funding</u> The Trust has capital across the trust of £60,000 at present. Capital for 18/19 will bring this to £83,000 total to spend by August 2019. SC explained that it could be left at school level or brought to Trust level and allocated according to need. Trustees had a thorough discussion about whether it is fair and appropriate to pool the money.</p> <p>Trustees felt that if the money was used alongside the CIF funding/ other grants there could be more focused spending supporting improvement overall. However, they would like to ensure there was an objective way of justifying this spending and ensure that it is an open decision. Trustees to further consider prior to next meeting when the budget is further discussed.</p> <p>SC will bring a proposal regarding ‘pooling’ all three schools ESFA capital income. Expenditure would then be allocated on the priorities of the Trust after CIF priorities have been announced.</p> <p>The asset management plans will be supported by professional surveys which are independent and could allow for the risks to be more apparent.</p> <p><u>CIF Bid:</u> The CIF bid was successful at LH and SC is starting to work with the contractors.</p> <p><u>Audit report</u> - distributed prior to the meeting Issues discussed by Trustees</p> <ul style="list-style-type: none"> • There is not an immediate issue with cash flow but this will change in the next 18 months. Jo explained cash flow is reviewed monthly. • Two people banking all the cash – JH explained there is barely any cash in the schools so considers three people is unnecessary • Three people signing off BACS payments – JH is inputting and SC or JR signs it off. Trustee’s felt that the system has automatic checks in place as well to make sure that everything is in place. <p>The response to the audit report will be sent to Trustees for review</p> <p><i>8.06pm JH left the meeting</i></p>	<p>SC</p> <p>Clerk (Agenda)</p> <p>SC</p>
8	<p>Update from local governing committees – minutes available on governor hub for Trustees:</p> <p><u>Beechfield</u> Gender equality concerns have been raised at BF by a parent. As a result, the equality policy needs to be reviewed. JR to link with the other schools through a Trust policy. T: ‘DHT role will cease through natural attrition’, are these minutes confidential? JR: The school is aware and senior staff know that there doesn’t need to be a HT and DHT in each school within the Trust structure. We are not planning to restructure but we will try through natural attrition to arrive at the planned staffing structure.</p> <p><u>Cherry Tree</u></p> <ul style="list-style-type: none"> • Policy for banning parents from site? – There is a Trust policy in place, ‘Managing 	JR

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	<p>Aggressive Adults’</p> <ul style="list-style-type: none"> • IMAT exclusions policy for distribution – The timescales are the same as maintained schools • Governor had questioned the removal off CC function on emails so that there cannot be incorrect addressing. They were concerned this could cause a data breach under GDPR – Trustees felt they needed a CC function. However, staff are to be encouraged to use it in an efficient manner. CTS have two children missing from education • Will there be some data comparison between schools? – Yes, this will be part of the governor’s day • Feedback on children’s parliament is very positive • Trustees liked the section on the agenda which allowed for items to be brought to the Trustees meeting. This will be implemented on all agenda’s <p>Laurance Haines Trustees discussed the staff council at LH and whether it was working positively for the school. JR explained the reason for the staff council and the support it has offered staff to pass on any concerns to the SLT.</p>	Clerk
9	ESFA Financial Notice to improve – distributed prior to the meeting and noted by trustees.	
10	<p>MAT Development Grant update - £119,918 grant approved The ESFA have offered an additional £5000 grant to introduce integrated curriculum and financial planning across the three schools.</p> <p>SC is already a Financial Efficiency Officer for the DFE and HFL Ltd but the ESFA feels an independence review will be useful. It will also give us the opportunity to review systems and processes at CTS and BFS.</p> <p>SC has negotiated with HFL Ltd, where LL works as they are a recommended supplier. There is going to be a three-pronged approach:</p> <ol style="list-style-type: none"> 1. Curriculum modelling consultant to look at curriculum planning and how staff are deployed across the Trust 2. Business efficiency across the three schools 3. Benchmarking and financial comparison <p>This will be very positive for the IMAT as it allows a review to take place which otherwise would have been paid for from the Trust budget.</p>	
11	<p>Staffing update It was noted that recruitment across the Trust has been time consuming and there has been a great deal of work across this area for the last month by the CEO and CFO. This needs to be considered in next year’s work plan, with considerations to start even earlier.</p> <p><u>HT roles:</u> There have been two HT appointments in LH/BF, Sebastian Grey and Gillian Jackson, who were already working within schools in the Trust. BB and Anne Peck (HIP) were part of the recruitment process. T: It is very good for the Trust that there has been such strong internal candidates and they have been able to keep the talent within the Trust.</p> <p><u>Pay rates:</u> Trustees discussed the pay rates for the new HT roles and within the SLT in general and how best to ensure the job descriptions and level of responsibility are appropriate. Trustees felt that the roles should be allocated in line with the long-term plans for staffing within the Trust.</p> <p>SC is due to meet with HR to review staffing structures and pay scales across the Trust as there is a lot of disparity. We need to ensure any changes to roles to reflect pay scales and responsibility and are handled correctly. Once this meeting has taken place SC will have a clear idea on what is appropriate and can look at the financial implications of harmonising the</p>	

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	<p>support staff pay across the three schools and the reassignment of members of the SLT where appropriate.</p> <p>Trustees wanted to ensure the school structure grows correctly and does not become top heavy. The CFO reminded trustees that to move forward long term the IMAT needs to recruit more schools. In order to do this the Trust needs to have members of the SLT it can be assured will work towards the Trusts aims.</p> <p>Staff moving on were explained to the Trustees</p> <p><u>Sponsorship application</u> SC met 12 candidates at a recruitment day, six came to visit the Trust schools and three have been appointed, one in each school. SC has also submitted a tier 2 general sponsor application (taken 4 days to complete and cost £1500) to support the appointment and retention of staff.</p> <p>This should allow the schools to have a full teaching compliment and the Trust is hoping for better retention in the next year.</p>	
12	<p>Trust and local level delegation through schedule of delegation Trustees were thanked for their work on this area. The schedule has been rewritten to reflect the comments made. Trustees agreed to review a section at each meeting</p>	Clerk (agenda)
	<p>Work plans and agenda items for the coming year including next year's clerking diary – carry forward for July meeting</p>	Clerk
14	<p>Policies including Policy tracker <u>Approved by Trustees</u></p> <ul style="list-style-type: none"> • ECO – Not in place at CT. LH is going for the Eco Green award and this policy needs to be in place. We need to make some amendments to allow for current practice at CT but policy approved in principal. • Staff Special Payments – no changes – approved by Trustees <p><u>Deferred</u></p> <ul style="list-style-type: none"> • Administering Medicines/ Asthma – a discussion to amalgamate the Asthma policy into the general Admin of Medicines was discussed. SC to report back • E Safety and Data Security – deferred to next meeting • Lettings – Deferred to next meeting 	SC
15	<p>Risk Register – LL and SC have reviewed</p> <ul style="list-style-type: none"> • The first section and red sections have been reviewed. • Overspend on capital scheme – this has become red due to successful CIF bid as SC has not managed a project of this size without HCC backing. There is also an asbestos risk with the project. • There have been lines added to cover new schools and BF numbers • Insurance risk changed from red to amber. <p>It will continue to be an agenda item and be reviewed by SC/ LL</p>	Clerk SC/LL
16	<p>Business Continuity Planning Highlighted red on the auditor's plan as there isn't an overall plan but three school plans. The local plans are all out of date. The format has been reviewed and site managers have been asked to review with Headteacher and local governors. Once local plans are updated, SC can finalise a Trust plan</p> <p>Trustees asked that these be part of the LAB agenda for the next meeting</p>	Clerk (LAB)
17	<p>GDPR update AC has attended training as DPO. SC circulated an up to date action plan. Verbal feedback:</p> <ul style="list-style-type: none"> • The strap line was to be mindful and aware. • There is an action plan in place. 	

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	<ul style="list-style-type: none"> The risk to schools is more reputational than financial. The biggest risks are around files, unencrypted memory sticks, information on the walls etc. The Trust is very much on the journey. 	
18	Dates for 2018/19 to finalise - see below	
19	<p>Any other Business</p> <p>19.1: Recruitment of Trustees Academy Ambassadors website for appointing trustees seems to be very popular. Richard will draft an advert. Key skills needed are Marketing and HR. Clerk to send websites to Richard.</p> <p>19.2 AC has attended RAMASS training</p> <p>19.3: SC and JR have met with HFL Ltd to discuss the IMAT's involvement in HFL Ltd moving forward. It was a very positive conversation and they recognised the importance of the IMAT.</p> <p>19.4: Congratulations to CT on their edible playground is to be passed on from the Trustees</p>	<p>Clerk</p> <p>AC</p>
20	<p>Date of next Meeting: Trust meetings at 7pm at Laurance Haines School Thursday 21/06/2018 – LL cannot attend and sent apologies Trustees day – 12/07/18 10am (Agenda setting)</p>	
	<p>Actions to be taken to the LAB's Review and update of Business continuity plans to be completed</p>	

Meeting ended at 9.31pm

Dates for 2018/19:

7pm	IMAT	Thursday 13/09/2018
7pm	Laurance Haines	Tuesday 18/09/2018
7pm	Cherry Tree	Wednesday 19/09/2018
7pm	Beechfield	Thursday 20/09/2018
7pm	IMAT	Thursday 25/10/2018
7pm	Laurance Haines	Tuesday 13/11/2018
7pm	Cherry Tree	Wednesday 14/11/2018
7pm	Beechfield	Thursday 15/11/2018
7pm	IMAT - AGM + FTB	Thursday 13/12/2018
7pm	IMAT	Thursday 31/01/2019
7pm	Laurance Haines	Tuesday 12/02/2019
7pm	Cherry Tree	Wednesday 13/02/2019
7pm	Beechfield	Thursday 14/02/2019
7pm	IMAT	Thursday 21/03/2019
7pm	Laurance Haines	Tuesday 02/04/2019
7pm	Cherry Tree	Wednesday 03/04/2019
7pm	Beechfield	Thursday 04/04/2019
7pm	IMAT	Thursday 16/05/2019
7pm	Laurance Haines	Tuesday 4 th June 2019
7pm	Cherry Tree	Wednesday 5 th June 2019
7pm	Beechfield	Thursday 6 th June 2019
7pm	IMAT	Thursday 27/06/2019
10am	Governors day – 10am	Wednesday 11/07/2019
10am	IMAT - Trust day – 10am	Thursday 17/07/2019

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Approved for signing

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