

INCLUSIVE | MULTI ACADEMY TRUST

Key actions and decisions from the Trustees meeting on the 5th September 2024 at 1.30pm at SALVATION ARMY, WATFORD

No	ITEM	Actions						
1	The COO and clerk will update Governor Hub, Companies House and the website once all safer recruitment checks have been completed.	COO/ Clerk						
6	The chair notified Trustees that she will be away for two months, and the vice chairs were asked and agreed to cover the Chair role during this time.	Chair/ AC/ SM/ Clerk (Agenda)						
8	The Trustees will review the top slice/ recharge to schools further at the Resources meeting in September 2024. A financial costing for staffing to replace the Trust SENCo. To be reviewed in the Spring term 2025 at the Education and Resources Committee.	Resources Com CEO/COO/ Clerk						
9	<ul style="list-style-type: none"> • T: Can we add to the training plan for the local boards for the next year • Approved policies will be amended and uploaded to the relevant sites • Tiann Madden and Sally Newing were appointed as Child Protection and Safeguarding Trustees • Suspensions and exclusions policy to be updated to reflect the changes. The CEO will update. • Executive Pay - to be carried forward 	CEO COO/ clerk TiannM/ SN CEO Chair/ Clerk						
10	<ul style="list-style-type: none"> • The Chair, COO and clerk will complete a written resolution for Trustees and Members appointments to be approved by existing Members. • Authority for approval of the annual accounts was delegated to the Vice chairs. The CEO and COO will review and update to reflect the last year and send to the Vice Chairs for final approval. • Trustees were asked to update or complete the following areas on Governor Hub once notified by the clerk that they are ready for completion • All Trustees were asked to complete the three mandatory training courses listed by half term. • Confederation of School Trusts updates have been forwarded by the Chair ahead of the meeting. All Trustees have access to the CST - Trustees were asked to make the COO aware if they did not know how to log in. 	Chair/ COO/ Clerk CEO/COO/ AC/ SM All Trustees All Trustees All Trustees						
11	<u>The Trustees approved the processing of the teachers' pay award to a maximum of 5% as soon as the consultation period closes, and parliamentary approval given and assuming no changes.</u>	COO						
12	<u>Executive contingency planning</u> - The Chair, Education committee Chair and Resources Committee Chair will further review the documentation online.	Chair/ AC/ MB						
15	CEO to review Trustee visits to schools with trustees and report back at the next meeting.	CEO						
17	The new meeting date is	All Trustees						
	<table border="1"> <tr> <td>Monday</td> <td>25/11/2024</td> <td>Resources</td> <td>11.00</td> <td>13.00</td> <td>Beech House/Teams</td> </tr> </table>	Monday	25/11/2024	Resources	11.00	13.00	Beech House/Teams	
Monday	25/11/2024	Resources	11.00	13.00	Beech House/Teams			



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TRUSTEES MEETING MINUTES

HELD on the 5th of September 2024 at 1.30pm at SALVATION ARMY,
WATFORD

	05.09.24	05.12.24	27.03.25	03.07.25
Morgan Bone (MB)	Present			
Andrew Chappell (AC)	Present			
Christine Cornwall (CC)	Present			
Claire Edwards (CE)	Present			
Seb Gray (SG)	Apologies			
Stephen Kinsley (SK)	Apologies			
Elizabeth Leeman (Chair)	Present			
Tiann Madden (TiannM)	Present			
Tarlan Mammadov (TarlanM)	Present			
Sanjay Mazumder (SM)	Present			
Sally Newing (SN)	Present			
James Roach (CEO)	Present			
Anil Sakaria (AS)	Present			
In attendance				
Sharon Carlyon (COO)	Present			
Emma Lad (Clerk)	Present			

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 red

Trustee actions are highlighted in italics

Please see Appendix C: Discussion from Governor Hub ahead of the meeting



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Meeting started 1.30pm

KEY:	Approval	Information	For feedback/questions	Action
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No	ITEM	Action
1.	<p>Welcome, introductions and approval of Trustees</p> <p><i>Trustees appointed the following as Co-opted Trustees for a term of four years:</i> Tarlan Mammadov Anil Sakaria</p> <p><i>Trustees recommended the following as a Trustee for a term of four years to be appointed by Members:</i> Stephen Kinsley Christine Cornwall</p> <p><i>The COO and clerk will update Governor Hub, Companies House and the website once all safer recruitment checks have been completed.</i></p>	COO/ Clerk
2.	<p>Apologies for absence and acceptance of those absences</p> <p>Apologies were sent by Seb Gray and Stephen Kinsley. The meeting was quorate.</p>	
3.	<p>Declarations of Conflicts of Interest</p> <p>There were no conflicts of interest declared with the agenda items.</p>	
4.	<p>Review Pecuniary Interests</p> <p>LL explained the following from the Academies Trust Handbook section 1.45 to 1.48:</p> <p>1.45 The trust must keep a register of any relevant business and financial interests, including governance roles in other educational institutions, for (as a minimum) members, trustees, local governors and senior employees, serving at any point over the past 12 months.</p> <p>1.46 The register must include their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them and relevant business and financial interests including:</p> <ul style="list-style-type: none"> • directorships, partnerships and employments with businesses • trusteeships and governorships at other educational institutions and charities • for each interest: the name and nature of the business, the nature of the interest and the date the interest began <p>1.47 The register must identify relevant interests from close family relationships between the academy trust's members, trustees or local governors. It must also identify relevant interests arising from close family relationships between those individuals and employees.</p> <p>1.48 Trusts should consider whether other interests should be registered, and if in doubt should do so. Boards of trustees must keep their register of interests up to date at all times.</p>	



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	<p>All Trustees were asked to review and update Declarations of interest. New Trustees were asked to provide their declarations of interest once able to access Governor Hub. There were no further pecuniary interests declared further to those already registered on Governor Hub by established Trustees.</p>	
5.	<p>Notice of Any Other Business</p> <p>There were no requests for any other business.</p>	
6.	<p>Election of Chair and Vice Chair(s)</p> <p>Liz Leeman was elected Chair for a term of a year.</p> <p>The Chair explained that in the previous year there was a decision to have two vice chairs as part of succession planning and this could continue to be the case if Trustees were confident in continuing the process.</p> <p><i>T: Is there a clear plan for how the vice chairs would manage the Chairs role where needed?</i> <i>Chair: The covering of the role would be discussed at the time with the support of the CEO, COO and clerk.</i> <i>COO: Usually, the vice chairs are chairs in waiting and so this will need to be considered moving forward to ensure there is succession planning in place.</i></p> <p><i>It was noted that The Chair has indicated that a more formal succession plan needs to be put in place to ensure a smooth handover. Whilst it is not her intention to stand down until a successor is identified and she is able to continue as Chair this academic year it is probable she would not seek re-election next year. The progress on succession will be considered further by the board in early 2025</i></p> <p>Andrew Chappell and Sanjay Mazumder were elected as Vice Chair for a term of a year.</p> <p><i>The chair notified Trustees that she will be away for two months from 18 September to 6 November this year and the vice chairs were asked and agreed to cover the Chair role during this time. A handover will be arranged prior to the chair leaving the country to organise cover.</i></p>	<p>Chair/ AC/ SM/ Clerk (Agenda)</p>
7.	<p><u>Minutes of the meeting held on 4th July 2024 to be approved</u></p> <p><i>The minutes were approved by Trustees as an accurate record of the meeting and will be signed by the Chair via Governor Hub.</i></p>	<p>Chair</p>
8.	<p>Matters Arising from the meeting 4th July 2024 – see appendix A <i>All matters arising are completed or agenda items except:</i></p> <p><i>The Trustees will review the top slice/ recharge to schools further at the Resources meeting in September 2024.</i></p>	<p>Resources Com</p>



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	<p><i>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 – to be delegated to Education and Resources Committee. UPDATE: To be reviewed in the Spring term 2025 at the Education and Resources Committee.</i></p>	<p>CEO/COO/ Clerk</p>
<p>Governance – 20 mins</p>		
<p>9.</p>	<p><u>Policy Review</u></p> <p><u>Overview document with changes made and actions presented ahead of the meeting via Governor Hub by the COO and CEO</u></p> <ul style="list-style-type: none"> <p>Governance Framework including cycle of policy review 2024/25</p> <p>The COO explained that there are some minor amendments to be made to the document to ensure compliance with financial updates when dates were published by the DfE/ESFA. Trustees discussed the format and felt that it was an easy-to-understand format.</p> <p><i>T: Can we add to the training plan for the local boards for the next year to ensure there is clear understanding?</i> <i>CEO: I will add an update to the training plan.</i></p> <p><i>T: Could we add in the Role descriptors for Trustees and School Committee Governors?</i> <i>COO: We can add and then they will be automatically reviewed annually. Once agreed and approved later in the year we can also add the School Governing Committee Chair and Trust Vice Chair job descriptions</i> <i>The Chair and COO will update and send to the clerk for distribution</i></p> <p><u>Trustees approved the Governance Framework including cycle of policy review 2024/25 for use until September 2025. The policy will be updated on Governor Hub and Every.</u></p> <p>Whistleblowing</p> <p>The COO explained the minor amendments which have been made.</p> <p><u>Trustees approved the Whistleblowing policy for use until September 2025. The policy will be updated on Governor Hub and Every</u></p> <p>Child Protection and Safeguarding policy</p> <p>Updated in line with KCSIE. Key changes are listed.</p> <p><u>Trustees approved the Child Protection and Safeguarding policy for use until September 2025 subject to the inclusion of named Child protection leads once appointed by the School Governing Committees - to be added by the clerk. The policy will be updated on Governor Hub and Every</u></p> 	<p>CEO</p> <p>Chair/ COO</p> <p>COO/ Clerk</p> <p>COO/ Clerk</p> <p>COO/ Clerk</p>



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	<p>T: Following the LGC review last year the COO has incorporated changes to clarify and reflect the discussion and name change.</p> <p><u>Trustees approved the Terms of reference School Governing Committee 24 for use until September 2025. The policy will be updated on Governor Hub and Every</u></p> <ul style="list-style-type: none"> • Terms of reference Trust board 24 <p>T: Can we update to reflect the Co-vice chairs? COO: the wording will be reviewed and updated as necessary</p> <p><u>Trustees approved the Terms of reference Trust board 24 for use until September 2025. The policy will be updated on Governor Hub and Every</u></p> <ul style="list-style-type: none"> • Diversity, Equity and inclusion Policy and Plan The COO explained that minor amendments were made as requested by Trustees and the updated version has been distributed ahead of the meeting. <p><u>Trustees approved the Diversity, Equity and inclusion Policy and Plan for use until September 2025. The policy will be updated on Governor Hub and Every</u></p> <ul style="list-style-type: none"> • Executive Pay - to be carried forward. 	<p>COO/ Clerk</p> <p>COO/ Clerk</p> <p>COO/Clerk</p> <p>Chair/ Clerk</p>
10.	<p>Governance – see supporting document</p> <ul style="list-style-type: none"> • Approve annual plan of business for 2024-25 – to be uploaded to Governor Hub <p><u>Trustees approved the Annual plan of business for 2024-25 for use until September 2025. The policy will be updated on Governor Hub and Every</u></p> <ul style="list-style-type: none"> • Member and Trustee recruitment update <p>The Chair explained there was a large and strong pool of candidates for the vacancies and there were two days of interviews. The board thanked the Chair and Sanjay for their work on this area and again welcomed all the new board members and thanked them for their contribution.</p> <p>It was reported that following the notification by two members of their intention to stand down two new members had also been appointed to ensure there continues to be five members in accordance with DfE best practice advice.</p> <p><i>The Chair, COO and clerk will complete a written resolution for Trustees and Members appointments to be approved by existing Members.</i></p> <ul style="list-style-type: none"> • Ratify Committee Membership 	<p>COO/ Clerk</p> <p>Chair/ COO/ Clerk</p>



The following membership was approved for the 2024/25 school year:

Resources	Education
Morgan Bone	Andrew Chappell
Sanjay Mazumder	Sally Newing
Claire Edwards	Stephen Kingsley
Seb Gray	Tiann Madden
Christine Cornwall	Tarlan Mannadov
Anil Sakaria	James Roach (CEO)
James Roach (CEO)	
In attendance:	
Sharon Carlyon	
Sarah Hamilton	

- **Ratify Committee Chairs**

Morgan Bone was elected as Chair of the Resources Committee
 Andrew Chappell was elected as Chair of the Education Committee

- **Trustee report for annual accounts – final draft by ½ term (28/10)**

Authority for approval of the annual accounts was delegated to the Vice chairs. The CEO and COO will review and update to reflect the last year and send to the Vice Chairs for final approval.

- **Accounts planning calendar 24-25**

The accounts planning calendar for 2024-25 has not yet been released but will be made available once received.

The Finance Manager sent the following document for information ahead of the meeting.

[Audit Planning Document 2024.pdf](#) - Planning documentation for Statutory Audit which is booked for w/c 14th October.

- **Trustees were asked to update or complete the following areas on Governor Hub once notified by the clerk that they are ready for completion:**

- **Complete pecuniary interests**
- **Provide updated contact details**
- **Sign all confirmations of policies and documents being read and understood on Governor Hub**
- **Complete diversity information on Governor Hub**

Trustees were reminded of the need to complete the diversity area even if their preference is not to disclose any personal information. The information is non attributable to individuals but overall will demonstrate the diversity of our board.

**CEO/COO/
AC/ SM**

**All
Trustees**



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	<ul style="list-style-type: none"> • National college training <p><i>All Trustees were asked to complete the three mandatory training courses listed by half term. Trustees were advised that if they had completed the statutory training with another school or provider, they needed to send the date completed and certificate to the clerk for the Trust records.</i></p> <ul style="list-style-type: none"> • Statutory and guidance update <p>Information: Publication of the Academy trust handbook 2024 The Education Skills and Funding Agency (ESFA) has published the PDF version of the Academy trust handbook (ATH) 2024. This handbook will come into effect on Sunday 1 September 2024. The digital version of the ATH will be updated on Sunday 1 September 2024 when the new version comes into effect. A list of the main changes can be found on page 8 of the handbook, including updates to:</p> <ul style="list-style-type: none"> • finance leases – trusts no longer need ESFA approval to enter into these where the lease category appears on the DfE approved list • ESFA’s position on electric vehicle salary sacrifice schemes included in the 2023 to 2024 handbook, which is being paused while we clarify our approach and gather data on how trusts are planning to implement them – therefore, from 1 September, you will need to contact ESFA in the early stages of planning to offer a new scheme or before accepting any further employees onto an existing scheme to discuss the position • internal scrutiny options – trusts with an annual income over £50 million should consider moving towards using an in-house internal auditor or bought-in internal audit service during 2024 to 2025 – this will then become a requirement from 1 September 2025. <p>Trustees understood the importance of the handbook and will sign their confirmation on Governorhub to show they have read and understood.</p> <p>A letter from David Withey, Chief Executive and Accounting Officer of ESFA, has been shared on GOV.UK to accounting officers providing information about the new handbook. Trustees have read and understood the letter.</p> <p><i>The clerk was asked to ensure new Trustees were sent the information above.</i></p> <p><i>Confederation of School Trusts updates have been forwarded by the Chair ahead of the meeting. They will continue to be distributed once available. All Trustees have access to the CST website which has up to date governance, policy and resources. Trustees were asked to make the COO aware if they did not know how to log in.</i></p>	<p>All Trustees</p> <p>Clerk</p> <p>All Trustees</p>
<p>11.</p>	<p>Staff Pay 2024-25 a) Teachers Pay The Government announced a 5.5 per cent increase in teacher pay and will provide schools with support to cover the cost. This announcement came following the</p>	



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	<p>School Teachers' Review Body (STRB) report which recommended that teachers' pay should increase by 5.5 per cent at all grades, along with a 5.5 per cent increase to all allowance ranges. This will apply to both teachers and school (pedagogical) leaders. The Chancellor announced that the Government has accepted all the STRB's recommendations. Legally however, a 10-week consultation period must follow before the necessary Parliamentary approval is given and the DfE has acknowledged that this will extend beyond 1 September.</p> <p>In line with assumptions and available information at the time the Trustees previously approved a budgeted 3% increase to teacher pay for 2024-25. The Government have announced almost £1.2 billion towards the cost of both teacher and support staff pay rises.</p> <p>Full details of the methodology for the core schools budget grant (CSBG) have been released and the central team will spend time early in the Autumn analysing the impact.</p> <p>The Department for Education (DfE) stated that the 5.5% increase is fully funded nationally; however, the COO understands that schools will be expected to contribute. A Schools' Costs Technical Note published earlier this year suggested that there was £600 million headroom in school budgets, which schools will be expected to use to fund the increase.</p> <p>Therefore, the COO would expect the offer to be formalised early in the Autumn. Given the Trust policy has always been to follow the DfE published pay scales, the Trust would like to pass this pay award onto staff as soon as possible after the consultation period closes and parliamentary approval given.</p> <p><u><i>The Trustees approved the processing of the teachers' pay award to a maximum of 5% as soon as the consultation period closes, and parliamentary approval given and assuming no changes.</i></u></p> <p>b) For information: Support Staff Pay Unfortunately, currently, negotiations are still ongoing. The National Employers offered a pay increase of £1,290 which equates to 5.77% for the lowest scale, effective from 1 April 2024. However, after balloting members, only the GMB union has accepted the offer. The other two unions have rejected it. It will be sent back to ballot for the two unions and will not be resolved immediately. For the pay offer to be confirmed a majority on the union side must agree to it. The COO will update Trustees once further information is available and an agreement is reached.</p>	COO
12.	<p><u>Executive contingency planning</u></p> <ul style="list-style-type: none"> - <i>update on short term shared resource with Spire Academy Trust</i> - <i>allocation of Trust Exec responsibilities to cover absence</i> <p><i>The Chair, Education committee Chair and Resources Committee Chair will further review the documentation online.</i></p>	Chair/ AC/ MB
Risk – 10 minutes		
13.	Risk Register	



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	<p>Red and rising amber risks review</p> <p>The COO gave a brief update on minor amendments to the red and amber risks</p> <p>Governance succession – replacement of the Chair. Complex needs SEND Central team contingency planning – wording clarification.</p>													
Trustee Training and Development – 10 mins														
14.	<p>Trustee Training and Development</p> <p>Discussion under agenda item 10</p> <p><i>Statutory Training – to complete by 28/10 (half term)</i></p>	All Trustees												
15.	<p>Trustee visit updates & proposed</p> <p>2023/4 Trust Sports day, Inclusivity Award June 2024, National Nurture Award July 2024, Inclusive MAT Inset Sept 2024</p> <p><i>CEO to review Trustee visits to schools with trustees and report back at the next meeting.</i></p>	CEO												
16.	<p>Any other Business</p> <p>None requested at the beginning of the meeting.</p>													
17.	<p>Date of next Meeting – see appendix B</p> <p>Updated date for the Resources Committee meeting –</p> <p>The meeting below has been cancelled</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Wednesday</td> <td style="width: 15%;">27/11/2024</td> <td style="width: 15%;">Resources</td> <td style="width: 10%;">11.00</td> <td style="width: 10%;">13.00</td> <td style="width: 35%;">Beech House/Teams</td> </tr> </table> <p>The new meeting date is</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Monday</td> <td style="width: 15%;">25/11/2024</td> <td style="width: 15%;">Resources</td> <td style="width: 10%;">11.00</td> <td style="width: 10%;">13.00</td> <td style="width: 35%;">Beech House/Teams</td> </tr> </table> <p><i>Trustees were asked to update their diaries.</i></p>	Wednesday	27/11/2024	Resources	11.00	13.00	Beech House/Teams	Monday	25/11/2024	Resources	11.00	13.00	Beech House/Teams	All Trustees
Wednesday	27/11/2024	Resources	11.00	13.00	Beech House/Teams									
Monday	25/11/2024	Resources	11.00	13.00	Beech House/Teams									
18.	<p>Items to be taken to Education Committee, Resources Committee or the Local Governing Committees from the meeting</p> <p><i>The Trustees will review the top slice/ recharge to schools further at the Resources meeting in September 2024.</i></p>	Resources Committee												



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	<p>Plan for the rest of the Trustee Day:</p> <p>2.45 Clerk Leaves, Trust SEND Lead, School Chairs and Heads Join the Meeting Brand Archetypes – What are we? Michelle Stacey Co-Founder & Director Midnight Blue</p> <p>4.00 Pupil Outcomes 2023-4 - SATS Results including Holywell</p> <p>4.30 Trust Strategic Priorities & Plan 2024-5 (including Beliefs & Promises, SEND & Trust Entitlements)</p> <p>6.00 DEI Leadership Course Presentation</p> <p>6.30 Dinner at Shapla, 103-105 Longspring, Watford WD24 6PU. https://newshaplawatford.com</p> <p>8.00 Finish</p>	
	Meeting ended: 2.35pm	



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Appendix A: 8. Matters arising from 04.07.24			Outcome/ response/ agenda item
6	<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	Completed
8	<p><i>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.</i></p> <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> <p><i>Trustee school & monitoring visits – update on any trustee visits – to be discussed in September.</i></p>	<p>COO/ Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Clerk (agenda)</p>	Agenda item 15
9	<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>	Clerk (Agenda)	Agenda item 10
10	<p><i>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.</i></p> <p>For discussion in Spring 24/25:</p> <ul style="list-style-type: none"> ▪ 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? 	CEO/ COO	Carry forward



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	<p>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.</p> <p><i>The Trustees will review further at the Resources meeting in September 2024.</i></p> <p><u><i>With the adjustments agreed above the Trustees approved the 3-year budget for submission to the ESFA.</i></u></p> <p><i>Budget approval including completion and submission of the BFRO delegated to Claire Edwards to review.</i></p>	<p>Clerk (Resources Com)</p> <p>FM</p> <p>Claire Edwards</p>	<p>Carry forward</p> <p>Completed</p> <p>Completed</p>
11	<p><u>Governance strategic priorities 2023-24 summer review</u> T: Is there an Exec succession plan in place? Chair: Given the size of the trust there is no immediate succession identified. However, there is a draft agreement in place with The Spiral Academy to support each other on a short-term basis if required and this is being finalised now. There also needs to be another document which clearly identifies who within the Trust schools would be able to take over interim management of the different areas of responsibility should a key member of staff be absent.</p> <p><i>The CEO will post documents for discussion before the next meeting.</i></p> <p><i>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.</i></p> <p><i>The CEO explained that there will be a new format for the Trust plan for next year, as requested by the HT's, this will allow for overarching aims with clear individual targets under those banners for the schools. This will allow for a clearer plan across the Trust and will make it easier for staff when supporting each other in other schools. This will be reviewed further at the Trustee Day in September.</i></p>	<p>CEO</p> <p>COO/ Clerk</p> <p>Trustee day</p>	<p>Agenda item 12</p> <p>Completed</p> <p>Trustee Day agenda item</p>



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12	<i>The proposed additional promises for staff and people connected to Inclusive MAT would be reviewed further at the Trustee Day.</i>	Trustee day	Trustee Day agenda item
15	<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>	CEO	Carry forward
16	<p><i><u>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.</u></i></p> <p><i>Executive Pay policy (Matter arising) – carry forward</i></p> <ul style="list-style-type: none"> <i>Diversity, Equity and Inclusion Policy and plan – carry forward to September 2024.</i> 	<p>Clerk/ CEO</p> <p>Chair/ Clerk (Agenda)</p> <p>Sanjay Mazumder/ Clerk (Agenda)</p>	<p>Completed</p> <p>Agenda item 9</p> <p>Agenda item 9</p>



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Appendix B					
AUTUMN 1			Start	Finish	Venue
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
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
Monday	25/11/2024	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
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



Appendix C: Discussion prior to the meeting via Governor Hub

9.

[Policy Review](#) – see supporting document

- [Agree cycle of policy review 2024/25](#)

Sharon Carlyon

Have a look at this:

[9. Policies including updated TORs](#)

- [Attendance](#)

James Roach

Afternoon all,

I have attached a model policy that contains statutory updates from the DfE. The policy was not due to be updated until November. As this is a statutory policy update, are we able to agree on this online please?

Updated and new points:

- [Updated] The policy now aligns with the DfE's 'Working together to improve school attendance' guidance.
- [New] A notice to improve will be issued as a final opportunity before considering a penalty notice.
- [Updated] Penalty notices for unauthorized absences are £160, reduced to £80 if paid within 21 days.
- [New] Parents can receive up to two fines for the same child in a three-year period.
- [New] Education Supervision Orders (ESOs) are introduced as an alternative to prosecution.
- [Updated] The policy now includes guidance on using the Q attendance code for absences due to lack of access arrangements or attending a school beyond walking distance.
- [Updated] The Y6 code is used for absences due to public health guidance or law, despite the pupil being well enough to attend.
- [New] The Y7 code is introduced for absences due to any other unavoidable cause.

The policy emphasises early intervention, data analysis, and collaboration with families and external agencies to improve attendance. It also outlines the escalation process for persistent absences, including penalty notices and legal intervention as a last resort. It links to HCCs updated guidance.

Have a look at this:

[Attendance and Absence Policy 2024.docx](#)

- [Child Protection and Safeguarding policy](#)

James Roach

Good afternoon all. I have updated the Child Protection Policy with the new KCSIE updates that went live today.

The policy has been updated to reflect the latest guidance from the Department for Education, including 'Keeping Children Safe in Education 2024' and 'Working Together to Safeguard Children 2023'. Several non-statutory guidance documents have also been updated to their 2024 versions.

Key changes include:



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	<ul style="list-style-type: none"> • Adding "ensuring the suitability of staff, supply staff, volunteers, contractors, and proprietors" to the board of trustees' responsibilities. • Expanding the list of pupils who may benefit from early help to include those with family members in custody or affected by parental offending. • Emphasising that staff should be aware that pupils can be affected by seeing, hearing or experiencing the effects of abuse. • Adding a new section on communication and confidentiality, focusing on the importance of information sharing and record-keeping. • Updating the section on alternative provision to include awareness of the additional risks that pupils in alternative provision may face. <p>The policy now reflects the most current safeguarding practices and regulations for 2024.</p> <p>Have a look at this: Child Protection and Safeguarding Policy 2024.docx</p> <ul style="list-style-type: none"> • Whistleblowing • Governance Framework • Executive Pay • Diversity, Equity and inclusion policy and plan
10.	<p>Governance – see supporting document</p> <ul style="list-style-type: none"> • Approve annual plan of business for 2024-25 • Member and Trustee recruitment update <p>Elizabeth Leeman Hi! Hopefully you have been enjoying the sun! - let's hope it continues!</p> <p>I just wanted to update you on the Trustee Recruitment via Eastside People. From an initial 300 profiles identified for Digital/IT/HR specialism, subsequent conversations and screening Eastside people put forward 7 CV's - 1 dropped out before interview so James/Sharon and I saw 6 candidates over 2 days, all were very impressive. As a result we have selected 3 new trustees (1 x HR and 2 x digital/IT). These are subject to the usual references and safeguarding requirements. I have uploaded the CV's here: Trustees</p> <p>We are also in the process of finalising another appointment (a direct applicant): SK Trustee and Governor application form[68].pdf and have also recently appointed Tiann: TMTrustee and Governor application form (002)[93].doc</p> <p>Assuming that all the checks etc progress ok etc this now brings us to 13 Trustees (including James), and hopefully lucky for us! This means we will have a 'full house' and all are anticipated to be at our 5/9 meeting - I look forward to seeing you there - agenda to follow next!</p> <p>In the meantime, have a good summer everyone</p> <ul style="list-style-type: none"> • Ratify committee membership • Ratify Committee Chairs



- [Trustee report for annual accounts – final draft by ½ term](#)
- [Accounts planning calendar 24-25](#)

Sarah Hamilton

Have a look at this:

[Audit Planning Document 2024.pdf](#)

Planning documentation for Statutory Audit which is booked for w/c 14th October

- [Complete pecuniary interests and provide updated contact details](#)
- [Sign all confirmations on Governor Hub](#)
- [Complete diversity information on Governor Hub](#)
- [Statutory and guidance update](#)

Sharon Carlyon

The information below has been released by the ESFA today. The DfE and ESFA expect Trustees to have a good understanding of this publication.

Emma, please can we minute both the handbook and the letter at our September meeting.

Information: Publication of the Academy trust handbook 2024

The Education Skills and Funding Agency (ESFA) has published the PDF version of the [Academy trust handbook \(ATH\) 2024](#). This handbook will come into effect on Sunday 1 September 2024.

The digital version of the ATH will be updated on Sunday 1 September 2024 when the new version comes into effect. A list of the main changes can be found on page 8 of the handbook, including updates to:

- finance leases – trusts no longer need ESFA approval to enter into these where the lease category appears on the [DfE approved list](#)
- ESFA's position on electric vehicle salary sacrifice schemes included in the 2023 to 2024 handbook, which is being paused while we clarify our approach and gather data on how trusts are planning to implement them – therefore, from 1 September, you will need to contact ESFA in the early stages of planning to offer a new scheme or before accepting any further employees onto an existing scheme to discuss the position
- internal scrutiny options – trusts with an annual income over £50 million should consider moving towards using an in-house internal auditor or bought-in internal audit service during 2024 to 2025 – this will then become a requirement from 1 September 2025

A [letter from David Withey](#), Chief Executive and Accounting Officer of ESFA, has been shared on GOV.UK to accounting officers providing information about the new handbook.

11.

[Staff Pay](#)

Sharon Carlyon

Earlier this week, the government announced that it had accepted in full the [STRB's recommendations](#) for 2024/25, including a pay award for teachers and leaders of 5.5% from September 2024.

- The statement said the award will be “fully funded at national level. We are providing schools with almost £1.1 billion in additional funding in financial year 2024/25 to support them with overall costs. This matches what we have calculated is needed to fully fund, at a national level, the teacher pay award and the support staff pay offer in financial year 2024/25, over and above the available headroom in school' existing budgets.”



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	<ul style="list-style-type: none"> The almost £1.1 billion for schools will be delivered through the Core Schools Budget Grant: £945 million for mainstream schools, £140 million for high needs, £11 million for centrally employed teachers. The Core Schools Budget will total over £61.8 billion in 2024/25. <p>Whilst they have used the term fully funded, we believe that schools will be expected to fund the first 3%. This is in line with our budget assumptions.</p> <p>Sharon Carlyon Have a look at this: 11. Staff pay</p>
12.	<p>Executive contingency planning</p> <p>Sharon Carlyon Have a look at this: 12. Executive Contingency Planning</p>
13.	<p>Risk Register</p> <ul style="list-style-type: none"> Red and rising amber risks review
<p>Other items</p>	
<p>James Roach The outcome of Ofsted's Big Listen has been published today. - https://www.gov.uk/government/consultations/ofsted-big-listen/outcome/hearing-feedback-accepting-criticism-and-building-a-better-ofsted-the-response-to-the-big-listen?utm_source=CST+member+updates&utm_campaign=de88b360ae-member-update_COPY_01&utm_medium=email&utm_term=0_152f885dbe-de88b360ae-620884685</p> <p>Resumption of inspection</p> <p>Inspection activity will resume slightly later this term than usual to allow for today's publications to be understood and for inspectors to undertake relevant training. Inspection activity will resume in schools from:</p> <ul style="list-style-type: none"> Ungraded inspections: Monday 7 October 2024 Graded inspections: Monday 23 September <p>We're expecting updated inspection handbooks to be published shortly.</p> <p>Examples of what Ofsted heard from respondents across its remits:</p> <ul style="list-style-type: none"> Only 3 in 10 professionals (29%) (IFF Research) and 4 in 10 parents (38%) (NatGen) support single-word judgements for overall effectiveness. Half of professionals (53%) and 3 in 4 parents (76%) said that there should be separate judgements, grades or summaries for each inspection area. Some consultation respondents supported Ofsted making judgements about providers but criticised the potential high-stakes consequences, such as the Department for Education taking regulatory action in schools. 6 in 10 of all the professionals IFF Research surveyed (57%) said that Ofsted accurately identifies strengths and improvement areas. Half of respondents from the schools sector (52%) said that Ofsted is good at ensuring that inspections are consistent with the framework. 	



- 66% of school representatives said that inspectors carry out their inspections with courtesy and respect.
- Around 1 in 4 (26%) disagreed that Ofsted could be trusted.
- FF Research found that nearly half (47%) of professionals would be uncomfortable raising a concern during an inspection.
- The anxiety and stress caused by the inspection process were brought up frequently in focus groups by school professionals.
- About 1 in 10 (10%) respondents from the schools sector supported single-word judgements for overall effectiveness.

It is interesting to note that across several areas, schools gave the less positive responses among Ofsted's remits.

General changes

A number of changes are being implemented by Ofsted. Some of these relate to generic inspection practices across all Ofsted's remits. Others are remit specific.

Ofsted will:

- Reform its inspection framework. We expect this to be for a September 2025 launch. Ofsted says it will consult on the reformed framework later in the academic year.
- Introduce rubrics that offer clear criteria for inspections and can support leaders to self-evaluate their practice.
- Develop an 'evidence required/to be considered' grid on the back of each rubric as part of our education inspections to help show what is and is not needed for inspection.
- Make clearer what providers should improve, but not tell them how to improve.
- Tailor the inspection process and criteria to the education provider phase and type, where appropriate.
- Better account for the context that a provider is working in, by drawing on area insights to recognise where providers are achieving in particularly difficult circumstances.
- Develop an area insights service to visualise local area data.
- Increase focus and scrutiny on how providers are meeting the needs of children and young people with vulnerabilities, including a new inspection criterion for inclusion. This includes evidence-based use of pupil premium funding and support for children in need, lookedafter children and those with SEND.
- Introduce report cards from September 2025 (as per the Secretary of State's announcement).
- Launch the Ofsted Academy this autumn to provide training for inspectors and sharing this with sector 'where appropriate'.
- Introduce secondments for inspectors to spend time working in providers.
- Establish 6 national hubs to improve consistency across its work:
 - complaints
 - welfare, support and guidance
 - quality assurance and professional standards
 - enhanced consistency and moderation
 - regulation and delivery prioritisation
 - provider intelligence and area insights

School remit changes

Ofsted will:



- Change notification periods for all routine (graded and ungraded) inspections so that notification takes place on Monday, unless an inspection has previously been deferred. This will allow leaders to know by Monday afternoon if a routine inspection is planned. Ofsted will pilot this approach over the autumn term. It will not apply to monitoring visits or emergency inspections.
- Not include deep dives in ungraded inspections, with immediate effect.
- Work with the section 48 inspectorates to avoid section 48 and Ofsted inspections taking place concurrently, wherever possible.

Safeguarding

Ofsted will:

- Pilot this term a new approach for graded inspections when a school has safeguarding concerns but appears to be doing a good job in all other respects. Where Ofsted considers that leaders are capable of resolving the issues within 3 months, it will withhold the judgement and revisit the school within 3 months to complete the inspection. It is important to note that in these cases, Ofsted will send a letter to schools to share with parents about the safeguarding failings.
- Make clearer what inspectors are looking for when they review a school's single central record.
- Have a separate safeguarding criterion in the new report cards.
- Work with the government to introduce a new annual safeguarding, attendance and off-rolling review.

Report cards, expected from September 2025, will:

- Introduce a separate safeguarding criterion
- Include how schools are supporting children's happiness and well-being.
- Introducing a criterion on inclusion, which is to be consulted on.

Inspection's relationship with regulation and improvement arrangements (held by the DfE):

- "We will continue to hold schools to account, clearly identifying those that need to improve and those that need support."
- "We will work with the government on upcoming legislation to allow us to inspect MATs. Ofsted strongly believe this should be expanded to cover all school groups, so we can inspect the quality of groups and chains of state-funded schools (MATs and local authorities) and independent schools at the level of the responsible body."

Government's commitment to introduce annual safeguarding reviews:

"Our focus on inclusion will complement the government's proposed annual safeguarding, attendance and off-rolling reviews. These reviews should help with regular, constructive conversations between inspectors and schools. We want to use them to call out schools that illegally or unethically put children off a school before they even apply. But we will continue to recognise schools that meet the needs of their local children. Importantly, we will not penalise schools that use suspensions and exclusions legitimately."

Elizabeth Leeman

Hi All,

you may be interested to see this letter from the Secretary of State about her plans etc.



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	https://content.govdelivery.com/accounts/UKDFE/bulletins/3b211cc
	<p>James Roach I have updated the slides to include the most recent SATS data. We will discuss this together on the Trustee Day. This session will also include some training for Trustees. Looking forward to catching up with everyone on Thursday. Have a look at this: 2024 09 05 5 Trust Day Agenda and supporting information.pptx</p>
	<p>Andrew Chappell https://www.nao.org.uk/reports/improving-educational-outcomes-for-disadvantaged-children/ The NAO have published a report today</p>
	<p>Emma Lad Please take a look at the newsletters for BFS and CTS linked here: 11. July</p> <p>Have a lovely summer Emma</p>

