

**TRUSTEES MEETING**  
**HELD AT BEECHFIELD SCHOOL ON Thursday 13<sup>th</sup> September 2018 at 7:00pm**

<b>ATTENDEES</b>	JAMES ROACH (JR) – CEO & Trustee ANDREW CHAPPELL (AC) - Trustee RICHARD JONES (RJ) – Trustee & Chair BECKY BLACKSTAFFE (BB) – Member and Trustee JESSIE BRUCE (JB) – Trustee LIZ LEEMAN (LL) – Vice-Chair - Trustee
<b>APOLOGIES</b>	None
<b>IN ATTENDANCE</b>	SHARON CARLYON (SC) – Company secretary, COO, CFO Mary Simpson – prospective Trustee Emma Lad – Clerk
<b>DOCUMENTS CIRCULATED PRIOR TO THE MEETING</b>	<ol style="list-style-type: none"> <li>1. Terms of reference – Trust, Resources, Local Governing board</li> <li>2. Scheme of delegation</li> <li>3. Trust and local Governing board code of conduct</li> <li>4. Freedom of information</li> <li>5. Privacy notices publication – All/Pupils/ School workforce</li> <li>6. Keeping Children Safe in Education</li> <li>7. Lettings policy</li> <li>8. Investment Management</li> <li>9. Risk Management strategy</li> <li>10. Risk Management policy</li> <li>11. Staff special payments policy</li> <li>12. Register of business interest</li> <li>13. ICT acceptable use policy</li> <li>14. Child protection policy (Staff agreement)</li> <li>15. Policies for approval from last meeting – Lettings, Mental Health and Wellbeing</li> <li>16. Policies for approval – Investment Management, Risk Management Strategy and Policy, Staff Special Payments, Child Protection,</li> <li>17. Academies Financial Handbook 2018</li> </ol>
<b>Distributed at the meeting</b>	1. IMAT CEO report
	Beechfield School – BF      Cherry Tree School – CT      Laurance Haines School – LH LGB – Local Governing Board

**Meeting started at 7.02pm**

No.	Action	Action
1	<b>Welcome and Introductions</b> – the meeting was quorate Mary Simpson was introduced as a prospective Trustee and observer for the meeting. Richard Jones was elected as Chair and Liz Leeman was elected as vice chair for one year and GIAS will be updated to reflect the election.	SC
2	<b>Apologies for absence and acceptance of those absences</b> - None 7.05pm LL joined the meeting	

Signed (Chair):

Date:

3	<b>Declarations of Conflicts of Interest – None</b>	
4	<b>Notice of Any Other Business – None</b>	
5	<b>Minutes of the meeting held on 12<sup>th</sup> July 2018</b> Minutes were approved and signed by the Chair of the board.	
6	<b>Matters Arising from the meeting 12<sup>th</sup> July 2018 – See below</b>  Item 6: RJ has completed an advert for the Academy Ambassadors’ website requesting Trustees with the necessary skills. The advert will be uploaded to the website. UPDATE: Apologies from JR that it has not been completed - carry forward  Item 13: Trustees feel they need to improve contact with staff and pupils through spending more time in school. Trustees also asked that a Trustees Pupil council be created with pupils from all the IMAT schools. JR will follow up. UDPATE: To be completed in the coming weeks	JR  JR
7	<b>Committee structure and link trustee responsibilities 2018 -19</b> Trustees evaluated the effectiveness of the current committee format and whether there was a more effective way to work over the next year. Trustees felt the current format is effective and ensures all Trustees are aware of the work being carried out, as such there will not be allocated roles except for safeguarding (BB) and GDPR (AC).  Chair, AC and LL to manage pay for senior staff on an informal basis.	
8	<b>Documentation for review and approval – distributed prior to the meeting</b> The following documents were approved by Trustees and the clerk will formalise and update to Governorhub for Trustees and local governing bodies  <ul style="list-style-type: none"> <li>• Terms of reference (minimal changes) <ol style="list-style-type: none"> <li>1. Trust Board</li> <li>2. Finance</li> <li>3. Local boards</li> </ol> </li> <li>• To be signed by Chair at the next meeting</li> <li>• Scheme of delegation</li> <li>• Trustee and Local Advisory board Code of Conduct – clerk to edit and to be signed by Trustees at the next meeting</li> <li>• Freedom of information – change front date</li> <li>• Privacy notices publication – All/Pupils/ School workforce</li> <li>• Keeping Children Safe in Education – verbal update on changes by JR. The Trustees will sign the agreement regarding having read and understood at the next meeting</li> <li>• Lettings policy</li> <li>• Investment Management – Trustees asked what institutions need to be approved and how the approval takes place. SC explained that there are plans for a savings account which can run alongside the school bank account. The Trustees will clarify the policy to include ‘approved by the board’. Clerk to update and send to SC for final approval</li> <li>• Risk Management strategy</li> <li>• Risk Management policy – sub committees to be removed.</li> </ul> <p>Trustees discussed the involvement of the local boards in the update of the risk management. The Trustees, after discussion, would like the school responsibility to lie with the HT/SC and the HT to bring the ‘red’ issues to the local boards as part of their HT report. The HT reports are being harmonised across the boards and will be an item for them.</p> <ul style="list-style-type: none"> <li>• Staff special payments policy</li> </ul>	Chair  Clerk Clerk  Clerk/ All Trustees

Signed (Chair):

Date:

9	<p><b>Documentation to be completed:</b>  <u>COMPLETED BY ALL TRUSTEES:</u></p> <ul style="list-style-type: none"> <li>• Register of business interest</li> <li>• ICT acceptable use policy</li> </ul> <p><u>NEXT MEETING:</u></p> <ul style="list-style-type: none"> <li>• Child protection policy (Staff agreement)</li> </ul>	Clerk
10	<p><b>Trustee databases</b></p> <ul style="list-style-type: none"> <li>• HFL Ltd/ Governor Hub – up to date</li> <li>• GIAS – Chair end date to change to one year</li> </ul>	SC
11	<p><b>CEO report to Trustees</b> (draft format) – distributed at the meeting  Trustees were given time to read and digest the report. The data will be populated by reports from each schools HT.  Comments/ additions to the format for the future:</p> <ul style="list-style-type: none"> <li>• Dates of SEF rating HIP validated to be added</li> <li>• Quality of teaching and learning – to make it clear that the teaching and data are on track</li> <li>• There has been a large drop in FSM (Ever 6 pupils) due to a change in criteria, this has had a large impact on the funding for the IMAT as it is worth £1320 per child, £1900 for children Looked After.</li> <li>• A paragraph with the key points from each of the last LAB meeting to be added. The Trustees want to make sure that they are aware of any issues with data as they arise rather than once the year has been completed.</li> <li>• Spaces in each school to be added – retention for the next few weeks is essential so that the families are on roll for the 4<sup>th</sup> October census. LHS has a waiting list and the families are being spoken to regarding taking a place at BFS or CTS.</li> <li>• Child in Need (CIN) to be added</li> <li>• Breach or Near miss for GDPR issues reported</li> <li>• Behaviour – number of children involved to added</li> <li>• Gaps in teachers in post to be reported. Teacher turn over to be reported annually</li> <li>• Teacher Performance appraisal summary</li> <li>• Children missing in education line to be added to attendance rates</li> </ul> <p>Progress for Pupil Premium (PP) children was explained and the data for Hertfordshire in comparison to the IMAT schools.</p> <p>Trustees were asked to send any further comments to JR by email</p> <p><u>Admissions for 2019/20 and how to improve:</u>  Trustees discussed how to improve their admissions and JR explained the work which is being completed particularly regarding BFS to ensure all children stay in their place in the school rather than transferring should a place become available elsewhere. SC and the HT for BFS will be using advertising and work with preschools to try and improve reputation for next year. The entrances to schools will be reviewed to make sure there is ease of access for all families.</p>	<p>JR</p> <p>All Trustees</p>

Signed (Chair):

Date:

<p><b>11</b></p>	<p><b>Policy tracker review and assignment of policies</b>  <u>Polices approved at the meeting, subject to formalisation by clerk and uploading to Governor hub:</u></p> <ul style="list-style-type: none"> <li>• Lettings</li> <li>• Mental Health and Wellbeing</li> <li>• Investment Management</li> <li>• Risk Management Strategy and Policy</li> <li>• Staff Special Payments</li> </ul> <p><u>Approved, subject to changes:</u></p> <ul style="list-style-type: none"> <li>• Child Protection – changes were highlighted in yellow from changes to KCSIE and red for changes from the school <ul style="list-style-type: none"> <li>○ Designated Safeguarding Lead</li> <li>○ Decision to be made regarding who should be contacted out of hours regarding safeguarding concerns. The Trustees decided that in the absence of the HT the deputy DSL's will be contacted regarding concerns.</li> <li>○ CPOM's is being used in all schools except CTS which will be working in one week</li> <li>○ The contact details for the Chair and Vice-chair will be the telephone number for the IMAT and the IMAT email address. The local schools Chair will have the schools telephone number and email address.</li> <li>○ The individual schools will add brief procedural information regarding how PSHE is delivered. This will be discussed and inserted at the Local Governing Committee meetings. The clerk will make the initial amendments and send to JR for final changes</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>Policies to be circulated and reviewed next meeting-</b>  E Safety and Data Security, Bullying and Harassment, Capability, Disciplinary, Health and Attendance, Probationary Procedures</li> </ul>	<p>Clerk/ JR</p> <p>SC/ Clerk (Agenda)</p>
<p><b>12</b></p>	<p><b>Trustee monitoring visits to be agreed</b>  Trustees discussed the best approach to monitoring visits and decided Trust plan priorities will be allocated at the next meeting. LGB will be asked to monitor the SDP priorities for each school.  The clerk will add the allocation of the monitoring roles to the next meeting alongside the review and approval of the Trust plan.</p>	<p>Clerk (Agenda)</p>

Signed (Chair):

Date:

<p>13</p>	<p><b>Finance Update</b></p> <p>Trustees discussed ensuring transparency with any spending commissioned by the MAT, in particular where they have been successful in a CIF bid. SC explained that £50,000 has been allocated for asbestos removal in the recent CIF bid but was not needed. Following the guidance which accompanies the bid the money was used for additional roofing work required. Trustees asked that certification be shown to them regarding work completed and that SC keep Trustees updated moving forward</p> <p><u>Review and approval of June management accounts</u> – distributed prior to the meeting.</p> <p>Trustees commented that the formats were slightly different for the three schools and asked that the headings be the same for all three schools. SC and RJ will meet to ensure they are aligned in future.</p> <p><u>End of year</u></p> <ul style="list-style-type: none"> <li>• The Trust is preparing for the 2017-18 year end.</li> <li>• Jo Hart is in discussion with the year-end auditors to ensure everything is in place.</li> <li>• The audit visits are booked for November 2018 in all three schools.</li> <li>• The teacher pay audit has been completed and there are no discrepancies.</li> </ul> <p>Trustees discussed the cash flow situation in the Trust. An investment account will be opened to ensure that excess funds are being properly managed. SC explained there are no concerns from the auditors regarding the cash flow but there will be a review and any improvements will be made.</p> <p><u>Review Financial Scheme of Delegation</u></p> <ul style="list-style-type: none"> <li>○ The amendments for delegated authority were explained to Trustees as the amounts need to be increased to allow for paying three schools bills collectively. There are safeguards in place to ensure these payments are accurate and prevent misappropriation.</li> <li>○ Business continuity plan for schools to be completed by HT's with SC. The Trust business continuity plan will be reviewed by the JR and SC.</li> <li>○ There is no overtime budget at present or supply budget. Trustees discussed the best way to manage the approval and felt that it is necessary for SC to approve. This will be reviewed to ensure it is not too onerous for SC.</li> </ul> <p>Clerk to update and send to SC for approval before uploading to governor hub.</p> <p><u>Teacher pay review</u></p> <p>SC explained the changes which have been set by the DFE. The IMAT has allowed for a 2% pay increase in the budget. The increases are above 2% on some bands and the DFE have announced there will be a fund to reclaim any increases over 1%. The details of this fund have not been clarified. The Trustees approved adopting the STRB guidance.</p> <p><u>Central team pay and appraisal</u></p> <p><u>MAT Development Grant review</u>- SC and LL have been reviewing and it will be sent to the DFE after further review. The Trustees thanked SC and LL for their work on this area.</p>	<p>SC/Clerk (Agenda)</p> <p>SC/RJ</p> <p>SC/JR/HT's</p> <p>Clerk/ SC</p>
<p>14</p>	<p><b>Consider any changes to admissions for 2019-20</b></p> <p>There will be an addition at rule 4 which allows for a school staff member, who has been employed at the school for two years, to have their child at one of the schools in the Trust.</p> <p><u>Amendment:</u></p> <p><i>Rule 4: Applicants who are children of a parent who is a permanent member of the trust staff (Children of school staff)</i></p> <p><i>A member of staff must either have been employed at a Trust school for two or more years at the time at which the application for admission to a school within the Trust is made; and/or have been recruited to fill a post for which there is a skill shortage. In all cases, the member of staff must have parental responsibility (sole or shared) for the applicant.</i></p> <p>The consultation will be started for approval in February 2019</p>	<p>JR/SC/Clerk (Agenda)</p>

Signed (Chair):

Date:

<b>15</b>	<b>ESFA Information/Payments</b> <ul style="list-style-type: none"> <li>Academies Financial Handbook 2018 comes into effect on the 1<sup>st</sup> September 2018</li> <li>Condition Data Collection programme site visits commence (ongoing until autumn 2019)</li> </ul>	
<b>16</b>	<b>Any other Business</b> Performance appraisal form – there will be a pilot to review the new proforma and the HT's will be asked to report back to Trustees. Trustees asked that two targets be measurable and specific in line with the policy and unified across three schools.	<b>JR/ Clerk (Agenda)</b>
<b>17</b>	<b>Date of next Meeting:</b> See below	
<b>18</b>	<b>Items to be taken to LAB</b> <ul style="list-style-type: none"> <li>Headteacher report to be harmonised across the three schools for the next meeting</li> <li>Risk register</li> <li>Admissions policy</li> <li>Performance appraisal form changes</li> </ul>	

**Meeting ended 9.24pm**

**Dates for 2018/19:**

7pm	IMAT – Laurance Haines	Thursday 25/10/2018
7pm	Laurance Haines	Tuesday 13/11/2018
7pm	Cherry Tree 720 WD24 6ST	Wednesday 14/11/2018
7pm	Beechfield	Thursday 15/11/2018
7pm	IMAT - AGM + FTB – clerk	Monday 10/12/2018
7pm	IMAT	Thursday 31/01/2019
7pm	Laurance Haines	Tuesday 12/02/2019
7pm	Cherry Tree 720 WD24 6ST	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 720 WD24 6ST	Wednesday 03/04/2019
7pm	Beechfield	Thursday 04/04/2019
7pm	IMAT	Thursday 16/05/2019
7pm	Laurance Haines	Tuesday 04/06/2019
7pm	Cherry Tree 720 WD24 6ST	Wednesday 05/06/2019
7pm	Beechfield	Thursday 06/06/2019
7pm	IMAT	Thursday 27/06/2019
10am	IMAT - Governors day – No clerk	Thursday 11/07/2019
10am	IMAT - Trust day – No clerk	Wednesday 17/07/2019

Signed (Chair):

Date: