	Key actions and decisions from the Trustees meeting on the 12th September 2025	Action
2	Update Governor Hub, Companies House and the website for Anil stepping down. Notify Katy Silverton to update GIAS.	**Clerk**
4	Update the website with Stephen's new employer information.	**Clerk**
7	Sign the minutes via Governor Hub.	**Chair**
8	Review the top slice/recharge to schools further at the Resources meeting in September 2024.	**Resources Committee**
9	Send final version of Child Protection and Safeguarding policy to the clerk to upload to the website, Every and Governor Hub.	**Clerk / COO**
9	Send final version of Whistleblowing policy to the clerk to upload to the website, Every and Governor Hub.	**Clerk / COO**
9	Review and approve the Governance Framework responsibilities.	**COO / Stephen Kinsley**
10	The Academies planning Calendar dates to be added to the annual planner	**COO/ Clerk**
10	Trustees approved Management accounts acknowledgement will be added to the Trustee agenda at a standing item in line with the recent governance review recommendations.	**Clerk**
10	Update Governor Hub and the website for Andrew Chappell and Liz Leeman reappointment. Ask Katy Silverton to update GIAS.	**Clerk**
10	Trustee report for annual accounts – final draft by ½ term - The Chair of Trustees was delegated authority to review and approve.	**Chair**
10	Liaise with trustees to ensure they can access their email addresses.	**CEO**
10	Send out a guide and then turn on MFA for Governor Hub.	**Clerk**
10	Sign all confirmations on Governor Hub by the end of the month.	**All Trustees**
10	Complete diversity information on Governor Hub by the end of the month.	**All Trustees**
12	Send further details on the long-term management and terms of reference for Holywell/Willow School board.	**COO**
13	Complete statutory training via the National College by 1/11/25.	**All Trustees**

TRUSTEES MEETING MINUTES
HELD on the 12th of September 2025 at Holywell school

	12.09.25
Morgan Bone	Attended
Andrew Chappell	Attended
Christine Cornwall	Attended
Seb Gray	Attended
Stephen Kinsley	Attended
Elizabeth Leeman	Attended
Tiann Madden	Apologies
Sanjay Mazumder (Chair)	Attended
Sally Newing	Apologies
James Roach (CEO)	Attended
In attendance	
Sharon Carlyon (COO)	Attended
Emma Lad (Clerk)	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 red   *Trustee actions are highlighted in italics*

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

Meeting started 7.03pm

No	ITEM	
1.	**Welcome, introductions and approval of Trustees** The meeting was quorate.	
2.	**Apologies for absence and acceptance of those absences** Apologies were sent by Tiann and Sally. *Anil has stepped down from the Board effective today. The clerk will update Governor Hub, Companies House and the website. Katy Silverton will be notified to update GIAS.*	**Clerk**
3.	**Declarations of Conflicts of Interest** There were no declarations of interest.	
4.	**Review Pecuniary Interests**	

	Andrew declared his daughter now works for Holywell school. The clerk has updated on the website. *Stephen explained he has changed employer and will update Governor Hub. The Clerk will update the website.*	**Clerk**
5.	**Notice of Any Other Business** None requested	
6.	**Election of Vice Chair(s)** **(NB: Nominees to leave where appropriate)** Andrew and Liz were elected as vice chairs for a term of a year.	
7.	**Minutes of the meeting held on 3rd July 2025 to be approved** *The minutes were approved as an accurate record of the meeting and will be signed by the chair of Trustees via Governor Hub.*	**Chair**
8.	**Matters Arising from the meeting 3rd July 2025 –** see supporting document *All matters arising are completed or agenda items except:* *The Trustees will review the top slice/ recharge to schools further at the Resources meeting in September 2024.*	**Resources Committee**
9.	**Policy Review** **The following were approved** • Agree cycle of policy review 2025/26 – the policy review cycle has been updated in line with the requests from Trustees. • Child Protection and Safeguarding policy T: Is the addition of gender fluidity and transitioning included because of need or DFE recommendations? CEO: Guidance has previously been required in the schools. The Trust will always reflect the legal guidance at the time for all issues. *The policy was approved until September 2026, and the final version will be sent to the clerk to upload to the website, Every and Governor Hub.* Whistleblowing – approved until September 2026, *and the final version will be sent to the clerk to upload to the website, Every and Governor Hub.* • *Governance Framework* *The Governance Framework has been commended by others in the sector including the DFE for its clear and robust format. The responsibilities will be reviewed by the COO and Stephen was delegated authority to review and approve.*	**Clerk/COO** **COO/ Stephen Kingsley**

10.	**Governance** • *Approve annual plan of business for 2025-26* *The Academies planning Calendar has not been updated for the new school year. Once available the dates will be added to the Trust annual plan of business. The Trustees approved the plan as presented. The COO/ clerk will update as appropriate.* *Trustees approved Management accounts acknowledgement will be added to the Trustee agenda at a standing item in line with the recent governance review recommendations.* • Member and Trustee recruitment update To be reviewed as part of the Trustee day. *Andrew Chappell and Liz Leeman were reappointed for a term of a year. The clerk will update Governor Hub and the website. Katy Silverton will be asked to update GIAS.* • Ratify committee membership including Executive Pay working group CEO performance management Andrew Chappell Sanjay Mazumder Education Committee Andrew Chappell (Chair) Stephen Kinsley Tiann Madden Sally Newing James Roach Executive Pay Morgan Bone Christine Cornwall Stephen Kinsley Elizabeth Leeman Resources committee Morgan Bone (Chair) Sharon Carlyon	**COO/ Clerk** **Clerk (agenda)** **Clerk**

	Christine Cornwall Seb Gray Sarah Hamilton Sanjay Mazumder James Roach • Ratify Committee Chairs Education Committee – Andrew Chappell Resources Committee – Morgan Bone • *Trustee report for annual accounts – final draft by ½ term* *The Chair of Trustees was delegated authority to review and approve.* • Academies planning calendar 25-26 – not yet released by the DFE. • Complete pecuniary interests and provide updated contact details Trustees were reminded to update Governor Hub and the clerk with any new pecuniary interests and confirm they are up to date. Trustees discussed the cybersecurity settings for the use of email and Governor Hub. It was agreed trustees should be utilising trust email addresses where correspondence is required and that MFA authentication will be added to Governor Hub. *The CEO will liaise with trustees to ensure they can access their email addresses.* *The clerk was asked to send out a guide and then turn on MFA for Governor Hub.* *Guide to setting up MFA* • *Sign all confirmations on Governor Hub – all Trustees to complete by the end of the month.* *Guide to completing confirmations via Governor Hub* • Complete diversity information on Governor Hub - *all Trustees to complete by the end of the month.* Guide to completing diversity information via Governor Hub • Statutory and guidance update – paper posted • Arbor renewal – Trustees approved the renewal as presented.	**Chair** **CEO** **Clerk** **All Trustees** **All Trustees**
11.	**DfE Financial Management Review** The Trust was randomly selected for a review. The review was returned with no formal recommendations. The Trustees congratulated the staff on all their hard work and the outcome.	

12.	**Risk Register** Red and rising amber risks review Holywell The LA missed the deadline, and the Trust is hoping for academisation on the 1st October 2025. The name will change to Willow school The Interim Executive Board (IEB) will finish when the school converts, and the Trustees discussed a formal transition board being put in place for the rest of the academic year. It was agreed the membership of the board will include: Seb Gray (Chair) Sharon Carlyon Gemma Williamson (on the IEB at present) Gillian Jackson HT at BFS George Hayes (Governance Professional). *10.04am Morgan joined the meeting.* *Trustees questioned the structure of the board once it moves to a Local Governing Committee and the COO was asked to send further details on the long-term management and terms of reference.* T: Are there any people transitional risks? COO: Any issues will be resolved before conversion however there could be reputational risks. T: How are staff feeling about the change? CEO: The staff have been very happy with the move and are keen to see the school move forward. T: Is there anything outstanding? COO: There is nothing to raise to Trustees.	**COO**
13.	**Trustee Training and Development – Annual statutory training** *Trustees were reminded of the courses to be completed via the National College and emails were sent with links to access the courses. All Trustees were asked to complete by the 1/11/25.*	**All Trustees**
14.	**Trustees visit updates & proposed visits** Trustees attended the: 50th Anniversary celebration at CTS. Lizzie Butler's farewell celebration *Trustees were invited to the following events:* *1st October – celebration of Willow School joining the Trust.* *Trust inset day for all staff – 3rd November at LHS at 9am*	**All Trustees**
15.	**Any other Business** None requested at the beginning of the meeting.	

16.	**Date of next Meeting -** see below	
17.	**Items to be taken to Education Committee, Resources Committee or the Local Governing Committees from the meeting** *The Trustees will review the top slice/ recharge to schools further at the Resources meeting in September 2024.*	
	Meeting ended: 10.19am	

8. Matters arising from 03.07.25			Outcome/ response/ agenda item
7	*The minutes - the chair will sign via Governor Hub.*	**Chair**	**Completed**
9	*CTS playground equipment - The Trustees approved the spending for the project. The COO will make the HT aware.* *The Trustees asked that in future decisions around staffing be made by the Executive Team as they are operational. The COO will update the scheme of delegation.*	**COO** **COO**	**Completed** **Completed**
10	*Trustees asked that there be a future discussion around the reserves and the strategic plans for spending including more exciting projects for the community. This conversation will need to take place after the condition surveys and agreement of the Digital strategy.* *The Trustees approved the budget and the BFRO submission was delegated to the COO to complete and submit.*	**COO/ CEO/ Clerk (agenda)** **COO**	**On-going** **Completed**
11	*The teachers have been awarded a 4% pay increase supported by a grant from the DFE. The Trustees agreed the pay award and confirmed that if the national award is being accepted it should be taken as accepted and come to Trustees to note the change in future. The COO will update the relevant areas of the scheme of delegation.*	**COO**	**Completed**
16	*T: Could we be speaking to the HT's about what the top 10 risks are as it could bring a different set of risks from the Executive Team?* *CEO: I will review whether it can take place at one of our meetings and feedback.* *T: Holywell has not been included, should it be?* *COO: It is covered under the strategic risks of expansion. There is a diligence document which does cover all the risks associated.* *CEO: I will review and see if it can be added as a high risk.*	**CEO** **CEO**	**On-going** **Completed**
17	*The trustees approved the policies for use and the clerk/ COO will update on Governor Hub and website.* *Liz, Sanjay, Morgan and Stephen will meet to review in the Autumn term.* *The COO and Stephen will review the Governance Framework and report back next meeting.*	**Clerk/ COO** **Executive Pay working group** **COO/ Stephen**	**Completed** **Completed** **On-going**
18	*The COO will oversee documentation clarifying the roles and responsibilities to be sent to the local boards for the Autumn term.*	**COO**	**On-going**

	Holywell currently has an IEB in place which will be disbanded when the school converts. The COO will review. *The COO and clerk will review the process for appointing the Chair with the DFE.*	**COO** **COO/Clerk**	**Agenda item for the day – Growth** **Completed**
19	*Clerk to send a reminder of the next meeting date: 12th September all day.*	**All governors/ Clerk**	**Completed**
21	*Skills audit – The Trustees agreed to the use of the NGA survey with some additional questions.*	**CEO/ Clerk**	**Completed**

9. Policies to be approved

<u>**Document Title**</u>	<u>**Owner**</u>	<u>**Category**</u>	<u>**Valid Until**</u>
Whistleblowing Policy	Sharon Carlyon	Trust Board	12-Sep-25
Terms of Reference School Governing Committee	Sharon Carlyon	Governance	19-Sep-25
Child Protection and Safeguarding Policy	Sharon Carlyon	Trust Board	23-Sep-25
Governance Framework	Sharon Carlyon	Trust Board	30-Sep-25
Suspensions and Exclusion Policy	James Roach	Education committee	01-Oct-25
Inclusion	Elisabeth Somerset- Butler	Education committee	30-Oct-25
Business Continuity Plan	Sharon Carlyon	Resources Committee	31-Oct-25
Health and Safety Policy	Sharon Carlyon	Resources Committee	31-Oct-25
Relationships, Sex and Heath Education policy	James Roach	Education committee	30-Nov-25
Diversity, Equity, and Inclusion Policy and plan	James Roach	Trust Board	31-Dec-25
Spring term			
Investment Management Policy	Sharon Carlyon	Resources Committee	28-Feb-26
Summer Term			
Charging and Remissions Policy	Sharon Carlyon	Resources Committee	31-Mar-26
Reserves Policy	Sharon Carlyon	Resources Committee	31-Mar-26
Complaints Policy	James Roach	Education committee	31-May-26
Accounting Policy	Sharon Carlyon	Resources Committee	30-Jun-26
Appraisal Policy	Sharon Carlyon	Resources Committee	30-Jun-26
Executive Pay Policy	Sharon Carlyon	Trust Board	31-Jul-26

16. Dates

Inclusive MAT meeting dates 2025-26			
Inclusive MAT Education committee	07/10/2025	Tuesday	7pm
Inclusive MAT Resources Committee	15/10/2025	Wednesday	11am
Inclusive MAT Resources Committee	26/11/2025	Wednesday	11am
Inclusive MAT Trust board	04/12/2025	Thursday	7pm
Inclusive MAT AGM (online)	29/01/2026	Thursday	6pm
Inclusive MAT Education Committee	10/02/2026	Tuesday	7pm
Inclusive MAT Resources Committee	11/03/2026	Wednesday	11am
Inclusive MAT Trust board	23/04/2026	Thursday	7pm
Inclusive MAT Education Committee	09/06/2026	Tuesday	7pm
Inclusive MAT Resources Committee	24/06/2026	Wednesday	11am
Inclusive MAT Trust board	16/07/2026	Thursday	7pm