

## INSPIRE PARTNERSHIP MULTI ACADEMY TRUST



### TRUST BOARD MEETING MINUTES

**DATE:**

Tuesday, 28 March 2017

**TIME:**

4.30 pm

**LOCATION:**

Half Acres Primary Academy

#### PRESENT

<b>Chair:</b>	Mr J Hesketh	
<b>CEO:</b>	Mrs S Vickerman	
<b>Trustees:</b>	Mr C Gray	Mrs S Lewis
	Mr J North	Mr R Ruffler
	Mr S Tottles	
<b>In Attendance:</b>	Mrs T Fallon (COO)	Mrs H Hill (CFO)
	Mrs M Pickles (Deputy CEO)	
<b>Clerk:</b>	Mr P Taylor	
<b>Apologies:</b>	Mrs T Jackson	Mrs M Kay-Brook

ITEM	ACTION
<b>1. APOLOGIES FOR ABSENCE</b> Noted.	
<b>2. NOTIFICATION OF ANY URGENT OTHER BUSINESS</b> There was no urgent business to raise at the meeting.	
<b>3. DECLARATIONS OF INTEREST</b> There were no declarations.	
<b>4. APPOINTMENT OF DIRECTOR</b> Mr Ruffler left the meeting for this item.  The Chair reported that Mr R Ruffler had been nominated to serve as a Trustee from the Governing Body of Girnhill Infant School. <b>Resolved 40</b> <i>That Mr Robert Ruffler be appointed as Trustee for a four year term of office ending on 27 March 2021.</i>  Mr Ruffler returned to the meeting.	
<b>5. ELECTION OF VICE-CHAIR</b> <b>Resolved 41</b> <i>That Mr J North be elected Vice-Chair of the Trust Board.</i>	

ITEM	ACTION
<p><b>6. LIVING WAGE BRIEFING NOTE</b></p> <p>A briefing note had been circulated with the agenda papers and Mrs Hill provided information to Trustees regarding the Living Wage. Trustees were given details of costs to schools if the Living Wage and Split Shift Payments were adopted by the MAT.</p> <p>Trustees were informed that Gawthorpe and Towngate had not previously adopted the Living Wage; however, the Governing Body of Ackton Pastures and Half Acres had adopted the Living Wage and so this would remain in place for their staff through the TUPE process. Advice had been sought from FusionHR regarding this and they had recommended that the Living Wage be adopted across the MAT in order to have parity. Trustees discussed what the implementation date should be, should it be agreed to adopt the Living Wage and Split Shift Payment.</p> <p><b>Resolved 42</b>  <i>That the Living Wage and Split Shift Payment be adopted across the MAT;  That, for staff at Gawthorpe and Towngate, the Living Wage and Split Shift Payment be implemented with effect from 1 August 2016 when the MAT was formed; and  That, for staff of any additional schools joining the MAT that have not previously adopted the Living Wage and Split Shift Payment, the schemes be implemented with effect from the date a school joins the MAT.</i></p>	
<p><b>7. ACTUARY STATEMENT FROM WEST YORKSHIRE PENSION FUND</b></p> <p>Trustees noted the West Yorkshire Pension Fund Actuary Statement and Mrs Hill provided commentary.</p> <p>Mrs Hill advised that when planning the budgets for Gawthorpe and Towngate she had been cautious with the provisions made, as she was aware there would be an increase. This meant that there was a positive impact, in that both would make a saving on what was budgeted. In terms of the schools that had recently joined and were due to join the MAT, they would be moving from the Local Authority rate to the new rate, which was an increase on the current LA rate; however, it was likely that the LA rate would also increase.</p>	
<p><b>8. ASPIRE TEACHING SCHOOL REPORT</b></p> <p>The CEO provided an update on the Aspire Teaching School for Trustees, alongside a written report providing information relating to the Teaching School.</p> <p>Trustees discussed the work of the Teaching School and the CEO provided some background information on how the programmes delivered had been developed over time by the strategic Headteacher group. She stated that it was felt that it was currently a strong programme offered by the Teaching School.</p> <p>The possibility of accessing grants to deliver certain training was discussed. The CEO advised that she was responsible for this area and grants were obtained, where appropriate, based on what was felt was best for the Aspire Teaching School taking into account various factors.</p> <p>The CEO and Deputy CEO reported that they were going to look at the possibility of School Centred Initial Teacher Training (SCITT) provision for the Aspire Teaching School. They advised that they would be feeding back on their findings from a meeting held in relation to SCITT provision.</p>	

ITEM	ACTION
<p>The Board agreed that it would like to see the Aspire Teaching School Development Plan for 2017/18 once it had been prepared.</p>	<p><b>SV</b></p>
<p><b>9. PREDICTIONS FOR 2016-17</b></p>	
<p>The Board had received details of attainment predictions, from February half term, in advance of the meeting for all schools in the MAT and in the process of joining.</p> <p>Trustees reviewed the predictions and the CEO provided comments on each school. Some concern was noted with regard to the anticipated Early Years outcomes at Girnhill Infant School; Mrs Vickerman explained that it was a high deprivation area and children entered at a very low baseline but the school had a solid trend of achieving good outcomes by the end of KS1, which was the reason it achieved an outstanding Ofsted judgement. However, this was an area that would be monitored.</p> <p>Trustees were pleased to note the very positive data from Towngate Primary Academy, which if achieved would be pushing the school towards outstanding.</p> <p>A discussion was held around what could be done to improve schools across the MAT. The CEO explained that work had already begun to use information obtained and presented to support schools and share good practice.</p> <p>Trustees commented that they liked the annotations included with some of the predictions data and that they would like to see this included with all in future. Additionally, they requested that the dates of the predictions be noted on the reports in future. It was also felt that a breakdown of nationalities within each school across the MAT would be interesting to see.</p> <p>The CEO advised that attainment predictions would usually be presented in November each year in future and updates would only be provided if there were issues or concerns. Additionally, there would also be a report on progress for each school.</p> <p>Trustees discussed that, moving forward as a MAT, there would be a need for them to challenge the Governing Body of a school if improvements were not seen.</p>	<p><b>SV</b></p>
<p><b>10. CONSIDERATION OF POSSIBLE INTERVENTION IN ORDER TO BUILD AN EFFECTIVE GOVERNING BODY</b></p>	
<p>The Board considered the possibility of the MAT taking on a school with governance and leadership issues and what intervention actions would be taken to build an effective Governing Body. Trustees were presented with a proposal for providing support; they discussed what fee would be charged to a school for providing additional governance capacity and supporting the development of governors.</p> <p><b>Resolved 43</b> <b><i>That the proposal for Trustees to provide additional governance capacity to schools joining the MAT with clear leadership and management problems be agreed;</i></b></p>	

ITEM	ACTION
<p><i>That the rate to charge a school for this support, of approximately £350 to £500 per day, be determined on a needs basis; and That an extract regarding the provision of this support be included within the Central Funding and Appeals Policy.</i></p>	HH
<p><b>11. MINUTES OF HEADTEACHER BOARD MEETING HELD ON 1 MARCH 2017</b></p>	
<p>Trustees received the minutes of a meeting of the MAT Headteacher Board held on 1 March 2017.</p> <p><b>Matters Arising from the Headteacher Board Meeting</b></p> <p><b>MAT Budget</b> The CEO reported that the application for a growth grant had resulted in the MAT receiving £35k. She advised that it had been hoped the MAT would receive £100k but she was informed that there had been a high number of applicants. The MAT was obviously disappointed with this outcome and implementation of the aspirational staffing structure would be slower.</p> <p><b>Assessment Tracking System</b> It was noted that the Headteacher Board had agreed that Essex Target Tracker would be used definitively across the MAT for tracking pupil achievement.</p> <p><b>School Websites</b> An agreement was reached to utilise the website provider currently used for Gawthorpe to replicate the website for each individual school within the MAT. The decision was reached based on visual look and cost.</p> <p>It had been further agreed that each school would pay £1,397 per year, in order for the Chief Operating Officer to undertake website management/compliance for each school.</p> <p><b>Complaints Policy</b> Mrs Fallon reported that she would be reviewing the Complaints Policy to be used across the MAT. It was noted that schools wished to maintain the involvement of their local Governors in the complaints process; however, Mrs Fallon was looking to make amendments to propose to the Board, including the incorporation of an appeal stage at which the MAT would review if the policy had been followed correctly by the school.</p> <p><b>Human Resources</b> Trustees were informed that the MAT was looking at whether some HR responsibilities could be undertaken in-house by the Chief Operating Officer. Mrs Fallon reported that she was to meet with FusionHR to look at what they provided for the MAT and whether things could be brought in-house. Trustees welcomed this idea and requested that an update be provided to a future meeting.</p>	TF
<p><b>12. HEADTEACHER SPECIALISM</b></p>	
<p>The Board were provided with a list of specialisms that Headteachers currently had within the MAT for information.</p>	

ITEM	ACTION
<p><b>13. CONFIDENTIAL ITEMS</b></p> <p><b>Gawthorpe’s Management Accounts</b> Details of Gawthorpe’s Management Accounts for the period covering January 2017 were provided to Trustees for information. Trustees were advised that the Auditor had raised the issue that the management accounts had not been completed every month so far; this was due to the capacity of the CFO and it was hoped that now a COO had been appointed this would be picked up. It was agreed that Mr Hesketh and Mr Gray would meet with the CFO to review the accounts.</p> <p><b>Towngate’s Mid-Year Budget Review</b> Mrs Hill reported that she had reviewed Towngate’s budget and appropriate adjustments had been made. Trustees received a mid-year budget review summary, which they reviewed. It was noted that the accounting period was 1 September to 31 August.</p> <p>A query was raised as to whether the projected increasing costs were based on wage rises. It was confirmed that one aspect was wage rises but also that additional teachers had been factored in to account for increased pupil numbers.</p> <p><b>Fitzwilliam Financial Due Diligence Report</b> Mrs Hill presented a report on the due diligence carried out relating to resources at Fitzwilliam Primary School. She advised the Board that there were no concerns.</p> <p>Trustees discussed the financial support provided to schools by the MAT and whether schools joining the MAT would require any additional support further to this.</p> <p>It was noted that various information had not been provided by WMDC and the Council had confirmed that it did not have the information despite being the school’s compliance provider. Trustees agreed that this was disappointing and there was a need to ensure that full information was received from the LA.</p> <p><b>Resolved 44</b> <i>That Mrs Hill check with the MAT’s Solicitors to ensure that appropriate information is included in the Commercial Transfer Agreement.</i></p> <p><b>Fitzwilliam Due Diligence Report / Due Diligence Action Plan / Follow Up Plan</b> The teaching and learning Due Diligence Report for Fitzwilliam had been received by Trustees. The CEO provided an overview of the findings from the due diligence. She reported that Fitzwilliam had been judged as a “good” school over a number of inspections and that everyone involved with the school wanted to get to “outstanding”. The school had unfortunately had some disappointing results last year but the main focus of the due diligence had been looking to find how to move the school from “good” to “outstanding”.</p> <p>Trustees also noted details of the Action Plan and Follow Up Plan resulting from the due diligence, which they had received with the meeting papers. Trustees confirmed that they were pleased with the plans and what was being done.</p>	<p><b>JH/CG/ HH</b></p>

ITEM	ACTION
<p><b>Gawthorpe Due Diligence Report / Due Diligence Action Plan</b> The teaching and learning Due Diligence Report and Action Plan for Gawthorpe had been circulated to Trustees in advance of the meeting. Mrs Pickles provided an overview of the findings and confirmed that much strength was seen and that there was no question that it was an “outstanding” school. In order to continue to improve and maintain being outstanding, areas for development were established and actions put in place.</p> <p>Trustees were informed that everyone involved in the due diligence review had reflected on what made the school “outstanding” and it had been concluded that it was the excellent consistency and awareness of what everyone was doing in school.</p> <p>Trustees agreed that the due diligence was a great process and was there to be developed. They felt that it was working well so far and thanked everyone involved.</p>	
<p><b>14. RESOLUTIONS FOR THE CONVERSION OF FITZWILLIAM PRIMARY SCHOOL</b></p>	
<p>Trustees had received the legal resolutions relating to the conversion of Fitzwilliam Primary School to academy status on 1 May 2017. No issues were raised. <b>Resolved 45</b> <i>That the written resolutions relating to the conversion of Fitzwilliam Primary School to academy status be signed by all Trustees/Directors.</i></p>	<p><b>All</b></p>
<p><b>15. MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2017</b></p>	
<p><b>Resolved 46</b> <i>That the minutes of the meeting held on 8 February 2017, being correct, be signed.</i></p>	
<p><b>16. MATTERS ARISING FROM THE MINUTES</b></p>	
<p>There were no matters arising from the minutes that had not been covered during the meeting.</p>	
<p><b>17. OTHER BUSINESS</b></p>	
<p>There was no other business to discuss.</p>	
<p><b>18. CONFIRMATION OF DATE, TIME AND PLACE OF NEXT MEETING</b></p>	
<p><b>Resolved 47</b> <i>That the next meeting of the full Trust Board be held at Fitzwilliam Primary School on Tuesday, 11 July 2017 at 4.30 pm.</i></p>	

**MEETING CLOSE TIME: 6.40 pm**

Signed below as a true and Correct Record

Signature.....

Print Name.....