

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST



TRUST BOARD MEETING MINUTES

DATE:

Tuesday, 26 September 2017

TIME:

4.30 pm

LOCATION:

Half Acres Primary Academy

PRESENT

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

ITEM	ACTION
1. WELCOME	
All in attendance were welcomed to the meeting.	
2. APOLOGIES FOR ABSENCE	
Apologies for absence were noted.	
3. DECLARATIONS OF INTEREST AND REVIEW OF REGISTER OF INTERESTS	
There were no declarations of interest with respect to the meeting agenda.	
Trustees were reminded to update the register of interests if there were any changes to their occupation/circumstances.	
4. ELECTION OF CHAIR OF THE BOARD	
Mr North was nominated and seconded for the position of Chair. Resolved 1 <i>That Mr J North be elected Chair of the Trust Board.</i>	
Mr North commented on occurrences at the last meeting of the Board and the need for everyone to abide by expectations and respect confidentiality. He stated that, in his opinion, he felt that there was no issue in discussing schools that could potentially join the MAT, on the proviso that Trustees kept the information confidential. Trustees agreed with this sentiment and felt that it could only be beneficial for them to be made aware of schools that may have an interest in joining the MAT.	
5. ELECTION OF VICE-CHAIR OF THE BOARD	
It was agreed that this item would be deferred to the next meeting.	

ITEM	ACTION
<p>Resolved 2 <i>That “Election of Vice-Chair of the Board” be included as an item on the agenda of the next meeting of the Trust Board.</i></p>	
<p>6. TRUST BOARD MEMBERSHIP</p>	
<p>The Chair stated that he would be willing to take on the role of Member of the Trust. All in attendance supported this.</p> <p>Resolved 3 <i>That Trustees support the nomination of Mr J North to be appointed as a Member of the Trust; and</i> <i>That the Clerk make arrangements for the appointment to be approved by the Members.</i></p> <p>Trustees were informed that Mr Paul Arundel, new Chair of the Governing of Half Acres Primary Academy, had expressed an interest in joining the Trust Board. Trustees were in support of this.</p> <p>Resolved 4 <i>That Mr P Arundel be appointed as a Trustee.</i></p> <p>Governance Roles The CEO reported that she did not feel the MAT currently had full clarity about the roles of Members, Trustees and Local Governors. She advised that Cambridge Education offered a training programme, which would provide information, advice and clarity about the different roles. Trustees agreed that it would be a good idea to access training but discussed ascertaining if any other training was available and comparing costs, etc. It was discussed that two members of each Local Governing Body along with Headteachers/Heads of School should be invited to attend any training that was arranged.</p> <p>Resolved 5 <i>That Trustees agree that training on governance roles be pursued.</i></p> <p>Mrs Jackson advised that it was good practice to have terms of reference in place for local governing boards to run alongside the scheme of delegation. It was agreed that this would be considered once further information and advice was obtained regarding governance options for the MAT.</p>	PT
<p>7. MINUTES OF THE MEETING HELD ON 11 JULY 2017</p>	
<p>Resolved 6 <i>That the minutes of the meeting held on 11 July 2017, being correct, be signed.</i></p>	
<p>8. MATTERS ARISING FROM THE MINUTES</p>	
<p>There were no matters arising from the minutes.</p>	
<p>9. DATA OVERVIEW AND INFORMATION REQUESTED BY DFE</p>	
<p>Trustees had received the following documentation in advance of the meeting:</p> <ul style="list-style-type: none"> • IPMAT Outcomes 2016/17 • Ackton Pastures Primary Academy Year End Overview 2016/17 • Fitzwilliam Primary School Year End Overview 2016/17 	

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<ul style="list-style-type: none"> • Gawthorpe Community Academy Year End Overview 2016/17 • Girnhill Infant School Year End Overview 2016/17 • Half Acres Primary Academy Year End Overview 2016/17 • Towngate Primary Academy Year End Overview 2016/17 • Performance and Achievement 2016-17 • IPMAT Central Services Team <p>The CEO advised that unfortunately, due to teething problems with Target Tracker, a consolidated outcome figure for the MAT was not available. The CEO guided Trustees through the information provided.</p> <p>The Chair questioned the finance projections indicated in light of current media speculating concern regarding school budgets. Mrs Hill and Mrs Vickerman provided clarification on the position at the schools which were showing a healthy position and advised that there were background reasons for this.</p> <p>Q. Why does the Towngate budget appear to change significantly? A. This is a result of the academy being on a path of increasing its pupil numbers. The academy receives growth funding every other year, whilst this is happening.</p> <p>Trustees reviewed the end of year pupil outcomes for each academy and areas of note included:</p> <ul style="list-style-type: none"> • Fitzwilliam Primary School had achieved very positive outcomes with an excellent improvement on the previous year. • Girnhill Infant School had concerning Early Years outcomes; however, changes had been implemented at the school which it was felt would have a positive impact moving forward. • Half Acres Primary Academy had achieved the fastest improving outcomes in the authority. • Towngate Primary Academy outcomes had been disappointing in comparison with expectations. The school had achieved a big uplift in outcomes the previous year and it was felt everything was in place for this to continue; however, there had been a big difference in the ability levels of the cohort compared with the previous year and the school had been unable to close that gap. There was confidence that the outcomes would improve again this year. <p>Q. In relation to Towngate, is it a priority to revisit the SEF? A. It is clear that Leadership and Management cannot be judged as a '1' as a result of the outcomes; therefore, this will need revising. Due diligence is being undertaken at the school next half-term, which will identify what the SEF needs to look like.</p> <p>Q. As a MAT, do we know how to fix the issues? A. Yes. The main issues were around the ability of the cohorts in the statutory assessment years.</p> <p>Trustees were also made aware of the outcomes of a school that was looking to join the MAT.</p>	

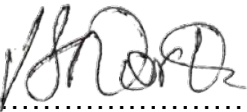
ITEM	ACTION
<p>Trustees noted that the MAT was required to submit the outcomes with its Management Accounts. The performance and achievement information had also been sent to the Regional Schools Commissioner.</p> <p>The Chair reported that a quick review of the figures of the schools within the MAT indicated that overall the MAT was above the national level which was pleasing.</p> <p>Trustees noted that primarily the key areas to investigate across the MAT revolved around diminishing the difference for Pupil Premium children.</p> <p>Trustees commented that the overall outcomes across the MAT were good and they agreed that they were pleased with how things were looking in the MAT.</p> <p>Trustees took a moment to consider the growth of the MAT and the best way forward taking into account capacity and the financial position; the MAT currently had five schools and was moving to seven. The CEO advised that the capacity for school improvement was there but there was a need to support the central team. It was hoped that once school office staff learned systems and developed their knowledge they may be able to support some of the work currently being picked up by the central team.</p>	
<p>10. SAM (SCHOOLS ABSENCE MANAGEMENT)</p>	
<p>Mrs Fallon reported on SAM and Trustees noted a staff absence summary report provided to them with the agenda papers. Mrs Fallon advised that she was working with the MAT schools on managing staff absence and training was being given to office managers to embed processes. She informed Trustees that she would continue to provide them with updates on levels of staff absence across the MAT.</p>	
<p>11. COMPLAINT FEEDBACK</p>	
<p>Trustees were advised that the MAT had received notice from the DfE that a formal complaint had been submitted by a parent of a MAT school. Mrs Pickles provided a brief overview of the parent's original complaint, which had been dealt with and Trustees noted that the DfE was only concerned as to whether the Policy was compliant and if it had been followed correctly.</p> <p>The MAT had provided information to the DfE and received a response stating that the policy was not fully compliant. The response had been reviewed and it was only minor wording changes that were required. The minor changes had been made to the MAT Complaints Policy; these were noted by Trustees, who were in agreement with the changes.</p> <p>Resolved 7 <i>That the Complaints Policy and Procedure be approved.</i></p> <p>Trustees were informed that the complaint had subsequently been closed with no further action taken.</p>	
<p>12. REVIEW OF POLICIES</p>	
<p>Trustees had received the following policies and documents, in advance of the meeting, for review and agreement where required:</p> <ul style="list-style-type: none"> • Academies Finance Handbook September 2017; 	

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<ul style="list-style-type: none"> • Central Funding & Appeals Policy; • Complaints Procedure; • Equality & Diversity; • Financial Framework; • Induction Policy; • Pay Policy; • Scheme of Delegation; • Teachers Terms and Conditions September 2017; • Whistleblowing Code of Practice. <p>Trustees were informed that the Pay Policy was not finalised, as national pay award information was still awaited. The Policy followed the Wakefield Council model as previously agreed.</p> <p>Mrs Fallon reported on the Induction Policy, which work had commenced on. The Policy was being formulated to set out the agreed considerations and processes of the IPMAT Board which would ensure that any new schools joining understood their role and position in doing so, how processes of due diligence and information sharing would be carried out and how the Board would support and develop new trustees when a new school joined the MAT. Mrs Fallon stated that it was a work in progress and would need to be developed and moulded by Trustees. It was noted that there was a need to establish a code of conduct for Trustees and Mrs Jackson agreed to send some information to Mrs Fallon in relation to this.</p> <p>Resolved 8 <i>That the Pay Policy be agreed, in principle, subject to confirmation of the agreed pay award;</i> <i>That the Induction Policy be agreed, in principle, subject to further development including the incorporation of a Code of Conduct for Trustees;</i> <i>That the Central Funding & Appeals Policy, Equality & Diversity Policy, Financial Framework, Scheme of Delegation and Whistleblowing Code of Practice be approved; and</i> <i>That the Scheme of Delegation be reviewed further at the next meeting of the Trust Board.</i></p> <p>Trustees noted all the policies being reviewed and agreed and felt that a review cycle needed to be put into place. It was suggested that a three year review cycle should be introduced but it was noted that this would need to be staggered initially to avoid all the policies being due for review at the same time.</p> <p>Resolved 9 <i>That “Schedule of Policies and Review Timeline” be included as an item on the agenda of the next meeting of the Trust Board.</i></p>	<p>TJ</p>
<p>13. HEADTEACHERS’ AND CENTRAL TEAM’S PERFORMANCE MANAGEMENT</p>	
<p>Trustees noted that arrangements were in place for Mrs Vickerman’s Performance Management. It was agreed that Mrs Jackson would replace Mr North in supporting with the Performance Management of the CEO, following Mr North becoming Chair of the Trust Board.</p> <p>Mrs Vickerman advised that she would be supporting the Performance Management of Mrs Pickles with Governors from Ackton Pastures and Half Acres.</p>	

ITEM	ACTION
<p>Trustees were informed that each school's Governing Body was responsible for completing the Headteacher's Performance Management.</p> <p>The CEO stated that she felt that one performance management target for each Headteacher/Head of School should be a strategic objective relating to the MAT. Trustees discussed this and were in agreement with it. It was noted, however, that Performance Management targets may have already been set for the forthcoming year.</p> <p>Resolved 10 <i>That, in future, all Headteachers and Heads of School should have one Performance Management target that is a strategic objective relating to the MAT.</i></p> <p>The CEO commented on Performance Management arrangements for Mrs Hill and Mrs Fallon. Mrs Jackson agreed to support Mrs Vickerman with the Performance Management of Mrs Fallon. Furthermore, it was agreed that Mr Gray would be asked to support Mrs Vickerman with Mrs Hill's Performance Management.</p>	
<p>14. POSSIBLE SCHOOLS JOINING THE MAT</p>	
<p>This item had been covered throughout the meeting. There was nothing further to raise.</p>	
<p>15. FITZWILLIAM MONITORING REPORT</p>	
<p>Trustees noted the content of the Fitzwilliam Primary School Monitoring Report.</p>	
<p>16. GIRNHILL DUE DILIGENCE REPORT AND ACTION PLAN</p>	
<p>Trustees noted the content of the Due Diligence Report and Action Plan relating to Girnhill Infant School.</p>	
<p>17. MANAGEMENT ACCOUNT SUMMARIES JULY 2017</p>	
<p>Mrs Hill provided commentary to the Management Account Summaries that had been provided to Trustees. Trustees noted some minor issues and were advised that the MAT was still growing and developing procedures for office staff to follow.</p>	
<p>18. ANY OTHER BUSINESS</p>	
<p>MAT Development Plan The Development Plan drawn up for the MAT was shared with Trustees.</p> <p>Resolved 11 <i>That Trustees review the MAT Development Plan and bring comments to the next meeting; and</i> <i>That "MAT Development Plan" be an item on the agenda of the next meeting of the Trust Board.</i></p>	
<p>8. CONFIRMATION OF DATE AND TIME OF NEXT MEETING</p>	
<p>The venue of future meetings was discussed with most meetings scheduled to be held at Half Acres Primary Academy. Trustees felt that it would be good to have meetings at different schools within the MAT as they had done during the previous year. The CEO agreed to review this and look at options.</p>	<p>SV</p>

ITEM	ACTION
The next full meeting of the Trust Board was scheduled to be held on Tuesday, 9 January 2018 at 4.30 pm at Half Acres Primary Academy.	
MEETING CLOSE TIME: 6.00 pm	

Signed below as a true and Correct Record

Signature.....

Print Name..... John North