

.INSPIRE PARTNERSHIP MULTI ACADEMY TRUST



ACADEMY TRUST MEMBERS' MEETING MINUTES

DATE:

22 September 2020

TIME:

4.30 pm

LOCATION:

Via Microsoft Teams

PRESENT

In the Chair:	Mr M Ellerker (ME)	
Members:	Mr J North (JN) Mr R Barraclough (RB)	Mr S Tottles Mrs K Partridge
In Attendance:	Mrs S Vickerman (CEO) (SV)	
Clerk:	Mrs Susanna Stott (SS)	

This meeting was held virtually via Microsoft Teams to enable the IPMAT to update the Members on the ongoing situation with Covid-19 and continue with Governance as guided by the NGA.

Karen Partridge (KP) was introduced to attendees at the meeting as a new Member to the IPMAT. KP was welcomed to the meeting and each member gave a brief synopsis of their background.

JN explained that the IPMAT will like to recruit another Member and has been in touch with the Academy Ambassadors organisation through the summer with regard to appointing a further Member. At this point, we have not had a response.

ITEM	ACTION
<p>1. ELECT A CHAIRMAN FOR THE MEETING Mark Ellerker was elected as Chair for this meeting.</p>	
<p>2. APOLOGIES FOR ABSENCE There were no apologies for absence received.</p>	
<p>3. DECLARATION OF INTEREST IN RESPECT OF ANY ITEMS ON THE AGENDA There were no Declarations of Interest shared in respect of any items on the Agenda. The Clerk noted that she would send Code of Conduct and Declaration of Interest Forms by email to Members, which will require signing and returning to the Central Team of the IPMAT</p>	SS
<p>4. MINUTES OF THE LAST MEETING HELD ON 12 MAY 2020 The minutes of the last meeting were agreed as a true record and will be signed when face to face meeting re-occur. There were no matters arising.</p>	
<p>5. TRUSTEES: APPOINTMENT/RESIGNATIONS JN reported that there has been no change to Trustees and noted that the Trustee who had not engaged for a period during the academic year is now fully committed, attended all meetings and is an excellent addition to the Trust Board.</p>	

ITEM	ACTION
<p>6. TRUST AUDITORS</p> <p>JN explained that at the previous Member’s meeting the Trust were planning to change Auditors noting the expense of the current company being used. However, at the moment the CFO is absent with illness which has delayed this process. The Academies handbook now states that we now need to use a different company for both the internal and external audits. The Trust is currently out to tender for the internal audit, but for this year we will be staying with the current appointed auditors.</p> <p>SV noted the cost to the Trust is approximately £40,000 per annum for the external audit and £12,000 per annum for the internal audit.</p> <p>SV gave Members an overview of the current position of the budget within the Trust.</p> <p>Q: What do you get for this cost? A: We receive a monthly visit to fulfil the function of the internal audits. Year-end Accounts are prepared and presented to Trustees and Members.</p> <p>Q: Is it a possibility that appointing an internal auditor could give you flexibility to try someone else? A: Yes, we agree with this question and we have someone in mind for the internal audit, particularly with the CFO currently absent with illness. We have appointed Sheryl Caudwell on a consultancy basis to cover the CFO role for two days per week and we are considering appointing her to the internal audit role.</p> <p>SV explained that the Trust Board appointed a consultancy company to complete a Job Evaluation Review and Job Descriptions for the Central Team. SV gave a brief overview of the results of the report to the Members noting that the COO will now be overseeing the Central Team office as part of her role.</p> <p>SV reported that the Trust has received approximately £1.7million from the CIF bid applications and JN noted the excellent work from the Central Team in achieving this success. The MAT has worked for the first time with ECube to support the application process and we are very pleased with the outcome.</p>	
<p>7. HOW THE SCHOOLS HAVE OPERATED</p> <ul style="list-style-type: none"> • From lockdown to the end of the summer term • The new school year <p>SV has shared the CEO report to the members on the current position within the IPMAT prior to the meeting and asked if members had any questions.</p> <p>A considerable number of children returned to school at the beginning of the academic year and an IPMAT Covid-19 Risk Assessment had been shared with Trustees which all schools have adopted. This is a constantly evolving document, dependant upon changing Government guidelines during the pandemic. The Risk Assessment has been shared with all staff, who have read and signed to acknowledge their understanding of their roles and responsibilities. This document has also been shared with parents via school websites and reviewed again the Union checklists. Some anxiety has been expressed by a number of staff, but we have reassured them that as a Trust we have done our very best to ensure their safety. Two extra INSET days were put in place at the start of the term, and staff were extremely grateful for this as it allowed all schools to be fully prepared for the return to school of our pupils.</p>	

ITEM	ACTION
<p>ST noted how fluid staff movements can be and recognised the work the central team in the Trust are completing to manage this fluidity, giving strength and continuity and support within each school.</p> <p>KP noted looking at the school website, reading the CEO report and the sharing of the overview of each school on the way staff across the Trust have been working together, would it be worth having these good news stories adding to the website? For example, the success of internal promotions. SV agreed and explained that we have engaged a company called Engaging Education to improve the website of the Trust and individual schools. We are aiming to launch this in January 2021. SV requested that would KP with her background in Communications consider reviewing the draft websites for comment. KP agreed to support this process.</p>	<p>KP/SV</p>
<p>8. BUILDING THE TRUST</p>	
<p>SV reported that we are still waiting for the Grove Lea Primary School academisation which has been delayed due to the Pandemic. A meeting is due to take place shortly and this will hopefully start the process of the transfer of Grove Lea Primary to the IPMAT.</p> <p>It is unlikely that we will have any further schools join the Trust in this academic year. There are no current OFSTED Inspections planned so no school will move into category.</p> <p>SV has requested a further conversation with ME, with regard to using his skills as a Life Coach to support staff in school.</p> <p>Q: Are there support mechanisms in place for any mental health issues for staff or children? A: There is not a robust system in place, but it is about staff knowing and observing the children in class and within the playground and identifying any issues. Confidential Staff counselling services continue to be made available through the Trust insurance scheme.</p> <p>An Education Psychologist has now been appointed to work within the Trust. She has been in one school so far this term and has had meetings with every SENDCO in school. This new service provision through the Trust is already working extremely well.</p>	<p>ME/SV</p>
<p>9. ANY OTHER BUSINESS</p>	
<p>Q: What actions are being taken around any concerns of the budget and financial position of the Trust? A: Investigations are extremely thorough and will be resolved quickly. Once we know exactly the position of the budget, then spending plans can be established quickly.</p> <p>SV commented that she is happy to keep members updated with all the relevant financial information.</p>	
<p><i>That the next meeting be held at The Maypole Centre on Tuesday 4 May 2021</i></p>	
<p>MEETING CLOSE TIME: 6.10pm</p>	

Signed below as a true and Correct Record

Signature: *M Ellerker*

Print Name: Mr Mark Ellerker