

## INSPIRE PARTNERSHIP MULTI ACADEMY TRUST



### BOARD OF TRUSTEES MEETING MINUTES

**DATE:**

Tuesday, 11 July 2017

**TIME:**

4.30 pm

**LOCATION:**

Fitzwilliam Primary School

#### PRESENT

<b>Chair:</b>	Mr J Hesketh	
<b>CEO:</b>	Mrs S Vickerman	
<b>Trustees:</b>	Ms A Kaur	Mrs M Kay-Brook
	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>	Mr C Gray	Mrs T Jackson

ITEM	ACTION
<p><b>1. APOLOGIES FOR ABSENCE</b></p> <p>Noted.</p>	
<p><b>2. NOTIFICATION OF ANY URGENT OTHER BUSINESS</b></p> <p>There was no urgent business to raise at the meeting.</p>	
<p><b>3. DECLARATIONS OF INTEREST</b></p> <p>There were no declarations.</p>	
<p><b>4. EXECUTIVE SUMMARIES</b></p> <p>Mrs Hill reported on the executive summaries for Ackton Pastures, Gawthorpe, Half Acres, Towngate and the Aspire Teaching School that had been provided to Trustees with the meeting papers. She explained that the full management accounts for Fitzwilliam Primary School and the MAT had been circulated to all Trustees, as they had been presented late to the Finance and Audit Committee; however, they had been reviewed and discussed by the Committee. Mrs Hill advised that there was nothing of particular issue to raise.</p> <p>Trustees noted details of the Financial management and governance self-assessment (FMGS) which had been completed for Ackton Pastures, Fitzwilliam and Half Acres. Mrs Hill reported on the document and informed Trustees that she and Mrs Fallon had discussed implementing an induction process for new academies joining the MAT.</p>	

ITEM	ACTION
<p>Trustees queried the “Actual” income on the Ackton Pastures and Half Acres executive summaries, which was much greater than the “budget” amount. Mrs Hill explained that the schools had also input the June EFA income in May in error and therefore it appeared higher than it should be; she advised that staff were still getting used to the systems following joining the MAT.</p> <p>Mrs Hill confirmed that following discussions at the last meeting of the Finance and Audit Committee, she was looking into setting up Aspire Teaching School with its own account, as it currently sat within the Gawthorpe budget.</p> <p>Trustees discussed the information provided to them and what exactly they wanted to see at Trust Board level. Mr North suggested that there could just be a basic overview showing percentages spent for each school that would be presented at Trust Board level and then any concerns be flagged up, or further details be provided on request. Information with greater depth and more detailed discussions would take place at local school level. Mrs Hill agreed to take this forward.</p>	<p>HH</p>
<p><b>5. ABSENCE SUMMARY REPORT</b></p>	
<p>Mrs Fallon reported on the Absence Summary Report and provided an explanation of the MAT systems. She highlighted the sickness absence management summary for each school, which showed associated costs. She informed Trustees that some data had been taken from the LA and there were coding issues that made it difficult to compare; this would be looked at moving forward.</p> <p>The MAT was working with Fusion to ensure that all sickness was dealt with consistently across the MAT.</p> <p><b>Q.</b> Are we fully insured for sickness absence?  <b>A.</b> Individual schools are all signed up for sickness absence insurance, which is currently all at school level. As policies come to an end, we will be looking to see what value can be achieved for schools if they all combine together.</p> <p>A discussion took place regarding the need to tighten up procedures, in respect of absences, across the schools and ensure consistent approaches.</p> <p>The Chair commented on the need to ensure that there was appropriate support for staff to help with health and well-being. Mrs Fallon confirmed that this was all accounted for within the policy and procedures being implemented.</p>	
<p><b>6. COMPANY SECRETARY DUTIES</b></p>	
<p>Mrs Hill informed Trustees that there was no requirement to appoint a Company Secretary; however, there were tasks that needed to be done that would usually be carried out by a Company Secretary. It was noted that Mrs Hill was currently completing the tasks.</p> <p>Trustees considered and discussed this matter and noted their options.  <b>Resolved 48</b>  <b><i>That Mrs H Hill formally undertake the Company Secretary duties.</i></b></p>	

ITEM	ACTION
<p><b>7. WEST YORKSHIRE PENSION FUND – PENSION BOARD EMPLOYER REPRESENTATIVE</b></p>	
<p>Trustees noted that they could express an interest to be nominated as an employer representative to sit on the West Yorkshire Pension Fund – Pension Board, if they wished.</p>	
<p><b>8. REVIEW OF POLICIES</b></p>	
<p><b>Health and Safety Policy and Health and Safety Statement</b> It was noted that all schools had their own Health and Safety Policy but the MAT was to incorporate an overview policy and statement for all of its schools. All schools would be asked to look and see how it fits to their school. The policy had been checked over by Ford Risk Management and deemed acceptable. Mrs Fallon stated that it was a big change from the LA policy used previously.</p> <p><b>Q.</b> Where will any issue be co-ordinated and how will it feedback? <b>A.</b> TF as responsibility for health and safety and so will take on these tasks as part of her role as COO.</p> <p><b>Resolved 49</b> <b><i>That the Health and Safety Policy and Health and Safety Statement be approved with the caveat that management processes are put into place.</i></b></p> <p><b>Complaints Procedure</b> Mrs Fallon reported that there had been a slight update to the Complaints Procedure following advice from Wrigleys Solicitors. Trustees noted the suggested wording included in the policy. They discussed this and it was agreed that the policy should state that an independent member from another local multi-academy trust board would sit on a panel.</p> <p><b>Resolved 50</b> <b><i>That the Complaints Procedure be agreed.</i></b></p> <p><b>Data Protection Policy</b> The Data Protection Policy had been updated to ensure statutory requirements were met and would be put in place for the MAT and each school.</p> <p><b>Resolved 51</b> <b><i>That the Data Protection Policy be approved.</i></b></p> <p><b>Freedom of Information Publication Scheme</b> Freedom of Information Schemes were already in place at school level; however, the Freedom of Information Publication Scheme had been tweaked to incorporate best practice to put in place at MAT level. The Chair felt that minutes, agendas and other papers from Governing Body meetings should be published on websites rather than providing a hard copy at a charge. Mrs Fallon agreed to look at this.</p> <p><b>Resolved 52</b> <b><i>That the Freedom of Information Publication Scheme be approved.</i></b></p> <p><b>Resolved 53</b> <b><i>That “MAT Policies: Health and Safety, Complaints, Data Protection and Freedom of Information” be included as an item on the agenda of the next meetings of Local Governing Bodies for their information.</i></b></p>	<p>TF</p> <p>PT</p>

ITEM	ACTION
<p><b>9. SCHOOL TO SCHOOL IMPROVEMENT FUND (SSIF) BID</b></p> <p>The CEO reported on changes to how money is given by the DfE for school to school support.</p> <p>The bid Application for Strategic School Improvement Fund had been circulated to Trustees, which they noted. The CEO explained the background to the collaborative bid, which was being done jointly with other providers. She advised Trustees that a lot of support would be being provided both as a MAT and as the Aspire Teaching School. Trustees noted that there was a lot of strength and expertise across the MAT and that staff were being encouraged to obtain Local Leader of Education (LLE) status, which would enable them to help with providing official support. It was noted that there were many good benefits and development for staff that provided school to school support.</p> <p><b>Q.</b> What will be done about backfilling positions if staff are away supporting other schools and what other benefits are there for the schools as a whole?</p> <p><b>A.</b> A big bulk of the work will be done by schools that already have the capacity in place to backfill. The bid will also fund training for staff that will upskill them and enable the teaching school to offer this training out at a cost, as well as giving the staff the CPD. The development of staff and seeing and working on best practice will obviously benefit the schools and MAT as a whole.</p> <p>Trustees discussed the collaboration and the schools that had been identified for support.</p> <p>The CEO reported that the Aspire Teaching School Development Plan had been prepared but would likely change if the bid was successful.</p>	
<p><b>10. ACKTON PASTURES DUE DILIGENCE REPORT AND ACTION PLAN</b></p> <p>Trustees were informed that feedback from schools was that they were really appreciating the due diligence as a CPD exercise.</p> <p>The CEO advised that, following the due diligence work done with schools, one area for improvement coming out them was governance. It was felt that it was not quite right at the moment and work would need to be done to develop it across the MAT. Local Governors did not appear to be clear about their responsibilities and were unable to speak positively and confidently about school data, which needed to be worked on.</p> <p>The CEO stated that there was a need to look at potential governance structures and what would be best for Inspire Partnership Multi-Academy Trust. Information was noted about a London based MAT, STEP Academy Trust, that had reformed its governance structure in a positive way, which seemed good and it was felt further information should be obtained about this. Mrs Pickles stated that she and the CEO would be looking to produce an action plan for the MAT early in the next academic year, which would need to include governance. Trustees acknowledged that there would always be a need for local boards to review information at school level; however, there was a need to ensure that the two-way process between the Trust Board and local governing boards was effective. It was further acknowledged that there was a need to be clear about the scheme of delegation and what is expected of local governing boards and the MAT needed to be able to provide this</p>	

ITEM	ACTION
<p>information clearly to local governors. The Chair stated that he would like the Chairs of each school's local governing body to meet with the Trust Board to discuss all this.</p> <p>The CEO provided feedback on the due diligence undertaken at Ackton Pastures. Trustees noted the Due Diligence Report and that a clear, good action plan had been produced to take the school forward.</p>	
<p><b>11. HALF ACRES DUE DILIGENCE REPORT AND ACTION PLAN</b></p>	
<p>Trustees noted the Due Diligence Report for Half Acres and the action plan that had been produced. The CEO commented on the findings during the due diligence.</p>	
<p><b>12. SOUTH HIENDLEY RESOURCES DUE DILIGENCE REPORT</b></p>	
<p>Mrs Fallon reported that she and Mrs Hill had carried out a light touch visit to South Hiendley following them showing an interest in joining the MAT. Mrs Hill commented on the findings that were included in the report, which had been circulated to Trustees. She advised that there was minor concern about in-year deficits but that it was felt this could be dealt with and managed appropriately. There was nothing of major concern in respect of resources at the school.</p> <p>The CEO reported that school improvement due diligence had not been undertaken as yet. She informed Trustees that the school had a current judgement of "Requires Improvement".</p>	
<p><b>13. MINUTES OF THE MEETING HELD ON 28 MARCH 2017</b></p>	
<p><b>Resolved 54</b> <i>That the minutes of the meeting held on 28 March 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><b>Headline School Attainment Data</b> Trustees were provided with an overview of the provisional end of year outcomes for each of the MAT's schools. It was noted that progress measures were not available at this stage. The CEO commented on the outcomes and the areas for improvement.</p> <p>Trustees noted the headlines and were happy with the positive, pleasing outcomes as a whole, which showed good capacity in the MAT. They gave congratulations to Gawthorpe where excellent results had been achieved, with 92% of pupils achieving the expected level in Reading, Writing and Maths combined.</p> <p><b>Fitzwilliam Primary School Update</b> Mrs Pickles reported that she had been into Fitzwilliam during the previous week to do a review following the due diligence. She informed Trustees that excellent progress had been made and suggested actions had been put into practise. It was felt that there were now clear next steps to move the school towards "outstanding".</p>	

ITEM	ACTION
<p><b>Performance Management</b>                      Trustees noted what the arrangements had been in the previous year for the performance management of the CEO. They discussed arrangements for the forthcoming year and it was agreed that it would be completed in September.</p> <p><b>Resolved 55</b>  <i>That Mrs Kay-Brook, Mr North and Mr Tottles form the CEO’s Performance Management Committee; and</i>  <i>That Julie Murray be sourced to provide external advisory support.</i></p> <p>It was agreed that arrangements for School Headteacher Performance Management would need to be reviewed in future but it was felt it was too late to introduce anything for the forthcoming academic year.</p> <p><b>Resolved 56</b>  <i>That Local Governing Bodies undertake Performance Management of their Headteachers and source an appropriate external advisor to support them;</i>  <i>That the CEO attend the Performance Management of all MAT school Headteachers; and</i>  <i>That “Performance Management Arrangements” be included as an item on the agenda of the next meeting of the Board of Trustees.</i></p>	
<p><b>18. PROPOSED SCHEDULE OF MEETINGS 2017/18</b></p>	
<p><b>Resolved 47</b>  <i>That the next meeting of the full Board of Trustees be held at Half Acres Primary Academy on Tuesday, 26 September 2017 at 4.30 pm; and</i>  <i>That the proposed schedule of meetings, as outlined in Appendix A to the minutes, be agreed.</i></p>	

**MEETING CLOSE TIME: 6.20 pm**

Signed below as a true and Correct Record

Signature.....

Print Name.....

**APPENDIX A**



**Inspire Partnership Multi-Academy Trust**

**Schedule of Trustee Meetings 2017/18**

**Tuesday, 26<sup>th</sup> September 2017**

Full Board Meeting - 4.30pm

Half Acres Primary Academy

**Tuesday, 28<sup>th</sup> November 2017**

Finance & Audit Committee - 4.30pm

Maypole Centre – Gawthorpe Community Academy

**Tuesday, 9<sup>th</sup> January 2018**

Full Board Meeting - 4.30pm

Half Acres Primary Academy

**Thursday, 8<sup>th</sup> February 2018**

Finance & Audit Committee - 4.30pm

Maypole Centre – Gawthorpe Community Academy

**Thursday, 19<sup>th</sup> April 2018**

Finance & Audit Committee – 3.00pm

Full Board Meeting - 4.30pm

Maypole Centre – Gawthorpe Community Academy

**Monday, 25<sup>th</sup> June 2018**

Members Meeting – 6.00pm

Maypole Centre – Gawthorpe Community Academy

**Tuesday, 3<sup>rd</sup> July 2018**

Finance & Audit Committee - 4.30pm

Maypole Centre – Gawthorpe Community Academy

**Tuesday, 10<sup>th</sup> July 2018**

Full Board Meeting - 4.30pm

Half Acres Primary Academy