

## INSPIRE PARTNERSHIP MULTI ACADEMY TRUST



### TRUST BOARD MEETING MINUTES

|                           |              |                           |
|---------------------------|--------------|---------------------------|
| <b>DATE:</b>              | <b>TIME:</b> | <b>LOCATION:</b>          |
| Tuesday, 29 November 2016 | 6.00 pm      | Maypole Centre, Gawthorpe |

#### PRESENT

|                       |   |                 |
|-----------------------|---|-----------------|
| <b>Chair:</b>         | Mr J Hesketh  |                 |
| <b>CEO:</b>           | Mrs S Vickerman   |                 |
| <b>Trustees:</b>      | Mrs T Jackson   | Mrs M Kay-Brook |
|                       | Mrs S Lewis   | Mr S Tottles    |
| <b>In Attendance:</b> | Mrs H Hill (Business Manager Gawthorpe & Towngate / Acting CFO) |                 |
| <b>Clerk:</b>         | Mr P Taylor   |                 |

| ITEM   | ACTION |
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| <b>1. APOLOGIES FOR ABSENCE</b><br>All Trustees were in attendance.  |        |
| <b>2. DECLARATIONS OF INTEREST</b><br>Mrs Hill declared an interest in item 16, "CFO Job Evaluation and Job Description", and it was noted that she would withdraw from the meeting for this item.<br><br>It was agreed that items 3 and 4 would be moved to the end of the agenda.  |        |
| <b>5. FINANCIAL FRAMEWORK AND SCHEME OF DELEGATION</b><br>Trustees reviewed the draft Financial Framework for the Trust. Mrs Hill commented on the document and suggested some amendments to points 3, 12, 13, 14, 15, 16, 17 and 18. Trustees agreed with the amendments and agreed that the document was fit for purpose. It was noted that the audit function would be carried out by a committee of the board.<br><b>Resolved 13</b><br><i>That the Financial Framework be approved.</i><br><br>The draft Scheme of Delegation 2016/17 was reviewed. There were no issues raised regarding the scheme. It was agreed that a note should be included within the scheme regarding the Trust having the power to make a decision on levels of delegation where a school was classed as "at risk".<br><b>Resolved 14</b><br><i>That the Scheme of Delegation 2016/17 be approved.</i><br><br>The CEO reported that the Trust's website was ready to go live the following day and all appropriate documentation agreed at the meeting would be uploaded. |        |

| ITEM   | ACTION |
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| <p><b>6.. AUDIT COMMITTEE AND INTERNAL AUDIT REVIEW</b></p> <p>Quotes had been received for the purpose of carrying out the Internal Audit Review from Gibson Booth, Forrester Boyd and Wakefield Council. Trustees reviewed and discussed the quotes and asked Mrs Hill for her thoughts.</p> <p><b>Resolved 15</b><br/><b><i>That Gibson Booth be appointed as the auditors for the ensuing year; and That this be reviewed again by the Audit Committee next year.</i></b></p> <p>The membership and terms of reference for a proposed Finance and Audit Committee were discussed. The proposal was that the Finance and Audit Committee would undertake the Trust Board's audit role. The Board were happy with the proposed terms of reference and the Chair requested volunteers to sit on the Committee. It was agreed that the membership of the committee would be reviewed following the appointment of further Trustees.</p> <p><b>Resolved 16</b><br/><b><i>That the Terms of Reference for the Finance and Audit Committee be agreed; and That Mr Hesketh, Mrs Jackson and Mr Tottles be appointed to the Finance and Audit Committee.</i></b></p>  |        |
| <p><b>7. FINANCIAL POLICIES FOR THE MAT</b></p> <p>Trustees noted that there were a number of policies that they needed to have in place for the Trust. The following draft policies had been distributed in advance of the meeting and Trustees were asked for their comments on them:</p> <ul style="list-style-type: none"> <li>• Acceptance of Gifts and Hospitality Policy;</li> <li>• Anti-Fraud and Corruption Policy;</li> <li>• Central Funding and Appeals Policy;</li> <li>• Charging and Remissions Policy;</li> <li>• Competitive Tendering Policy;</li> <li>• Complaints Procedure;</li> <li>• Conflicts of Interest Policy;</li> <li>• Financial Management and Governance Policy;</li> <li>• Investment Policy;</li> <li>• Members, Trustees and Governors Expenses and Payments Policy;</li> <li>• Statement of Accounting Policies;</li> <li>• Emergency Scheme for Gawthorpe Community Academy;</li> <li>• Emergency and Business Continuity Response Plan for Towngate Primary Academy; and</li> <li>• Risk Register.</li> </ul> <p><b>Q.</b> In the Anti-Fraud and Corruption Policy it refers to Whistleblowing; will there be a separate Whistleblowing Policy?</p> <p><b>A.</b> Yes, this will be reviewed with the HR policies.</p> <p><b>Q.</b> In the Central Funding and Appeals Policy, it mentions the 6% charge for each school; will this come under review as more schools join the Trust?</p> <p><b>A.</b> Yes, the policy sets out that this will be reviewed annually. Whilst we have just got 2 schools officially within the MAT, transition arrangements have been put in</p> |        |

| ITEM   | ACTION |
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| <p>place until 1 April 2017. Towngate will be paying for part of Mrs Hill's salary in the interim, as she is currently providing a lot of support to the school.</p> <p><b>Q.</b> In the Competitive Tendering Policy, why has the figure of £25,000 been used?<br/><b>A.</b> This matches the Financial Framework.</p> <p>Trustees discussed the Complaints Procedure. It was agreed that it would be adopted in the interim; however, it was felt that it should be reviewed further, in future, in terms of the stages and the levels of involvement by Trustees or "Local Governors".</p> <p>The Emergency Schemes for Gawthorpe and Towngate were noted and agreed; however, Trustees agreed that consistent policies should be introduced in due course. The CEO commented that part of the role of the Chief Operating Officer (COO) would be to look at Academy level policies. It was agreed that there was a need to look at all statutory policies and implement consistent templates across the Trust.</p> <p>Noting the Investment Policy, the Chair stated that the Finance and Audit Committee would need to consider how the Trust would deal with individual school surpluses. The Trust would not take any money from schools if they had a surplus but there would need to be some sort of plan regarding how it was going to be used.</p> <p><b>Resolved 17</b><br/><b><i>That the policies listed be approved;</i></b><br/><b><i>That the Risk Register be agreed; and</i></b><br/><b><i>That the Risk Register be reviewed further by the Finance and Audit Committee.</i></b></p> |        |
| <p><b>8. REVIEW OF FINANCIAL MANAGEMENT AND GOVERNANCE</b></p>   |        |
| <p>Trustees reviewed the list of questions that the Academy Trust would need to answer to complete the financial management and governance self-assessment. It was agreed that everything should be covered and in place by the end of this meeting.</p>   |        |
| <p><b>9. CENTRAL FUND PROPOSALS AND CORE OFFERING</b></p>  |        |
| <p>The Central Funding and Appeals Policy had been agreed under item 7. Trustees had nothing further to add regarding this.</p>  |        |
| <p><b>10. STAFFING STRUCTURE</b></p>   |        |
| <p>The CEO presented a proposed staffing structure, which had been circulated to Trustees with the meeting papers. She put her proposals forward and explained that the costings were based on the known funding figures with five schools in the MAT. At the current time the Chief Financial Officer was being funded 50% by the MAT and 50% by Gawthorpe and Towngate. The CEO added that the overall proposed structure put forward was what she would like the MAT to work towards. Trustees had no issues with the proposals and agreed that it would be important to get a strong school improvement core for the Trust.</p> <p><b>Resolved 18</b><br/><b><i>That the staffing structure be agreed as an aspiration to work towards.</i></b></p>  |        |

| ITEM   | ACTION |
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| <p>The Chair reported that there was a need to formally agree processes for appointing to positions within the Trust.</p> <p><b>Resolved 19</b><br/><i>That posts be ring-fenced for schools in the MAT, schools which have an academy order and schools which have an application currently with the Regional Schools Commissioner or schools which are currently in consultation; and</i><br/><i>That the selection panel comprise of the CEO, Mr Hesketh and Mrs Kay-Brook.</i></p>   |        |
| <p><b>11. SLA WITH THE LA GIVING ACCESS TO HR POLICIES</b></p> <p>Mrs Hill reported on some issues faced with the unions regarding MAT HR policies. To resolve the issues it was proposed that the MAT sign up to the Wakefield Council Service Level Agreement to access model HR policies at a cost of £663. General HR support would continue to be received from Fusion HR.</p> <p><b>Resolved 20</b><br/><i>That Trustees agree to sign up to the Wakefield Council SLA to access HR Policies; and</i><br/><i>That the model HR Policies be adopted with the insertion of discretionary statements as required.</i></p>   |        |
| <p><b>12. 2016/2017 BUDGETS AND CENTRAL SERVICES BUDGET</b></p> <p>Details of the budgets for Gawthorpe Community Academy and Towngate Primary Academy were noted. Mrs Hill advised that the Local Governing Bodies of each school had agreed the budgets. Mrs Hill provided information on the budgets and it was noted that they were both in a healthy position.</p> <p>Mrs Hill reported that she had been advised by the West Yorkshire Pensions Fund that superannuation contributions were anticipated to go up as a result of Brexit and Government budget announcements.</p> <p>Members noted details of the MAT Central Services Budget. Mrs Hill reported that the cheapest quote for internal audit had been costed in but the Trustees had gone with a different quote, which would affect the budget slightly. She added that everything had been built into the budget based on Ackton Pastures, Half Acres and Fitzwilliam joining the MAT; therefore, if anything changed it would need to be revised.</p> <p><b>Resolved 21</b><br/><i>That the 2016/2017 Academy Budgets and Central Services Budget be approved.</i></p> |        |
| <p><b>13. LLOYDS BANK NEW CORPORATE CARD SYSTEM</b></p> <p>Mrs Hill reported that Lloyds Bank were now offering a corporate card system that would incorporate limits in line with Trust policies. She explained that there was no problem with the current debit cards being used but that there was a risk factor. It was proposed to change all schools in the Trust from Debit Cards to the Corporate Multipay Cards offered by Lloyds Bank.</p> <p><b>Q.</b> Does it include alerts for abnormal use?<br/><b>A.</b> Yes, it does as with personal accounts.<br/><b>Q.</b> Who would be notified in such circumstances?</p>  |        |

| ITEM  | ACTION |
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| <p>A. Named account holders, so there is possibly still some risk in that sense.<br/><b>Resolved 22</b><br/><i>That the Corporate Multipay system be adopted for all schools in the Trust; and</i><br/><i>That Mrs Hill contact the Bank Manager to discuss risk protocols and arrangements for who the contact person should be in abnormal usage scenarios.</i></p>   |        |
| <p><b>14. REPORT FOLLOWING LEGAL ADVICE SORT ON GOVERNANCE IN TEACHING SCHOOLS</b></p>  |        |
| <p>It was agreed that this item would be covered as part of item 18.</p>  |        |
| <p><b>15. PROCESS FOR APPOINTING STAFF AND THE REVIEW OF ROLES ACROSS THE TRUST AND TRUST SALARIES</b></p>  |        |
| <p>This item had been covered under item 10.</p>  |        |
| <p><b>16. CFO JOB EVALUATION AND JOB DESCRIPTION</b></p>  |        |
| <p>Mrs Hill left the meeting for this item.</p> <p>Trustees reviewed details of the job evaluation outcome for the position of CFO along with the proposed job description. The CEO commented on the processes followed. The proposed grade for the post was Special Grade B.</p> <p>Trustees discussed the proposals thoroughly and took into consideration the requirements of the role and retention to the position.<br/><b>Resolved 23</b><br/><i>That the CFO Job Description be approved;</i><br/><i>That Trustees agree to implement “special grades” outside of the Wakefield’s NJC scale points and set the CFO post at Special Grade B; and</i><br/><i>That the MAT Pay Policy be amended to incorporate the use of “Special Grades”.</i></p> <p>Trustees noted details of draft job descriptions for Chief Operations Officer and Deputy Chief Executive Officer. It was noted that the job descriptions would need to go for job evaluation. It was further noted that posts would initially be offered internally including schools in the process of joining the MAT.<br/><b>Resolved 24</b><br/><i>That the Chief Operations Officer and Deputy Chief Executive Officer job descriptions be approved.</i></p> |        |
| <p><b>17. AIMS AND BENEFITS OF BEING A MAT</b></p>  |        |
| <p>Trustees reviewed the Vision and Aims prepared by the Headteacher Executive Group, along with Non-negotiables of Teaching and Learning.<br/><b>Resolved 25</b><br/><i>That the Vision and Aims and Non-negotiables of Teaching and Learning be agreed.</i></p> <p>The role of the Trust Board in relation to monitoring the performance of schools was discussed. The view was for the Headteacher Executive Group to take a lead on monitoring. The CEO explained the process that had been undertaken with</p>   |        |

| ITEM   | ACTION |
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| <p>Towngate so far, which Trustees were happy with. The CEO queried whether the Board would wish to see Action Plans that were put in place for schools and Trustees agreed that they would want to know that a plan was in place and be provided with a summary overview. It was agreed that it was the role of the Headteacher Executive Group to monitor and evaluate the Action Plans and feedback to the Trust Board.</p>   |        |
| <p><b>18. ASPIRE TEACHING SCHOOL REPORT</b></p>  |        |
| <p>Trustees were provided with an update report on the ASPIRE Teaching School.</p> <p>The CEO provided an explanation of the current governance/management arrangements in place for the Teaching School. Trustees discussed the arrangements in that the local governance of Gawthorpe currently made decisions regarding the Teaching School.</p> <p><b>Resolved 26</b><br/><i>That the Trust Board is happy with the current management arrangements for the ASPIRE Teaching School;</i><br/><i>That the Trust Board wishes to receive update reports on the Teaching School; and</i><br/><i>That “ASPIRE Teaching School Report” be a regular item on the agenda of future Trust Board meetings.</i></p>   |        |
| <p><b>3. MINUTES OF THE MEETINGS HELD ON 27 SEPTEMBER AND 15 NOVEMBER, 2016</b></p>  |        |
| <p><b>Resolved 27</b><br/><i>That the minutes of the meetings held on 27 September and 15 November, 2016, being correct, be signed.</i></p>  |        |
| <p><b>4. 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>ANY OTHER BUSINESS</b></p>   |        |
| <p><b>School Calendar 2017/2018</b></p> <p>The CEO reported on the School Calendar 2017/18. She reported that Gawthorpe and Towngate had agreed to have a two week break at spring bank and asked whether Trustees wished to implement a Trust-wide calendar or allow individual schools the freedom to decide what they wished to do. Trustees discussed the matter and agreed that it was difficult with having schools in different areas of the district. They felt that most of the calendar should be Trust-wide to maximise the availability of the CEO and other central staff when schools were open.</p> <p><b>Resolved 28</b><br/><i>That individual schools be asked to consult with parents regarding a two week break at spring bank; and</i><br/><i>That a Trust-wide closure of schools on 20 December 2017 be agreed.</i></p> |        |
| <p><b>19. DATE, TIME AND PLACE OF NEXT MEETING</b></p>   |        |
| <p><b>Resolved 29</b><br/><i>That future meetings be held on the following dates:</i><br/><i>Wednesday, 8 February 2017 at 6.00 pm at Towngate Primary Academy;</i></p>  |        |

| ITEM  | ACTION |
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| <i>Tuesday, 28 March 2017 at 6.00 pm at Half Acres Primary School; and<br/>That "Schedule of Future Meetings" be included as an item on the agenda of<br/>the next meeting.</i> |        |
| <b>20. CONFIDENTIAL ITEMS</b>   |        |
| <b>Resolved 30</b><br><i>That there are no confidential items to remove from the minutes.</i>   |        |
| <b>MEETING CLOSE TIME: 8.40 pm</b>  |        |

Signed below as a true and Correct Record

Signature.....

Print Name.....

DRAFT