

## INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

### TRUST BOARD MEETING MINUTES

<b>DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Tuesday 1 October 2019	4.30pm	Maypole Centre, Gawthorpe

<b>PRESENT</b>		
<b>Chair of Committee:</b>	Mr J North	
<b>CEO:</b>	Mrs S Vickerman	
<b>Committee Members:</b>	Mr B Smith	Mr G Worsdale
	Mr C Gray	Mrs C North
	Mrs T Jackson	
<b>In Attendance:</b>	Mrs T Fallon (COO)	Mrs H Hill (CFO)
<b>Clerk:</b>	Susanna Stott	
<b>Apologies:</b>	Mr P Arundel	Mrs C Norfolk
	Mr J Cripps	

<b>ITEM</b>	<b>ACTION</b>
<b><u>PROCEDURAL ITEMS</u></b>	
<b>1. APOLOGIES FOR ABSENCE</b>	
Apologies for absence were noted.	
<b>2. DECLARATIONS OF INTEREST</b>	
Declaration of interest forms were shared with the Trustees, signed and returned for document holding.	
<b>3. CHANGES TO TRUSTEES AND MEMBERS</b>	
<p>New Trustee Graham Worsdale was introduced at the meeting and welcomed by all in attendance. The Chair also noted letters of resignation have been received from Ann Webb, Stuart Tottles and Mark Turner who have all been excellent Trustees. The Trust has now appointed John Cripps as a new Trustee. The Chair noted the valuable experience that JC will bring to the Trust.</p> <p>Attendees were asked for their opinions as to whether the Trust should look to appoint further Trustees as there are now 9 Trustees instead of 11.</p> <p><b>Q: Are there any gaps in experience and skills?</b>  <b>A:</b> We think there are no gaps and agree that we will carry on with 9 Trustees and review at the end of the academic year.</p>	

ITEM	ACTION
Trustees noted that the GVO system is working well but an email reminder will be sent out for all future full and committee meetings in advance. Meeting dates will also be notified through the weekly newsletter email.	
<b>4. AGM - APPOINTMENT OF CHAIR</b>	
John North was nominated by Carolyn North to continue as Chair and Tracy Jackson seconded this nomination. JN was voted in to continue as Chair for a further term of office.	
<b>5. APPOINTMENT OF VICE-CHAIR</b>	
Carolyn North was voted in as Vice-Chair.	
<b>6. APPOINTMENT OF COMMITTEES</b>	
<p><b>Resources &amp; Audit Committee</b></p> <p>Members of this Committee will be: Tracy Jackson Charlie Gray Clare Norfolk John Cripps John North</p> <p><b>Standards &amp; Curriculum Committee</b></p> <p>Members of this Committee will be: Graham Worsdale Barry Smith Carolyn North Paul Arundel John North</p> <p><b>Pay Committee</b></p> <p>Members of this Committee will be: Tracy Jackson Charlie Gray Clare Norfolk</p> <p>The subject of local LGB members attending the Finance and Resource Committee was discussed referring to possible issues around confidential items. It was agreed that these members will continue to attend but asked to withdraw from the meeting should there be a need to have confidential discussions.</p>	
<b>7. APPOINTMENT OF THE CHAIR TO EACH COMMITTEE</b>	
<p><b>Resources &amp; Audit Committee</b></p> <p>Stuart Tottles the previous Chair of this Committee has now resigned as a Trustee. Charles Gray will Chair this Committee.</p>	

ITEM	ACTION
<p><b>Standards &amp; Curriculum Committee</b></p> <p>Graham Worsdale to Chair.</p> <p><b>Pay Committee</b></p> <p>Tracy Jackson to Chair.</p>	
<b>TRUSTEE MEETING</b>	
<p><b>1. MINUTES OF THE LAST MEETING HELD ON 30 APRIL 2019</b></p>	
<p>The minutes of the meeting were agreed as a true record and signed by the Chair.</p>	
<p><b>2. MATTERS ARISING</b></p>	
<p>There are no matters arising from the minutes.</p>	
<p><b>3. CORRESPONDENCE</b></p>	
<p>The Chair, SV, Leah Charlesworth, HH and TF recently attended a meeting with the DfE. The Chair noted that the meeting was very positive and a letter from the DfE has been received in response to the meeting, stating how well the Trust is performing. The DfE will be supporting the Trust with sponsorship of further schools as and when they may arise.</p> <p>Letter from the Chair of Governors at Mackie Hill has been received by the Trust and was shared with the meeting.</p>	
<p><b>4. CEO REPORT</b></p>	
<p>Documents circulated to the meeting were:</p> <p>CEO Report 2018-2019 Academic Year CEO Report on Standards across the Trust 2018/2019 Website Summary Ofsted Report – Girnhill Infants Ofsted Report – Towngate Primary IPMAT Trust Plan High Priorities Amalgamated 2019-20 Minutes – 16.09.19</p> <p><b>School Improvement</b></p> <p>The CEO discussed the report on Standards across the Trust for the 2018/2019 academic year.</p> <p><b>EYFS</b></p> <p>SV noted the good level of development across is 72.6% an increase from 65.4% of children achieving this result in 2017/2018.</p> <p>The development of EYFS has been a high priority for the Trust and every academy has improved their results year on year apart from South Hiendley. Gawthorpe</p>	

ITEM	ACTION
<p>academy is particularly noted with results increasing from 67% in 2017/2018 to 82.1% in this academic year.</p> <p>Outcomes for disadvantaged children across the Trust have significantly improved and results have increased from 46.9% in the previous year compared to 62.5% in this academic year.</p> <p>Outcomes at Ash Grove have also demonstrated strong improvement with an increase of 48% in 2017/2018 to 66% this academic year. Outcomes for disadvantaged children have also improved from 20% to 83%.</p> <p><b>Y1 Phonics</b> There has been an increase in the % of children who have passed the phonic screening test across the MAT. 81.3% passed in 2017/2018 compared to this academic year where there has been an increase to 84.1%. The % of disadvantaged children passing the screening at the end of Y1 has also increased from 70% to 71.4% this year. Girnhill Infants has seen a significant improvement from 40% in 2017/2018 compared to 81.8% in this academic year. The 2017/2018 result, caused by a cohort, which posed significant challenges, possibly triggered the Ofsted Inspection.</p> <p><b>KS1 Results</b> There has been a slight decline in the KS1 results overall in 2018/2019, however they are still strong when compared to National outcomes in 2017/2018.</p> <p>SV noted that the in-school gap and national gap remains for disadvantaged children despite a significant focus on supporting this group of children.</p> <p>LC, the Trust School Improvement Partner is currently working with leaders on how to narrow the gap for disadvantaged children between KS1 and KS2.</p> <p><b>KS2 results</b></p> <p>SV explained that for combined reading, writing and maths 71.4% of children attained the expected standards and is well above the 2017/18 National results. An overall increase of 8.4% this academic year.</p> <p>The results for Ackton Pastures were discussed and has showed a significant improvement from 39% last academic year to 77.3% this academic year. This clearly reflects the actions taken at this school.</p> <p>There are concerns around Half Acres as the Reading, Writing and Maths percentage was 50%. Wrap around meetings have already been put in place to address this matter. Annabel Berry, the HT at Towngate Primary has been seconded 21/2 days per week to work in the school.</p> <p><b>Q: Are we happy that she has the right kind of support?</b> <b>A:</b> Ackton Pastures no longer need the support they were receiving as the new Head and Deputy have settled in well and are doing a good job. Half Acres will</p>	

ITEM	ACTION
<p>receive a similar package of support. As well as AB, either SV or LC will support the school half a day each week, plus Andrea Mitchell for maths support half a day per week. Leaders have been appointed to all subjects and are working hard to get up to speed with their curriculum areas.</p> <p>It was noted that the HT at Half Acres is currently absent but is visiting Occupational Health tomorrow and is engaging with the Trust.</p> <p><b>South Hiendley</b></p> <p>SV attended a meeting of the governors and asked for their thoughts on the current situation. The Trust has taken immediate action to address the concerns that were raised following the Due Diligence visit and subsequent report. The HT has since resigned, and the school is now being led by the two Assistant Headteachers. Both are committed and working well with the Trust and staff.</p> <p>Wrap- around meetings are already taking place. The attendees involve members of the central team, staff leaders and members of the LGB along with two Trustees.</p> <p>Only one of the two Assistant Headteachers is interested in becoming an acting interim HT. It was agreed that Melanie Reed be Interim Head for this academic year.</p> <p>The HT at Ash Grove is also offering half a day a week in support.</p> <p>The Chair noted the positive improvements across the Trust in terms of results and highlighted particularly the turnaround at Ash Grove. SV recorded her concerns in relation to the fact that currently Ash Grove have 3 children who have very complex needs. Their behaviour is making it very difficult for them to remain in school. Matters are made worse as the LA does not have sufficient resources to assist by providing another more appropriate setting. All cases have gone to panel, but it is very difficult for the school. The first child must be back in mainstream school by Christmas, but this would not be a workable option for the school due to the needs of this child.</p> <p>The School Improvement Partner (LC) has supported the Trust appeal. Dependent upon the decision, i.e. if the LA does not agree the appeal would mean we may have to complete 2 permanent exclusions. We can't meet the needs of this child but agree that Wakefield are trying to find some alternative provision.</p> <p><b>Ofsted Inspections</b></p> <p>The two Ofsted Inspections for Girnhill and Towngate were shared with the meeting.</p> <p>The inspection grading at both schools was good. SV believes the Girnhill result could have been outstanding. During the inspection at Girnhill, the lead inspector spent time on the phone to OFSTED seeking clarification. In the end, the inspector's own personal interpretation led the outcome to be good.</p>	

ITEM	ACTION
<p><b>Q: Could we have appealed the Girnhill result?</b>  <b>A:</b> It wouldn't have been worth it.</p> <p>During the Girnhill inspection there was also a safeguarding incident. The Trust followed the correct procedure which evidenced that we take safeguarding seriously and the LADO was involved at all stages. The incredible support from staff across the Trust during these Ofsted Inspections was duly noted.</p> <p><b>Trust high priorities for 2019 – 2020</b>  The high priorities for the Trust were shared and discussed. There are five main areas of focus for this academic year: MAT growth: Knowing more, Remembering more; Pupil Premium; Safeguarding; and Relationships and Sex Education.</p> <p>SV is taking responsibility for leading the team of Attendance Officers, and it is appreciated by those members of staff who feel valued. South Hiendley has a problem with attendance and a lot of work is currently been undertaken to improve in this area.</p> <p>British Values as part of the wider curriculum is being delivered consistently in every Academy. The impact has been recognised in due diligence reports and in the two Ofsted Inspections.</p> <p>A trust sports day for children in KS1 and KS2 was held in the summer term.</p> <p><b>Mackie Hill</b>  SV explained the history behind Mackie Hill school after New College withdrew from becoming this school's sponsor. The Regional Schools Commission approached the Trust to look at sponsoring this school and the DFE would also like the Trust to become involved.</p> <p>A letter has been received from the Chair of Governors of Mackie Hill. Ben Peck has been appointed to support the Trust with PR, whilst the Mackie Hill proceedings are ongoing and has drafted a letter in response, which all Trustees agreed is excellent. SV and TF visited the school today and it was a very positive meeting. The HT and Staff are very committed to the school.</p> <p><b>Q: Does Mackie Hill have an SLA in place with Kettlethorpe High School?</b>  <b>A:</b> We think the SLA ends in December but are still trying to get to the bottom of what has been agreed. We are looking at staffing structures, and financial workings. There will be a business case put forward to the LA.</p> <p>The Chair stated that the best way to keep the Trustees updated is for TF and or SV to regularly inform Trustees of progress.</p> <p><b>Q: Are the Trustees happy for us to proceed with the sponsorship of Mackie Hill?</b>  <b>A:</b> Yes, following the comments from the visit of TF and SV to the school. The Trustees voted and all agreed to the sponsorship of Mackie Hill.</p>	

ITEM	ACTION
<p>SV stated that the Trust will not meet with parents but will inform them by letter. It was noted that there is a possibility the Governing Body will resign.</p>	
<p><b>5. GROWTH</b></p>	
<p>This topic has been covered in the CEO report.</p>	
<p><b>6. CFO REPORT</b></p>	
<p>Documents circulated and discussed at the meeting:</p> <p>CFO Report September 2019 Management Report – Period 11 – 2019 Academies Accounts Direction 2018-19 Consolidated Budget Sheet – 2019-20 Consolidated KPIs Summer 2019 Core Offer September 2019 Financial Framework Financial Governance Policy 2019 Members, Trustees and Governors Expenses &amp; Payments Policy 2019 Competitive Tendering Policy Statement of Accounting Policy Central Funding &amp; Appeals Policy amended July 2019 (version 1) Copy of 2019-2020 Self-Assessment Tool</p> <p>HH explained that the current budget position across all the schools look positive, however final accruals still need to be completed.</p> <p><b>Q: Is there a reason why we can't do monthly accruals?</b> <b>A:</b> They could be completed that way, but all that happens is the system then reverses the following month.</p> <p>TF noted that once recruitment of the new member of the finance team has occurred, this should be priority for the new appointment to investigate further.</p> <p>HH requested that a working party is organised to support the production of the Trustee report for the front of the year end accounts. Trustees commented that communication through the GVO system would be effective whilst writing the report rather than further meetings. It was suggested that the information be kept to a bare minimum. This was agreed.</p> <p>All the financial policies were ratified by the Trustees and will be reviewed annually.</p> <p>An updated copy of the Core Offer has been shared. SV explained that Half Acres will need to be put on the ++ core offer.</p> <p>HH noted the Self-Assessment Tool shared with Trustees for 2019/2020 is a new requirement of the Financial Academies Handbook. The checklist now must be uploaded to the DFE for the organisation to review. It must be completed by 14 November.</p>	

ITEM	ACTION
<p>There is a trust capacity growth grant available and this will be applied for by the Trust.</p>	
<p><b>7. COO REPORT</b></p> <p>Documents circulated to the Trustees were:</p> <p>COO Report September 2019 Absence Summary Report – 01.09.18 – 31.08.19 Inspire Proposal for the Board Sept 2019 EO781 Service Agreement Proposal Restructure meeting minutes 05.09.19 Financial Analysis of Centralisation Proposal Safer Recruitment Sickness Absence Report Whistleblowing Code of Conduct Health &amp; Safety Health &amp; Safety Statement DPO Report IPMAT Aug 2019 Complaints Procedure 2019 Code of Conduct Policy 2019 Pay Policy 2019</p> <p><b>Inspire Proposal – September 2019</b> The COO explained the purpose of this proposal and the reasons why the change in structure is being proposed along with the expected benefits.</p> <p>TF explained that the Trust have centrally appointed an HT &amp; Payroll Officer, who is currently part-time. We have already recognised that we have underestimated the workload in this position and are looking to increase this post to full time hours.</p> <p>We will have 4 Office Managers and therefore 4 clusters, with each Office Manager covering two schools. We have organised these clusters on a geographical basis. There will be an application process to ensure that we have the right people in post.</p> <p>At the Office Managers’ meeting to be held on 04.10.19, the restructure proposal will be shared, and we hope for a positive outcome.</p> <p>The job title will change to School Business Officers with the focus on bringing specialists into key roles.</p> <p>We may delay appointing for Cluster 4 as this could involve Mackie school with the potential redundancy of the Office Manager there. The timescale for the restructure will be to complete in January 2020.</p> <p>The review also allows for the appointment of an Estates/Health &amp; Safety Officer as well as a payroll central team position. The central team will be much stronger and there will be a small saving.</p>	

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<p><b>Q: How do you think the meeting with the Office Managers will go?</b>  <b>A:</b> We expect the meeting will go well for those who know they are capable of stepping up, but those who are not as confident may be upset. The key, however, will be the one to one meetings after the initial meeting.</p> <p><b>Q: Potentially, is it one post that will be lost?</b>  <b>A:</b> Potentially yes, but with the right support it may be none.</p> <p>Under the new structure each School Business Officer will spend 2 days in each school and then one day in the Maypole Centre. The post will increase in salary by 2 points.</p> <p><b>Q: Will it be the same day each week?</b>  <b>A:</b> Yes, it will. They will be mobile working.</p> <p>The other consideration is how to split the costs. Initially we looked at a per pupil number, but it was clear that this would not be a fair costing process. We are now looking at dividing the total costs by 8 in the first year. Trustees agreed that this option made the most sense.</p> <p>SV has noted that as the Central Team positions have taken on extra responsibilities, she wished to invite an external consultant to review the current salaries. Trustees agreed. The Chair noted, along with the other Trustees the difficult work that SV, TF and HH have undertaken over the last few months.</p> <p>The Trustees agreed to the Centralisation proposal.</p> <p><b>COO Report</b></p> <p>TF explained to Trustees that the Trust position of safeguarding is very strong and face to face training is currently being completed with all staff and governors.</p> <p>In addition, Annabel Berry (HT at Towngate) has delivered training regarding safeguarding compliance documentation and setting up files for Ofsted inspection.</p> <p>The HR &amp; Payroll Officer post was implemented on the 1.09.19 and is focussing primarily on payroll. The first meeting has taken place with Officer Managers and they are becoming more proactive.</p> <p><b>Sickness Absence Report</b></p> <p>TF drew attention to the shared sickness absence report.</p> <p>The sickness absence policy that has been developed across the Trust, has meant we have had a saving of approximately £30,000 and equates to 44 days reduction in absence across all schools. We are tackling absence much more quickly. The data supports the evidence that the policy is working, and we are much better at managing more long-term absences. The trust is also tackling the issue of TOIL.</p>	

ITEM	ACTION
<p>The Trust is delaying the proposed H&amp;S audits until the Estates/Health &amp; Safety Officer is appointed. The newly appointed person will accompany PIB to each school.</p> <p>The COO is recommending that the Trust moves to E3Cube to support the SIF bids processes. They have achieved 60 out of 75 successful bids last year. As long as Mackie Hill converts to the MAT before April 2020, they would be able to be part of any bid process. The quote received was on the same terms as Capita ie. no fee unless the bid is successful. Trustees agreed the appointment of E3Cube.</p> <p><b>DPO report</b></p> <p>The first report since GDPR was introduced has been shared with the Trustees. The report affirms that robust systems are in place.</p> <p><b>Q: Two breaches included in this report were not reported to the ICO?</b> <b>A:</b> We followed the advice of the DPO.</p> <p>The Pay Policy has been ratified by the Trustees.</p> <p>Health &amp; Safety Policy Statement agreed by the Trustees</p> <p>A Staff Code of Conduct Policy which is generic to all schools and covers a wide remit has been developed. The HTs felt this would help support their management of staff.</p> <p>The Complaints Procedure has been changed following DFE guidance which has suggested 3 stages to the procedure.</p> <p>The Whistleblowing Policy has been updated in-line with the Academies Financial Handbook, but we have to appoint one named Trustee in the policy. It was agreed that Paul Arundel would be the named person.</p> <p>All Trustees have agreed these policies.</p>	
<p><b>8. TRUSTEES LINKS TO ACADEMIES</b></p>	
<p>The Chair explained that the idea of a Trustee being linked to a school for a year to gain more knowledge about the school and its working procedures and then moving on to another school the next year has had to be curtailed. After consultation with the DfE, it is considered that the relationship could become too close. However, Trustees can be linked with another school by meeting with the Head and Chair of the LGB. The meeting could comprise of: a walk round the school with the Head and Chair; a general talk about the school; and maybe the meet the LGB if arranged on the day of a termly meeting. With the changes to the Trustees, the Chair will notify trustees as to which school they are to visit in due course.</p>	

ITEM	ACTION
<p><b>Trustees areas of responsibility</b></p> <p>Health &amp; Safety - Paul Arundel Data and PP – John North Safeguarding and Prevent – Barry Smith</p> <p>Audit skills check will be produced shortly.</p>	
<p><b>9. TRAINING</b></p>	
<p>The Governor/Trustee Training Programme was discussed and information given on numbers booked onto courses available during the Autumn Term. Information about all course can be found on the GVO.</p>	
<p><b>10. AOB</b></p>	
<p>There was no further business.</p>	
<p><b>11. DATES OF NEXT MEETINGS</b></p>	
<p>A reminder of dates for the following committees was noted:</p> <p><b>Finance &amp; Resource Committee</b></p> <p>12 November 2019 – Maypole Centre – 4.30pm 24 March 2020 – Maypole Centre – 4.30pm 14 July 2020 – Maypole Centre – 4.30pm</p> <p><b>Standards &amp; Curriculum Committee</b></p> <p>22 October 2019 – Ackton Pastures Primary School – 4.30pm 10 March 2020 – Fitzwilliam School – 4.30pm 21 July 2020 – South Hiendley Primary School – 4.30pm</p> <p><b>Trustees Meeting</b></p> <p>3 December 2019 – Maypole Centre – 4.30pm 21 January 2020 – Maypole Centre – 4.30pm 19 May 2020 0 Maypole Centre – 4.30pm</p> <p><b>Chairs Meetings</b></p> <p>15 October 2019 – Towngate Academy – 4.30pm 4 February 2020 – South Hiendley Primary – 4.30pm 28 April 2020 – Ackton Pastures Primary School – 4.30pm</p>	
<p><b>MEETING CLOSE TIME: 6.45PM</b> <b>Next meeting 3<sup>rd</sup> December 2019 – 4.30pm at the Maypole Centre</b></p>	

SIGNED BY THE CHAIR:



DATE:

03.12.2020