

## INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

### TRUST BOARD MEETING MINUTES

<b>DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Tuesday 3 December 2019	4.30pm	Maypole Centre, Gawthorpe

#### PRESENT

<b>Chair of Trust Board:</b>	Mr J North (JN)	
<b>CEO:</b>	Mrs S Vickerman (SV)	
<b>Trustees:</b>	Mr B Smith (BS)	Mr G Worsdale (GW)
	Mr P Arundel (PA)	
	Mrs C North (CN)	
<b>In Attendance:</b>	Mr A Russell – Gibson Booths Accountants (AR)	Mrs H Hill (CFO) (HH)
<b>Clerk:</b>	Susanna Stott	
<b>Apologies:</b>	Mrs C Norfolk	Mrs T Jackson
	Mr C Gray	Mr J Cripps

ITEM	ACTION
<b>PROCEDURAL ITEMS</b>	
<b>1. APOLOGIES FOR ABSENCE</b>	
Apologies for absence were noted.	
<b>2. DECLARATIONS OF INTEREST</b>	
There were no declarations of interest reported.	
<b>3. MINUTES OF THE LAST MEETING</b>	
The minutes of the last meeting held on 1 October 2019 will be approved at the next Trustee meeting on 21 January 2020.	

ITEM	ACTION
<p><b>4. IPMAT ACCOUNTS – 2018 - 2019</b></p> <p>The IPMAT accounts for 2018-2019 had been shared with all Trustees prior to the meeting.</p> <p>Alastair Russell, Accountant from Gibson Booths discussed the accounts with Trustees.</p> <p><b>Q: How did we manage to get £90,625 in net movement funds?</b>  <b>A:</b> Year on year trading activities income increased from £66,137 to £79,236 along with income from the academy trust’s educational operations.</p> <p>The IPMAT has an overall net surplus of approximately £90,000, which AR noted as being very encouraging.</p> <p><b>Q: Can this surplus be spent as we chose?</b>  <b>A:</b> Yes, the surplus is unrestricted funds.</p> <p><b>Q: Is there a figure we should always be looking to carry forward?</b>  <b>A:</b> No, the DFE doesn’t stipulate any figure.</p> <p>SV noted that herself and HH are always very cautious with spending, ensuring that there is always a contingency fund for any emergencies.</p> <p>AR explained that the most important area for Trustees to be aware of is the cash balance of the Trust.</p> <p><b>Q: Why did we have the surplus of £862,000 in 2018 against the deficit this year of £2,513,000?</b>  <b>A:</b> HH explained that the West Yorkshire Pension Fund had reduced the discount rate, Ash Grove Primary joined the Trust and the McCloud Judgement regarding pensions has had an impact.</p> <p>AR commented that the key figure on page 22 of the Accounts of £1,015,546 balance is a very healthy position for the Trust and noted that the budgets and spend had been very well managed.</p> <p>HH explained that there had been two small amendments to the accounts sent out to Trustees.</p> <p>Page 21 – The note column for Aspire Teaching School should read as 7 and 25.</p> <p>Page 42 – Section 24 Conversion to an Academy Trust should read as a transfer from Wakefield District Council.</p> <p>The accounts for signing now include these amendments.</p> <p>The draft Management Letter required to be sent to the DFE was shared with attendees prior to the meeting. HH explained that when sending the Management Letter for the Year ended 31 August 2019 to the DFE, the Trust has to report points raised by the Accountants, issues and the risk level. There is one high level point</p>	

ITEM	ACTION
<p>reported related to the risk of paying invoices sent through as a scam. However, actions are in place to ensure this doesn't happen, including appointing a Finance Officer to the Central Team who will be responsible for paying all invoices.</p> <p><b>Q: Will there be a dual check for the Finance Officer's work paying invoices?</b>  <b>A:</b> HH noted this point and explained that all Bacs payments have to be signed by two people within the Trust as an extra check.</p> <p><b>Q: There appeared to be an issue with VAT?</b>  <b>A:</b> HH explained that the issue noted was due to intercompany invoices only. Once the new Central Team structure is in place from January 2020, intercompany invoices will no longer be produced.</p> <p>The accounts were agreed by Trustees and signed by SV, CEO of the IPMAT, JN, the Chair of Trustees and Alastair Russell, Accountant from Gibson Booths.</p>	
<p><b>5. AOB</b></p>	
<p>SV asked how the Trustees are finding the weekly updates, are they useful? The Trustees responded that they found the information very useful.</p> <p>SV explained the current situation regarding the proposed Mackie Hill sponsorship. Following the recent Ofsted inspection at Mackie Hill, the process has paused until we know the judgement results.</p> <p><b>Q: Will the Trust be paid for the time spent on managing this process so far?</b>  <b>A:</b> Yes. We were given initial funding to support this process and all time spent by the Central Team and any costs incurred have been recorded.</p> <p>SV noted that Grove Lea Primary Academy have recently voted to join the IPMAT which we are very pleased about. They are currently sitting on an "outstanding" judgement.</p> <p>SV explained the current position with Ackton Pastures and the Woodlands Resource Centre attached to the school. This Centre offers provision to support children with social, emotional and mental health issues. Joanne Kershaw, HT at Ackton Pastures is building a strong relationship with the centre. We recently had a meeting with the LA which is wanting to develop support with Ackton Pastures. The staff at Woodlands have a lot of knowledge they are willing to share and as Ackton Pastures have a number of children with complex needs this is proving very valuable. These children are currently accessing afternoon sessions with the school SENCO in the nursery area, with lessons linking to the school curriculum.</p> <p>We are currently advertising for an Inclusion Manager at Ash Grove Primary as they have a number of children with extremely complex needs, linked to the dynamics within the local community. This post will be funded in part through a grant received and supported by the Trust. Eventually the successful candidate will work across the whole Trust.</p>	

ITEM	ACTION
<b>MEETING CLOSE TIME: 5.35 PM</b> <b>Next meeting 21 January 2020 – 4.30pm at the Maypole Centre</b>	

Signed by the Chair:



Date Signed:

21.01.2020