

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

TRUST BOARD MEETING MINUTES

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| DATE: | TIME: | LOCATION: |
| Tuesday 21 January 2020 | 4.30pm | Maypole Centre, Gawthorpe |

PRESENT

| | | |
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| Chair of Trustees: | Mr J North (JN) | |
| CEO: | Mrs S Vickerman (SV) | |
| Trustees: | Mr B Smith (BS) | Mrs C North (CN) |
| | Mr C Gray (CG) | Mrs C Norfolk (CNOR) |
| | Mrs T Jackson (TJ) | |
| | Mr P Arundel(PA) | |
| In Attendance: | Mrs T Fallon (COO) (TF) | Mrs H Hill (CFO) (HH) |
| Clerk: | Susanna Stott (SS) | |
| Apologies: | Mr G Worsdale | |

| ITEM | ACTION |
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| <u>PROCEDURAL ITEMS</u> | |
| 1. APOLOGIES FOR ABSENCE | |
| Apologies for absence were received from Graham Worsdale, who was away. JN emphasised the need for Trustees to attend all meetings, particularly due to the number of Trustees the IPMAT currently has in post. | |
| 2. DECLARATIONS OF INTEREST | |
| There were no Declarations of Interest shared with the meeting. | |
| 3. MINUTES OF THE LAST MEETING HELD ON 3 DECEMBER 2019 | |
| The minutes of the last meeting were agreed as a true record and signed by the Chair. | |
| 4. MATTERS ARISING FROM THE MINUTES | |
| There were no matters arising from the last minutes. | |

| ITEM | ACTION |
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| <p>5. CENTRAL TEAM</p> <p>Two new central team appointments were introduced to the Trustees. Alex Swithenbank has been appointed as the Health & Safety/Estates Manager for the Trust and Dave Galley has been appointed as the Financial Officer.</p> <p>Alex explained his role within the Trust, and it was noted that he has already visited all the schools and established their individual priorities. Following the recent Headteacher's Meeting the Heads commented on Alex's appointment relieving them of some of the responsibility of premises issues in schools. Alex will work closely with each school Premises Manager.</p> <p>Dave Galley explained that he has been in post for two weeks and his role will be to manage the financial function as part of the central team.</p> <p>Both appointees were welcomed by the Trustees.</p> | |
| <p>6. CORRESPONDENCE</p> <p>No correspondence has been received.</p> | |
| <p>7. STANDARDS & CURRICULUM COMMITTEE MINUTES HELD ON 22 OCTOBER 2019</p> <p>SS was asked to change the permissions on the GVO portal so that all Trustees are able to access documentation for the Standards & Curriculum meetings, Resource & Audit meetings along with Chairs meeting minutes.</p> <p>The Chair noted the excellent meeting that took place at Ackton Pastures and commented on the very instructive tour of the school. JN noted the comments from the Deputy Head during the tour who had extremely positive words about her experience and support she had received since joining the Trust, although acknowledging the hard work and challenge of working in a MAT.</p> <p>Q: Why did she think it was hard work? A: SV explained this is due to the accountability that the Trust expects from senior leaders. SV also noted that the Deputy Head had worked in a local authority school previously and would not have had the visits from the central team into school reviewing the improvements.</p> | SS |
| <p>8. RESOURCE & AUDIT COMMITTEE MINUTES HELD ON 12 NOVEMBER 2019</p> <p>The Resource & Audit Committee meeting minutes had been shared with Trustees prior to the meeting.</p> <p>TF confirmed that the Trust has adopted the same pay policy as the LA, and this is applied in the identical way to all Trust employees.</p> | |
| <p>8. CEO REPORT</p> <p>The CEO report has been shared with Trustees prior to the meeting.</p> <p>Trust Growth SV explained that Mackie Hill received a "good" Ofsted Inspection judgement. As an academy order is in place, the decision has to be returned to the ministry for rescinding and no firm date as to when the Trust will find out the decision is yet known.</p> <p>Ackton Pastures are currently waiting for the call from Ofsted. There are considerable challenging behaviours within the school, and 5 support staff are absent off ill. The HT has</p> | |

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| <p>established good relationships with the teacher in charge of the Woodlands Centre next door, and they are providing a considerable amount of training to school staff.</p> <p>There are a number of children on partial timetables and the Woodlands Centre is helping with a diagnosis of these children. 95% of the children in school are well behaved. We still have some historical issues with some staff in school.</p> <p>Ash Grove is still in special measures, but good work is continuing there to improve this.</p> <p>South Hiendley whilst also vulnerable is improving. Interviews for the permanent Headteacher role takes place on the 12 March 2020.</p> <p>We have had two Ofsted Inspections recently at Half Acres and Fitzwilliam. The Trust has just received the Fitzwilliam report but is slightly disappointed with the final wording as the result was at the top end of a “Good” judgement. The current HT is off ill at the moment but is continuing to work from home. A welfare meeting is to take place shortly with SV and TF. SV noted the issues that were highlighted from a safeguarding point of view during the inspection and going forward all schools will need to ensure that all relevant documentation is stored electronically. Half Acres also received a “Good” judgement following their Ofsted Inspection which we were very pleased with and the report reads very well.</p> <p>The Chair noted the support provided by everyone across the Trust is excellent when the Ofsted call comes, and it demonstrates how well the MAT works as a team. CG seconded this comment and Trustees noted their appreciation for all the hard work undertaken by all involved.</p> <p>Q: Do we do any marketing to support the work of the Trust and the benefits of being part of the MAT? A: We don’t currently but are developing a package that includes our vision for prospective schools.</p> <p>Trustees suggested including some of the quotes and testimonials supporting being part of a MAT. SV noted the Trust website also needs work to “sell” the MAT.</p> | |
| <p>9. CFO REPORT</p> | |
| <p>The CFO report had been shared with Trustees prior to the meeting, which includes the balance sheet and cash flow for December 2019, along with the Trustee Management Report 12.01.20</p> <p>HH explained that all school budget reviews have now been completed. Budget reviews for the Trust and the Teaching School are still to be completed due in part to awaiting the Mackie Hill decision and also salary reviews in April. Variances are still showing due to the MAT and Teaching Schools not being updated yet.</p> <p>Q: Staffing costs are an example of the variances showing – is that because of some exceptional staffing costs? A: Yes it is. The extra central team appointments and subsequent payroll costs were not in the original budget set in April.</p> <p>Staffing costs for Half Acres teaching staff salaries are underspent by £30,800, South Hiendley teaching staff salaries are overspent by £20,916 and Fitzwilliam teaching staff salaries are overspent by £6,245 as examples of the variances. Half Acres underspend on staffing costs are due to the recharges from Girnhill Infants to Half Acres for the interim HT</p> | |

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| <p>post which haven't yet happened. The HT at Half Acres is also off ill currently, so her performance management review has not taken place.</p> <p>A payroll error was identified at South Hiendley and overtime had occurred that had not been accounted for. The HT at South Hiendley has left and has received a termination payment, which had not been agreed before the budget review. This payment has now been agreed and will be corrected going forward.</p> <p>The total surplus for period 4 stands at £165,298.</p> <p>The results of the individual schools' budget reviews were distributed to the attendees at the meeting for information. HH noted that we are watching Ash Grove's budget closely and Fitzwilliam will go into deficit in Year 3. South Hiendley's budget is also a concern, primarily due to its village location and pupil numbers could be affected.</p> <p>The Trust has received a letter from HMRC which was to investigate apprenticeship levees as they believe we may have underpaid in years 17/18 and 18/19. The total payment due to the HMRC is likely to be around £18000 in total.</p> <p>Q: Why have we underpaid? A: We didn't pay any apprenticeship levees as the previous payroll company the Trust used hadn't accounted for this. HH noted that we are liable to pay this.</p> <p>The consolidation layer for the financial systems of the Trust is now in place as from 08/01/2020 and we have appointed Dave Galley as Financial Officer to work with the schools. The Trust now has one bank account and all bank balances at 31/12/2019 were transferred on 03.01.2020 to this account. Each school will continue to run its own financial management system and can manage their own budget day to day.</p> <p>Education Psychologist</p> <p>An overview given by the Chair, explained that schools over the years' have complained about the service and support provided by the majority of Local Authority Education Psychologists. A prospective independent Educational Psychologist has visited the Trust and met with all the HTs in the IPMAT. A comparison with the current LA services offered alongside employing an independent Educational Psychologist was shared with Governors.</p> <p>The LA service provision is costing £16600 approx per year which gives an average of 15 hours per year support per school. The Chair explained the package offered by the independent Ed Psychologist.</p> <p>CG noted that to make a decision, the Trustees need a like for like comparison to show the difference in cost, and what the difference in packages is. We also need to understand what support the schools actually need. TJ noted that achieving further EHCPs with the evidence supplied by this Educational Psychologist would generate further funding thus supporting their appointment.</p> <p>SV confirmed that before any further decisions are made the Trust needs assurances from the Local Authority that they would accept any reports from an independent person as well as full comparisons on costs and services provided.</p> <p>Q: What we would tie into in terms of a contract? A: We need to find out more information on what would be included before signing any contracts.</p> | |

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| <p>SV explained that a decision needs to be made quickly. If the comparisons work out favourably and the local authority agree that they will accept independent reports, it was agreed that this information would be sent out to Trustees, for their approval by email by 17 February 2020. SV noted that the HTs are very keen to go down this route. If agreed, September 2020 would be the start date.</p> | |
| <p>10. COO REPORT</p> | |
| <p>The COO report has been shared with Trustees prior to the meeting.</p> <p>TF explained that the appointment tracker is fully in place hence the report giving more detailed informed on the appointments across the Trust. Trustees can now see how much transactional HR comes through the central HR Team. The Chair acknowledged how much work has been completed. TF noted that at the next School Business Officers meeting we will be looking at all the processes and how these can be streamlined.</p> <p>Leavers since 1 September 2019 have mainly been support staff. The Trust has a low turnover of teachers.</p> <p>With regard to the management of staff attendance in school, TF commented that short term absences are managed at School Business Officer level. Complex cases are dealt with by TF including long term absences which are classed as 4 weeks or more. TF gave an overview of the current ongoing cases which the Trust is working diligently through as noted in the COO report and commented that this was not a high proportion of staff with long-term issues considering the schools in the Trust.</p> <p>A comparison of absences across each school in the Trust was also included within the COO report and states the number of working days lost for absence. TF commented that we hope with the comments included with the comparisons, that the Trustees can see the Trust are very proactive in dealing with absences.</p> <p>These absences will be tracked on a termly basis and then costed at the end of the school year. This data is shared with all the schools and HTs.</p> <p>Q: Short term absence – is it tracked? A: Yes, by School Business Officers (SBO) at local level. Training will be given to SBOs to manage Stage 1 and Stage 2 absence procedures with the intention to only involve the HTs if really relevant.</p> <p>The first meeting with the 4 newly appointed SBOs is tomorrow (22.01.20). A month of training has been planned and support is the focus.</p> <p>RPA Claims The Trust has had two RPA claims and paid £250 excess. Both were for leaks in the schools and were sorted very quickly.</p> <p>CIF BIDS CIF bids submitted in December 2019 were detailed in the COO report with the total value excluding Mackie Hill standing at £2,152,774.</p> <p>Q: How much will we get? A: We couldn't give you an answer – we will hear around Easter and can appeal should we be unsuccessful.</p> | |
| <p>11. CHAIR'S REPORT ON MEETING WITH LGB CHAIRS</p> | |

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| <p>The Chair requested that all Trustees have permissions on the GVO portal for access to the Chairs meeting minutes.</p> <p>JN gave an overview of the discussions that took place during the meeting and highlighted the areas that individual Chair's raised including better WIFI in schools. The Chair was pleased to comment that this situation has been resolved and all schools should have access to WIFI by March 2020.</p> <p>The Chair noted that LGBs have received copies of the Lewisham model for LGB skills audits. The LGB Chairs will be completing this for each governing board. The Chair distributed the Trust Audit document that he had completed for guidance and said it followed a similar format to the one used by the LGBs. He asked for Trustees to read the document through and to notify him if things needed adding or correcting. He added that he would produce a review document of the work he had done on Trust matters over the past year. This would be discussed at the next meeting.</p> | <p>SS</p> <p>Trustees</p> |
| 12. PAY COMMITTEE'S TERMS OF REFERENCE | |
| <p>The Pay Committee's Terms of Reference had been shared with Trustees prior to the meeting.</p> <p>It was noted that discussion on the Terms of Reference (ToR) had already been discussed at the Resource & Audit Committee meeting in November 2019.</p> <p>Point No 6, highlighted in red discussed determining the salaries of the Headteachers but questioned whether the Deputy HTs and Assistant Heads should be added to this section. SV noted we need to be careful about adding this to the ToRs as each school may vary dependent upon the role and responsibilities in school. It was agreed to look at this further before making a final decision.</p> <p>It was agreed to not include the highlighted area in red "on the basis of evidence provided, which of the Trust's teaching staff on the Main Pay Range should progress to the Upper Pay Range"</p> | |
| 13. TRUST DEVELOPMENT PLAN UPDATE | |
| <p>Information has been included as part of the CEO report.</p> | |
| 14. TRUST BOARD AUDIT | |
| <p>The Chair distributed the Trust Audit document that he had completed and said it followed a similar format to the one used by the LGBs. He asked for Trustees to read the document thoroughly and to notify him if things needed adding or correcting.</p> <p>He added that he would produce a review document of the work he had done on Trust matters over the past year. This would be discussed at the next meeting.</p> | <p>Chair/ Trustees</p> |
| 15. VISIT TO GIRNHILL INFANTS SCHOOL | |
| <p>The Chair explained that it is important that Trustees have the opportunity to visit the schools within the Trust meeting the HT, Staff and Governors. The first visit has been arranged for Girnhill Infants School on 13 February 2020 from 9.30am to 10.30am. The intention will be to visit a different school each term.</p> | |
| 17. TRAINING COURSES | |

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| <p>Trustees were reminded of the training dates during the Spring Term and asked to book with WNTAI Services.</p> <p>Discussion took place on Safeguarding training for Trustees. TJ commented that she has had Safer Recruitment training and Safeguarding training and will send copies of the certificates. BS has also completed Safeguarding Training and is the Trustee responsible for Safeguarding across the Trust.</p> <p>Trustees will be invited to the next face to face Safeguarding Training session when confirmed and were reminded to read the Keeping Children Safe in Education document stored on the GVO portal.</p> | Trustees |
| 18. AOB | |
| <p>Trustees signed the Code of Conduct Forms and these are now filed at Trust Headquarters.</p> | |
| MEETING CLOSE TIME: 6.30 PM Next meeting 19 May 2020 – 4.30pm at the Maypole Centre | |

SIGNED BY THE CHAIR: ,  _____