

## INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

### TRUST BOARD MEETING MINUTES

<b>DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Tuesday, 30 April 2019	4.30pm	Maypole Centre, Gawthorpe

#### PRESENT

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

ITEM	ACTION
<b><u>PROCEDURAL ITEMS</u></b>	
<b>1. APOLOGIES FOR ABSENCE</b> Apologies for absence were noted.	
<b>2. DECLARATIONS OF INTEREST</b> There were no declarations of interest.	
<b>3. MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> January 2019</b> That the minutes of the meeting held on 22 January 2019 be signed as a correct record.	
<b>4. MATTERS ARISING FROM THE MINUTES</b> There were no matters arising from the minutes.	
<b>5. CORRESPONDENCE</b> The IPMAT had recently received a letter from the Regional School Commissioners, following a meeting on the 6 February 2019 which was discussed in this meeting. The key points that the RSC raised as priorities for the Trust are: - <ul style="list-style-type: none"> <li>• To consolidate the outcomes you have already achieved, looking to improve progress.</li> <li>• Consider an ESSIT application in respect of Ash Grove on the grounds it is inadequate and has financial challenges.</li> <li>• Share with the RSC the outcome of ICFP at Ash Grove any other schools you opt to utilise ICFP to identify efficiencies.</li> </ul>	

ITEM	ACTION
<ul style="list-style-type: none"> <li>• Share with us the outcomes of your pupil premium reviews and proposed action plans.</li> </ul> <p>The RSC also agreed that ongoing support to the Trust would be provided and the key points are: -</p> <ul style="list-style-type: none"> <li>• Consider if an SRMA could be commissioned to reflect on the ICFP review at Ash Grove and provide additional feedback.</li> <li>• Look to provide support for an ESSIF application for Ash Grove that fulfils the criteria as set out in the guidance.</li> <li>• Bring Inspire Partnership MAT firmly in to our thinking when considering other DAO projects and through discussions with any other vulnerable SAT and MAT's in Wakefield/Leeds and Kirklees.</li> </ul> <p>One of the areas highlighted is the need to increase the members, particularly looking at recruiting suitable members with a financial or HR background.</p> <p><b>Q: Can the IPMAT change people from trustees to members trustees?</b> A: It was pointed out that trustees can appoint trustees, but members appointed by the trustees is a much stronger option.</p>	
<p><b>6. CEO's Report/Trust Plan Update</b></p>	
<p>The CEO presented her Summer Term 2019 report. This included a summary of: -</p> <ul style="list-style-type: none"> <li>• Each Academy within the MAT</li> <li>• Trust contextual Information</li> <li>• An Update on the Trust Strategic Plan</li> <li>• High Risks to the Organisation</li> <li>• Training Needs.</li> <li>• CEO update</li> </ul> <p>There were several areas and issues that were particularly highlighted.</p> <p><b>Gawthorpe</b></p> <p>The Y5 NQT has left the school 3 weeks before the end of the Spring Term after receiving strong support from the NQT mentor and local Authority NQT Advisor. The Y5 class is not being taught by the Assistant Headteacher. The Year 3 pupil causing disruption will be leaving the school and is now moving to South Parade, Ossett in September.</p> <p>There will be some redundancies following consultations which is covered in the Chief Operating Officer's report.</p> <p><b>Towngate</b></p> <p>The Academy is in the inspection window now and are waiting for the call from Ofsted.</p>	

ITEM	ACTION
<p>Two teaching posts have been advertised, one for the new Y5/6 class and the other for the Reception, so far, they have only recruited one teacher. Only 22 pupils have applied for the new Y1 intake in September but there is a good chance more children will come as other schools fill their places.</p> <p><b>Q: Is the low application for Y1 entry still partly because of the previous history of school?</b>  <b>A:</b> Yes, as the school is still sitting on their previous Ofsted judgement and other schools in the area are rated as good and outstanding. We do expect that the School will be judged at least “Good” when they are inspected.</p> <p>There is still concern around the long-term sickness and absence of a Pastoral member of staff and a second learning mentor, the Attendance Officer has applied for another job.</p> <p>Due to budget concerns, this school will be carrying out a staff reduction process following consultation.</p> <p><b>Half Acres</b></p> <p>The Academy have recently undertaken a review with Margot d’Arcy the MAT’s external improvement consultant. The review was highly positive, and she felt that it is possible that a letter may be supplied to say that this school could be outstanding at the next inspection.</p> <p><b>Ackton Pastures</b></p> <p>The School is in the inspection window. Leah Charlesworth has visited the school for a Due Diligence inspection and has stated that they would be likely to get an RI. Current Staff issues are being dealt with and an Interim head has been appointed. Sue Vickerman or Leah Charlesworth have been in the school every day which has impacted on Sue’s work for the whole Trust. A number of staff have resigned, but all are being replaced. A very good, highly skilled new Headteacher has now been appointed and will be in post from September.</p> <p>Due to budget reductions staff redundancies, and reorganisation will be taking place.</p> <p><b>Q: is there a good governing body at Ackton Pastures?</b>  <b>A:</b> Whilst the Governing Board is currently small the Chair of Governors is excellent and very experienced.</p> <p><b>Fitzwilliam</b></p> <p>The school will be in the inspection window as from September 2019.</p> <p>There have been significant improvements in progress and attainment at the school. It has a strong and stable staff structure, but two strong teachers are currently on maternity leave. Whilst staffing reduction is really needed due to budget concerns on calculating redundancy payments it is too expensive, so we are hoping for natural wastage.</p>	

ITEM	ACTION
<p>There is currently a capability process being undertaken with member of staff.</p> <p><b>South Hiendley</b></p> <p>There are concerns that this academy is slipping under the radar at the moment with all the emphasis currently being placed on other schools. It is not in the inspection window, but as a MAT we feel this Academy probably needs more support.</p> <p>A Member of staff is causing concern, but this is being addressed through an appropriate support package.</p> <p>Leah Charlesworth will be visiting South Hiendley in the Summer Term.</p> <p><b>Girnhill</b></p> <p>The school had a due diligence, led by the Trust SIP, in March. This was very positive and clear pointers for improvement were given. These have immediately been acted on by the Leadership team and the likelihood is they will get “Good”.</p> <p>A new Premises Manager has been appointed.</p> <p><b>Ash Grove</b></p> <p>Difficult staffing issues have now been fixed. The school currently has a small cohort which is proving particularly challenging with fighting going on between families outside of school and those arguments being brought into the school environment.</p> <p><b>Trust contextual information</b></p> <p>The urgent view of the Trust’s core offer to schools was discussed. Ackton Pastures is an example where significant additional support has had to be given, which has taken away support from other schools.</p> <p><b>Q: Do we want to retrospectively charge or set charges going forward?</b> A: In fairness, the schools where the support has been most needed, are already financially in difficulty. We believe it would be best to charge for the extra support from now onwards rather than retrospectively. A set rate per day should be established for whoever goes into the school e.g. Due Diligence reviews, whose costs are currently met by the MAT and are draining the central budget.</p> <p><b>Q: Since we started the Trust 4 years ago – do you feel the HTs feel that they are getting value for money?</b> A: We would hope that they feel it is excellent value for money, and we supply a great deal of service from the Central Teams, particularly compared to other Trusts. SV stated that the schools feel they are getting support and are happy with what is being offered.</p> <p>SV and TF will develop the proposal for who and what will be charged and what the rates should be.</p>	

ITEM	ACTION
<p><b>Q: Is the staffing reduction at the schools due to what has been going on with budget analysis?</b></p> <p>A: It is mainly historical contracts and roles recruited. For example, TAs are covering classes at Ackton Pastures and have been paid on different grades with 60% of their salary based on them acting as a normal TA in class and 40% of their salary based on teacher absence, class coverage. They have 17 lunchtime supervisors, of which 13 have other roles in school. There is no consistency for a number of contracts at Ackton Pastures.</p> <p>All schools have had a pupil premium review with Craig Batley.</p> <p>Leah Charlesworth is working closely with the network for Early Years in the schools and they are focusing on the disadvantaged children.</p> <p>It was commented that the MAT really needs a school like Grove Lea to join.</p> <p>It was acknowledged by the Chair that there is a lot of hard work going on.</p> <p><b>Update on the Trust Strategic Plan</b></p> <p>A review of the current priorities for the MAT was discussed.</p> <p><b>High risks to the Organisation</b></p> <p>The biggest risk to the Organisation is the funding but all Schools have been really positive in trying to reduce the budget.</p> <p><b>Training Needs</b></p> <p>No specific training needs have been identified at the current time. The MAT has secured the English hub for Ash Grove Academy with £6000 of funding, and free support for the year. We are expecting South Hiendley to benefit from the same funding.</p> <p><b>CEO</b></p> <p>The current areas that the CEO is involved with, representing the MAT was discussed.</p> <p>The role of the CEO in leading the Teaching school and developing leadership will have generated £34,000 for the Trust. SV is currently seconded for 20 days per academic year.</p> <p>The Mat has received a letter approaching the Trust to offer school improvement support for Mackie Hill. However, the HT of this school is going to choose who she would like, herself.</p> <p>Tracy Leah and Sue will be meeting with the Midlands Commission (RSC for the Selby area), as the MAT has been made aware that some of the schools in this area are currently vulnerable.</p>	

ITEM	ACTION
<p><b>7. MINUTES OF STANDARDS &amp; CURRICULUM COMMITTEE</b></p>	
<p>The Standards &amp; Curriculum Committee had their last meeting at Half Acres School and had a very good visit with an excellent tour of the school. The school offers very good facilities in the new build area, SV commented however, that there are very costly roof repairs needed. The Committee thought that the school was very well run and that all Staff were doing an excellent job.</p> <p>The Committee looked at British Values subject area and also Autumn Data.</p> <p>The Committee meetings will continue to be held at different Schools around the MAT, as they found it very useful visiting the schools.</p>	
<p><b>8. MINUTES OF THE RESOURCES &amp; AUDIT COMMITTEE MINUTES</b></p>	
<p>A copy of the latest Resources and Audit Committee meeting minutes were reviewed at this meeting, with the Committee chiefly looking at the forward budget forecast for the schools.</p> <p>The main concerns noted were looking at years 2 and 3 funding which is going to be very difficult. Cost savings across the MAT were also discussed and the Central Team have been investigating the negotiation of several different contracts and SLAs including Catering and bringing the cleaning in-house. It was noted that there is a lot of information produced for this meeting. Questions were asked as to how this can be trimmed down, and one suggestion is to have a full Resources meeting once per year.</p> <p>Item 11 of the minutes discussed the Ash Grove cash flow concerns. It was agreed that Hayley Hill would contact the School Accountants to ascertain the position on moving surplus money within schools in the Trust to other schools.</p>	
<p><b>9. CHIEF FINANCIAL OFFICER'S REPORT</b></p>	
<p>Trustees received the following documents:-</p> <ul style="list-style-type: none"> <li>• Chief Financial Officers Report – April 2019</li> <li>• Short term lease document between Gawthorpe Academy and the Maypole Centre</li> <li>• Finance &amp; Audit Committee Terms of Reference</li> <li>• Management Report – March 2019 – Period 7</li> <li>• Ackton Pastures Budget</li> <li>• Fitzwilliam Budget</li> <li>• Half Acres Budget</li> </ul> <p>Hayley Hill apologised for not being able to attend the recent Resources &amp; Audit Committee meeting held in March.</p> <p>A consolidated Management Report with cash flow and Balance Sheet for March 2019 – Period 7, was distributed to the Trustees.</p> <p>The Finance Report has now been corrected with one line showing now per area. Going forward this should make the report clearer to read.</p>	

ITEM	ACTION
<p>The Management Report has been split into two areas between income and expenditure which incorporates staffing costs and then other expenditure. The in-year position as at the 31<sup>st</sup> March 2019 was discussed.</p> <p><b>Q: How do you think this current position will change by the end of the Year?</b> A: If everyone stays within the budgets that are currently being set, the position should remain on track. However, Ackton Pastures is predicting a £54,000 deficit which is due to the recent staffing changes and the costs incurred. The restructures will incorporate redundancy costs.</p> <p>Not all the school budgets are completed as yet, and the report sent to the Trustees is a summary report showing the basic income and expenditure headings.</p> <p>Following the December budget review which highlighted diminishing budgets work has begun on a consultation process for a reduction to staffing and an April Budget review. The year-end forecast will be clearer following this review and will be presented at the July Trustees meeting.</p> <p>Gawthorpe Academy have proposed introducing a commercial short-term lease for occupancy of the Maypole Centre and a copy of the lease was distributed to Trustees.</p> <p><b>Q: Have we taken any advice on the lease?</b> A: The lease is based on the previous lease – but has been verified by Wrigleys. The risk of signing the lease is minimal as we are all part of the same organisation.</p> <p>The commercial lease was accepted by the Trustees.</p> <p>A brief discussion on the Resources and Audit Committee Terms of Reference took place to confirm that the only change to the document is the name.</p> <p><b>Pay Policy</b></p> <p>The MAT will be implementing a new pay deal from April 2019, for all support staff. The Unions have written to the Trust and under the Trust pay policy, we can confirm with the Unions that we have implemented the pay deal correctly.</p> <p>The central team of Hayley, Sue and Tracy have undertaken a great deal of work with budget reviews and reductions across the MAT. The Chair commented that all Headteachers agree with the budgets following the last Headteachers meeting. The Headteachers commented that it had been a positive experience with staff, when looking particularly at historical purchasing.</p> <p><b>Q: Do you think there a lot more savings to come?</b> A: We are not expecting to see much more cost savings, as most negotiations on central contracts have been completed. The two major contracts where the biggest savings have taken place have been cleaning and catering and they have already been negotiated and will be a one off saving in this financial year. There was no SLA fee paid to Dolce – the catering company now supplying the services to schools across the MAT. It has resulted in huge savings for the schools in administration</p>	

ITEM	ACTION
<p>costs. All admin is dealt directly through the kitchens and is now cashless. HTs are very impressed with the food after a few initial problems at the start of the term. There has been no extra cost to parents, who can now order the food for their child on line.</p> <p><b>Q: Do most children take up the Meals?</b> A: It is certainly looking that way, with very positive feedback on the quality and selection of food available. Parents are even taking up the sandwich option now.</p> <p><b>Q: What happens if another school joins?</b> A: It will be part of the measure of the agreement, that the school will take up the Dolce catering option at the end of their current arrangements.</p> <p><b>Q: Saving across the Trust on the catering is £81,000 – what were the original costs?</b> A: Cost would have been £104,000 – actual saving £80,000. By bringing the cleaning contracts in house, this has generated a considerable cost saving but also allowed the school to gain control and management of the actual cleaning within schools.</p> <p>It was agreed that the schools should have the savings made through the negotiation of the new contracts. However, because of the amount of support Ackton Pastures has required, it is felt that a core charge proposal for central team support ought to be developed. It was agreed that the Trust would not retrospectively charge for services already supplied and the solution should to start from the 1<sup>st</sup> April i.e the daily rate of Leah’s charges are currently being paid through the Trust, but should now be charged directly to the school concerned.</p> <p><b>Q: What do we do about Leah Charlesworth?</b> A: As a Trust we definitely need Leah’s services 3 days and discussions are taking place on whether we can offer her a 4-day contract. We don’t want to lose the options that she is giving the trust as she is outstanding. Schools are extremely happy with the services, guidance and support she is providing. To have a dedicated School Improvement Partner in the Trust it is an excellent supporting marketing tool to encourage other schools to join the Trust. All the Schools will benefit from Leah.</p> <p><b>Q: Would this be a Term by Term contract or permanent?</b> A: We need to offer a permanent contract – ideally 4 days per week but it will have to be based on whether the Trust can afford it.</p> <p><b>Q: Have we any idea of the difference in cost between consultant or permanent contract for Leah?</b> A: Leah charges £500 per day. SV to discuss the possibility of a permanent contact with Leah.</p> <p><b>Q: Can we agree that from 1 April 2019 we now charge Ackton Pastures for all the central services?</b> A: Yes, it was agreed that it is fair that to say that we should now charge Ackton Pastures for central service team support, including the charges for one day per week for Leah’s costs from the Trust. Considerable progress has been made already</p>	<p>CEO</p>



ITEM	ACTION
<p>with school and Sue Vickerman agreed to present a paper for the next meeting to show what progress has been made.</p> <p><b>Q:What happens if we are going to charge the school and they say we haven't got the money to pay for it?</b> A: The schools do have the money and as a Trust we can direct the schools.</p>	CEO
<p><b>10. CHIEF OPERATING OFFICER'S REPORT</b></p>	
<p>Trustees received the following documents: -</p> <ul style="list-style-type: none"> <li>• COO report</li> <li>• Resources to be sourced from the Procurement – Review Admin Fee</li> <li>• Revised Redundancy Proposal – Version 4</li> <li>• Summary of Inspire Condition Improvement Fund</li> </ul> <p>The new HCSS system is now operational. The first payroll run for support staff has been successfully implement with a very small number of errors. Those errors have been due to staff not checking their own details, same day payments were made. The COO has had a meeting with Office Managers and emphasised the importance of the inputting accurate information.</p> <p>The COO is now working now with the Office Managers to develop the uses within the HR system.</p> <p><b>Capability Procedures</b></p> <p>A teacher at South Hiendley was placed on an informal support plan in Jan 2019.</p> <p>A teacher at Ackton Pastures was placed on an informal support plan in Jan 2019</p> <p>A teacher at Fitzwilliam will be placed on an informal support plan in April/May 2019.</p> <p><b>Grievance/Complaints</b></p> <p>Ash Grove have been made aware of an Employment Tribunal claim. It relates to an individual dismissed prior to the TUPE Transfer, and as Wakefield LA were the previous employer it should be managed by them. We don't feel the Trust has any liability after speaking with Fusion and we are confident that the Trust has no case to answer. RPA covers all legal costs.</p> <p><b>Q: Did we know about this before it happened in the Due Diligence?</b> A: This tribunal claim is for Disability, and as part of the Due Diligence this was not raised by both Fusion HR and Wakefield LA.</p> <p><b>Q: Is the Union involved with the Grievance claim?</b> A: Yes.</p>	

ITEM	ACTION
<p><b>Q: How many staff do we currently have on Informal Support Plan?</b> A: We currently have 3 members of staff across the Trust, but it is likely that the members of staff at South Hiendley and Fitzwilliam will come off these plans in due course.</p> <p>Risk Assessment Training has been completed with Officer Managers and Premises Managers.</p> <p>Headteachers will be completing a Health &amp; Safety Course which is a ½ day session and accredited. Good level of knowledge and upskills are required.</p> <p><b>Q: Is this not more the area for the Premises Manager?</b> A: The HTs need to understand their responsibility and accountability so it is important that this training happens as centrally there isn't the structure in place to leave it as the responsibility of the Trust.</p> <p><b>RESTRUCTURE DOCUMENT</b></p> <p>The document proposal for the staff restricting has been based on the work completed on the budgets for each school.</p> <p>For the Unions consultation process we must justify the reasons for why the redundancies are occurring and the rationale behind the decisions is purely financial. We are also making sure that the Unions are aware of all the contract review work completed.</p> <p>Staffing – 3 schools identified for redundancies, staff restricting.</p> <p><b>Gawthorpe</b></p> <p>The staffing reduction will be Tas, an Education Support Assistant and Early Years Practitioner – they are overstaffed compared to the number of children in nursery.</p> <p>Redundancy costs will add to the budget – but savings identified will be in the following year's budgets.</p> <p><b>Towngate</b></p> <p>Restructure proposal – costings on the redundancy have been ascertained.</p> <p>The Nursery Manager works 4 days a week starting at 6.30am in the morning but paid on a full-time contract. The proposal is to change the role from a Nursery Manager to a Nursery Nurse. This will bring the position down a grade and change the working pattern. This is a potential high-risk cost as should the person say no to the change and claim redundancy, they have many years' service.</p> <p>A review has also taken place with the TAs contracts up to and including Friday pm. We will be looking at reducing the contracts to finish at 12.15pm on a Friday. This will mean a contractual change in hours.</p>	

ITEM	ACTION
<p><b>Q: How is this legally done?</b> A: This will be done through consultation and if they so no to the change in contractual hours, then they are entitled to redundancies.</p> <p><b>Ackton Pastures</b></p> <p>The teaching structure is now where it needs to be for September. A new HT has been appointed for September and both Assistant HTs have resigned their positions. A new Deputy Headteacher post will be created and externally recruited.</p> <p>All TA posts are not currently fit for purpose as there is no consistency of contracts. There will be 6 roles for an HLT and Tas combined paid at a Grade 7 which should be very appealing if they want to stay as staff at the school.</p> <p>4 general TA roles – 27.5 hours will be available.</p> <p>4 SEN/TA posts linked to children with statements available</p> <p>The decision been made to tackle the whole group of Tas in one stage and all will go into the same pool.</p> <p><b>Q: Was this situation not seen when taking Ackton Pastures on?</b> A: Contracts were not looked at initially when taking Ackton Pastures into the MAT.</p> <p>There will be a reduction from 17TA posts to 14 posts.</p> <p>There are also 17 Lunchtime supervisors.</p> <p>All staff will have the option to say no to the change in contract – and claim redundancy</p> <p><b>Q: Ackton Pastures has no money – where will the money come from to make any redundancy payments?</b> A: The timeframe of the consultation period and any notice periods, means that once all structures have been agreed, the redundancy payments will come in the new financial year.</p> <p>If the Trustees agree the proposal the COO will discuss with Fusion HR immediately.</p> <p><b>Q: Will Unions have a deadline?</b> A: The proposal of the redundancies is based on the Trust policy and following the first meeting with the Unions, any disagreement on dates and timescales will be resolved then.</p> <p><b>Q: Should the Trust be considering the time spent by COO and CEO following the work spent on restructuring?</b> A: This needs to be reviewed in the future, along with the proposal for Core++ charges.</p> <p>The Trustees agreed the proposal on restructure and redundancies.</p>	

ITEM	ACTION
<p>No CIF bids have been agreed in the latest round. These bids will be reviewed again to see if the scoring can be improved.</p> <p>The Chair and Trustees offered their immense thanks for all the hard work undertaken.</p>	
<p><b>11. CHAIR'S REPORT ON MEETING WITH LGB CHAIRS</b></p>	
<p>The Trustees received a copy of the latest Chair of Governors meeting minutes.</p> <p>All Chairs attending the meetings are finding them very useful. Local Governors code of conduct and protocols when visiting their academy had been produced. All Governors had signed the documents and schools were pleased.</p> <p>The meeting reviewed the Ofsted framework on Governance and looked at the roles and responsibilities of the Chairs' and Governors.</p> <p>Trust updates were give including the new clerking service and budgets. The Chairs very supportive of budget changes also.</p> <p>Under the LGB Audit of roles the NGA have recommended that it the audit be completed on an annual basis and the Chairs' will look at the Lewisham model.</p> <p>7 May meeting agenda will include: -</p> <ul style="list-style-type: none"> <li>• Lewisham Audit</li> <li>• Workload reduction</li> <li>• Ofsted framework agenda</li> <li>• Agree dates and venues for the following year</li> </ul>	
<p><b>12. SCHEME OF DELEGATION UPDATE</b></p>	
<p>The Scheme of Delegation documents haven't changed – but it needs updating with the new year i.e. 2019/2020.</p> <p>The document will be updated immediately.</p>	
<p><b>13. EVALUATION OF TRUST AUDIT</b></p>	
<p>The trustees were given the evaluation of trust audit report for skills and knowledge</p> <p>The Chair commented that the questions answered were essentials and desirables.</p> <p>The green highlighted were the essential requirements for Trustees and the yellow showing desirable skills.</p> <p>In the highlighted yellow area, the average scores were very low. But comments and recognition of scoring supports the identifying of training needs for Governors. Suggested areas should include: -</p> <ul style="list-style-type: none"> <li>• Induction for new Trustees</li> <li>• Community Cohesion</li> <li>• Preparing for Ofsted</li> <li>• Safeguarding</li> <li>• HR policies</li> </ul>	

ITEM	ACTION
<ul style="list-style-type: none"> <li>• SEN training</li> </ul> <p>It was also agreed that all Trustees should be made aware of all training dates in the future.</p>	
<p><b>14. ROLES OF TRUSTEES</b></p>	
<p>The Chair discussed the proposal to link Trustees with MAT schools across the trust with each Trustee linking with an individual school. Any visits should be used as a fact-finding exercise rather than building individual close links. It was agreed with the Trustees that they should change schools on an annual basis – linking for a one-year duration.</p> <p>Suggestions as to which Trustee may look at which school was agreed in principle at the meeting and will start from September 2019. Once finalised with Trustees unable to attend this meeting, the information will be forwarded to Trustees.</p> <p>Referring to the competency framework book supplied through the DFE the Chair stated that the document identifies the need for Trustees to be able to discuss different topic areas, as an example Data or HR ideally one trustee would have responsibility for one specific area overview, initial suggestions might include:</p> <p>Clare Norfolk - HR Paul Arundel – Health &amp; Safety Stuart Tottles - Safeguarding and Prevent Tracy Jackson - Finance</p> <p>Further discussion on individual Trustees taking responsibility for individual topic areas will continue, as it was agreed that linking with an individual school is a good idea, but topic overviews as well may be too much.</p>	<p>John North</p>
<p><b>15. AOB</b></p>	
<p>Susanna and Neil Stott from WNTAI Services were welcomed to the meeting as the new Clerk for the Trust.</p> <p>A small introduction to the new GVO System was given to the Trustees with an explanation as to how the system will operate. It was agreed that Neil Stott will organise 3 separate dates for training the Governors on the GVO System, at venues across the MAT. These will be circulated to all Trustees, Members and Governors.</p>	<p>Neil Stott</p>
<p><b>16. DATES FOR NEXT YEAR'S MEETINGS</b></p>	
<p>The dates for the following meetings were circulated at the meeting and agreed with one change to a Trustees Meeting.</p> <ul style="list-style-type: none"> <li>• Trustees</li> <li>• Members</li> <li>• Chairs</li> <li>• Standards &amp; Curriculum</li> <li>• Resources &amp; Audit</li> </ul>	

ITEM	ACTION
<p>It was agreed that WNTAI Services will circulate these dates to all relevant personnel and will also now circulate to each Headteacher and coordinate the dates for the Local Governing Boards directly with each School.</p> <p>Dates for the meetings agreed have now put added to the new GVO System.</p>	<p>Wntai Services</p>
<p><b>MEETING CLOSE TIME: 6:55 PM</b> <b>Next meeting 1<sup>st</sup> October 2019 – 4.30pm at the Maypole Centre</b></p>	



CHAIR: