

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

TRUST BOARD MEETING MINUTES

DATE:	TIME:	LOCATION:
Tuesday 6 October 2020	7.00pm	Via Microsoft Teams

PRESENT		
Chair of Trustees:	Mr J North (JN)	
CEO:	Mrs S Vickerman (SV)	
Trustees:	Mr B Smith (BS)	Mr G Worsdale (GW)
	Mr C Gray (CG)	Mrs C North (CN)
	Mrs T Jackson (TJ)	Mrs C Norfolk (CNOR)
	Mr P Arundel (PA)	Mr J Cripps (JC)
In Attendance:	Mrs T Fallon (COO) (TF)	Mrs L Charlesworth (LC) Deputy CEO
Clerk:	Susanna Stott (SS)	
Apologies:		

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
1. APOLOGIES FOR ABSENCE	
There were no apologies for absence.	
2. DECLARATIONS OF INTEREST	
There were no Declaration of interests received in relation to the meeting. SS commented that new Declaration of Interest Forms will be emailed to all Trustees following this meeting and asked that they be signed and returned to Jo Batty at the Maypole Centre for holding. It was agreed due to the Covid-19 situation all signatures can be added electronically.	SS
3. CHANGES TO TRUSTEES AND MEMBERS	
There were no changes to appointments of Trustees, however the IPMAT have appointed a new Member, namely Karen Partridge. Karen has a background in Accountancy but is now working within Communications and has already supported the MAT with the design work for our Trust and school websites.	
4. CODE OF CONDUCT TRUSTEES	
The Chair explained that new Code of Conduct forms are required to be signed by Trustees. These will be sent out by SS following this meeting, and it was agreed that electronic signatures were sufficient due to the Covid-19 position.	SS

PART A

ITEM	ACTION
5. APPOINTMENT OF CHAIR	
<p>The AGM of the Trust Board took place and JN was nominated by CN to continue as Chair for a further year's term of office. This nomination was seconded by CG and agreed by all Trustees.</p>	
6. APPOINTMENT OF VICE CHAIR	
<p>CN was nominated by JN to continue as Vice-Chair for a further year's term of office. This nomination was seconded by CNOR and agreed by all Trustees.</p>	
7. APPOINTMENT OF COMMITTEES	
<p>Members of the Committees within the IPMAT were confirmed.</p> <p>Resource & Audit Committee Mr C Gray Mrs T Jackson Mrs C Norfolk Mr J Cripps Mr J North</p> <p>Standards & Curriculum Committee Mr G Worsdale Mr B Smith Mrs C North Mr P Arundel Mr J North</p> <p>Pay committee Mrs T Jackson Mr C Gray Mrs C Norfolk</p>	
8. APPOINTMENT OF THE CHAIR TO EACH COMMITTEE	
<p>The appointments of Chairs for each Committee were agreed during the meeting.</p> <p>Resource & Audit Committee Mr C Gray</p> <p>Standards & Curriculum Mr G Worsdale</p> <p>Pay committee Mrs T Jackson</p>	
TRUSTEE MEETING	
1. MINUTES OF THE LAST MEETING	
<p>The minutes of the meeting were agreed as a true record and will be signed by the Chair when face to face meetings can occur.</p>	
2. MATTERS ARISING	
<p>There were no matters arising other than Graham Worsdale noted his attendance at this meeting has been missed. SS offered her apologies for this oversight and will revise the minutes accordingly.</p>	

PART A

ITEM	ACTION
3.	CORRESPONDENCE
	The Chair noted there was no correspondence to share with Trustees.
4.	CEO REPORT
	<p>The CEO report has been shared with Trustees prior to the meeting.</p> <p>SV explained that the HTs are extremely weary. Staff in schools are coming in later than usual, albeit on time to start lessons. This is entirely due to the staff members own childcare issues with the staggered start times of their children's schools.</p> <p>Q: Is there anything we can to give extra support into the school i.e. parents volunteering, other volunteers?</p> <p>A: Under the current guidelines we cannot let any parents into school. Staff now have to wear masks or visors when meeting any parent.</p> <p>TF explained that during the initial stage of lockdown a number of staff were furloughed. These staff have now been redeployed into areas across the school including support at lunchtimes. Staff have been extremely flexible and supportive.</p> <p>LC commented that five schools within the Trust have qualified for funding to recruit two Academic Tutors for maths and literacy per school which will add capacity to the staffing. An application has also been submitted through the Kickstart scheme for funding to recruit a further 40 members of staff in areas of admin support, two playworkers per school and premises. We are currently waiting for a response.</p> <p>CEO noted we are pleased that at this point we have had no full school closure and commented that the HTs are extremely supportive of each and sharing good practice and resources.</p> <p>Q: What is attendance looking like currently across the Trust?</p> <p>A: It is patchy. Where schools have historically had good attendance, it is remaining strong. Where attendance has been historically weak, it is not as good as we would like. We are fining families for any holidays taken, and we are following up with any absenteeism with phone calls and home visits.</p> <p>Publicity</p> <p>SV explained that Karen Partridge, the new Trust Member has a background in media and is interested in the vision for the Trust. She has been working alongside us with Engaging Education on the design work and wording for the creation of the new websites. Whilst the Vision for the Trust was developed four years' ago, it has stood the test of time and will not change significantly. Ash Grove Primary are the pilot school. LC commented that she has now viewed the draft website and the navigation process, but the mock-up of the pages needs some improvement.</p> <p>Finance</p> <p>In the absence of the CFO, SV commented that the COO and Alison Ramsey have completed the IPMAT school budget forecasts. The budgets had been shared with Trustees prior to the meeting and approved by the Trust Board. Sheryl Cardwell has been appointed as a consultant for two days per week to support the COO.</p> <p>Grove Lea Conversion</p> <p>The conversion date for Grove Lea Primary conversion to the IPMAT is likely to be 1 March 2021. A meeting is due to take place very shortly with the school, Regional Schools Commissioner and Wakefield Local Authority.</p>

PART A

ITEM	ACTION
<p>New Headteachers SV explained that we are giving a considerable amount of support to the new HTs across the Trust at what are clearly difficult times to be a new HT. HT meetings are now taking place once a fortnight and we have a separate weekly meeting for the new HTs on a Friday afternoon. They are appreciating the support and the sharing of issues, documentation, and guidance.</p> <p>Policies A number of policies have been shared with Trustees via the GVO portal as below:</p> <p>IPMAT Intimate Care 2020-21 IPMAT Aggressive or violence towards staff 2020-21 IPMAT Management of Head Lice 2020-21 IPMAT Missing Child 2020-21 IPMAT Mobile Phone – 2020-21 IPMAT On-line Safety 2020-21 IPMAT Signs and Indicators of Abuse 2020-21 IPMAT Social Media Policy 2020-21 IPMAT Uncollected Child and AS Club Policy 2020-21</p> <p>These policies have been approved by Trustees.</p> <p>SV noted that the new Disciplinary and Capability Policy will shortly be sent out for consultation and once amended if required, will be shared at the next Trustee meeting for final approval.</p>	
<p>5. CHIEF OPERATION OFFICER'S VERBAL REPORT</p>	
<p>As the CFO is currently absent with illness, the COO will also cover finance issues.</p> <p>As part of the COO Verbal Report, documents have been shared with Trustees prior to the meeting:</p> <p>Core Office to schools within the IPMAT CIF 2020-21 Proposed Management Charge INSPIRE Pay Policy 2020-21 Budget Summary for Schools, Aspire and IPMAT</p> <p>TF explained that the main focus has been on finance and the completion of the budgets due the deadlines we had for submission to the DfE.</p> <p>TF shared an update on the CIF bid works across the Trust noting the current issue we have centrally due to the Estates Manager who would be project managing all the projects, being absent from work. AS continues to work from home and on his return will be visiting all the schools on a regular basis to check on the status of all repairs.</p> <p>The Gawthorpe Academy boiler replacement is now complete apart from a small snagging list.</p> <p>Girnhill Infants - Stage 1 is now completed to link the electrics for the new gates into the reception area. The remainder of the work for the fencing will be completed at half-term.</p> <p>S.Hiendley Academy - Work started two weeks ago and is ongoing and will not finish until after Christmas.</p>	

PART A


ITEM	ACTION
<p>Towngate and Half Acres – Both schools repairs are roofing projects and work will start after half- term and is expected to finish in January or February 2021.</p> <p>During the summer term the Trust purchased three Fogger machines through the DfE Covid fund to enable us to deep clean the schools. TF commented that we have recognised that to enable us to reassure staff and parents, we need one per school at a cost of £350 per machine. We are hopeful that we can claim these further costs through the DfE scheme but if not it will be a cost that the school will have to incur. We are continually liaising with schools for the supply of PPE equipment as we need to ensure that all staff have every possible protection measure in place. Face visors and masks have been ordered for each school, including at the Maypole Centre. We are putting staff safety first.</p> <p>TF noted that she is currently managing three long term absence cases. All staff continue to have access to the confidential counselling services and feedback has been really positive.</p> <p>Finance</p> <p>Following the previously shared final school budgets, the COO thanked Trustees for the feedback and comments. TF noted that the focus has been on the one-year planning as the DfE return was only required for one year. We have not yet completed further forward planning but will be visiting this area with the HTs throughout the year.</p> <p>All school budgets look positive, however TF commented that we have had to work on the data we had to hand, and this could still change. The carry forward figures will be supplied by Gibson Booths, and until the year end accounts are completed we cannot finalise these figures.</p> <p>A couple of schools currently have in year deficits, but the carry forward figures means no school will have any deficit in the next year’s budget. Plans are now in place to complete more frequent budget reviews with the HTs across the MAT. These reviews will be shared with the Trust Board on a regular basis throughout the year.</p> <p>TF explained that there is considerable work to be completed on the future planning. However, overall budget positions are better than expected and reassuring. We are now starting to upskill the SBOs so they can clearly understand their school budgets.</p> <p>TJ noted that SBOs having a good understanding of the budget will reduce the coding errors.</p> <p>The Chart of Accounts is a work in progress. Once we are running the Management Accounts we should see a much more accurate picture of school and the Trust positions and less coding issues. CG commented that this was very positive and as a Trust Board being able to review the budget positions throughout the year will ensure we are able to keep track.</p> <p>Project Management levy charges</p> <p>TF shared the proposed levy charges to the schools for the central project management of the CIF Bid works. The % increases are different for the larger projects, but other increases are not significant. Trustees approved the charges.</p> <p>TF reminded Trustees that following changes to the Academy Financial Handbook we are now required to have two separate audits for the internal and external audit process. Internal audit costs are currently approximately £12,000. The current costs have added to the budget and a tendering process has begun. Sheryl Cardwell has been asked to tender</p>	

PART A

ITEM	ACTION
<p>for the internal audit business. TF noted the potential for savings and explained that we have had to sign with Gibson Booths for the end of year accounts for this year and will be using them for the next financial year. CG agreed and noted that he has previously raised the issue of the costs for the internal audits.</p> <p>TJ commented that audits are delving more into areas of non-financial auditing. It will be important that the Trust identifies areas of focus in terms of Risk Management.</p> <p>JN explained that the tendering process for new auditors would need to be completed during the Spring term as the Members of the Trust are required to give final approval to any appointment. TF requested support from Trustees during the interview process following receipt of the tenders.</p> <p>TJ noted that she did not believe it is too late to appoint auditors for 20/21 and commented that she has previously expressed concern with using Gibson Booths as our auditors, particularly relevant to the Trust end of year report. TJ agreed to share tendering documents and discuss further with TF. CG commented that this was the best way forward.</p> <p>Q: Have we received the Covid-19 catch up funding? A: Yes, spending plans are in place for every school. The catch-up plans are being reviewed and SV has met with the HTs to discuss the most effective way of using these funds, particularly bearing in mind the Government will expect to have evidence of the impact. Each school will have to submit all the catch-up plans to SV by the 16 October to be agreed centrally.</p> <p>LC noted that Phonics will be a key measure and KS2 outcomes another important area to be included.</p>	<p>TJ/TF</p>
<p>6. CHANGES TO SCHEME OF DELEGATION</p>	
<p>The Governance within IPMAT October 2020, Scheme of Delegation had been shared with Trustees prior to the meeting. Trustees were asked to read this document prior to the meeting for comment and or review.</p> <p>JN explained that he and SV have spent some time looking through the Scheme of Delegation, specifically through the education and finance sections of the document.</p> <p>Any additional work provided by the central team for schools is now reflected within the document. Areas of ultimate responsibility have also been reviewed and now added clear guidelines that ensures the Trust Board can remove a Chair from the LGB. SV and JN noted they are very happy with the final document. The Governance Handbook is currently being reviewed by the Chair.</p>	
<p>7. EDUCATION PSYCHOLOGIST</p>	
<p>The Chair explained that the Trust have appointed an Education Psychologist, namely Sarwat Akbar (SA) for one day per week and she is working extremely well within the schools.</p> <p>LC noted that the Education Psychologist is very proactive, extremely well organised, and very proficient and she has thoroughly enjoyed working with SA whilst she is spending time at Ash Grove. Her work rate is outstanding. SA is also supporting the Trust with a further piece of work to run the recruitment of a Speech & Language Therapist. In the short term she has found back fill for this role until recruitment to this role is finalised.</p>	

PART A

ITEM	ACTION
8.	TRAINING
	<p>Trustees were reminded of further training available during the Autumn Term and should they wish to book on either course, please email enquiry@wntai.co.uk.</p> <p>19 October – Safeguarding Training 9 November – Roles & Responsibilities for Governors, Trustees and Members</p> <p>The first Chairs meeting is to take place via Teams on 13 October 2020 and JN explained that the Agenda will include looking at the first part of the Governor Mark. If this goes well, we will look at this further for the Trust.</p> <p>The new skills audit for both LGBs and Trustees will be for individuals and the Chair will forward a copy to all Trustees following the Chairs meeting.</p>
	Chair
9.	AOB
	<p>The Pay Policy had been shared with the Trust Board for approval prior to the meeting. TF explained that the only changes were to the nationally agreed pay scales. Trustees approved the Policy</p> <p>LC shared a verbal overview of the position with the new LGB at Ash Grove Primary including the appointment of a new Chair and further co-opted governors. LC noted that we feel in a very positive position with the commitment and support already shown.</p>
10.	DATES OF NEXT MEETING
	<p>Resource & Audit Committee 10 November 2020 @ 4.30pm 23 March 2021 @ 4.30pm 13 July 2021 @ 4.30pm</p> <p>Standards & Curriculum Committee 20 October 2020 @ 7.00pm via Microsoft Team 16 March 2021 @ 4.30pm – venue TBC 20 July 2021 @ 4.30pm – venue TBC</p> <p>Trustees Meeting 1 December 2020 @ 4.30pm 19 January 2021 @ 4.30pm 11 May 2021 @ 4.30pm</p> <p>Chairs Meetings 13 October 2020 @ 7.00pm via Microsoft Teams 2 February 2021 @ 4.30pm – venue TBC 18 May 2021 @ 4.30pm – venue TBC</p>
<p>MEETING CLOSE TIME: PM Next meeting 1 December 2020 – 4.30pm at the Maypole Centre</p>	

SIGNED BY THE CHAIR: 

DATE: 06.10.2020