

**PART A**

**INSPIRE PARTNERSHIP MULTI ACADEMY TRUST**

**TRUST BOARD MEETING MINUTES**

<b>DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Tuesday 17 May 2022	4.30pm	Via Microsoft Teams

**PRESENT**

<b>Chair of Trustees:</b>	Mr J North (JN)	
<b>CEO:</b>	Mrs S Vickerman (SV)	
<b>Trustees:</b>	Mr S Bartram (SB)	Mr G Worsdale (GW)
	Mr J Cripps (JC)	Ms C North (CN)
	Mrs K Partridge (KP)	Mrs C Norfolk (CNOR)
		Mrs V Morgan (VM)
<b>In Attendance:</b>	Mrs T Fallon (COO) (TF)	Mrs T Jackson (CFO) TJ
	Mrs K Stubbs (KS) DCEO	
<b>Clerk:</b>	Susanna Stott (SS)	
<b>Apologies:</b>	Mr C Gray (CG)	

ITEM	ACTION
<b><u>PROCEDURAL ITEMS</u></b>	
<b>1. APOLOGIES FOR ABSENCE</b>	
Apologies for absence were received from Mr C Gray.	
<b>2. DECLARATIONS OF INTEREST</b>	
There were no Declaration of interests received in relation to the meeting.	
<b>3. MINUTES OF THE LAST MEETING 18 JANUARY 2022</b>	
The minutes of the meeting were agreed as a true record.	
<b>4. MATTERS ARISING FROM THE LAST MEETING ON 18 JANUARY 2022</b>	
It was noted that the date stated in item 4 should be 5 October 2021.	
<b>5. CORRESPONDENCE</b>	
There was no correspondence to report	
<b>6. REPORTS</b>	
The minutes of the spring term meetings Standards & Curriculum, Finance, Audit & Resources Committee (FAR) had been shared with Trustees prior to the meeting. The Chairs gave their reports. As the Chair of the FAR Committee was unable to attend today, attendees noted they had seen and read the minutes of the previous meeting.	

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<p>Actions from the Chairs' meeting:</p> <ul style="list-style-type: none"> <li>• The Chair agreed to share a draft copy of already completed work on the Governor Mark with Trustees.</li> <li>• A questionnaire on the support LGB Governance receive from the MAT was shared. It was agreed that the sheet should be completed on a Governor Development morning, working alongside their HT. The completed form should be returned to the Chair of the Trust by the end of the summer term. The results will be shared with Trustees in due course.</li> <li>• The Chairs asked for a summer term governor training session on the curriculum. The SIP (Leah Charlesworth) would be asked to lead it. Trustees were invited to attend.</li> </ul>	<p>Chair</p>
<p><b>7. CEO REPORT</b></p> <p>The following documents were shared with attendees prior to the meeting via the GVO portal and are relevant to the CEO Report for the Spring Term 2022.</p> <ul style="list-style-type: none"> <li>• CEO Spring Term Report</li> <li>• Growth Strategy 2020-2023</li> <li>• ICT Strategy update May 2022 (KS)</li> <li>• White Paper response for RSC – April 2022</li> <li>• White Paper summary from NGA – April 2022</li> </ul> <p>The CEO commented that it was difficult to make assessment predictions with accuracy as the effects of the pandemic on different children are still causing concern were difficult to that it is difficult to be certain as to how accurate they may be. Some schools had more disruptions than others. However, it is hoped phonics results will be high. Read Write Inc is having an impact in all schools.</p> <p>The CEO proceeded to share contextual information highlights from her report. Questions were raised regarding this year's assessments which were answered by the CEO.</p> <p><b>Gawthorpe</b> Having been led by the DCEO during the spring term, the school now has a permanent headteacher, Curtis White, who took up his post after the Easter Break. Following the school review led by the SIP, actions are now in place to move the school forward. The SIP is supporting the new HT one day per week going forward. Two new appointments have been made, including an Assistant HT. Both appointments are from September.</p> <p><b>Towngate</b> Towngate have clearly seen the impact of the Trust appointing Engaging Education to support the marketing of the Trust and its schools. The campaign has resulted in 42 children wanting places in Reception out of a possible 45 for the September intake. Numbers are rising in other cohorts.</p> <p><b>Ackton Pastures</b> The Trustees agreed to delay the appointment of a teacher until the outcome of an appeal was heard.</p> <p>The CEO also reported that, following the resignation of the EYFS/SENDco, support will be required for the school in the short term. Discussion ensued about the quality of supply staff needed to cover the post if the appointment cannot start until January, 2023</p> <p><b>Half Acres</b></p>	

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<p>Investment is needed to increase the size of the playground. The playground was built for a one-form entry, but this is now a two-form entry school (see COO Report). Investment in ICT is also required.</p> <p><b>Girnhill</b> The CEO explained the background to the Girnhill bungalow proposal to turn the building into alternative provision to meet the needs of children.</p> <p>Engaging Education is providing a marketing campaign which has really helped with a significant increase in school numbers.</p> <p><b>Fitzwilliam</b> Concern was expressed about the numbers of children coming into Reception Class, which to date is 24 rather than the predicted 30. A marketing campaign is to take place, again using Engaging Education.</p> <p><b>Ash Grove</b> Applications for places in the September Reception intake is 32 out of a possible intake of 45. Again, a marketing campaign will start later this term.</p> <p><b>South Hiendley</b> Low numbers of pupils is still a concern at the school. The Trustees were informed that successful marketing is leading to increased numbers. 30 children have applied for a place from September.</p> <p><b>Grove Lea</b> There are no issues of concern. Staffing is stable and the school is at capacity re pupil numbers.</p> <p><b>Horizon scanning</b> The CEO reported that the SLT have now met twice with the RSC and have stated that we want to focus on the Wakefield and Kirklees areas, specifically around the Dewsbury and Batley areas.</p> <p>The DCEO is currently developing a CPD programme to offer to such schools. It is the intention to engage with the teaching school hub based in Kirklees. We have very recently made contact with both the Kirklees and Calderdale leads and are waiting a response.</p> <p><b>IT Strategy</b> The DCEO discussed the latest IT strategy update with Trustees, sharing a presentation and thorough overview of Trust plans. The presentation is available on the GVO portal.</p> <p>The DCEO highlighted that originally £166.4k had been budgeted for the digital strategy development. However, the ideal is that all KS2 classrooms have full sets of Chromebooks for KS2 children at a cost of £208k. .</p> <p>Discussion took place about the compatibility of software and the implementation of the plan to install the machines.</p> <p>SB noted the other factor to consider is that when the life of the equipment is coming to an end and needs renewing, buying the Chromebooks over a period of time would spread the cost in the future.</p> <p>The DCEO asked for a Trustee to sponsor and support this strategy and scheme.</p>	

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<p>In terms of the quality of education, the DCEO reported that it has been agreed that recommendations by the Computing Hub will be followed.</p> <p>The Chair of the Standards &amp; Curriculum Committee recommended that how Chromebooks can be used in the classroom should be an agenda item for the next S&amp;C Committee meeting on 19 July 2022.</p> <p><b>Jubilee Day</b> The CEO explained that an extra inset day had been added to the school calendar instead of giving the extra Jubilee bank holiday to staff. This was a mistake. The CEO asked for Trustees to approve the request for schools to finish the summer term on the Thursday rather than the Friday in order to give staff this extra bank holiday. Trustees agreed to the proposal.</p> <p>Due to the usefulness of beginning the school year with two training days as happened in September 2021, the CEO asked for Trustees to consider the same arrangement this September. Trustees agreed to the request.</p> <p><b>Response to the White Paper</b> The CEO noted that the Trust's response to the White Paper had been shared prior to the meeting. The response had to be presented to the RSC. At the meeting, discussions included the sharing of the growth plan and the possibility of establishing an alternative provision. The CEO confirmed that the Girnhill provision could be used for the more needy children in our Trust and maybe the sale of places to the LEA/schools. The CEO commented that moving in such a direction would be beneficial for the Trust as there is little of such provision in the wider community.</p> <p>Questions were asked about the capacity of the building and transporting costs if children from other schools were identified as being able to benefit from the provision.</p>	
<p><b>8. COO REPORT</b></p>	<p><b>ACTION</b></p>
<p>The COO report had been shared with attendees prior to the meeting along with further relevant documentation as below:</p> <ul style="list-style-type: none"> <li>• COO Report May 2022</li> <li>• Trust Budget Planning Process 22-23</li> <li>• Resource Pooling Q&amp;As final</li> <li>• Resource Sharing Proposal final</li> <li>• Girnhill Bungalow Costing May 2022</li> </ul> <p>The COO proceeded to highlight a number of areas included within her latest report to the Trust Board.</p> <p><b>Attendance Management</b> Long term sickness absences, five staff in total, were discussed. Support is being given to four who should be in school by the end of term. One is expected to leave the Trust.</p> <p><b>Estates</b> It was announced that John Howe (JH) joined the Central Team as the new Estates Manager. Having visited each school to meet premises staff, he has overseen the</p>	

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<p>appointment of staff to various premises teams across the Trust. Whilst visiting each school, he has reviewed the capital plan in detail.</p> <p>The COO reported that JH has been able to save Ackton Pastures £9k by using a different replacement lock on external doors. A risk assessment has taken place to ensure the lock was of the right quality.</p> <p>Further information was shared with regard to the Girnhill Bungalow proposal. The Estates Manager has broken the costs down further. By going out to individual tender for each stage of the work, the costs have been reduced to £14,492. The original budget was £20k. The savings could be used to lay Astroturf as requested by the Headteacher. The Trustees were informed that further quotes for this work are required to comply with Trust procedures. Trustees agreed to this proposal.</p> <p><b>Half Acres Tarmac project</b> After receiving tenders for the work, the costs have now increased to £27k+. The three contractors who tendered were re-approached all confirmed the same issue with increased material costs. The school budget can carry the increase in costs. Trustees agreed to the increase the Half Acres playground area.</p> <p><b>CIF BIDS ANNOUNCEMENT</b> The COO reported that seven CIF bids for projects were submitted and six of the seven were approved. The Gawthorpe heating improvements bid was rejected. However, an appeal is to be submitted. Trustees congratulated all staff involved in the successful bids. The Trustees agreed that the Gawthorpe bid should be appealed.</p> <p>The COO confirmed that this will result in a further investment of about £1.7million into the Trust. It was noted that the success was helped because the Trustees earlier agreed to increase the Trust's contributions to the bids of 15%. The COO explained which projects have been successful in further detail.</p> <p>The COO stated that over the past three years, a total of £4.4m investment has come into the Trust with 15 projects approved. She noted that E3Cube's work was very helpful in securing the bids.</p> <p>The COO concluded that the 15% Trust contribution has been budgeted for and a planning meeting is due shortly when contractors should be appointed and starting dates agreed.</p> <p><b>CFO Report</b> <b>Investment Platform</b> The CFO requested approval from the Trustees on using the recommended Insignis investment platform for investing Trust reserves. The proposal was explained by the CFO. Trustees agreed this proposal.</p> <p><b>Update on budget approval process</b> The CFO explained that the budget is approved by the EFSA at the end of July and extensive work is ongoing to complete the process.</p> <p>She explained that meetings are taking place with HTs now that Reception and Nursery figures have been confirmed. These figures have changed since the budget setting process began with more changes likely before July.</p> <p><b>GAG Pooling</b></p>	

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<p>KP explained that she shared during the pre-meeting with Trustees a summary of the feedback from her attendance at the recent HT meeting. KP noted she has some concern about consultation with the LGBs, stating the timescale is short and questioned whether there is time to introduce the Gag Pooling proposal this September.</p> <p>Other Trustees raised concerns about the planned timescale.</p> <p>The COO noted that in terms of work already undertaken on staffing structures, there are clearly some schools who are going to struggle under their current budget position and believed it could mean delaying the restructure for any school for a further year.</p> <p>The CEO commented that the Trust could possibly move to a two-stage approach. The CFO noted from previous experience that dealing with reserves first and then gag pooling can make this difficult for schools to take on board.</p> <p>A comprehensive discussion on the GAG Pooling proposal took place with attendees. Concerns raised were clarified during the meeting, along with how consultations with LGBs and HTs should continue.. It was agreed that there are a number of really good examples of how GAG pooling could work in a positive way.</p> <p>Discussions are on-going with Headteachers and the CFO/COO both attended last term's LGB Chairs' meeting</p> <p>It was suggested that a small numbers of Microsoft Teams meetings could be arranged inviting Governors to attend to hear the full rationale of the Trust moving to GAG Pooling. Trustees agreed this was a good way forward. The CFO commented that she wanted to reiterate that for the schools themselves GAG Pooling won't appear any different. It is more about how this financial way of working runs in the background and how we allocate resources.</p> <p>The DCEO stated that it should be the CFO, COO and DCEO who speak to the LGBs to explain how reserves might be held, ensuring a consistent approach.</p> <p>Trustees agreed that further consultations with LGBs now need to take place with the CFO, COO and DCEO attending to clarify how this would all work. Trustees noted they would be happy to attend in support of the proposal. However, it is important not to rush the implementation.</p>	
<p><b>9. TRUST DEVELOPMENT PLAN UPDDATE</b></p>	
<p>The CEO reported that the Trust Development Plan is moving ahead accordingly.</p>	
<p><b>10. TRUST BOARD AUDIT</b></p>	
<p>The draft Trust Board Audit 2021-2022 had been shared with Trustees at the pre-meeting.</p> <p>The Chair reminded Trustees that the draft Trust Board Audit is to be found on the GVO and asked for any further comments or contributions to be returned to the Chair by the end of June.</p>	
<p><b>11. TRAINING COURSES</b></p>	
<p>The next two training sessions available to Trustees, Members and Governors were confirmed below, with the Clerk confirming that GVO notifications have been sent out across all users of the GVO portal:</p>	

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<ul style="list-style-type: none"> <li>• Basic Safeguarding Training for Governors, Trustees &amp; Members – 23 May 2022 @ 5.00pm via Microsoft Teams</li> <li>• Curriculum Training – 29 June 2022 @ 5.00pm via Microsoft Teams</li> </ul>	
<b>12. POLICIES</b>	
<p>Policies shared prior to the meeting for approval were:</p> <ul style="list-style-type: none"> <li>• Charging &amp; Remissions Policy (statutory)</li> <li>• Debt Recovery Policy</li> <li>• Central Funding &amp; Appeals Policy</li> <li>• Gifts &amp; Hospitality Policy</li> <li>• Fixed Assets &amp; Disposal Policy</li> </ul> <p>The COO and CFO explained the revisions to these policies. Trustees approved the policies listed.</p>	
<b>13. AOB</b>	
<p>A Trustee asked if HT meeting minutes could be circulated to Trustees. During Covid, minutes were sent out each week and proved to be useful. The CEO stated meetings were now held just once each half term. The CEO apologised and promised to circulate the minutes in future. .</p> <p>The Chair confirmed that the Internal Auditors are this week reviewing Governance and commented that Trustees will be circulated with the report once received.</p>	
<b>14. DATES OF MEETINGS FOR ACADEMIC YEAR 2022-2023</b>	
<p><b>Trustee Meetings</b></p> <p>Please note Trustee meetings will all start with a pre-meeting of Trustees only at 4.00pm</p> <p>Tuesday 4 October 2022 @ 4.30pm at the Maypole Centre          Tuesday 6 December 2022 @ 4.30pm at the Maypole Centre          Tuesday 17 January 2023 @ 4.30pm via Microsoft Teams          Tuesday 25 April 2023 @ 4.30pm at the Maypole Centre</p> <p><b>Finance, Risk &amp; Audit Committee Meetings</b></p> <p>Tuesday 29 November 2022 @ 4.30pm          Tuesday 28 February 2023 @ 4.30pm          Tuesday 4 July 2023 @ 4.30pm</p> <p><b>Standards &amp; Curriculum Committee Meetings</b></p> <p>Tuesday 18 October 2022 @ 4.30pm          Tuesday 14 March 2023 @ 4.30pm          Tuesday 18 July 2023 @ 4.30pm</p> <p><b>Chairs Meetings</b></p> <p>Tuesday 15 November 2022 at 4.30pm          Tuesday 7 March 2023 at 4.30pm          Tuesday 13 June 2023 at 4.30pm</p>	

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ITEM	ACTION
<p><b>MEETING CLOSE TIME: 6.25 PM</b></p> <p><b>The next meeting of the Trustee Board will take place on Tuesday 4 October 2022 at 4.30pm (4.00pm for Trustees pre-meet) at the Maypole Centre.</b></p>	

SIGNED BY THE CHAIR: 

DATE: 17.05.2022