

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

TRUST BOARD MEETING MINUTES

DATE:	TIME:	LOCATION:
Tuesday 18 January 2022	4.30pm	Via Microsoft Teams

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

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
Newly appointed Trustees, Mrs V Morgan and Mr S Bartram were welcomed to the meeting along with the Deputy CEO of the Trust, Mrs K Stubbs. Trustees introduced themselves to all attendees.	
1. APOLOGIES FOR ABSENCE	
There were no apologies for absence received.	
2. DECLARATIONS OF INTEREST	
There were no declarations of interest in relation to the meeting.	
3. MINUTES OF MEETINGS ON 5 OCTOBER 2021 AND 30 NOVEMBER 2021	
The minutes of the previous meetings were agreed as a true record.	

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ITEM	ACTION
<p>4. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>Trustee meeting 5 October 2022 It was noted that following this meeting, Mr P Arundel and Mr B Smith have both resigned as Trustees for the IPMAT. Mrs V Morgan and Mr S Bartram have been appointed and will also join the Standards & Curriculum Committee.</p> <p>Page 2 Trustee link roles were confirmed during the meeting, however, following the resignation of Mr B Smith as Trustee, the Chair asked for a Trustee volunteer to take responsibility for Safeguarding. SB agreed to take this role.</p> <p>Page 10 - People Strategy TF reported that the people strategy document has been shared with HTs at the recent meeting, but it was agreed that this will be discussed in more detail at a later HT meeting. It is likely to be after Easter before it is finalised.</p> <p>Page 11 – Trustee Audit JN reported that the Trustee audit documentation has changed following new documentation received from the NGA.</p>	
<p>5. CORRESPONDENCE</p> <p>There was no correspondence received to report.</p>	
<p>6. REPORTS</p> <p>STANDARDS & CURRICULUM MEETING – 29 NOVEMBER 2021 The minutes from the Standards & Curriculum Meeting on the 29 November 2021 had been shared with Trustees prior to the meeting.</p> <p>GW as Chair of this Committee explained that initially the meeting was intended to be held on site at Ash Grove Primary, but due to considerable Covid cases in school the meeting was held remotely.</p> <p>The Chair reported that we focused on two key issues. Firstly, we had a presentation on Safeguarding from Annabel Berry(AB), HT at Towngate Primary and the IPMAT Safeguarding Lead which proved very useful and informative, particularly in terms of Trustee responsibility. It was agreed that AB would meet Safeguarding Governors at each of the Trust schools.</p> <p>Due to a staff member having Covid, AB stepped in at very short notice to also share a presentation on the Read, Write Inc scheme giving Committee members a very clear overview of how the scheme worked. AB agreed to produce a video of the teaching of this scheme which will be shared with all Trustees in due course.</p> <p>The next Standards & Curriculum meeting on 15 March 2022 will hopefully take place at Ash Grove Primary, Covid permitting.</p> <p>FAR MEETING – 30 NOVEMBER 2021 The Minutes from the FAR Committee Meeting had been shared with Trustees prior to the meeting.</p> <p>CG as Chair of the FAR Committee explained that we had a presentation from Insignus and detailed to today’s attendees the purpose of this presentation and how the system may be used to invest any IPMAT reserves. All FAR Committee members were impressed with the system. CG stated that the action is to now move onto reviewing the Reserves Policy</p>	<p>AB</p>

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<p>deciding on what funds we wish to have sat in the IPMAT bank account and make decisions on how this should be spent.</p> <p>CG reported that the current IPMAT position is that of £2.6m of cash with £2m sat in reserves. The current position is positive.</p> <p>Brief discussions also took place on the Trust capital plan and CIF bids with CG confirming that as Trustees we want to ensure we are all comfortable with the direction of any planned spend.</p> <p>CG commented that we had a report on the current Internal audit position, with the COO noting that it has been a very thorough, intensive but positive process.</p> <p>Q: Could we have a summary of the current IT situation? A: The CEO explained that whilst the pandemic has been in place, IT and technology has significantly developed and we want to ensure that the improvements made continue. Some of our schools on joining the Trust were on very long-term, expensive leasing agreements which are not cost effective. We are now at the point of needing to develop an IT strategy. The MAT have engaged with the Yorkshire & Humberside IT Hub who are supporting us to write our IT strategy. In order to do this, we have had to review all school equipment and it is clear that iPads, Laptops, Interactive Whiteboards and teacher laptops are needed for all classes.</p> <p>Capital plans have now had to increase, and the proposal shared with Trustees for this meeting, put forward in detail what each school needs to meet these requirements.</p> <p>CHAIRS MEETING – 9 NOVEMBER 2021 JN explained that TJ as the CFO of the Trust was welcomed to the start of the Chair’s meeting and shared the finance template being developed to detail the finance position for all LGBs across the Trust.</p> <p>Q: Is the financial information now being shared in more detail with LGBs? A: Yes, November’s Management Accounts has been sent out and we are just finishing December’s. TJ confirmed she will attend at least one LGB meeting in each school on at least an annual basis. Governors will receive summarised financial budget information at each LGB meeting from now on.</p> <p>JN reported that Chairs asked TJ a considerable number of questions and had found her attendance extremely useful.</p> <p>JN shared a brief overview of the discussions taking place throughout the rest of the Chairs meeting.</p> <p>JN suggested that Trustees have a look at the school websites where Trust Visions & Values are included as it is felt that further work is needed to rationalise the format. JN agreed to send the information out to the Trustees.</p>	<p>Chair</p>
<p>7. CEO REPORT</p>	
<p>The following documents were shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> • CEO Report • Costed School Improvement Plan • Additional Expenditure of minimum ICT requirements • Gag Pooling 	

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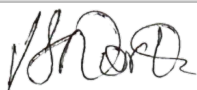
ITEM	ACTION
<p>As the CEO report has been shared, Trustees were asked for any questions.</p> <p>SV explained the current Covid figures across the Trust which have significantly impacted, particularly Ackton Pastures Primary who have 70 children currently absent with Covid or are isolating. SV commented that having spoken to a number of HTs across various Trusts, it appears the situation is the same nationally. SB agreed, noting it appears particularly prevalent in the Primary age group.</p> <p>Current Covid Figures across the IPMAT</p> <ul style="list-style-type: none"> • 271 children either isolating or have Covid. • 28 Teachers with Covid • 21 TAs with Covid • 4 Lunchtime staff with Covid • 3 Premises Officers Covid <p>SV stated that we have also been impacted further due to a small number of staff who have not had the vaccination which means they are having to isolate for a minimum of 10 days. The HTs have all spoken to these staff, but we can't enforce them to have the vaccination and whilst they can work from home, teaching remotely isn't the same.</p> <p>As of today, there are only four classes closed across the whole Trust. SB commented that within his Trust, they have introduced a contingency plan with a bank of teachers available that we could loan out to other schools if needed. SV noted we have no spare staff to be able to offer something similar.</p> <p>Q: Are attendees aware of who Margot D'Arcy is? A: SV explained who Margot D'Arcy (MD) is, particularly for the benefit of new Trustees, noting MD has formed an excellent relationship with the HTs. We implicitly trust the reports produced following her visits into school for Quality Reviews. The HTs value her input.</p> <p>SV explained the circumstances around MD being unable to currently support the Trust with any further Quality Reviews. However, a Quality Review has been booked for South Hiendley which will be completed by a Consultant, namely Rob Jones, who has been trained by Margot D'Arcy. Dependent upon the success of using this particular Consultant, further reviews may be planned, but as we know there are unlikely to be any Ofsted inspections in the short term we will instead complete peer reviews. This will be led by our new Deputy CEO. Leah Charlesworth will continue to visit schools as part of her support of the Trust as SIP.</p> <p>Q: What is the state of play with PP children and their results? A: We have gathered assessment results, but the schools have been very badly impacted by Covid. We know the gap is getting wider for disadvantaged children and this is a key priority for the Trust. LC is monitoring PP performance when visiting schools across the Trust.</p> <p>IT Plan Following the sharing of the additional expenditure for ICT requirements across the Trust with attendees prior to the meeting, SV shared a comprehensive overview of the IT positions for each school, explaining to Trustees the backgrounds to each school's proposed IT needs.</p>	

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<p>TF commented that if Trustees agree the investment in this plan, all schools will be on a level playing field, which will ensure the HTs feeling supported by the Trust. KP agreed that it is incredibly important that we will be able to state that every school is equipped exactly the same. CG commented that once we have identified the needs across the Trust to deliver the Curriculum, they we must invest.</p> <p>SV also asked that technical support may need to increase in schools too. CG suggested that we should continue to review this and see what might be needed. TF agreed this as the sensible approach as there might be set up costs for the new IT equipment anyway.</p>	
<p>8. COO REPORT</p>	
<p>The following documents were shared with Trustees prior to the meeting via the GVO portal:</p> <ul style="list-style-type: none"> • CFO position statement & update on investment platform • Risk Management Training Proposal • Verbal update on Internal Audit Action Plans (tracker to be presented to FAR) • COO Report <p>Commenting that as Trustees had viewed the above documents prior to the meeting, the COO noted she would share the headline data, particularly relevant at this time.</p> <p>TF explained that we are closely monitoring overtime costs across all schools as we have been considerably impacted by Covid absences. I will be reviewing the school budgets in this area with TJ as CFO, as we have unexpectedly been able to claim through our Class Insurance. These funds need allocating as not taken into account when the budgets were set. TF noted that all overtime has to be approved centrally.</p> <p>Sickness/Absence</p> <p>The Trust is in a good position currently with sickness/absence. We are trying to ensure we have a proactive approach to any stress related sickness for all staff.</p> <p>Following detailed discussions at the most recent FAR meeting on the Trust Capital Plans, everything approved has now been actioned through the EVERY system. The Trust Estates Manager, Alex Swithenbank (AS) has worked closely with HTs in this area.</p> <p>TF confirmed that JC, as Trustee with Health & Safety responsibility has been provided with a "read only" access to the system to enable a regular overview. JC confirmed that a number of meetings have been set up for him to visit schools with AS, and that he has been provided with a very detailed explanation of the system</p> <p>An overview of the Internal audit tracker information included within the COO report was explained to attendees. TF noted that in future, Trustees will only see reports for areas that are overdue for completion. Estate property compliance checks are mostly completed now and link well into the EVERY system. The Financial areas identified through the internal audit are also now mostly complete, with Policies ready for review at the FAR meeting in March.</p> <p>TF highlighted that the Risk Management is still highlighted in red as we have struggled to find a company to work with the Trust on Risk Management. A recent quote has been received at £13,500, which was not affordable. We have now received a proposal at a cost of £2,000 from Juniper Education. Trustees agreed the proposal of using Juniper Education.</p>	

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<p>TF commented that Phase 1 will be the training with all Trustees and the central Team on Risk Management, including risk appetite, and how as the Board, you want to approach the Risk Register. Training can be offered remotely, or Trustees are welcome to join the central team at the Maypole Centre. TF agreed to send prospective dates out to Trustees. Trustees agreed 4.00pm for the training.</p> <p>TF explained that the COO report lists the CIF Bids that have been submitted across the Trust. These bids have been discussed in more detail with JC and AS and we are hoping to hear if we have been successful around Easter. TF commented that at the last Trustee meeting, the Board had asked what the outcome would be if the Trust said “no thanks” to any successful bid, should any work likely impact too much on the school and the children’s education. TF reported that at this time we haven’t found any school or Trust who has declined a bid, so we are unable to provide feedback.</p> <p>The EVERY System has now been implemented across the Trust and is accessed by all staff. Premises Managers have iPads to be able to record any issues identified, and it provides an audit trail for all schools across the Trust. Weekly meetings take place between TF and AS to look at issues reported, along with reviewing compliance and non-compliance incidents. The current position is reporting 7.1% of issues overdue for resolving, with AS able to add notations to explain the reasons why any area has not been addressed. Millpark, providers of our external Health & Safety support also have access to the EVERY system.</p> <p>H&S reviews have been booked for all schools across the Trust, with all reports uploaded to the EVERY system, along with all actions logged and timescales for any work to be completed. JC confirmed he will be attending some of these visits.</p> <p>Financial update The CFO shared an overview of the current financial position with Trustees which has been included within the COO report.</p>	COO
<p>9. TRUST BOARD AUDIT</p>	
<p>JN agreed to send Trustees details on the Trust Board Audit, following this meeting.</p>	Chair
<p>10. TRAINING COURSES</p>	
<p>JN updated Trustees on Governor training that had taken place so far during this academic year, and future plans for training during the summer term.</p>	
<p>11. AOB</p>	
<p>There was no further business.</p>	
<p>MEETING CLOSE TIME: 7.15PM</p>	
<p>DATE OF NEXT MEETING: TUESDAY 17 MAY 2022 AT 4.15PM FOR A PRE MEETING WITH THE FULL TRUSTEE MEETING STARTING AT 4.45PM. VENUE THE MAYPOLE CENTRE</p>	

SIGNED BY THE CHAIR: 

DATE: 18.01.2022