

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

AGM & TRUST BOARD MEETING MINUTES

DATE:

Tuesday 4 October 2022

TIME:

4.30pm

LOCATION:

Maypole Centre

PRESENT

Chair of Trustees:	Mr J North	
CEO:	Mrs S Vickerman	
Trustees:	Mrs K Rolinson	Mrs C Norfolk
	Mr S Bartram	Mrs C North
	Mr J Cripps (part)	
	Mrs K Partridge	
In Attendance:	Mrs T Fallon (COO)	Mrs T Jackson (CFO) Mrs K Stubbs - DCEO
Clerk:	Susanna Stott (SS)	
Apologies:	Graham Worsdale	

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
Mrs K Rolinson as the newly appointed Trustee was introduced to Trustees and the Central Team staff in attendance and welcomed to the meeting.	
1. APOLOGIES FOR ABSENCE	
Apologies for absence were received from Graham Worsdale.	
2. DECLARATIONS OF INTEREST	
There were no Declaration of interests received in relation to the meeting.	
Annual Declaration of Interest Forms were circulated during the meeting and signed by all Trustees. These will be held on file centrally.	
3. CODE OF CONDUCT TRUSTEES	
Annual Code of Conduct Forms were circulated during the meeting and signed by all Trustees. These will be held on file centrally.	
4. REGISTER OF PECUNIARY INTERESTS	
There were no declarations of interest in relation to the meeting.	

ITEM		ACTION
	AGM	
1.	APPOINTMENT OF CHAIR	
	<p>The AGM of the Trust Board took place and Mr J North was nominated by Mr J Cripps and the nomination was seconded by Ms C North. Mr J North was unanimously voted in as Chair of Trustees for a further year's Term of Office.</p> <p>The Chair explained that it is recommended that he should not serve more than a further two years in office, and consideration should now be given to succession planning.</p>	
2.	APPOINTMENT OF VICE CHAIR	
	<p>Ms C North was nominated by Mrs K Partridge and seconded by Mr J Cripps to stand as Vice Chair for the IPMAT. Ms North was voted in unanimously as Vice Chair of the Trust Board and will continue in post for a further year's term of office.</p>	
3.	APPOINTMENT OF COMMITTEES	
	<p>Members of the Committees within the IPMAT were confirmed.</p> <p>FAR Committee Mr C Gray Mrs C Norfolk Mr J Cripps Mrs K Partridge Mrs K Rollinson</p> <p>Standards & Curriculum Committee Mr G Worsdale Mrs C North Mr S Bartram Mr J North</p> <p>Pay committee Ms C North Mr G Worsdale Mr C Gray</p>	
4.	APPOINTMENT OF THE CHAIR TO EACH COMMITTEE	
	<p>As the current Chairs of both the FAR Committee and Standards & Resource Committee were unable to attend this meeting, the Chair of Trustees noted that confirmation will be agreed at the next meeting of each Committee.</p> <p>Trustee links were reconfirmed as below:</p> <p>SEND – Mrs K Partridge Safeguarding – Mr S Bartram Mental Health & Wellbeing – Mrs K Rolinson Pupil Premium & Data – Mr J North Health & Safety – Mr J Cripps Risk Management – Mr C Gray</p> <p>As Risk Management is a new link role category, it was agreed that Mr C Gray will be contacted by the Chair following this meeting to confirm his agreement to take on this link role.</p>	Chair

ITEM		ACTION
5.	TERMS OF REFERENCE	
	The Terms of Reference for Trustee Sub Committees and LGBs will be discussed and approved at the first meeting of the FAR Committee, Standards & Curriculum Committee and Chairs mtg,	
	TRUSTEE MEETING	
1.	MINUTES OF THE LAST MEETING ON 17 MAY 2022	
	The minutes for the meeting on 17 May 2022 were agreed as a true record and signed by the Chair.	
2.	MATTERS ARISING FROM THE MINUTES	
	There were no matters arising.	
3.	CHAIRS' MEETING REPORT	
	<p>The Chair of Trustees shared a detailed summary of the discussions that took place at the most recent IPMAT Chairs meeting. The next meeting will include the following items for the Agenda:</p> <ul style="list-style-type: none"> • New Chairs training on the role of the Chair • Gag Pooling • Recruitment of Governors • The suggested change of name of LGBs to Local Governor Committees <p>Gag Pooling was explained in further detail for the benefit of the newly appointed Trustee.</p>	
4.	STANDARDS & CURRICULUM MEETING REPORT	
	<p>The minutes from the last Standards & Curriculum Committee Meeting held on Tuesday 19 July 2022 have been shared with Trustees via the GVO portal.</p> <p>It was reported that this had been an excellent meeting which instead of being held face to face at Towngate Academy had been held on Microsoft Teams. The HT from Towngate Primary joined the meeting which had a clear focus on Maths across the Trust. The Trust Maths Lead also participated and shared a comprehensive overview of the teaching of Maths. Committee members also received a presentation on the introduction of Chromebooks for all KS2 pupils.</p>	
5.	FINANCE, AUDIT & RISK (FAR) MEETING REPORT	
	<p>The minutes from the last FAR Committee meeting, held on Tuesday 12 July 2022 has been shared with attendees prior to the meeting.</p> <p>As the Chair of the FAR Committee was unable to attend today's meeting, the CFO shared a brief summary of the discussions on the agenda items that took place.</p>	
6.	TRUSTEE CONVERSATIONS AND VISITS	
	<p>JN explained the purpose of adding this topic as a standard item on the Agenda for future Trustee meetings following the Governance audit, where it was suggested that Performance Management reviews should be considered for Trustees and Chairs of LGB. This area will now include any Trustee involvement in Trust matters.</p> <p>The Chair reported that Trustees had recently visited Grove Lea Primary, with the visit being hosted by the LGB Chair and HT. Trustees were extremely impressed with the school and</p>	

ITEM		ACTION
	<p>had found the visit very useful. The next school visit is planned for 2 December 2022 and will be to South Hiendley, with all Trustees and Members invited to attend.</p> <p>The SEND Link Trustee (KP) reported that she had attended the Trust SENDCO network meeting on the 30 June 2022. KP explained that it was clear that good practice is being shared really well with all schools across the Trust. Concerns had been expressed that the current Educational Psychologist was leaving.</p> <p>The DCEO commented that following the appointment of the new Educational Psychologist (Elizabeth Williams), feedback from SENDCOs has been that this new appointment has been really well received. The latest SENDCO network meeting took place very recently led by Elizabeth Williams and was very successful. The CEO noted that whilst visiting schools questions to relevant staff on the services provided by the Speech & Language Therapist and the Educational Psychologist, both roles appointed at the start of this academic year has been very positive. Capacity has increased in both areas with this extra capacity focussing on Yr6, a model that is already impacting and working well. These appointments will further support the Trust growth strategy.</p> <p>The DCEO confirmed that all SENDCO network meeting dates for this academic year will be forward to the Link Trustee in this area, and will request that Jo Batty send out all network meeting dates to Trustees who are more than welcome to attend</p> <p>The Chair and CEO confirmed they had undertaken an interview with Mrs K Rolinson as a prospective candidate before Members approved the appointment as Trustee at their recent meeting.</p>	DCEO/ J Batty
7.	CEO REPORT	
	<p>The following documents have been shared with Trustees prior to the meeting.</p> <ul style="list-style-type: none"> • CEO Report • EYFS Results 2021-2022 • Key Stage 1 Results 2021-2022 • Key Stage 2 Results 2021-2022 • Trust Attendance Figures 2021-2022 • Trust wide Inclusion Audit Summary • Three year Strategic Plan 2021-2024 – Evaluated September 2022 <p>The CEO shared a comprehensive overview of overall school performance across the Trust.</p> <p>Horizon Planning Following the circulation of the CEO Report, the CEO explained that the Trust have been approached by a school in Leeds, with the potential to join the IPMAT. A working party has been set up with this school's Governors who have invited the Central Team in to present to the Governing Body. This is very positive.</p> <p>The CEO reported that a meeting has recently taken place with the Regional School Commission and our new Relationships Manager. They have confirmed that we are viewed as a strong Trust and would be happy to see the Trust increasing.</p> <p>The CEO gave a detailed account of the current position of the four schools sitting in the Ofsted window.</p>	

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8.	COO REPORT INCLUDING FINANCIAL UPDATE	
	<p>The following documents were shared with attendees prior to the meeting:</p> <ul style="list-style-type: none"> • COO Report • Trust SEF 2022-2023 • DPO Report <p>The COO highlighted a number of areas included in the COO report.</p> <p>HR/Staffing Update The COO reported that the staffing structure and budget is now at the point of being finalised with HTs. Once these have been agreed and fixed, it was noted that there can be no changes unless a business case is produced and agreed centrally. This has been made clear to all Trust HTs.</p> <p>Overtime this academic year is being controlled very tightly and now checks for overtime are completed centrally. Any HT has to seek approval of overtime from the Trust CEO. This procedure is the same for any requirement for supply staff.</p> <p>The COO noted that since the production of the COO report, the number of staff on long term sickness has increased. Teacher welfare meetings are taking place shortly with managing the welfare of staff a key priority. The COO was asked if this was now the time for the Trust to appoint its own HR Specialist. At the present time, the COO believes it better to continue as now but to consider employing an HR Specialist if and when the Trust grows larger,</p> <p>Further questions were raised regarding a mobility clause in contracts. It was explained that approximately 60% of staff are now on contracts which include the mobility clause. Those who have been tup'd across following school conversion continue with their Terms and Conditions from the previous employment.</p> <p>The COO also reported staff leavers and movement across the schools. Whereas it is rare for teachers to leave the Trust schools, there is a higher turn-over of Lunch-Time staff and TAs.</p> <p>Finance Update The CFO shared the highlights from the finance update with Trustees and explained the pay award for Teachers and the proposed one for support staff and how this will impact on the Trust budget. Cost implications for each school have been detailed within the finance update. The CFO noted that savings have been made in other areas, including a claw back on National Insurance of approximately £65,000 but considerable savings on the budget are still needed. To date, there has been no commitment from the DfE to fund the increases.</p> <p>HTs across the Trust schools are continuing to feel the impact of Covid sickness again this term, and we are trying to manage staff resources without recruiting new staff. The Trust are now a member of the Confederation of School Trusts, details of which are included in the COO report.</p> <p>The CFO reported that we are now considering which areas of the capital plan can be cut in terms of expenditure unless identified as a Health & Safety requirement. HTs are understanding of the need for adapting the budgets.</p> <p>The CFO shared a summary of the current capital funding position.</p>	

ITEM	ACTION
<p>Internal Audit The CFO delivered an update on the internal audit position, noting that areas rated as amber are currently being focussed on.</p> <p>Trustees were reminded of the importance of reading the Academy Trust Handbook.</p> <p>Legal Claims against the Trust One outstanding claim is still ongoing, and we continue to deny liability through our Solicitors.</p> <p>The COO summarised the details of the Supreme Court ruling outcome regarding the pro rata of annual leave for TTO staff. The Trust follows Wakefield LA's Pay and Condition agreements and the LA have advised the Trust that there has not been any changes to the TTO formulas the council operates to date. This could have potential implications on the budget.</p> <p>CIF bid projects The COO reported that considerable CIF bid project work has been completed during the summer holidays. Some work is still ongoing including the heating and electrical safety work at Girnhill, with one classroom at a time to being released to the contractors. This is being managed extremely well by the HT.</p> <p>Fitzwilliam Primary is the main issue currently. The COO explained the Trust were successful with a CIF bid for the flat roof repairs. Contractors on site whilst completing these repairs discovered other issues in the pitched roof, with the decision having to be made to stop the work to ensure the roof was safe for school to open at the start of the academic year. A request has been put forward to CIF to divert the balance of funds from the original bid to repair the pitched roof.</p> <p>It is currently safe but is a Health & Safety programme of works that must happen, and if not agreed by CIF to divert funds, this will need to come through the reserves.</p>	COO
<p>9. IPMAT ACADEMIC YEAR PLANNER</p> <p>The Academic Year Planner 2022-2023 had been shared with Trustees prior to the meeting.</p> <p>The Chair explained the purpose of the development of this document following the Trust Governance Audit held in May 2022. Trustees noted an excellent and useful document.</p>	
<p>10. AGREE PRIORITIES FOR THE YEAR – TRUST DEVELOPMENT PLAN</p> <p>The Trust Development Plan for 2022-2023 has been shared with attendees prior to the meeting and the purpose and contents were explained by the CEO.</p> <p>Following questioning regarding school resources, the Trustees were that all necessary resources were in place for the start of the academic year.</p> <p>The CEO noted that HTs have welcomed this document and have been able to personalise the Academy Plan to their own schools. Following the results received in the summer term, we have reviewed the Trust Development Plan and added a further small number of priorities.</p> <p>The IPMAT Trust SEF for 2022-2023 has been circulated to Trustees prior to the meeting. The CEO explained that the SEF has been drafted so it is in place should we get a Trust Inspection. It was noted that the Trust are expecting that it may have an Inspection due to</p>	

ITEM	ACTION
<p>having four schools in the Ofsted window. Trustees commented that the SEF will be a really comprehensive and useful document when completed.</p>	
<p>11. REVIEW OF THREE YEAR SCHOOL IMPROVEMENT STRATEGIC PLAN</p>	
<p>The IPMAT Three Year School Improvement Plan evaluated in September 2022 has been shared prior to the meeting.</p>	
<p>12. REVIEW SCHEME OF DELEGATION</p>	
<p>Trustees confirmed they had read the Scheme of Delegation and approved the document.</p>	
<p>13. RISK MANAGEMENT</p>	
<p>The following documents have been shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> • IPMAT Trust Risk Register Sept 2022 updated • IPMAT Risk Management Strategy – Sept 2022 suggested amend <p>The COO and CFO confirmed that work on the Risk Register has continued following advice received from the Trust Risk Management Consultant. It was noted that the document shared is the draft following this guidance, is the final version and what we believe should be the “live” register. We are now asking for Trustees to undertake “deep dives” into areas of the register and recommended this takes place once per half-term.</p> <p>The question was asked as to how to decide when areas should be removed from the Risk Register. The CFO and COO regularly review the document and bring it to the meeting for the approval of Trustees</p> <p>Trustees agreed to the proposal to review the documents at each FAR meeting, recommending that the meeting starts 15mins earlier to ensure the review of the Risk Register takes place.</p>	
<p>14. REVIEW OF POLICIES: UPDATING AND APPROVAL</p>	
<p>The following policies were approved by Trustees during the meeting:</p> <ul style="list-style-type: none"> • IPMAT Attendance Policy 2022-2023 • IPMAT Signs & Indicators of Abuse • IPMAT Uncollected Child & AS Club Policy 2022 • Staff Code of Conduct Policy Sept 2022 	
<p>15. AOB</p>	
<p>Staff Benefits Proposal</p> <p>The proposed Rewards/Benefits Package for Staff document had been shared with Trustees prior to the meeting.</p> <p>The COO explained the purpose of proposing to introduce a benefits package for staff, including to support retaining Trust staff and offer help in the current difficult economic climate, but without cost to the Trust. Both options included in the document were described in detail and noted that the Trust would like to launch the package for staff in the run up to Christmas.</p> <p>Advice is currently being sought from HMRC and the Trust Payroll Advisor. Trustees fully supported the introduction of these schemes and acknowledged the need to support our staff.</p>	

ITEM	ACTION
<p>Quality Reviews The CEO was asked about the quality reviews which had taken place this term. Four had so far been completed: Towngate, Ackton Pastures, Gawthorpe and Ash Grove. Each one had gone well.</p> <p>Meeting Dates The next meeting for Trustees is on 6 December 2022 at 4.30pm to accept the Trust accounts. This will take place via Microsoft Teams.</p> <p>It was agreed that the full Trustee meeting on 17 January 2023 at 4.30pm should take place via Microsoft Teams.</p>	
MEETING CLOSE TIME: 6.50 PM	

SIGNED BY THE CHAIR: 

DATE: 17.01.2023