

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

TRUST BOARD MEETING MINUTES

DATE:

Tuesday 25 April 2023

TIME:

4.30pm

LOCATION:

Maypole Centre

PRESENT

Chair of Trustees:	Mr J North	
CEO:	Mrs S Vickerman	
Trustees:	Mrs K Rolinson	Mr G Worsdale
	Mr C Gray	Mrs C North
	Mr J Cripps	
	Mrs K Partridge	
In Attendance:	Mrs T Fallon (COO)	Mrs T Jackson (CFO)
	Mrs K Stubbs – DCEO	Mrs J Snowden (Observer)
Clerk:	Susanna Stott	
Apologies:	Mr S Bartram	

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
Mrs J Snowden was welcomed to the meeting as the prospective new Trustee. The Chair explained that along with Mr Worsdale and Ms North they had interviewed Mrs Snowden and had invited her to attend this meeting as an observer. They are delighted to be recommending her appointment at the next Members meeting.	
1. APOLOGIES FOR ABSENCE	
Apologies for absence were received from Simon Bartram.	
2. DECLARATIONS OF INTEREST	
There were no declarations of interest in relation to the meeting.	

ITEM	ACTION
<p>3. TRUSTEES TERMS OF OFFICE</p> <p>Grateful thanks was given to Mrs Clare Norfolk for her valued commitment and support to the Trust in her time as a Trustee.</p> <p>As agreed by the Trust Members, Mr Graham Worsdale’s Term of Office will now continue for a further four years.</p>	
<p>4. MINUTES OF THE LAST MEETING ON 18 JANUARY 2023</p> <p>The minutes were agreed as a true record.</p>	
<p>5. MATTERS ARISING AND ACTION TRACKER</p> <p>The Action Tracker relating to Trustee Meetings has been uploaded to the GVO portal for Trustee information. All actions to date have been completed and will be rag rated as green.</p>	
<p>6. MATTERS ARISING FROM FAR, S&C AND CHAIRS MEETINGS</p> <p>The minutes as below have been shared with Trustees via the GVO portal prior to the meeting:</p> <ul style="list-style-type: none"> • FAR Committee – 28 February 2023 • Standards & Curriculum Committee – 14 March 2023 • IPMAT Chairs Meeting – 7 March 2023 <p>FAR Committee</p> <p>The Chair of the FAR Committee explained that whilst Trustees have seen the minutes from the last Committee meeting, the main area to highlight was the discussion on the 1% taken from the school budget and added into each schools reserves. The Committee concluded in the meeting that they were happy with the Central Team making the decision as to when this will be returned to school.</p> <p>The CEO noted that as an example, the Trust hasn’t needed to take any of the 1% from Ash Grove Primary’s reserves for the additional support currently in school, their budget has allowed for this. Trustees agreed that it is a good principle to have a central fund to access, should whole Trust initiatives be agreed by Trustees for further spend.</p> <p>Q: How do the HTs feel about the 1% slice being kept in their reserves? A: All HTs are very happy with this position.</p> <p>Q: Do schools all have the same access to the Company that have been used by Gawthorpe Academy for the purchase of books? A: We will definitely speak to this company about a Trust wide discount for purchases. The Gawthorpe HT has made all other HTs in the Trust aware of this company.</p> <p>Standards & Curriculum</p> <p>The Chair of the Committee explained that the last meeting had been held at Towngate Primary with an excellent tour of the school being held prior to the start of the meeting. Attendees were highly impressed with how well organised and set out the school and classrooms were. Mrs K Gawthorp as Acting HT delivered a very interesting and informative presentation on Safeguarding across the Trust. A further presentation on English SAT papers was shared. It was agreed that Maths will be the focus for the next Committee meeting.</p>	

ITEM	ACTION
<p>Chairs meeting The most recent IPMAT Chairs meeting including a Trust update. The Trust Scheme of Delegation was reviewed with all Chairs, who found it very useful. Ofsted information provided by Barry Found as part of Trust School Improvement was shared with all attendees. Chairs who have recently undergone Ofsted Inspections during this academic year have been asked to feedback on the Inspections at the next meeting.</p>	
<p>7. TRUSTEE CONVERSATIONS AND VISITS</p>	
<p>Trustees shared a brief overview of recent visits and conversations that have taken place.</p> <p>The Chair reported that he had visited Trust Member, Michael Benn, on a number of occasions who is currently ill. Attendance at meetings at the Maypole Centre were explained along with confirming regular ongoing conversations with the Central Team. The Chair has completed the Pupil Premium Training, attended the Trustee visit to Gawthorpe Academy and was part of the team involved in the Ackton Pastures Ofsted inspection meeting.</p> <p>He was also involved in a meeting with the DfE and the LA regarding the position at Ash Grove and the Chair was also part of the team interviewing the newly appointed Trustee.</p> <p>Mr C Gray reported that monthly catch up sessions regarding Trust Management Accounts now take place with the Trust CFO. This allows the opportunity to talk through any ongoing issues related to the FAR Committee and ask questions, ensuring he is kept up to date on the Trust financial position.</p> <p>Mrs K Partridge attended the Trust SENDCo meeting in January, reporting that it had been a very positive experience with clearly a number of very capable school SENDCos. During this meeting a video was shared recording the achievement of some of the Trust SEND children which had been excellent to see. It is recommended that the Trust adds this to video to the Trust website.</p> <p>Mrs Partridge has taken up the role of Executive Chair of Ash Grove's LGB and has undertaken a number of visits into school. Further participation in the two calls with the PR Agency on the Ash Grove Primary position and attendance at a meeting with DfE and L.A was reported. Being part of the Fitzwilliam Primary wrap around team was noted along with attending the Trustee visit to Gawthorpe Academy. Mrs Partridge was also part of the panel for the Assistant HT interviews at Fitzwilliam Primary and wished to note that the standard of the internal Trust candidates had been outstanding.</p> <p>Ms C North reported that she had been part of the panel interviewing for the Assistant HT post at Fitzwilliam Primary, is a member of the Fitzwilliam wrap around Team and attended the Trustee visit to Gawthorpe Academy. Ms North had participated in the Ofsted Inspection meeting at Ackton Pastures and took part in the new Trustee appointment interview. Following a recent visit to Ash Grove Primary, Ms North asked it be noted that she had experienced a very calm and industrious environment.</p> <p>Mr G Worsdale confirmed he had been involved in the interview for a new Trustee and participates in regular conversations regarding the Standards & Curriculum Committee meetings.</p> <p>Mrs C Rolinson reported that she had attended the Trustee visit to Gawthorpe Primary and had attended training in Pupil Premium and Equalities. Attendance at the Trust Mental Health meeting will take place tomorrow.</p> <p>Mr J Cripps reported that he had attended the Trustee visit to Gawthorpe Primary.</p>	

ITEM	ACTION
8.	CEO REPORT
	<p>The following documents have been shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> • CEO Summer Term 2023 Report • Ackton Pastures Ofsted Report <p>The CEO proceeded to share the key highlights of her report and asked Trustees for any questions.</p> <p>Trustees noted this had been a very comprehensive report that gave a very clear picture of current activities within the Trust, which was appreciated.</p> <p>Update on Ash Grove Primary The CEO reported that following the recent concerns, it now appears to be calm. The parent who sent in the initial complaint would like to move this to a Stage 3 complaint. No further detail can be given today as a complaints panel will need to be established with Trustees involvement. Regular conversations with staff suggest that they are fine. A number of staff members are looking at other jobs, but in the main it is just that period within their career although a slight impact following the media stories has perhaps played a small part. Support is being offered for these staff with interviews.</p> <p>Meetings have taken place with parents, and we are strongly supporting the staff with the CEO and DCEO spending considerable time still in school. Mrs Kate Gawthorp will become the acting HT at Ash Grove from Spring half-term following the return of the Deputy HT at Towngate Primary. The CEO noted that a meeting has taken place with Engaging Education who have suggested that the Trust develop a booklet that can be given to parents, to show what the school has achieved since joining the Trust, publicising our successes and the improvement in results.</p> <p>Q: Was there any more in the press, following the initial stories? A: No.</p> <p>The COO reported that Unions have done a survey of their members, the data of which we are chasing.</p> <p>Trust Conference 4 May 2023 The CEO explained that the theme for the first Trust conference is “No limits” and has been organised to bring all staff together to recognise our achievements. The conference is to be held at the Education Exchange Centre, Knottingley, part of Delta Academy. All Trustees are invited to attend.</p> <p>The CEO delivered a summary of the planned areas of focus for the day and shared the backgrounds of the key speakers invited.</p> <p>The DCEO explained that the “our people strategy” session has been planned to underpin the values of the Trust and links to what the Trust offers for staff in terms of Health & Wellbeing, as an example the Employee Benefits packages offered. The wellbeing survey completed by the Trust will be discussed with feedback shared, emphasising the Trust valuing the importance of staff having a voice. We want to ensure the staff recognise we understand how difficult it is at this time and we hope this Conference will give all staff the chance to feel valued.</p>

ITEM	ACTION
<p>Table top questions will finish this session with a focus on what the Trust can do to continue and further support staff.</p> <p>Q: One of the priorities included in the CEO report highlights investigating a forensic reading approach to further develop skills in reading and expose our children to a wider selection of text. Will you need further budget for this? A: Yes, we will do. Further plans are ongoing.</p> <p>Q: Is there a variance in good practice within the Trust schools regarding using the Digital Technology? A: There is. Some schools have embraced using the Chromebook better than others. We will support and encourage all schools to use this digital technology to its full advantage.</p> <p>The CEO reported that the newly appointed HT at Fitzwilliam Primary has settled in really well and confirmed that a wrap-around meeting with the new HT is to be arranged with Trustees</p> <p>The Trustees and CEO noted it is excellent to see such good things happening across the Trust.</p>	CEO
<p>9. COO REPORT AND FINANCIAL UPDATE</p>	
<p>The COO report has been shared with attendees prior to the meeting.</p> <p>The COO proceeded to share key highlights from her report and asked Trustees for any questions.</p> <p>Staff Absence Significant absence at Ash Grove Primary is reported and the COO confirmed these are complex cases which we are dealing with. We have met with these specific colleagues and are moving forward following the Attendance Management Procedure</p> <p>The HT at Girnhill Infants is currently absent with illness. A welfare meeting has taken place.</p> <p>Wakefield Living Wage increase Wakefield L.A have shared the planned living wage for this year, now rising to £10.90 per hour. The COO noted that this increase will not be added to salaries until we hear on the pay award. This will be back dated to April when confirmed.</p> <p>Industrial Action It was reported that out of 116 Teachers across the Trust, 55 were eligible to strike. On the first day of the strikes, 35 teachers went on strike, which is around 60% of those eligible. Further Unions are now balloting their members. Only Ackton Pastures was completely closed with other schools seeing a small group of classes closing. At the last count we now have 58 teachers eligible to strike.</p> <p>Health Benefits Package for staff The COO reminded attendees of the current portfolio of benefits for staff noting that we have not seen as good an up take of the benefits as we would have liked.</p> <p>A document shared during the meeting highlighted three health benefit scheme companies the Trust have reviewed. Benenden Health is ruled out as there would be a cost to the Trust.</p>	

ITEM	ACTION
<p>Centrally the team believe that the Simply Health scheme is the best to offer to staff and offers 100% reimbursement, has a number of offers that will appeal to staff and the cover would include children. Westfield offers a tiered reimbursement. The intention is to launch the package at the Trust conference.</p> <p>Trustees who already know and have experience of Simply Health were able to confirm that they are an excellent company to deal with.</p> <p>The COO confirmed that the full cover information for Simply Health will be uploaded to the GVO for Trustees.</p> <p>Estates The announcements for CIF bids submitted is now expected later in May. The Trust are currently waiting to hear on five bids. The COO will inform Trustees as soon as the news is received.</p> <p>The Energy Efficiency funding project has meant the Trust receiving between £12k - £16k from the government. The Trust Estates Manager is working with a company to complete an energy efficiency audit, to check if this will benefit the Trust overall with Girnhill Infants to be used as the trial. This audit will support the writing of a strategy document.</p> <p>The Trustees thanked the COO for her comprehensive and informative report.</p> <p>Finance CIF Bid Loans The CFO explained that in the past the interest rates on CIF bid loans has been very low. However, due to the current economic climate it is looking likely that the interest rates could be around 10%. We are waiting to get a clearer picture on what the interest rates may be.</p> <p>The CFO reported that the impact would be significant, using the Fitzwilliam Primary CIF bid as an example, which is £1m, this would incur a £100k loan paid back at £10k per year for 10 years. Trustees agreed the proposal that should the Fitzwilliam bid be successful that this £100k loan, dependent upon interest rates, should come through the Trust reserves rather than sitting on the annual Fitzwilliam budget. The CFO noted that the Trust holds reasonable reserves.</p> <p>The Trust position at year-end is slightly better than originally projected. Schools now have to obtain agreement from the CEO for any supply arrangements or overtime for staff.</p> <p>Centrally, the CFO confirmed a number of contracts are currently being reviewed and renegotiated including the IT contract with Alamo.</p> <p>Q: Is the catering contract one that is being renegotiated? A: Yes, it is. We originally chose Dolce as the catering provider as there was no management fee. We know they have issues with staffing, food prices have increased, and we recognise the quality has dropped considerably. It may be worth talking to the LA again as the quality needs to be considered. Costs would likely increase.</p> <p>Q: Why are the Grove Lea Primary teacher total costs higher as indicated in the latest Key Metrics? A: This area probably needs some calibration.</p>	<p>COO</p> <p>COO</p>

ITEM	ACTION
<p>The CEO confirmed that the Trust has advertised for a further floating Deputy HT to join the Trust. Teacher vacancies and SLT positions across the Trust are also out to advert.</p>	
<p>10. REVIEW PROGRESS OF THE TDP</p>	
<p>The review progress of the TDP has been included as part of the CEO report.</p>	
<p>11. TOP TEN RISKS ON RISK REGISTER</p>	
<p>The Risk Register March 2023 has been shared with attendees prior to the meeting. The CFO proceeded to share an overview of the top 10 Risks currently on the Risk Register highlighting a number of emerging risks. It was noted that Reputation Risk has been added.</p> <p>The CFO confirmed that the Trust has a good system in use with EVERY, and regular reviews of the Risk Register is now in place.</p> <p>The HT at Grove Lea Primary has volunteered to trial the school level Risk Register which will be launched out to all schools in due course. All register set-ups for the schools have been completed centrally and will be reviewed either half-termly or termly.</p> <p>The Risk Register strategy document will be reviewed over the summer and the working group will meet in September, once launched to all schools for further review.</p> <p>Q: In terms of the Risk recorded, do you feel that you should now be looking at employing an HR person? A: It is more likely the risk would be at school level. I am confident that we follow all our procedures well and would expect that this area would always be included as high risk. HTs are being trained in HR, but at this time we would not want to change the rating with current HT absences and new HTs in post. The HR system is robust.</p> <p>Q: Do we have sufficient resources to support this? A: Yes, we have.</p>	
<p>12. REVIEW OF THE THREE-YEAR SCHOOL IMPROVEMENT STRATEGIC PLAN (SDP)</p>	
<p>The review of the three-year School Improvement Strategic Plan has been included as part of the CEO report.</p>	
<p>13. POSITION OF CLERK</p>	
<p>Panel Interviews will take place on 9 May 2023 for the Clerking Services provision to the IPMAT.</p>	
<p>14. REVIEW OF POLICIES IN NEED OF UPDATING AND APPROVAL</p>	
<p>There were no policies for approval at this time.</p>	
<p>15. EVALUATION OF INDIVIDUAL SKILLS AUDIT 2022-2023</p>	
<p>The Chair wished to thanked Trustees for their quick response in completing the Individual Skills Audit for 2022-2023. This will now be used to identify any specific training needs for Trustees.</p>	

ITEM	ACTION
16. MEETING DATES FOR 2023-2024	
<p>Trustee Meetings – all start with a pre meet of Trustees at 4.00pm. Full Trustee meetings to start at 4.30pm</p> <p>26 September 2023 – AGM & Trustee Mtg at Maypole Centre 5 December 2023 – Approval of IPMAT Accounts 16 January 2024 – via TEAMS 7 May 2024 – at Maypole Centre</p> <p>FAR Meetings – all via TEAMS – 4.30pm</p> <p>21 November 2023 19 March 2024 9 July 2024</p> <p>Standards & Curriculum Meetings – 4.30pm</p> <p>17 October 2023 – Ackton Pastures 5 March 2024 – Half Acres 16 July 2024 – Girnhill Infants</p> <p>Chairs Mtgs – 4.30pm</p> <p>14 November 2023 – Towngate 12 March 2024 – Fitzwilliam 25 June 2024 – Gawthorpe</p> <p>The Clerk confirmed these dates will now be added to the GVO Portal.</p>	Clerk
17. SUMMER TERM TRAINING	
<p>The clerk confirmed the following training available for Trustees, Members and Governors and reminded attendees that regular notifications are sent via the GVO portal advertising these events. All training continues via TEAMS and starts at 5.00pm:</p> <p>SEND – 26 April 2023 Governor/Member/Trustee Induction (Part two) – 10 May 2023 Safeguarding Training – 19 June 2023 Humanities – 26 June 2023 (agreed to now be postponed to the Autumn Term) Understanding Data & Assessment – 10 July 2023</p>	
18. AOB	
<p>School Improvement Volunteers were requested to join a Working Party to review the Trust School Improvement provision. The following Trustees agreed:</p> <p>Mr John North Mrs Karen Rolinson Ms Carolyn North.</p> <p>Ofsted Training It was confirmed that the HT at Fitzwilliam Primary and the Trust DCEO will undertake Ofsted Inspectors training in May.</p>	

ITEM	ACTION
<p>Trustee Visit The next Trustee visit will be to Girnhill Infants School. The visit will take place in June and the date will be confirmed to all Trustees by the Chair.</p> <p>Ackton Pastures Ofsted Inspection Report It was noted that the Ackton Pastures Ofsted Report has been uploaded to the GVO portal and shared with attendees. The Vice Chair commented that the Inspection result was a very strong “good”. The report reads very well. Congratulations were offered to all involved.</p>	Chair
<p>MEETING CLOSE TIME: 6.25pm</p> <p>DATE OF NEXT MEETING: TUESDAY 26 SEPTEMBER AT 4.00PM FOR A PRE MEETING WITH THE FULL TRUSTEE MEETING STARTING AT 4.30PM. VENUE THE MAYPOLE CENTRE</p>	

SIGNED BY THE CHAIR:

DATE: