

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST



TRUST BOARD MEETING MINUTES

DATE:

Wednesday, 8 February 2017

TIME:

6.00 pm

LOCATION:

Towngate Primary Academy

PRESENT

Chair:	Mr J Hesketh	
CEO:	Mrs S Vickerman	
Trustees:	Mrs M Kay-Brook	Mrs S Lewis
	Mr J North	Mr S Tottles
In Attendance:	Mrs H Hill (CFO)	Mrs M Pickles (Observer)
Clerk:	Mr P Taylor	
Apologies:	Mrs T Jackson	

ITEM	ACTION
<p>1. APOLOGIES FOR ABSENCE</p> <p>Noted.</p>	
<p>2. NOTIFICATION OF ANY URGENT OTHER BUSINESS</p> <p>The CEO reported that she had a matter regarding Girnhill Infant School to discuss as an item of other business.</p>	
<p>3. DECLARATIONS OF INTEREST</p> <p>There were no declarations.</p>	
<p>4. APPOINTMENT OF DIRECTORS</p> <p>Mr North left the meeting for this item.</p> <p>Appointment of Trustees</p> <p>The Chair reported that he and the CEO had interviewed six people regarding becoming Trustees. He advised that three of them had fitted the bill of what they were looking for; Mr North who was known to Trustees and Mr Gray and Ms Kaur, whose CVs had been circulated with the meeting papers.</p> <p>Resolved 31</p> <p><i>That Mr Charles Gray, Ms Amrit Kaur and Mr John North be appointed as Trustees for four year terms of office ending on 7 February 2021.</i></p> <p>Mr North returned to the meeting.</p> <p>MAT Appointments</p> <p>The Chair reported that Mrs Hill had been officially appointed as Chief Financial Officer and Mrs Pickles had been appointed Deputy CEO, with effect from 1 April 2017. The Chief Operations Officer post had been advertised.</p>	

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<p>5. INSPIRE PARTNERSHIP MAT BUSINESS PLAN</p> <p>The Business Plan had been circulated to Trustees in advance of the meeting. Mrs Vickerman, Mrs Pickles and Mrs Hill were thanked for their hard work in producing the Plan.</p> <p>The CEO commented on the content of the Business Plan, which had been reviewed by the Finance and Audit Committee.</p> <p>The CEO reported that, using the Business Plan, the MAT had submitted a bid for a grant, which if successful would enable the appointment of a full-time COO. The COO post would be part-time if the MAT was unsuccessful with the grant. Trustees reviewed the MAT staffing structure to work towards within the Plan and noted that this was going to be reviewed further to look at what could be afforded with six schools in the MAT.</p> <p>Trustees agreed that the Business Plan was a very good document, which could be presented to any schools showing a potential interest in joining the MAT; it outlined what the MAT was about and what it would provide to its schools.</p> <p>A Trustee commented that it was pleasing to see the statement with the Business Plan about individual schools thriving in their own context.</p> <p>Resolved 32 <i>That Trustees endorse the Inspire Partnership MAT Business Plan.</i></p>	
<p>6. APPRENTICESHIP LEVY</p> <p>Mrs Hill provided information to Trustees on the Apprenticeship Levy. She advised that, in the near future, the MAT would have a pay bill of more than £3m and would, therefore, be required to pay an apprenticeship levy of approximately £4k. Mrs Hill reported that she was due to attend a meeting the following week to discuss this matter in further detail and would present information to a future meeting of the Finance and Audit Committee.</p>	
<p>7. WEST YORKSHIRE PENSION FUND DRAFT FUNDING STRATEGY STATEMENT CONSULTATION</p> <p>Mrs Hill presented the West Yorkshire Pension Fund - Funding Strategy Statement for Trustees to note.</p> <p>Trustees discussed pension contributions as a MAT and the possibility of contributions rising significantly and what this would mean.</p>	
<p>8. ACTION PLAN, GOVERNOR OVERVIEW, MONITORING PLAN AND REPORT ON THE DUE DILIGENCE PROCESS AT TOWNGATE PRIMARY ACADEMY</p> <p>The CEO reported that Towngate had been the first school where the full due diligence process had been completed. She presented four documents to Trustees.</p> <p>An overview document providing a summary of key information was reviewed. It was anticipated that a copy of this document, for each school, would be updated every September to present to Trustees. Following receipt of the overview in September, the CEO would then provide updates on key areas of concern</p>	

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<p>throughout the year. Trustees discussed possible changes to the document and requested that national figures be included, that a key be included for abbreviations and that projected surplus be shown as a percentage. Trustees agreed that this was a good document. They discussed the level of information that was required at Trustee level.</p> <p>The CEO provided commentary to the Due Diligence Report for Towngate Primary Academy. She gave a summary of the key points including leadership in school, quality of teaching and learning, personal development and well-being, Early Years and outcomes. Trustees agreed that they were happy with the format of the report. It was noted that the report would be a public document and would be shared with staff and school based Governors.</p> <p>Mrs Kay-Brook commented that everyone involved in the due diligence felt that it had been a good, positive process.</p> <p>Whilst all Headteachers of schools linked with the MAT were being involved in the due diligence, it was accepted that it was not sustainable and Trustees discussed what the process would be once embedded. It was confirmed that the CEO and Deputy CEO would always be involved in the process and other leaders would be invited for CPD. All school leaders would be involved in at least one due diligence other than their own school.</p> <p>Trustees noted the Action Plan behind the Due Diligence Report and the Monitoring Plan linked to the Action Plan. It was agreed that it was a good, robust process.</p> <p>Trustees were advised that there was also a need to look at producing a safeguarding report for each school to provide an overview to the Board.</p> <p>Resolved 33 <i>That the Due Diligence process be reviewed in September 2017.</i></p>	
<p>9. DUE DILIGENCE REPORT ON HALF ACRES AND ACKTON PASTURES</p>	
<p>Mrs Hill presented a financial due diligence report for Half Acres and Ackton Pastures schools. She reported that everything was fine with finances and HR; however, she was awaiting some further information relating to premises.</p> <p>Mrs Hill reported on areas of note including:</p> <ul style="list-style-type: none"> • The Children’s Centre building on the Ackton Pastures site would not be transferred at the point of conversion but the LA would pursue a formal decision on the children’s centre for transfer at a later date. • A piece of land at Half Acres with serious drainage issues that could threaten to delay conversion if no agreement was reached with the LA. Trustees wished to proceed as planned and agreed that they did not want to delay the conversions. They asked Mrs Hill to proceed with the option for the commercial transfer agreement to include a clause to state that it was the LA’s obligation to sort out the drainage satisfactorily. • A land search completed at Ackton Pastures had identified that it was on contaminated land. It had been suggested that an environmental audit be 	

ITEM	ACTION
<p>carried out and Wrigleys Solicitors had suggested informing the LA about the report, which Mrs Hill had done.</p> <ul style="list-style-type: none"> • There was Chancel Insurance in place at Ackton Pastures. 	
<p>10. COMPLAINTS POLICY AND PROCEDURE</p>	
<p>The CEO commented on the current Complaints Policy. Trustees discussed the policy and procedure as it was and debated how it should look. It was agreed that the current policy would remain in place.</p>	
<p>11. LOCAL GOVERNING BODIES OF EACH TRUST SCHOOL</p>	
<p>Trustees discussed local governance of schools in the MAT. The CEO reported that Cambridgeshire Education was offering training on governance structures and it was agreed that this should be pursued. Additionally, it was felt that any other training opportunities for Trustees and Governors should be looked into.</p> <p>It was agreed that there would be the “Trustee Board” with “Trustees” at the top level and then a “Governing Body” with “Governors” for each school.</p> <p>Resolved 34 <i>That further information be obtained in relation to governance structures to consider in future; and</i> <i>That Governing Bodies will remain as they are upon conversion and will be reviewed in September 2017.</i></p>	
<p>12. ASPIRE TEACHING SCHOOL REPORT</p>	
<p>The CEO provided an update on the Aspire Teaching School for Trustees. This included:</p> <ul style="list-style-type: none"> • Pam Clark and Danielle Sidebottom, both from Gawthorpe have been designated Specialist Leaders of Education. • Leadership teams from Towngate and Gawthorpe attended the Spring Aspire Headteachers Conference on 24 January 2017. • Steven Walker, Head of School at Towngate, and Andrea Mitchell, Head of School at Gawthorpe, led training for the Aspiring Senior Leaders group on 17 January 2017. 100% of evaluations were good or outstanding. • Danielle Sidebottom (Gawthorpe) and Laura Eke (Towngate) attended a recent workshop of the Recently Qualified Teachers Programme. This was led by Steven Walker and Paula Gill (Gawthorpe). Again all evaluations were rated good or outstanding. • Grants to support 5 schools had been secured through Aspire / National Support School. • £7,500 for Towngate. This grant will be used to fund Paula Gill’s work at Towngate developing a new leader in her role as Early Years Manager. • £5,000 for Sandal Magna Academy. This deployment will be carried out by staff from Gawthorpe Academy. 	
<p>13. SCHEDULE OF FUTURE MEETINGS</p>	
<p>Resolved 35 <i>That future meetings be held on the following dates:</i> <i>Tuesday, 28 March 2017 at 4.30 pm at Half Acres Primary School; and</i></p>	

ITEM	ACTION
<i>Monday, 3 July 2017 at 4.30 pm at Fitzwilliam Primary School.</i>	
14. MINUTES OF THE MEETINGS HELD ON 29 NOVEMBER 2016	
Resolved 36 <i>That the minutes of the meeting held on 29 November 2016, being correct, be signed.</i>	
15. MATTERS ARISING FROM THE MINUTES	
There were no matters arising from the minutes that had not been covered during the meeting.	
16. OTHER BUSINESS	
Girnhill Infant School The CEO reported that the Chair of Governors at Girnhill had contacted her regarding issues in relation to the recruitment of Headteacher, as the school did not currently have a substantive Headteacher in post. The LA had offered a support package at a cost to the school; however, problems had since been encountered. Trustees discussed the matter and agreed that the MAT should offer to support the Governing Body with the recruitment of Headteacher if they wanted it. Resolved 37 <i>That the CEO contact the Chair of Governors at Girnhill to discuss the matter and offer support.</i>	SV
Item for Next Agenda Resolved 38 <i>That "Election of Vice-Chair" be included as an item on the agenda of the next meeting.</i>	PT
17. CONFIDENTIAL ITEMS	
Resolved 39 <i>That there are no confidential items to remove from the minutes.</i>	
MEETING CLOSE TIME: 8.20 pm	

Signed below as a true and Correct Record

Signature.....

Print Name.....