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<u>INSPIRE PARTNERSHIP MULTI ACADEMY TRUST</u>			
TRUST BOARD MEETING MINUTES			
DATE:	TIME:	LOCATION:	
Tuesday, 27 September 2016	6.00 pm	Ackton Pastures Primary School	

PRESENT		
Chair:	Mr J Hesketh	
CEO:	Mrs S Vickerman	
Trustees:	Mrs T Jackson	Mrs M Kay-Brook
	Mrs S Lewis	Mrs K Riddles
	Mr S Tottles	
In Attendance:	Mrs H Hill (Business Manager Gawthorpe & Towngate / Acting CFO)	
	Mrs M Pickles (Principal of Federation of Half Acres and Ackton Pastures)	
Clerk:	Mr P Taylor	

ITEM	ACTION
1. INTRODUCTION	
Mrs Vickerman welcomed everyone to the first meeting of the Trust Board and introductions were made.	
2. APPOINTMENT OF DIRECTORS AND MEMBERS	
<p>Mrs Vickerman advised that the Members of the Trust were already in place and existed from the Gawthorpe Community Academy Trust, which had now become the Inspire Partnership Multi Academy Trust; however, the paperwork was still being formally completed.</p> <p>The Members of the Trust would be:</p> <ul style="list-style-type: none"> • Mark Ellerker; • Joanne Crook; and • Chair of the Trust – John Hesketh (subject to confirmation). <p>The proposed Trustees were in attendance at this meeting; however, it was noted that a meeting of the Members was required to formally appoint them.</p>	
3. APPOINTMENT OF CHAIR OF THE BOARD	
<p>Mr Hesketh was nominated and seconded for the position of Chair.</p> <p>Resolved 1 <i>That Mr J Hesketh be appointed Chair of the Trust.</i></p> <p>It was noted that this appointment would be ratified by the Members.</p>	

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<p>4. INFORMATION PRESENTATION</p> <p>Mrs Hill reported that she had recently attended some training regarding Multi Academy Trusts and had prepared some information to present to the meeting.</p> <p>Roles and Responsibilities of Members and Trustees A brief overview of the differences between Members and Trustees was provided and discussed. A brief description of Members was noted as:</p> <p>“The members of an academy trust have a different status from the trustees. The members are the subscribers to the trust’s memorandum of association, and any other individuals permitted to become members under its articles of association. Members have an overview of the governance arrangements of the trust and have the power to appoint trustees and remove these trustees.</p> <p>Members can amend the articles and may do so to support stronger governance arrangements.”</p> <p>An overview of Trustees taken from the Academies Financial Handbook 2016 was then reviewed:</p> <p>“The board of trustees of the academy has wide responsibilities under statute, regulations and the funding agreement. Principally, it is responsible for ensuring that the trust’s funds are used only in accordance with the law, its articles of associate, its funding agreement and this handbook. The board of trustees has wide discretion over the use of the trust’s funds, which it MUST discharge reasonably and in a way that commands broad public support, it is responsible for the proper stewardship of those funds, including regularity and propriety, and for ensuring <u>economy</u>, <u>efficiency</u> and <u>effectiveness</u> in their use – the three key elements of <u>value for money</u>.”</p> <p>Mrs Jackson commented that it would be well worth Trustees time to review the Academies Financial Handbook and explained that it was not all about finance, it</p>	

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also referred to governance and best practice. The Chair endorsed this comment and encouraged Trustees to read the handbook.

Q. Is the Trust Board just responsible for the money allocated for MAT services or for all the school's monies as well?

A. The board has overall responsibility for all money including schools' budgets. The board is responsible for all monies allocated from the DfE for the schools within the MAT.

Role of the Accounting Officer

An overview of the role of Accounting Officer was provided. It was noted that the CEO would take on this role and would be designated as accountable for regularity, propriety and value for money.

Statutory Role of the Local Authority

Mrs Hill reported on the statutory role of the LA and advised of certain functions and responsibilities that would remain with the LA.

Mrs Hill stated that, whilst the LA had some responsibility for safeguarding in schools, there was a need for the board to be aware of safeguarding issues that occur in individual schools. It was recommended that it should stipulate within each school's Safeguarding Policy that any issues need to be reported to the board.

Local Governing Body and Scope of Delegation

The scope of delegation from the Trust Board was discussed. It was agreed that there was a need to avoid duplication at different levels, along with a need to be clear who has authority to speak on behalf of the MAT.

It was felt that the board needed to be careful not to take too much responsibility away from local governance boards but acknowledged that some responsibilities would have to lie with the Trust Board. It was commented that any agreed scheme of delegation would need to be clear and communicated well to ensure everyone was aware of their responsibilities. It was noted that the board would delegate power and not liability.

Mrs Hill advised that it was recommended that the board should have responsibility for setting budgets, agreeing staffing structures and appointing Headteachers.

It was agreed that it would be easier to start with tight rules with the option to loosen them, rather than start off loose and then try to tighten things up.

A discussion was held around the need to establish different levels of delegation and how the board would measure what powers would be delegated to a school based on its position.

An example hierarchy of delegation was shared for information.

Scheme of Delegation

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<p>Mrs Vickerman stated that she had not prepared a scheme of delegation, as she did not want to be presumptuous about anything and wanted to get feedback from this meeting first. However, she advised that she had looked at various schemes from other MATs and, whilst she initially liked the idea of some of the briefer schemes, she felt that a clearer and more thorough one was more suitable and would be her preferred option for the Inspire Partnership MAT.</p> <p>Drafting a scheme of delegation for the MAT was discussed and Mrs Vickerman stated that she was happy to prepare something to present to the board. She stated that it was the intention of the MAT to delegate as much as possible to schools and local governance.</p> <p>The Chair stated that there was a need for the board to have key performance indicators in place to monitor the performance of schools and local governance. Mrs Vickerman reported that she had already spoken with schools about submitting in-year data every half term. The Chair commented that data was an important area but that the board would also need to monitor and be aware of other areas.</p> <p>It was agreed that the Trust needed to get things, such as the scheme of delegation, in place as soon as possible, in order to be fully transparent with schools wishing to join the MAT and enable them to see clearly how the MAT works. The board agreed that they needed to be careful and take time and not grow too quickly.</p> <p>Resolved 2 <i>That the CEO draft a Scheme of Delegation for the Inspire Partnership Multi Academy Trust; and</i> <i>That drafts be circulated to Trustees for comments as required, with a final draft presented to a future meeting of the Trust Board for approval.</i></p> <p>Ofsted Discussion with CEO and Leaders of the MAT Mrs Hill provided information about the expectations of the CEO and Trustees when schools within the MAT were Ofsted inspected. Mrs Vickerman stated that she anticipated that she would be at any school during an inspection to give her support, as well as speaking to inspectors as CEO.</p> <p>Mrs Hill was thanked for providing the information presented.</p>	<p>SV</p>
<p>5. BUDGET</p>	
<p>It was confirmed that the MAT intended to take a 6% top slice from each school which would include various services, rather than taking a slightly lower top slice and charging for services separately. Mrs Vickerman commented that there was a need to be clear about what teaching and learning support schools would get. The Chair stated that the board would require details of the budget proposals to formally approve.</p> <p>Resolved 3 <i>That the CEO present proposals for the 6% top slice, with a breakdown of what is included as part of this, to the next meeting of the board.</i></p>	<p>SV</p>

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<p>A discussion was held regarding the governance of the Teaching School. It was noted that it currently sat with the Governing Body of Gawthorpe Community Academy but there was some uncertainty about who would have the responsibility, as the board would have overall responsibility for governance of Gawthorpe Community Academy.</p> <p>Resolved 4 <i>That the CEO acquire legal advice regarding the governance of the Teaching School.</i></p> <p>Mrs Hill presented some projected figures to the board based on a 6% top slice and core offering costs, which showed that the MAT could be viable with six schools, although some areas would be quite tight until further schools joined. Mrs Hill explained what the projected staffing costs related to and it was noted that a structure would need to be agreed.</p> <p>Resolved 5 <i>That the CEO and Mrs Hill prepare a staffing structure proposal to present to the next meeting of the board.</i></p>	<p>SV</p> <p>SV</p>
<p>6.. PENSIONS</p>	
<p>Mrs Hill reported that the MAT was required to have a discretionary statement regarding pensions and the Local Government Pension Scheme Discretions Statement was noted. It was recommended that applications be considered on a case by case basis.</p> <p>Resolved 6 <i>That the MAT adopt the LGPS Discretions Statement.</i></p>	
<p>7. HEADTEACHER GROUP MEETING</p>	
<p>Mrs Vickerman reported that a meeting was due to be held on Thursday, 29 September 2016 with the Headteachers in the MAT, including those intending to join. She commented on what was to be looked at and discussed at the meeting, including the best approach for unified tracking and priorities for teaching and learning.</p> <p>Mrs Vickerman reported that due diligence of each school would be completed in due course to provide a clear picture for the MAT. It would be a full review of everything including academic and finances; there would be a clear schedule and Headteachers would be fully involved in the process. A proposal for the process of undertaking due diligence was to be shared and discussed at the Headteacher Group Meeting, following which it would be shared with the board.</p> <p>Also to be discussed were ways of working and processes and procedures in future, as more schools joined the MAT.</p> <p>Q. With Gawthorpe already supporting Towngate, has the Trust got capacity to work with schools that are intending to join the MAT but have not as yet?</p> <p>A. Yes, we believe so. Gawthorpe has a strong infrastructure as a National Support School, along with the Teaching School. We do need to be careful though, in terms of providing staff to support other schools, to ensure that Gawthorpe does not become too stretched at any one time. This comes back to ensuring that the</p>	

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Trust monitors and is aware of the performance of schools within the MAT and those wishing to join.	
<p>8. DATE AND TIME OF NEXT MEETING</p> <p>Tuesday, 29 November 2016 at 6.00 pm at Gawthorpe Community Academy.</p> <p>The board discussed options for sharing meeting papers and documentation electronically and the need to ensure confidentiality of certain documents.</p> <p>Resolved 7 <i>That the Clerk look into options for working electronically.</i></p> <p>At this point Mrs Hill left the meeting.</p>	PT
<p>9. ANY OTHER BUSINESS</p> <p>Recruitment of Members and Trustees / Structure of Trust Board</p> <p>The possibility of recruiting further Members and Trustees was discussed and it was noted that Mrs Hill had circulated a “Guide to Recruiting to Multi Academy Trust Boards” put together by “Academy Ambassadors”. It was further noted that external bodies could support with recruitment.</p> <p>A discussion was held regarding what size the Trust Board should be and what committees it should have. It was acknowledged that an Audit Committee was required and the Chair suggested that there was a need for a proposal on how the committee would operate, what its responsibilities would be and its size. It was stated that there was also a need to clarify whether a separate Standards Committee would be required. The size of the Trust Board would potentially be impacted by the number of committees it had.</p> <p>Resolved 8 <i>That the use of external bodies to support the recruitment of Trustees be approved.</i></p> <p>Performance Management of the CEO</p> <p>The board discussed what the performance management arrangements would be for Mrs Vickerman whilst she was undertaking two roles. The Chair suggested that two representatives of Gawthorpe Academy’s Governance Board and a representative of the Trust Board carry out the performance management of Mrs Vickerman, which was set for 18 October 2016.</p> <p>Resolved 9 <i>That Mrs Kay-Brook represent the Trust Board on the working group undertaking the performance management of Mrs Vickerman.</i></p> <p>At this point, Mrs Hill left the meeting.</p> <p>Staffing</p> <p>Mrs Vickerman reported that she had concerns regarding the amount of work the Mrs Hill was doing at this moment in time, as she was providing business support to two schools whilst also taking on the role of Chief Financial Officer (CFO) for the</p>	MK-B

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<p>Trust. In addition, a job evaluation had been carried out on a CFO role at another similar MAT and it was proposed that an increase in pay be applied.</p> <p>The Trustees conveyed concern over the long term sustainability of the workload currently being undertaken by Mrs Hill. However, Mrs Vickerman reassured them that the additional support Mrs Hill was providing to Towngate would be short term.</p> <p>The increase in pay was discussed and it was felt that it could not be agreed at this stage, as there was a need to agree processes for appointing staff and review roles and salaries across the Trust. The work Mrs Hill was doing was greatly appreciated; however, there was a need to ensure that the Trust was seen to be fair and transparent and have appropriate procedures and processes in place.</p> <p>The Chair reiterated that there was a need for a formal process of how staffing appointments to the Trust would be made, along with a formalised staffing structure. It was agreed that the Board needed to be reassured that job descriptions were appropriate for this MAT.</p> <p>In order to recognise the interim position and the additional work that Mrs Hill was undertaking, the Board agreed that a proposal for an interim discretionary payment should be looked at until processes were implemented.</p> <p>Resolved 10 <i>That the CEO obtain further advice and guidance from FusionHR regarding an interim discretionary payment and how to confirm job evaluation for roles in the Inspire Partnership MAT; and</i> <i>That a proposal for an interim discretionary payment for Mrs Hill, backdated to 1 September 2016, be presented to the next meeting of the Trust Board.</i></p>	<p>SV</p>
<p>MEETING CLOSE TIME: 8.00 pm</p>	

Signed below as a true and Correct Record

Signature.....

Print Name.....

RECORD OF RESOLUTIONS REQUIRING ACTION

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Meeting Date	Resolution Number	Detail
27/09/16	2	That the CEO draft a Scheme of Delegation for the Inspire Partnership Multi Academy Trust; and That drafts be circulated to Trustees for comments as required, with a final draft presented to a future meeting of the Trust Board for approval.
27/09/16	3	That the CEO present proposals for the 6% top slice, with a breakdown of what is included as part of this, to the next meeting of the board.
27/09/16	4	That the CEO acquire legal advice regarding the governance of the Teaching School.
27/09/16	5	That the CEO and Mrs Hill prepare a staffing structure proposal to present to the next meeting of the board.
27/09/16	7	That the Clerk look into options for working electronically.
27/09/16	9	That Mrs Kay-Brook represent the Trust Board on the working group undertaking the performance management of Mrs Vickerman.
27/09/16	10	That the CEO obtain further advice and guidance from FusionHR regarding an interim discretionary payment and how to confirm job evaluation for roles in the Inspire Partnership MAT; and That a proposal for an interim discretionary payment for Mrs Hill, backdated to 1 September 2016, be presented to the next meeting of the Trust Board.