

Minutes of a meeting of the LiFE Multi Academy Trust Board of Trustees  
held at Via Google Meet  
on Monday 24 January 2022  
commencing at 6.30 p.m.

**Present**

Liz Warren (Chair)

Hazel Cole  
Sue Dunford  
Iain Kinnis  
Hatle Mehta  
Liam McDonagh  
Chris Parkinson (Chief Executive)  
Andy Smith

**In Attendance**

Sarah Mayes (Director of Finance and Company Secretary)  
Chris Tweedale (Director of Governance)  
Nicola Koncarevic (Director of Education - Leicester Forest Hub)  
Gareth Williams (Executive Head, Countesthorpe College)

Stuart McDonough (Clerk to the meeting)

Min. No	Part 1 : Non- Confidential Business  Minute	Action
<b>1</b>	<b>Welcome, introductions and apologies</b>	<b>All to note</b>
1.1	The Chair welcomed all present to the meeting.	
1.2	There were no apologies for absence.	
1.3	The Chair and Clerk confirmed that they had not received apologies for absence from Darren Brumby. The Chair advised that Mr Brumby had yet to complete his DBS application which she would follow up with him.	
<b>2</b>	<b>Declarations of Interest</b>	<b>All to note</b>
2.1	Stuart McDonough declared a direct personal and financial interest in agenda item 13 (Minute 16 below).	
<b>3</b>	<b>Minutes of the Previous Meeting : 6 December 2021</b>	<b>All to note</b>
3.1	Subject to correction of the reference in Minute 4 from "Kingsbury" to "Kingsway". the minutes of the previous meeting were approved as a correct record for signature by the Chair.	

<p><b>4</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p>	<p><b>Matters arising from the previous minutes</b></p> <p><i>Minute 3 (Trustee Recruitment)</i> – the Chair advised that she and Mr Mehta were due to interview a candidate for appointment as Trustee on 27 January – other Trustees were welcome to attend. <b>Trustees noted that</b> there were no current Trustee vacancies.</p> <p>The Clerk advised that Trust Articles authorised the Trust Board to appoint additional Trustees and <b>in response to a question</b>, agreed to confirm this provision to the Chair*.</p>	<p><b>All to note</b></p>
<p>*Clerk's note</p>	<p><i>Trust Articles provide that</i></p> <p>a) <i>Up to 9 Trustees may be appointed by Members;</i></p> <p>b) <i>Trustees may co-opt additional Members. Co-optees have the same rights and responsibilities as Trustees appointed by Members.</i></p> <p><i>The Chair was advised of this via e-mail prior to the interview on 27 January 2022.</i></p>	<p><b>All to note</b></p>
<p><b>4.3</b></p>	<p><b>Challenge Partners</b> – <b>in response to a question</b> the Chief Executive (CP) advised that the report of the Challenge Partners Review at Winstanley School was imminent.</p>	<p><b>All to note</b></p>
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b>Trust AGM : 24 January 2022 – Member request for independent external review of Governance</b></p> <p>The Chair explained that, at the AGM held earlier that evening, Members had discussed at length a proposal that the Trust Board arrange an independent external review of Governance. During discussion, Members had been advised of the current Governance Review and related Governance Improvement Programme being undertaken by the Director of Governance (CT). Nevertheless, the unanimous view of Members was that a review should take place in the near future. They had therefore requested, as they were entitled to do, that the Trust Board make the necessary arrangements for a Review.</p> <p>Members had acknowledged during the debate that Trustees would need to consider options for a Review, that a formal Brief for the exercise would be required and that quotations would need to be invited and considered before an independent external reviewer could be appointed. A report would be brought to the next Board meeting.</p>	<p><b>All to note</b></p> <p><b>CT/ Next mtg</b></p>
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>	<p><b>Nurseries Update</b></p> <p>CT reminded Trustees that the Ofsted Inspection of Trust Nursery provision in December 2021 had revealed an administrative oversight. Arising from this, notwithstanding that the Inspectors had deemed provision to be Good, they had required the immediate closure of two nurseries with the third Trust nursery at risk. The administrative oversight related to appointment by the Trust of a “single nominated individual” responsible for overall Nursery provision, an appointment that should have been confirmed at the time Ibstock school joined the Trust.</p> <p><b>The Board was pleased to note that</b> subsequently, following protracted negotiation with Ofsted and a substantial amount of regulatory work, CT had resolved the issues : an internal appointment of a suitably qualified member of staff had been made and administrative formalities had been completed. CT had made clear to Ofsted that the Trust had been very disappointed by their decision which, in the view of the Executive, had been disproportionate with no account taken of the standard of provision or the inconvenience and potential safeguarding risks posed to parents of children attending the nurseries. (CP advised that the issue would be raised formally with Ofsted in due course).</p> <p><b>Replying to questions from Trustees</b>, CT stated that</p> <ul style="list-style-type: none"> <li>- Ofsted had confirmed that the arrangements now in place complied with Regulations. Accordingly, each of the Nurseries should re-open during the week ending 4 February 2022, at the latest;</li> <li>- the Trust had explained the position to parents and had apologised for the short notice of closure and the delay in re-opening;</li> </ul>	<p><b>All to note</b></p> <p><b>CP</b></p>





10.1	Trustees considered the report of the Director of Governance (CT). The report had been posted on Governor Hub in advance of the meeting.	
10.2	Expanding on the report, CP reminded Trustees of the background to the proposal including the close collaboration the Trust had established with the school over the previous two years. Admission of the school would be in line with Trust strategy for development of Primary provision. Relationships with the school were especially close currently and had been throughout the Pandemic.	
10.3	<p><b>In reply to questions from Trustees</b>, CP explained that</p> <ul style="list-style-type: none"> <li>- admission of the school would be consistent with the Trust operating model. The school would form a key part of the forward school improvement strategy together with the two existing Trust Primary Schools and establish a better balance between Trust Primary and Trust Secondary schools. Year 6 pupils from the school transitioned mainly to Trust Secondaries (Bosworth or Ibstock);</li> <li>- the LGB of the school were enthusiastic about joining the Trust and, following formal confirmation of their wish to do so, had sought approval from the Regional Schools Commissioner (RSC) to join the Trust;</li> <li>- the school (a small one form entry) was currently judged by Ofsted as a “Good” school and would therefore add to Primary capacity, thereby supporting and complementing the Primary offering of the Trust;</li> <li>- the resources required to absorb the school into the Trust were available. Collaboration between the Trust and the school was well established and therefore admission would not present major issues. The intention was that the top slice would not be applied to the school until the Executive were satisfied that the school had integrated into the Trust. Arrangements were in place to support the school through the Central Team; and</li> <li>- admission of the school would be subject to due diligence, the outcome from which would be reported to Trustees.</li> </ul>	
10.4	A detailed discussion took place around the target date for admission of the school. The CEO and CT explained the logistics related to this and the possible options for admission dates. Precise timing would be subject to completion and outcome of due diligence and discussion with/approval from RSC. Taking this and practical/logistical issues into account, it appeared highly unlikely that admission of the school on 1 <sup>st</sup> April 2022 would be possible. Accordingly, the preferred date for admission, which would facilitate a smooth transition for the Trust and for the school was 1 <sup>st</sup> September 2022.	
10.5	<p>Trustees expressed unanimous support for the proposal and</p> <p><b>Resolved that –</b></p> <ul style="list-style-type: none"> <li>i) the proposal to admit Dove Bank Primary School and Desford Community Primary School to the Trust be approved, subject to <ul style="list-style-type: none"> <li>● completion of and satisfactory outcome from due diligence;</li> <li>● the approval of the Regional Schools Commissioner.</li> </ul> </li> <li>ii) subject to (i) above, the Chief Executive be authorised to take all necessary action to secure the admission of the school to the Trust on a date to be agreed with the RSC and the school.</li> </ul>	<p>CP</p> <p>CP</p>
11	<b>Proposed Admission of Dove Bank Primary School to the Trust : Timing Issues</b>	<b>All to note</b>

<p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Arising from Minute 10 above, a discussion emerged around the timing of admission of the school. Two views were expressed:</p> <ul style="list-style-type: none"> <li>a) that in accordance with the advice of the external auditor (as noted at the previous Trust Board meeting), the timing of admission of the school should take account of the organisational impact of absorbing additional schools, notably on the Central Trust Finance Team and further, that the Trust Board must have sight of the due diligence report before making any commitment to admit the school: only then should a decision be made on the timing of admission; and</li> <li>b) that the policy of the Trust should be that any school proposed for admission to the Trust should be admitted either in April or September only.</li> </ul> <p>CP and CT reminded Trustees that</p> <ul style="list-style-type: none"> <li>- admission of any additional school was subject to satisfactory completion of due diligence and formal consultation with RSC. For logistical reasons, and taking account of the differences in financial years as between a County maintained school (April – March) and an Academy Trust (September – August) unless there were exceptional circumstances it would usually be the case that admission would be targeted for April or September; and</li> <li>- exceptional circumstances would include, for example, a school where educational performance had been identified as prejudicial to the education of the pupils. (This was not the case with Dove Bank). In such cases, the educational and moral expedient would be to admit the school at the earliest possible date. Other circumstances could arise in which speedy admission was required (for example a request from RSC to admit a school). A Trust Policy that limited admission to April and September only would not be in the best interests of the Trust and potentially, not in the best educational interests of the pupils in the school(s) concerned. It was also possible that a rigid approach to dates of admission would result in RSC offering schools to competitor Trusts.</li> </ul> <p>With regard to Dove Bank, as noted above, the preferred admission date was 1<sup>st</sup> September 2022 but the actual date would be subject to due diligence and the requirements of the RSC and would need to be agreed with the school.</p> <p><b>In response to a question</b>, CP confirmed that pending admission of the school, the existing collaborative work with Dove Bank would continue.</p> <p>The Board <b>noted</b> the position.</p>	
<p>12</p> <p>12.1</p> <p>12.2</p>	<p><b>Risk Register</b></p> <p>The Board reviewed the Trust Board Strategic Risk Register and Risk Analysis Report, posted on Governor Hub together with the agenda and papers for the meeting and an oral update on which was given by CP.</p> <p>The Register and supporting analyses were colour coded as follows:</p> <p>Green : Risk eliminated or significantly reduced through mitigation (3 risks identified)</p> <p>Amber : Static risk score but evolving risk nature or mitigation (0 risks identified)</p> <p>Red : Risk increasing despite mitigation (1 risk identified – Minute 12.3 (c) below)</p> <p>Blue: Risk suspended due to Covid19 (0 risks identified)</p> <p>White: New risk or Risk static, risk nature and mitigation also static (5 risks identified)</p>	<p><b>All to note</b></p>

<p><b>12.3</b></p>	<p>CP advised that –</p> <p>a) subject to (confidential minute b) and (c) below, no changes were recommended or had been made to the majority of the risk scores;</p> <p style="text-align: center;"><i>(* Confidential Minute 12 (a) and (b) refers)</i></p> <p>b) the risk related to Covid 19 (now rated Red) had increased (risk score increased from 4 to 5) due to the current high incidence of Covid–19 amongst students and staff since their return after the Christmas/New Year break, details of which were given.</p>	
<p><b>12.4</b></p>	<p><b>Resolved that –</b></p> <p>i) the Risk Register Report including the revised risk scores be received and noted; and</p> <p>ii) a Working Party comprising the Chair of the Trust Board, Sue Dunford and Chris Tweedale be appointed, authorised to consider and determine the appropriate leadership Model for the future leadership of the school currently identified as the most significant risk to the Trust.</p> <p><u>Ashby School (Risk related to Age Range Change)</u></p>	
<p><b>12.5</b></p>	<p>Mr Kinnis (Ashby LINK Trustee) reported that at the LGB meeting on 17 January 2022, which he had attended, concerns and potential risk had been identified governors relating to</p> <p>a) their perception of future pupil numbers and what they regarded as a lack of engagement in planning for ARC. This included concerns around the commitment given by the Trust to Ivanhoe and Ibstock that if they so wished, parents would have the right to send their children to Ashby school for a period of three years following admission to the Trust of the three schools. Pupils from local primary schools would also have the option of seeking admission to Ashby. There was therefore a concern about the impact of this on student numbers and the capacity of the school to manage these;</p> <p>b) assertions by Governors that they had not been involved in, and therefore did not have clarity about, modelling of future student numbers;</p> <p>c) because of concerns related to future student numbers, the LGB had agreed to seek “Operationally Full” designation for the coming school year; and</p> <p>d) concerns expressed by the Headteacher that one of the key risks to the school arising from ARC was “tone”, which she had explained to the LGB related to the approach to teaching Years 7,8 and 9 (KS 3 pupils) and the inexperience of teaching staff in the teaching and learning of those year groups. It had not been apparent from discussion with governors that mitigations were in place to address this.</p>	<p><b>Chair/SD CT</b></p>
<p><b>12.6</b></p>	<p>CP and Ms Koncarevic (NK) explained that</p> <ul style="list-style-type: none"> <li>• the commitment to Ivanhoe and Ibstock and other local schools had been a requirement of RSC;</li> </ul>	

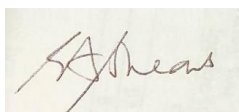
12.7	<ul style="list-style-type: none"> <li>the school had been and would continue to be closely engaged in planning for ARC, including modelling of projected student numbers which had been shared with the LGB during the summer term 2021; and</li> <li>mitigations were in place to address concerns around "tone" – these were outlined by NK.</li> </ul> <p>Trustees <b>noted</b> the position. NK agreed to explain to the LGB the arrangements in place to address their concerns.</p>	
13	<p><b>Trustee Induction Plan</b></p> <p>13.1 Further to Minute 7 of the previous meeting, CT presented the draft Trustee Induction Plan. This had been posted on Governor Hub together with the agenda and papers for the meeting.</p> <p>13.2 Outlining the structure of the document, CT invited comments from Trustees, explaining that the Plan reflected good governance practice and would provide support and guidance to new Trustees particularly in their first twelve months. The Plan included</p> <ul style="list-style-type: none"> <li>details of introductory and regulatory requirements;</li> <li>expectations of a trustee;</li> <li>a summary of the training and support available, including development of a personal development plan to which future training could be tailored; and</li> <li>arrangements for mentoring from an existing trustee.</li> </ul> <p>13.3 Welcoming the document, <b>Governors noted that</b>, once finalised, the Plan and supporting documents would be made available in the Resources area of Governor Hub.</p> <p>13.4 Commenting on the Plan, <b>Trustees agreed that</b></p> <ol style="list-style-type: none"> <li>the Plan was a well-structured and welcome development that would support Trustees;</li> <li>the document should include: <ul style="list-style-type: none"> <li>an estimate of the time commitments of a trustee, including the additional time that might be required to mentor new trustees;</li> <li>a check list setting out the key steps and milestones for new trustees;</li> <li>specific reference to safeguarding and the related responsibilities of the Board and of individual trustees; and</li> <li>structure charts of the Board and its' Committees, the Executive and Trust schools.</li> </ul> </li> <li>consideration be given to development of the document into a Trustee Handbook. (CT advised that the intention was to develop this); and</li> <li>that each school be encouraged to develop a similar document for Governors perhaps using this document as a template. <b>The Board agreed</b> that this suggestion, together with the draft Induction Plan, be shared with LGB Chairs at their meeting on 31 January 2022.</li> </ol> <p>13.4 CT undertook to finalise the document as suggested above for posting on Governor Hub.</p>	<p>NK</p> <p>All to note</p> <p>CT</p>

14	<b>Trust Governance Review : Progress Report</b>	CT															
14.1	This report re-presented the “Towards Effective Trust Governance : Action Plan” approved at the October 2021 meeting of the Trust Board following their consideration of the recommendations of the Governance Working Party. The report, which had been posted on Governor Hub together with the agenda and papers for the meeting, included a progress report on the current position in relation to the priorities set by the Board for each element of the Action Plan, summarised in Table 1 below.	All to note															
14.2	<p><b><u>Table 1 : Trust Governance Action Plan: progress and Recommendations</u></b></p> <table border="1" data-bbox="261 495 1329 2033"> <thead> <tr> <th data-bbox="261 495 632 555"><b>Action Agreed</b></th> <th data-bbox="632 495 756 555"><b>Priority (Oct 21)</b></th> <th data-bbox="756 495 1329 555"><b>Summary of Current Position and Recommendations</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="261 555 632 943"><b>Governor Hub</b> : installation, implementation and development</td> <td data-bbox="632 555 756 943">1</td> <td data-bbox="756 555 1329 943">           Installation complete. Development on-going and in progress.             Implementation : 72% take-up (registration).   <b><u>Recommendations :</u></b>             a) Further development including extension of admin. rights subject to establishment of common guidelines and protocols.             b) 100% take up required (requires governor participation).         </td> </tr> <tr> <td data-bbox="261 943 632 1193"><b>LGB constitution and membership</b> – standardisation</td> <td data-bbox="632 943 756 1193">2</td> <td data-bbox="756 943 1329 1193">           Agreed by Trust Board 6.12.21.             LGBs to complete governor “slotting in” process (Spring meetings cycle 2022).             Includes arrangements for LGBs to apply to Trust Board for approval of extension to terms of office of Governors (delegation).         </td> </tr> <tr> <td data-bbox="261 1193 632 1272"><b>LGB terms of reference</b> (delegations)</td> <td data-bbox="632 1193 756 1272">2</td> <td data-bbox="756 1193 1329 1272">Superceded by developments – see below</td> </tr> <tr> <td data-bbox="261 1272 632 2033"> <b>Trust Scheme of Delegation (SoD)</b>             Also identified by internal audit.             Includes LGB Scheme, Audit and Risk Cttee ToRs, revised Scheme for Finance Committee and Scheme for wider Trust.         </td> <td data-bbox="632 1272 756 2033">1*</td> <td data-bbox="756 1272 1329 2033"> <i>*Clerk’s note : subsequent to the meeting, the Chair requested that this be expedited as Priority 1.</i>             Aim to present draft to Spring 2022 meeting of the Trust Board.   <b><u>Recommendations:</u></b>             1. Strategic overview/approach required: LGB SoD Review to be in context of the Trust Scheme of Delegation as a whole.             2. Central management &amp; co-ordination of LGB Clerking/Governance required*.             3. Annual scheme for LGB Effectiveness Review required (managed centrally) not locally.             4. Clarity required on role of LGB Clerk – hitherto all clerking roles different/no standard job description or grading*.             5. Executive and Board to review the staffing structure needed to manage the governance of the Trust as it has grown to a size where the previous informal         </td> </tr> </tbody> </table>	<b>Action Agreed</b>	<b>Priority (Oct 21)</b>	<b>Summary of Current Position and Recommendations</b>	<b>Governor Hub</b> : installation, implementation and development	1	Installation complete. Development on-going and in progress.  Implementation : 72% take-up (registration).  <b><u>Recommendations :</u></b>  a) Further development including extension of admin. rights subject to establishment of common guidelines and protocols.  b) 100% take up required (requires governor participation).	<b>LGB constitution and membership</b> – standardisation	2	Agreed by Trust Board 6.12.21.  LGBs to complete governor “slotting in” process (Spring meetings cycle 2022).  Includes arrangements for LGBs to apply to Trust Board for approval of extension to terms of office of Governors (delegation).	<b>LGB terms of reference</b> (delegations)	2	Superceded by developments – see below	<b>Trust Scheme of Delegation (SoD)</b>  Also identified by internal audit.  Includes LGB Scheme, Audit and Risk Cttee ToRs, revised Scheme for Finance Committee and Scheme for wider Trust.	1*	<i>*Clerk’s note : subsequent to the meeting, the Chair requested that this be expedited as Priority 1.</i>  Aim to present draft to Spring 2022 meeting of the Trust Board.  <b><u>Recommendations:</u></b>  1. Strategic overview/approach required: LGB SoD Review to be in context of the Trust Scheme of Delegation as a whole.  2. Central management & co-ordination of LGB Clerking/Governance required*.  3. Annual scheme for LGB Effectiveness Review required (managed centrally) not locally.  4. Clarity required on role of LGB Clerk – hitherto all clerking roles different/no standard job description or grading*.  5. Executive and Board to review the staffing structure needed to manage the governance of the Trust as it has grown to a size where the previous informal	
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			<p>arrangements not working as effectively as they should*.</p> <p><i>*CT advised that, in relation to recommendations 3, 4 and 5 above, DfE and NGA strongly recommended that larger Trusts, including those of equivalent size to LiFE, should appoint a Governance Professional**.</i></p> <p><i>**Clerk's note : the new Model Articles (as discussed at the Member meeting) <u>require</u> the appointment of a Governance Professional.</i></p>
	<b>Policies</b>		
	a) revise procedures for Policy Review. Identify four Policy categories.	2	Completed
	b) Review/extend Policy delegations and develop assurance reporting.	3	To be included in proposed wider Trust Scheme of Delegation
	c) Review of all Trust Policies	3	Additional capacity required for this.
	<b>Compliance : Audit of Trust and School websites</b>	2	Completed in part. Risk of non-compliance identified.
	<b>Action Plan</b> arising from above audit.	3	Governance arrangements to be made to ensure compliance.
	<b>Trustee and Governor Training</b>	3	Review planned. Currently a number of Providers – costs are significant and could be better used.
	<b>and Induction</b>	3	See Minute 13 above.
	<b>Governance Audit (internal)</b>	2	See Minute 5 above.
			<p><b>Recommended</b></p> <p>that this audit (originally targeted for Spring 2022) be deferred to the Summer or Autumn term 2022 due to capacity (task bigger than at first anticipated).</p> <p><i>Clerk's note : the nature/purpose/need for this audit to be considered by Trustees in the context of Minute 5.2 above.</i></p>
	<b>Internal Audit</b>	3	See Minute 5 above.
	Develop Strategic internal audit Programme and supporting procedures led by Trustees rather than current more limited formulaic and transactional based assurance audit.		<p>Added significance to this proposal given the need to establish an Audit and Risk Cttee and to appoint new internal auditors.</p> <p>Intention to report to Trust Board Spring 2022</p>
	<b>Trustees and Directors</b>	1	Completed (although not fully adopted across the Trust)
	With immediate effect, cease and remove all references to Trustees as "Directors".		

<p>14.3</p> <p>14.4</p> <p>14.5</p>	<p><b>A Trustee suggested that</b> a formal Project Plan was required, to include target timescales for the agreed actions and recommendations set out in the report.</p> <p><b>Governors requested an explanation</b> as to why take-up of Governor Hub had reached only 72%. Trustees commented that for those that used the system, it was becoming established as a valuable tool to support trustees and governors and governance generally. They asked why 28% of potential users had not registered. (See Minute 15 below).</p> <p><b>Resolved that –</b></p> <ul style="list-style-type: none"> <li>i) the report be received and noted and the recommendations therein be approved;</li> <li>ii) CT be requested to draw up a Project Plan in accordance with the suggestion at 14.3 above, for consideration at the next meeting.</li> </ul>	<p>CT/SAMcD</p> <p>CT</p>
<p>15</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p>	<p><b>Governor Hub Implementation</b></p> <p><b>In response to comments and questions</b> from Trustees relating to implementation of Governor Hub, SAMcD advised that</p> <ul style="list-style-type: none"> <li>- he had implemented the system within the timescales discussed at the September 2021 meeting of the Board. Activating registration on the system was a matter for the individuals concerned and not something he was in a position to insist upon;</li> <li>- those not currently registered (chiefly governors and others at two schools) had been sent at least two reminders requesting them to register. In his view, failure to register was likely to be due either to lack of engagement and/or infrequent access by those individuals to their school/LiFE e mail addresses; and</li> <li>- it was disappointing, but not a matter he was in a position to influence, that the respective LGB Clerks at the two schools had not engaged with him about the system. Consequently, in addition to the low level of registration at the two schools, the folders he had provided on the system for LGB and related governance records had not yet been populated. Neither was the system being used for LGB meetings.</li> </ul> <p>Trustees reiterated that Governor Hub must be the medium through which LGB papers and related documentation are made available to Trustees and Governors and accordingly that all involved must register on the system. CP commented that governors and others perhaps needed reminding of the importance, for security and safeguarding reasons, of using their LiFE MAT/school e mail addresses.</p> <p>Gareth Williams (GW) and Chris Tweedale (CT) agreed to pursue the matter with the relevant schools.</p> <p><b>Resolved that -</b></p> <ul style="list-style-type: none"> <li>i) the position be noted; and</li> <li>ii) GW and CT pursue the issues of Governor Hub registration and use of LiFE/school email boxes with the trust schools, (including engagement of the LGB Clerks in use of the system), the aim being to ensure 100% registration without further delay.</li> </ul>	<p>All to note</p> <p>GW</p> <p>CT</p>
<p style="text-align: center;"><i>Stuart McDonough withdrew from the meeting (8.18 p.m.).</i></p>		

<p><b>16</b></p> <p><b>16.1</b></p> <p><b>16.2</b></p>	<p><b>Trust Board Clerking arrangements</b></p> <p>CT reported that</p> <p>a) consequent on the resignation of the Trust Board Clerk (Mike Harris), he had agreed with SAMcD that subject to approval of the Board (as required by Trust Articles) he be appointed Clerk to the Board with immediate effect. This arrangement would be an extension of SAMcD's current Consultancy contract; and</p> <p>b) in lieu of this, he intended to make arrangements to recruit a suitably experienced and qualified Clerk(s), who would report to SAMcD and be responsible for providing clerking services to some of the LGBs currently supported by SAMcD, who had confirmed his agreement to the proposal.</p> <p><b>Resolved that –</b></p> <p>i) Stuart McDonough be appointed Clerk to the Trust Board in accordance with 16.1 (a) above;</p> <p>ii) the arrangements for clerking support to Trust LGBs, as outlined at 16.1 (b) above, be approved; and</p> <p>iii) accordingly, CT be authorised to make the necessary arrangements for implementation of 16.1 (a) and (b) above.</p>	<p><b>All to note</b></p> <p><b>CT</b></p>
<p><b>17</b></p>	<p><b>Dates of Future Meetings</b></p> <p>Finance, Audit and Infrastructure Committee : 28 February 2022*</p> <p><u>Trust Board:</u></p> <p>7 March*</p> <p>9 May*</p> <p>Finance, Audit and Infrastructure Committee : 20 June* ♦</p> <p>Trust Board: 27 June*</p> <p>* All Mondays commencing at 6 p.m.</p> <p>Trust Strategic Planning Day : 7 June</p>	<p><b>All to note</b></p>
<p>♦ Clerk's note</p>	<p><i>It is anticipated that, by this date, the name, terms of reference and constitution of this Committee will have been revised by the Trust Board. The date of this meeting may be changed.</i></p>	
<p>samcd draft 2.2.22</p>	<p><i>The meeting concluded at 20.20. p.m.</i></p>	



.....(Signed)  
**L. Warren (Chair)**

7th March 2022