

Minutes

Title:	LIFE Multi Academy Trust Board Meeting - Trustees		
Date:	Monday 27th June 2022	Time:	6.00pm
Chair:	Liz Warren	Location:	Online – Google Meet
Clerk:	(Note taker) J Measom		

TRUSTEES

Name	Present /Apologies	Name	Present /Apologies	Name	Present /Apologies
Liz Warren (LWA)	✓	Chris Parkinson (CPA - CEO)	✓	Sue Dunford (SDU)	✓
Hazel Cole (HCO)	✓	Gareth Williams (GWI – DCEO)	✓	Hannah Cusworth (HCU)	✓
Andy Smith (ASM)	✓	Liam McDonagh (LMcD)	✓	Iain Kinnis (IKI)	✓
Sarah Mayes (SMA - CFO)	✓	Nicola Koncarevic (NKO -)	✓		

In Attendance

Name	Present /Apologies	Name	Present /Apologies	Name	Present /Apologies
Jo Measom Note Taker	✓	Chris Tweedale (CTW)	A		
Sian Griffiths (SGR)	✓	David Werry	✓		

Notes of meeting

1	<p>Welcome, Apologies and Declarations of Interests</p> <p>Apologies had been received from Chris Tweedale. The Chair welcomed David Werry, NGA and Sian Griffiths new Head of Governance.</p> <p>The Chair advised she may need to leave the meeting early at which point Hazel Cole would chair the meeting.</p> <p>Measuring the Meeting – Appendix 1</p> <p>Measuring the meeting last time, there had been 2 areas of feedback, the first was the agenda was too full and the second was there had not been enough time for attendees to contribute to the discussion. The ideal was to start at 6.00pm and finish by 8.00pm and with another meeting arranged in 10 days, any items on the agenda not covered tonight could be included on the agenda for the 7th July.</p>
2	<p>Approve unconfirmed Minutes of Previous Meeting – Appendix 2.</p> <p>The Chair had sent her comments to the Clerk.</p> <p>HCO was involved with the working group for Esports not LMcD.</p> <p>GWI asked for point 5.4 to be amended from estimated £300,000 to estimated £200,000 and should also read Leicester City Football Club and not Leicester City Council.</p> <p>7.1 The Trust Finance Manager, referenced twice in this section should be Chief Finance Officer (CFO).</p>

	<p>11.9 Independent safeguarding review by Ian Kershaw.</p> <p>The Chair felt these minutes were the version without her amendments.</p>
3	<p>Address Matters Arising from the Previous Minutes not covered on the agenda</p> <p><i>Includes review of Action List : Appendix 3</i></p> <p>Working Party, Esports update, ASM/HCO would put a report together for the next meeting including 3D pictures. The Chair confirmed that the Working Group could take the decision moving forward.</p> <p>ASM advised Working Party Living Wage may be complete by next meeting, if not September. The Chair asked for this piece of work to be undertaken as a priority as this would feed into CFO's work to produce the budget.</p> <p>Governance Project Trust Contribution LWA, Trustee Planning afternoon further discussed cost of central services (top slice). Chris Parkinson, CEO provided an update, the main issue was whether the level of top slice was sufficient, currently 4.5%. Work had been undertaken with Headteachers to recognise what the Schools get and also what additional support they could receive. 4.5% was the lightest touch but the work which the Trust undertook in relation to finance and business management exceeded the levels which most other Trusts supported their schools.</p> <p>Those levels impacted on the levels of School Improvement which the Trust could provide and more could be done if resources were pooled. A central behaviour facility for own students is being considered including furthering our Ed Psych and counselling service to support mental health and high needs. Headteachers are recognising the need to be less possessive of their carry forward and more needs to be done collectively, this was a piece of work which the Trust was looking to progress in the Autumn Term.</p> <p>Q: (IKI) If not resolved until next term will this not be operational until start of 2023/2024 academic year? A: (CPA) The CFO was working on the Reserves Policy etc we would need to agree a long term strategy from the reserves we hold, we wouldn't wait another year. A: (LWA) Is it correct to say that for the next financial year we are looking at maybe using our reserves differently and from September 2023 we may have looked at the review of the top slice percentage. A: (CPA) Yes this is correct, by 2023 we might have a different percentage or move to a difference percentage, we do have a degree of control over the spending of reserves</p> <p>LWA, MAT Self Evaluation Form (SEF), NKO will provide a copy for trustees. LWA will look at a working party after the Trust meetings and to discuss with Sian Griffiths, new Head of Governance.</p> <p><u>Actions</u> NKO to send SEF to trustees LWA to create working party slots approximately 2-3 weeks after trustee meeting, following discussion with SGR</p>
4	<p>Receive and interrogate report of the Chief Executive</p> <p>a. CEO report – Appendix 4</p> <p>Some questions were taken around why, for example, one school had suddenly rag-rated behaviour as red when it had been improving all year, which is due to rising expectations post-Covid</p>

Some Trustees hadn't accessed all additional information so some will be left to complete the review of the report at the next meeting

b. Risk Register: Appendix 5

Risk Register

CEO advised that the expected Ofsted inspections had been included in the previous version of the register. Previous to this version the top two risks were visits earlier than expected by Ofsted, both of which happened at BA and KWP, this showed the risk register was working.

NFH age range changes and the new KS pupils in each school only 2 weeks away.

NKO advised there continued to be movement between the schools from Yr 9 to Yr 10 and a continuing misconception within the community as to who pays for transport. Statements are on websites.

Energy costs are an unchanged risk.

HCO had raised this last time and the increases were unsurprising but also a small part of the budget.

The NEU were raising issues regarding pay and conditions. Further risk may be added later that if pay awards are greater than budgeted and not covered by central government this would be a huge risk

Recent OfSTED Inspection

Ofsted calls received last Monday (20th) by two schools.

Section 8 at Bosworth and a Section 8 at Kingsway. KWP call not a great surprise as the visit was during the window. The view in network groups that MATs are being looked at that had not had a prior visit. (CPA explained the difference between a Section 8 process and a Section 5 - A lighter inspection touch by hours)

Kingsway – 1 HMI over 2 days

Bosworth – 1 HMI and 3 Inspectors on day 1 and 1 HMI on day 2.

The real challenge was the way they have completed and gathered the information over those days.

6.39pm Hannah Cusworth (HCU) joined the meeting

Q: (IKI) How are we organised as a Trust and LGB's – what are the risks, I'm still signed up for Parent View, a lot of Parents signed up after the Ofsted visit if there a better way of engaging?

A: There is a Trust wide strategy with Headteachers to ensure at all events ie: rewards evenings etc to encourage parents to complete the request forms. The Headteachers understand the importance, there is an annual reset in September. There were a lot of positives however overall Parent View was less positive, but a lot of people are angry and upset post pandemic.

A: (CPA) Two inspections simultaneously has fine-tuned our support to Headteachers. We're now very experienced for Ofsted visits. Through the days, whichever trustee was attending the final day meeting, Ofsted would ask the trustee what the results are, it should be the same, the Trust do not need to go too heavily. The Trust had been far more reflective and non-critical at Kingsway. Communicating key emerging questions effectively is essential.

A: (LWA) Trust contribution records were key to being on the same page. Both HMI happy to speak to the trustee with the senior leader present. The Chair, Kingsway had put up the questions on Governor Hub for other Chairs to see,

HCU congratulated CPA and the team and said all should feel very positive about the outcomes.

CPA – We don't do what we do for Ofsted and we need to remember this. We have high profile students that are in our classrooms that other MATs would have permanently excluded.

CEO report

	<p>Any questions?</p> <p>The Chair felt the format of the CEO's report was very informative and concise.</p> <p>Q: (IKI) I couldn't find it (the report) on Governor Hub only the introduction?</p> <p>A: (LWA) There is a hyperlink in the top part of the CEO introduction. Noted the new safeguarding section was missing on the Spring Term headteachers commentary.</p> <p>A: (CPA) Safeguarding was added to the template, do not know why this is not included for all schools</p> <p>ACTION: the CEO would ask everyone to include this in the template. Schools came out strongly for safeguarding and the LiFE Safeguarding Audit process is going well</p> <p>HCO found the headteacher commentary tab helpful and easy to read.</p> <p>The Chair asked the CEO to please pass on the Trustees thanks.</p> <p>The CEO asked IKI to send over any queries regarding the content of the report.</p> <p>Q: (LMcD) Kingsway have 5 for behaviour and it's improving is that a fair assessment?</p> <p>A: (CPA) The Trust has provided a challenge to the school since the lockdown, the number will be assessed again in the Autumn term under the new SLT structure</p> <p>HCO observed that the Wellbeing tab at BFPA was blank.</p> <p>CPA – Support had been sought from many senior leaders including HT's from The Winstanley School and Braunstone Frith Primary plus central leaders supporting with the two inspections this has impacted on the report preparation time.</p> <p><u>Actions:</u></p> <p>CEO would ask headteachers to incorporate the safeguarding element into the report commentary</p>
5	<p>Receive updates from the Chair</p> <p>a. External review of Governance</p> <p>David Werry spent two days with LiFE MAT colleagues and is on track to report in September. <i>David Werry has undertaken two days of interviews and his report is on track to be completed in September</i></p> <p>b. Trustee Resignation and Recruitment</p> <p>No further movement. In light of the Skills Audit discussion, if you know of anyone that you think will make a good trustee please let the Chair know.</p> <p>c. Trust Contribution Records</p> <p>Trust contribution records missing for BFPA, Ivanhoe and Ibstock. Thank you for the ones who have completed</p> <p>HCU – will get missing report done.</p> <p>LCmD - Submitted into the folder today.</p> <p>LWA asked HCO to follow up the draft from Graham</p> <p>Really useful and picked up some useful paths including School Improvement and infrastructure as well as information from the CFO.</p> <p>Do once a year and then termly for the School who may be visited by Ofsted.</p> <p>ASM would follow up with TWS as delayed due to TWS supporting Ofsted visit.</p> <p>LWA noted these records provide a useful tool for feedback on what the Trust were doing and how it was done. All reports to be submitted if possible before the end of term.</p>
6	<p>Finance</p> <p>a. Revise Finance and Infrastructure Committee ToR</p> <p><i>for September, from those agreed in February, notes from further conversations at Trust Strategy Day</i></p>

In view of the increased clarity around LGB roles in Finance on the revised SoD, it would make sense to agree that they not only no longer need to send a rep to the new F&I committee but its work as a more strategic group could be hampered by their presence. There are some areas where Sarah (CFO) would want to discuss strategic/policy changes with F&I before with schools. Also, filing on GH is currently complex because she would want add papers that all Trustees could see but that not would be right for LGB reps to see.

Therefore we are proposing that the F&I ToR are updated to reflect that LGBs will be informed that, in light of the new detailed SoD, they no longer need to send a rep from September and that we move the Finance Committee papers to within the Trust Board section of Governor Hub

LWA Scheme of delegation nearly completed with the LGBs. LGB's no longer need representatives at the Trustee Finance Committee. TOR's changing ready for September to advise; thank you but your roles are now at LGB monitoring level. ASM agreed to produce a form of words, suggest Staff speak to their Hub Leaders.

Q: (NKO) "Slowing us down" I think this may be the wrong wording and careful of message we send out?

A: (LWA) Thanked NKO for the challenge and agreed that the current situation involved LGBs look at the operational school level rather than strategic at Trust level.

The Chair asked if anyone had any concerns with modifying TOR's as stated. All Trustees agreed to the change by a show of hands.

b. Appoint Trustees to Finance and Infrastructure Committee

Recommended: Andy Smith (Chair),

c. Appoint Trustees to Audit and Risk Committee

Recommended: Hazel Cole, (Chair); Hannah Cusworth,

a:

b & c:

ASM to provide an overview, as discussed at the Finance committee, the membership would be ASM, HCU and HCO. ASM as Chair of Finance and Infrastructure and HCO as Chair of Audit and Risk. Both Committees need 3 members, Finance quorum was 3 and Audit and Risk was 2 but another Trustee was needed on Finance as there were occasions when the committee struggled to be quorate,

The Trustees agreed that one of the new Trustees could be asked to sit on the Finance Committee.

The Trustees approved the membership of the Finance and Infrastructure (ASM chair, HCO and HCU committee members) and the Risk and Audit Committees (HCO chair and ASM and HCU as members).

Chair asked for show of hands if unhappy with the appointments of the two committees.

Committees appointed

Q: (LMcD) Should it be the same people on both Committees?

A: (HCU) We would run the meetings back to back, we've spoken to other Trust boards and they have some overlap but it would be useful to have extra people.

A: (ASM) We don't allow the same person to be the Chair of both Committees.

IKI, good practice to have a separation of duties.

ASM, Chair is in the academy handbook to state cannot be the same chair, nothing more but would welcome other trustees also I'm happy to step back from the Risk and Audit Committee.

	<p>LWA concerned about 3 but also back to back so we end up with a large piece of work for the Board. LWA suggested we look at this in September but run with what we have until then.</p> <p>7.08pm The Chair left the meeting. HCO took the Chair. HCO I don't personally see a conflict, but it would be worth having separate meetings, but do you think it would be useful to recruit additional trustee with a finance background. ASM Audit committee regulatory looking at monitoring and compliance.</p> <p>d. Ratify recommended policies</p> <ul style="list-style-type: none"> ○ Capital allocations policy – Appendix 6 ○ Charges and remissions policy – Appendix 7 <p>Capital Allocation Policy, the CFO had undertaken a significant amount of work on the policy, SMA had reviewed with Karen Westwood and Ian Joyce and was happy with the content. IKI, good step forward but no reference to the MAT priorities, capital allowance would be ring fenced, it is a bit vague how this is aligned CFO, The whole Trust condition survey of all 8 Schools categorised A to D and filtered on school priorities, SCA funding prioritising for there, Health and Safety and Safeguarding were an automatic 1st. IKI, if we think about the Esport which would potentially grow the income how does that fit into the priorities? CFO, it's not part of this it's a separate entity. IKI, How do we grow our income? A: CFO It's about the condition of the building and not for use on other projects. Q: (IKI) What about Section 106? A: (CFO) Most is on growth so unless we're reviewing PAN it would be difficult to access we're looking at this for Ibstock. Q: (IKI) Does the policy cover all the funds for all the capital projects? A: (CFO) Only how the Schools access surplus funds which we're working on as a trust. Q: (IKI) When will this be ready? A: (CFO) Over the Summer. IKI, how do align with MAT priorities? How do we maximise the discretionary spend to drive school improvement? A: (CEO) the Reserve Policy from the CFO will add to this policy and enable us to cross reference.</p> <p>HCO invited comments on the Charges and Remission Policy ASM advised this is an existing policy with minor additions no material changes.</p> <p>Trustees approved both policies via a show of hand and verbal acknowledgment.</p>
7	<p>Agree and ratify revised Health and Safety Policy – Appendix 8 (Briefing on the changes)</p> <p>HCO, Health and Safety Policy (revised) a briefing had been delivered on the changes Q: (IKI) Front end, it's a template and some policy points are still blank, the old LA School Policy which mixes up policy and operational procedures. If we say we will comply with the law, it's only a 1 page document. Why are we only saying LGB Committees are only communicated to? I think they have the responsibility. Page 6 confused by the difference between Executive and the CEO. What is Nicola's role in health and Safety (NKO), it doesn't feel complete? A: (CEO) The MAT itself doesn't have a H&S policy, each School has their own, we produce a generic one and they personalise.</p>

	<p>CFO, Nicola is Director of Teaching and Learning in the National Forest Hub and doesn't have a direct line and would fit into each school she is working in. Gareth Williams is the substantive COO.</p> <p>Q: (IKI) Why don't we have a Health and Safety Policy at the highest level of the Trust?</p> <p>A: (CPA) The Health and Safety is the Schools policy and the one we follow when we're in that particular School. We do not have an office that isn't in a school and therefore we follow the H&S policy on that site. This is trying to give a standard LiFE MAT approach to give coherence.</p> <p>CFO, spoken to Jeannette and happy to discuss with IKI</p> <p>ACTION: move the policy to the meeting on the 7th July after IK has spoken to Jeannette.</p> <p>HCO, do we need a summary for the MAT – 2/3 lines and then the school policy.</p> <p>IKI – if significant incident in one of schools, who are the HSE interested in making contact with?</p> <p>CPA – Some comfort there is a tacit responsibility as trustees and liabilities are limited.</p>
8.	<p>Schemes of Delegation</p> <p>a. Approve revised LGB delegations – Appendix 9</p> <p>HCO, the document had been revised to include finance monitoring moved back to LGBs and the additional matter discussed between Chris Tweedale and David Werry.</p> <p>Q: (IKI) Appendix 9 I'm confused with some of the definitions and think this will confuse rather than clarify, have the definitions come from the working group?</p> <p>A: (CPA) These have all been discussed and agreed at the Working Group which Chris Tweedale had established, the basis of this came from a lot of the areas covered by the LGB. Suggest LGBs have the opportunity to operate it and then give consideration to removing it if not clear enough</p> <p>a. Approve revised Delegations to Executive – Appendix 10</p> <p><i>Since discussions at last meeting, further consultation with Chair and CEO leads to a Final recommendation is for all lines except two to be delegated directly to the CEO, the remaining two to CFO</i></p> <p>Q: (IK) We have the matrix rather than the executive/CEO etc are we comfortable we've delegated to the CEO?</p> <p>A: (CEO) I think it needs to be looked at in conjunction with Appendix 10. I'm comfortable with the previous document but this provides a degree of clarity.</p> <p>Q: (LMcD) Are we happy with Appendix 9 and 10 which talk about the Executive and then CEO, is that intentional?</p> <p>A: (CEO) In Appendix 10 there are named roles which combine to make the Executive in Appendix 9. Chris Tweedale and the Chairs of the LGB's were on the Working Party so are we happy to approve.</p> <p>The Trustees unanimously approved the amended Scheme of Delegation.</p>
9	<p>Governance Development Plan</p> <p>a. Receive Updated Plan – Appendix 11</p> <p>HCO, A three year board plan will be updated into one final document. The Trustees agreed to wait for the Head of Governance to commence their employment and then proceed.</p> <p>David Werry confirmed as part of his brief he would include a Governance Plan for the Trust to develop. The Trustees received the Governance Plan.</p>
10	<p>Any Other Business (requested in advance)</p> <p>HCO had spoken to LWA and advised she would not be stepping up as Vice Chair from September due to her workloads, if any Trustees were interested in the role please get in touch.</p>
	<p>Date of next meetings</p> <p>7th July 2022 (extraordinary meeting)</p> <p>5th September 2022</p>

	<p>10th October 2022 5th December 2022 16th January 2023 6th February 2023 (AGM) 20th March 2023 8th May 2023 W/C 5th June 2023 - LiFE MAT Strategic Planning Conference – date tbc 26th June 2023</p> <p>All other meetings for 2022-2023 are available on the Governor Hub Calendar</p>
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MINUTES AGREED & SIGNED			

Meeting closed at 19:43 p.m.