

LIFE MULTI ACADEMY TRUST
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON THE 10TH OCTOBER, 2022 AT 6.00PM

NON CONFIDENTIAL

COMPOSITION OF THE BOARD

NAME		END DATE OF OFFICE	DESIGNATED ROLE	ATTENDANCE
Liz Warren (LWA)	Trustee	29.06.2024	Chair	Y
Chris Parkinson (CPA)	Trustee		CEO	Y
Hazel Cole (HCO)	Trustee	30.09.2023	Vice Chair	Y
Hannah Cusworth (HCU)	Trustee Coopted	22.02.2026		N
Sue Dunford (SDU)	Trustee	05.09.2025		Y
Liam McDonagh (LMcD)	Trustee	02.09.2024		Y
Andy Smith (ASM)	Trustee	19.09.2026		Y
Vacancy	Trustee			
Vacancy	Trustee			
IN ATTENDANCE				
Anthony Nichols (ANI)			Observer	
Gareth Williams (GWI)			Deputy CEO	
Nicola Koncarevic (NKO)			Director of Education	
Sarah Mayes (SMA)			Chief Finance Officer	
Sian Griffiths (SGR)			Head of Governance	

The meeting opened at 6.00pm.

1. WELCOME & APOLOGIES

The Chair welcomed all present to the meeting and in particular Anthony Nichols who was attending this evening's meeting as an observer with a view to becoming a Trustee, all present provided an introduction. Hannah Cusworth's absence was noted.

2. DECLARATION OF PECUNIARY INTEREST

The Trustees were asked to declare any potential pecuniary interest or conflict of interest between an individual and the Trust board as a whole with the business to be discussed during the meeting. No additional verbal declarations were made. LWA asked Trustees if they were happy for ANI to stay for the confidential as well as the non confidential part of the meeting. LWA explained the confidential matters would be covered by the Trustee Code of Conduct if ANI was appointed as a Trustee. In the unlikely scenario that this was not the case, ANI would be asked to sign a confidentiality agreement to cover the meeting's contents. The Trustees agreed that ANI could remain throughout both parts of the meeting.

3. MINUTES OF LAST MEETING

The non-confidential minutes of the Board meeting held on the 5th September, 2022 were approved and confirmed as an accurate record.

6.08pm Hazel Cole joined the meeting.

4. MATTERS ARISING

The Trustees reviewed and updated the action log from the previous meetings –

DATE	NO.	ACTION	WHO	WHEN	UPDATE
Trust Planning Day					
26.05.2022		MAT Self-Evaluation - Nicola to advise Trustees when a first draft is ready and where to find it; Trustees to work on the Governance section - TBA	NKO		See below
Update – NKO confirmed the MAT SEF had been discussed at the Exec Meeting on the 1 st September and work to populate the SEF had started including the uploading of evidence in readiness for consideration by the Board.					
05.09.2022 Update - overtaken by EGR plan. CTW Action Plan to be incorporated into the EGR Action Plan (ACTION SGR) COMPLETED					
10.10.2022 Update – at the Trustee Strategy Day the Trustees agreed they needed information around the governance framework. NKO/GWI would evaluate governance as part of the current MAT SEF exercise and feedback to the Board.					
		At Trustee planning Day, further discuss cost of Central Services (Top slice discussed) and delegation to Executive (not achieved – LWA to discuss with CTW and CPA and make recommendation, any other Trustees welcome)	LWA		ONGOING - the Reserves Policy is a step towards this, see below
Update: discussed at the Finance Committee and February set as deadline for Top Slice policy					
	5.5	To consider the appropriate level of delegation and thresholds for the CFO to be able to approve on the Trustees behalf. This should be taken to the next Trustees Finance Meeting.	CTW/AS M		ONGOING - to be taken to the next Finance Committee, see below.
Update: this was discussed briefly at the last Finance meeting and further discussions would take place between ASM and SMA					
	5c & 7.1	To arrange completion of any outstanding Trust Contribution Records	All Trustees		ONGOING – see below.
05.09.2022 Update - only Ibstock outstanding, HCU to complete and upload.					
10.10.2022 Update – LWA will meet with the Chair of Governors (LDO) and would complete the visit report.					
	8.1	To sign up for the Disciplinary Training from the NGA.	All Trustees		ONGOING – see below
05.09.2022 Update - LWA was not able to access the training via the link and queried whether any other Trustee had been able to access.					
10.10.2022 Update – SGR provided an update, she had now received account manager access to the NGA website, the majority of Schools (Governors) had not registered and this was a piece of work which needed to be completed SGR would also look at LWA's access.					
	8.2	Complaints Policy, to ensure that this policy is updated and circulated prior to the next meeting for ratification.	SGR		COMPLETED – see below agenda item 7b.
Update - to be considered at the October meeting. CPA suggested that the policy should be uploaded onto Governor Hub and approval confirmed through the noticeboard.					
ACTION: SG to upload and Trustees to comment/approve.					
05.09.2022	6a	EGR Report Working Group SGR to upload dates/times over the next couple of weeks and attendees to confirm their availability.	SGR	ASAP	COMPLETED - uploaded 07.09.2022
	6d	Trustee Recruitment - LWA and SGR to discuss and look at other organisations to approach and other recruitment channels.	LWA/SGR	ASAP	ONGOING also ANI attending this evening
	6d	Trustee Recruitment - SGR to contact JME to source flyer and forward to NKO for circulation at the Hub Open Evening.	SGR	ASAP	JME advised she does not have a flyer.
	6f	SGR to amend the code of conduct and also circulate to all LGB's for noting and adoption.	SGR	ASAP	COMPLETED
	6g	SGR to upload Code of Conduct and upload message onto Governor Hub requesting all Trustees to complete the necessary confirmations and declarations.	SGR	ASAP	COMPLETED -
	6h	LWA to send list of Trustee responsibilities to SGR for uploading on to Governor Hub and also to provide an update on Committee membership.	LWA	ASAP	ONGOING
	6i	GIAS/Trust Website SGR would check and update as necessary.	SGR	ASAP	REMOVE – ongoing task
	6j	Trustees to complete the Skills Audit Form asap and return to SGR.	Trustees	ASAP	COMPLETED

Update: LWA asked any Trustees who had not completed the Skills Audit to do so asap.					
	7	Reserve policy & Appendices - CPA would take to the meeting with Headteachers on the 13 th September, 2022 and LWA would take to the Chairs Group on the 28 th September, 2022 for consideration and comment.	CPA/LWA	10.10.22	COMPLETED - See agenda item 7d below
	8	Letter to be sent to Schools from the Trustees and SMA to look at funding a gift for the Staff room.	LWA/SMA	ASAP	
Update: LWA asked if the gifts had been received. SMA Staff had received 'cakes in the Staff Room' but the letter from the Chair would be welcomed. ACTION: LWA to send letter to Staff.					
	9a	KCSIE, 2022 GWI/SDU to discuss and then SDU will speak to Governors. GWI to confirm what parts of the KCSIE the Trustees need to have read.	GWI/SDU	ASAP	See below
Update: GWI provided an update, discussions had taken place with NKO and the Safeguarding courses on the National College had been identified as required for Trustees and Governors and would be circulated by SGR once all registrations had been completed on the National College and the NGA. GWI confirmed that all Trustees and Governors must read the whole KCSIE guidance. SDU commented the summary of changes document was quite useful and had highlighted 1 or 2 extra issues, in particular issues which not only impact on the Child in the family setting but also other siblings the other issue was around protected characteristics and safe places – are LGBTQ Children able to speak to Staff in a safe place? <i>Q: Will this come under the safeguarding audit?</i> <i>A: Yes, LHA had just redesigned the template based on the template on the Key website and has also timetabled reviews.</i> CPA confirmed that all Trustees and Governors must undertake safeguarding training. SGR explained that safeguarding training via the National College was included on the training schedule, was accredited and would need to be completed by the end of term. <i>Q: How do we make sure safeguarding is discussed at LGB's?</i> <i>A: The Headteachers as the professionals should highlight this at meetings.</i>					
	9d	Health & Safety Appendices - CTW/SGR/SMA/GWI to look at School Generic appendices before October meeting.	CTW/SGR /SMA/GW I	10.10.22	ONGOING
	10a	CPA to ask JME to send a copy to SGR for uploading onto Governor Hub.	CPA	ASAP	COMPLETED
	10b	EGR SGR to put suggested dates/times on Governor Hub.	SGR	ASAP	COMPLETED

5. CHAIR'S UPDATES

- The Trustees noted the weekly updates/actions had been uploaded on to Governor Hub. LWA explained the move to the weekly update was to lessen the number of notifications received by Trustees but ensure they were fully informed, were Trustees comfortable this was the right level of communication? ASM confirmed he was happy with this new system. SGR also advised that the Governance Professionals would be replicating this system of communication across the LGB's.
- The Trustees noted the Finance Committee 03.10.2022 summary.

Q: Will all Staff be paid on a minimum of Grade 4?

A: Yes they will.

- The Trustees noted the Chairs Group 28.09.2022 summary.

6. CEO REPORT

- CPA provided further details on the Trust plan for monitoring for this year. The first point of reference would be the Headteacher Report which would be used to analyse whether there were any indicators of areas for concern. The Peer Review and Safeguarding Audit would also provide indicators, one School would be used for the Behaviour and Culture Review, this would include standardising the Staff Survey. The new system ARBOR was providing this data and key indicators. Attendance was a leading indicator and if this had been recognised would have provided some insight into the issues which had arisen.
- Steering Wheel, the Trustees received an update on the review from CPA, the major change was the inclusion of highest expectations in behaviour and culture. All the spoke areas have a plan behind to support. The action plans would be completed by the December meeting. The MAT steering wheel would not change annually but

would change where the need arose, the priority was to be flexible in terms of approach. GWI confirmed the report from LHA would address how the MAT plans the response to behaviour and culture, this should be completed and reviewed within the next 4 weeks and would support how the Trust moves forward on this. Some work needs to take place around PA's (Persistent Absences), attendance and behaviour data and what it means.

ACTION: actions plans to be available for the December Board meeting.

c. The Risk Register was considered under the confidential part of the meeting.

7. PLAN WORK OF THE BOARD - LWA

- a. Allocate Trustees to sections of the Plan
- b. Trustee Visits

LWA advised that last year the vision of the Board was to move the Link Trustees from a School focus to subjects, this term CPA/LWA would look at moving to School visits, was everyone happy with this?

All Trustees agreed to undertake some individual tasks. NKO asked if it would be possible for the Trustees to look at the age range changes.

Therefore visits agreed were:

TRUSTEE	SUBJECT AREA	STAFF MEMBER(S)
SDU	Safeguarding	GWJ/LHA
SDU	inclusion Plan (SEND & Behaviour)	LHA
LMCD	Age range changes	NKO
HCO	LiFE MAT Services	
HCO	Energy Savings	SMA
HCO/LWA	Central Team Executive Meetings	
LWA	Desford	Headteacher
ASM	Behaviour	LHA

SDU advised she was unable to download the visit form. There was recognition that Governor Hub currently has some problems with its app, downloads are available through the web interface.

8. FINANCE REPORT

The report had been uploaded and the Trustees were asked if they had any questions, the report supplements the summary provided from the Finance Committee on the 3rd October, 2022. The capital project relating to Esports had been paused during the Summer due to unknown increases in costs e.g. energy etc but there was now more confidence around those costs and SMA and ASM felt the project could be restarted.

RESOLVED: the Trustees approved the restart of the Esport project.

The Trustees were asked if they were happy with the format of the Finance report. They agreed it was a helpful summary .

9. POLICIES

- a. The Trustees noted the draft schedule of work regarding Policies and the rationale for HR Policies which requires consultation with the Trade Unions. SGR explained the schedule included all policies received from the Schools, Website and HR. The majority of policies had been rag rated - Autumn RED, Spring AMBER, Summer GREEN and Live Document BLUE no review date required. The policies would need to be allocated to authors for review/revision. The first group would be MAT Policies based on statutory or non statutory guidance, legislation or regulation, the second group would be MAT Policies but with an option for School Specific Appendices and the 3rd group would be School Policies. Draft policies would be shared with Headteachers for review/comment and also to highlight any major changes from the current policy.
- b. KCSIE, 2022 and Summary of Changes was considered under agenda item 4 to receive an update see agenda item 4 above.
- c. Complaints Policy & Procedure, 2022 the policy had been uploaded to Governor Hub and no new comments had been received from Trustees.

Q: Could we provide training for Governors?

A: Yes we can.

Q: Could we add in the Clerks email on to the Complaint Form?

A: Yes.

Q: Could we provide the form in word format?

A: Yes.

RESOLVED: the Trustees approved the policy.

ACTION: SGR to a. circulate the policy to all LGB's/Schools; b. upload onto Trust Website; c. convert Complaint Form into a word format; d offer training to Governors.

- d. Pay Policy, 2022 - 2023. SMA advised the policy was based on the draft policy received from Browne Jacobson, the Trusts new HR provider, but included some flexibility around SLT's and TLR's. A number of discussions had taken place around the process in particular the LGB's involvement in terms of a Pay Committee and how this aligns with the SOD (Scheme of Delegation). The proposal was to amend the SOD (Scheme of Delegation) to reflect the Pay Policy, 2022, Line 67 - Hold an annual pay committee meeting to approve school staff pay awards (excluding Headteachers) change the LGB from C (Consult) to I (Inform). This would allow LGB's to review the anonymised pay recommendations for the coming year but not overturn any decisions made by the Headteacher/SLT. LWA advised the Chairs had raised their involvement with the HTPM (Headteacher Performance Management) process and whilst they do not want to be consulted would like to be informed.

Q: How will this change things for the future we need to have clarity about inform on the SOD for Line 67 ?

*A: Perhaps we could put an * and provide an explanation in the SOD.*

RESOLVED: the Trustees approved the Pay Policy subject to the wording above to be included in the policy and an explanation in the SOD.

ACTION: SGR/SMA to include wording above into the Pay Policy, SGR to amend the SOD to reflect the above resolution.

- e. Health & Safety Policy. The Trustees noted Dove Bank and Desford need to be added to the list and Appendix 2 amended to Appendix 1. LMCD asked for clarity around the Trustees responsibility on the bottom of Page 10 and top of Page 11. SMA explained this was based on the LA Model Policy.

RESOLVED: the Trustees approved the policy subject to clarity around the Trustees responsibility.

ACTION: SMA/SGR to seek clarification around the wording Trustees 'responsibility'.

CPA confirmed Health and Safety was one of the areas covered under the ESFA funding agreement and suggested a discussion needs to take place around Health and Safety he was happy the wording was correct. LWA advised the Board should receive termly reports.

f. Reserves Policy, 2022

Q: Point 5.4 bullet point 4 - require a business case from academies who maintain a reserves level in excess of 10% of all annual income for a period of 24 months or more, what is the business case?

A: Schools would need to explain why they have that level of reserves even if it was for a large project we wouldn't expect them to leave it until the 2nd year and there would be an expectation they would report the levels earlier.

RESOLVED: the Trustees approved the policy subject to a change of wording to accommodate the above.

ACTION: SMA to amend wording to accommodate the above.

- g. Equality Policy, 2022 CPA asked for the policy to be approved for a short period of time until the end of the Spring Term, the policy was out of date as of last Friday.

RESOLVED: the Trustees approved the extension of the review date until the end of the Spring Term, 2023.

- h. The Trustees were asked to agree that all current policy review dates where those review dates have or were due to expire would be extended until the 31st December, 2022, this would allow time to review the policies and make any amendments and bring back to the Board for consideration/approval.

RESOLVED: the Trustees approved the extension of the review date extension on all policies until the 31st December, 2022.

10. GOVERNANCE

- a. External Governance Review Report. LWA provided an update, the report had been received and a meeting had taken place last week to consider the report in more detail. The comments from David Werry as well as feedback from the DFE via CTW was very positive. LWA was happy that it recognised the significant amount of work that had taken place last year and the Trust was in a far better position and was now able to move to dealing with core business. SGR provided an overview of the action plan, the plan now included the 3 streams – the EGR Action Plan, CTW's Action Plan and LWA's action tracking. All completed actions had been moved to page 2, the document was live and any new actions could be added as and when required. LWA confirmed the Board would monitor/review in the Spring Term.

ACTION: SGR to include on the Spring agenda.

- b. The Trustees noted the vacancies and received an update on recruitment. LWA advised ANI skills would cover the gaps identified in the recent skills audit, which included engagement, inclusion and diversity. ANI was also a magistrate making life changing decisions and had worked with refugees. In relation to the other vacancy LWA would prefer to recruit from the Ashby area. The skills audit matrix showed the majority of areas scored 4 which was a positive but felt she may want to query in terms of levels of confidence around the Board. LWA would welcome Trustees thoughts and feedback.
SGR asked whether the Board felt there were gaps in the education skills/experience, SDU felt the Board may lack additional Primary Education experience/knowledge.

- c. The Trustees noted all Trustees have completed the Declaration of Pecuniary Interest and confirmations including KCSIE, 2022 and Code of Conduct via Governor Hub.
- d. To review the Skills Audit and consider future training needs (SGR) covered under 10b above.
- e. Annual Agenda Planner – Whole Trust SGR explained the planner covered the whole Trust, Board, Committees and LGB's and ensured alignment through the LGB's to the Board and back down. The planner would be circulated to the LGB's via the Governance Professionals. The planner could be reviewed at the end of the year.

ACTION: SGR to circulate the planner to all Schools/LGB's.

- f. The Training Schedule for Trustees & Governors was noted by the Trustees.
- g. The Trustees were asked to approve/ratify the elections of the LGB Chairs for the academic year 2022 – 2023 and table below –

School	Name	Comment
Ashby	Charlotte Sutton	
Bosworth	Emma Hollis Brown	
Braunstone Frith	Izzy Reid Mackay	
Countesthorpe	John Taylor	Co Chair
	Joe Sheahan	Co Chair
Desford	Lorraine Norton	Chair whilst a replacement is found at her request
Dove Bank	Ann Melville	
Ibstock	Lee Donaghy	
Ivanhoe	Mary Webster	Graham McKay had stepped down
Kingsway	Lis Stock	
The Winstanley School	Tim Rodgers	

RESOLVED: the Trustees ratified the elections of Chairs for the 2022 – 2023 academic year.

11. DATE AND TIME OF NEXT MEETINGS

The Trustees noted the date and time of the Board on the 5th December, 2022 at 6.00pm, which would be held remotely. The meetings for the remainder of the year were as follows –

DATE/TIME

Monday, 16th January, 2023 at 18:00
Monday, 23rd January, 2023 at 18:00
Monday, 6th February, 2023 at 18:00
Monday, 13th February, 2023 at 18:00
Monday, 20th March, 2023 at 18:00
Monday, 8th May, 2023 at 18:00
Monday, 22nd May, 2023 at 18:00
Monday 12th June, 2023 at 18:00
Monday, 26th June, 2023 at 18:00

MEETING

Trust Board
Audit & Risk
AGM
Finance & Infrastructure
Trust Board
Trust Board
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Trust Board

The meeting closed at 8.35pm following the conclusion of the confidential business.