

**LIFE MULTI ACADEMY TRUST
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON THE 27TH MARCH, 2023 AT 6.00PM**

NON CONFIDENTIAL

VIRTUAL MEETING

COMPOSITION OF THE BOARD

NAME		END DATE OF OFFICE	DESIGNATED ROLE	ATTENDANCE
Liz Warren (LWA)	Trustee	29.06.2024	Chair	N
Chris Parkinson (CPA)	Trustee		CEO	Y
Hazel Cole (HCO)	Trustee	30.09.2023	Vice Chair	Y
Hannah Cusworth (HCU)	Trustee	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
Anthony Nichols (ANI)	Trustee	09.10.2026		N
Vacancy	Trustee			
IN ATTENDANCE				
Gareth Williams (GWI)			Deputy CEO	
Nicola Koncarevic (NKO)			Director of Education	
Chris Tweedale (CTW)			Leadership & Governance Development	
Sarah Mayes (SMA)			Chief Finance Officer	
Sian Griffiths (SGR)			Head of Governance	
David Gordon			Observer	

1. WELCOME & APOLOGIES

In the absence of Liz Warren, Hazel Cole chaired the meeting. Apologies had been received from Liz Warren, the absence of Anthony Nicholls and Hannah Cusworth was noted

RESOLVED: the apologies were accepted.

2. DECLARATION OF PECUNIARY INTEREST

The Trustees were asked to declare any potential pecuniary interest or conflict of interest between an individual and the Board as a whole with the business to be discussed during the meeting. No additional verbal declarations.

3. MINUTES OF LAST MEETING

The non confidential minutes of the Board meeting held on the 6th February, 2023 were approved and confirmed as an accurate record.

4. MATTERS ARISING

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

DATE	NO.	ACTION	WHO	WHEN	UPDATE
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26.05.2022	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/ASM		ONGOING – for consideration at the May Board meeting.
Update: this was discussed briefly at the last Finance meeting and further discussions would take place between ASM and SMA. Update, 27.03.2023: CTW explained this was still under consideration and would be brought to the Board meeting in May.					
12.12.2022	16	ANI and CPA to discuss risk calculation.	ANI/CPA		ONGOING – meeting to be rearranged
06.02.2023	1	SGR to make contact with HCU.	SGR		COMPLETED – SGR agreed to send notification reminders
	6	MAT SEF, the Chair asked for this item to be put on the Chairs Group Agenda.	SGR		COMPLETED
		LWA asked Trustees to email feedback on the MAT SEF governance area, LWA would then discuss outcomes with NKO and share with Trustees.	LWA		COMPLETED
	7	Inclusion Report - SGR to place on the March agenda.	SGR		COMPLETED – see below agenda item 5
	9	Organisational Structure - SGR to place on the March meeting agenda.	SGR		COMPLETED – see below agenda item 7
	10c	Diversity on the Trust Board - LWA to email Amanda Scott, HR Manager, cc ANI to check communication with the community was happening.	LWA		ONGOING
	11b	Public Sector Equality Duty, CPA/ANI to look at the narrative around anti racism and bring any improvements to the next Board meeting.	CPA/ANI		ONGOING – meeting to be rearranged
	11c	CTW/SGR to look at publishing Schools Admission arrangements on the Trust Website.	CTW/SGR		COMPLETED see agenda item 13e
	12a	SGR to produce an Ofsted folder.	SGR		COMPLETED
	25	SGR to check DBS frequency with Amanda Scott and also look at the Update Service for Trustees and Governors ad bring back to the March meeting. ACTION: to ensure compliance all Trustees were asked to forward a copy of their DBS certificate to Amanda Scott by Friday, 31st March, 2023.	SGR		COMPLETED

5. INCLUSION (LHA)

Included in the CEO's report.

6. CEO REPORT (CPA)

The CEO explained that the report was a very rich document which he hoped all Trustees would read and suggested they may wish to track one particular School, to see the thread and progress made. The document was ever improving.

Q: The format of the report, LWA raised this as an issue highlighted by the EGR, will the format change?

A: I don't; think it will change the format we have discussed the KPI's, the report is clearer now than when the EGR was undertaken.

SDU and LMCD confirmed they were content with the format.

7. ORGANISATIONAL STRUCTURE – SUPPORT STAFF (CTW)

At the last Board meeting CTW took an action to produce an organisational structure for the business side of the Trust. The draft had been made available to the Trustees together with the coaching tree which showed who was in the Senior Executive Team and also included Headteachers. CTW had redrafted the SOD (Scheme of Delegation) for the Executive Team which should be read alongside the SOD for the LGB's. The organisational structure shows the CFO (Chief Financial Officer) has line management responsibility for a significant number of Staff but it was

recognised that this needs to be adjusted. There was agreement that the processes need to be tweaked and work was underway to address these challenges.

Q: I assume you're all happy with the coaching but is the CEO coaching 12 Staff too much as well as being the CEO of a Trust with 10 Schools?

A: Jo Measom, Steve Hill and the Equality and Diversity are not within the CEO's direct line management responsibility, this lies elsewhere, so there are 9 Staff in total.

A: The coaching model is supported by GWI, LHA, NKO and BWH, the CEO meets with Headteachers for 1.5 hours every 3 weeks.

Q: Looking at the number in each of the boxes under the CFO e.g premises has 3 but there is no lead, SMA are you happy with this?

A: It's accepted that this needs to change, we've looked at how we've evolved but we now need to reorganise the structure.

A: It's important to recognise that coaching is fundamental to LiFE and this isn't a traditional structure.

Q: What is the timescale for revising the structure and bringing it back to the Board?

A: The next academic year.

Q: So are we looking at the May meeting?

A: We'll be able to show progress, but it's not a Board decision, the CEO, GWI and SMA will bring this to you and the Board can challenge.

Q: The organisational chart shows 3 hubs – is that NFH, Leicester and Central?

A: No, it's just how we've allocated the Schools across the Trust.

Q: The 2 hubs are geographical but financially we have 3?

A: Yes, we did this to balance workloads.

Q: So we have NFH and then Leicester x 2?

A: Yes and Dove Bank and Desford have been allocated to where we had the capacity. Also 1 hub supports the central business function perhaps we need to look at the number of hubs we have and maybe reallocate.

8. GOVERNANCE (CTW/SGR)

- a. Trustee Recruitment – HCO invited David Gordon to provide an introduction.
'I am currently an Associate Professor of Marketing at De Montfort. My career has been mostly in Industry I worked for IBM, Sage and Pegasus, mostly worked part time. I have been a Governor at a couple of Primary Schools. I live locally and I'm passionate about diversity and inclusion and the real curriculum for life, further education and employability.
- b. Training & Governance Platforms - rationalisation report considered under Part 2.
- c. The Trustees considered the appointment of Viv Evans as Chair of the LGB at Desford. CTW felt this was an excellent appointment and Viv's contribution to another School was welcomed and helped to provide continuity to a School who had recently joined the Trust. GWI confirmed he had spoken to Viv as part of the support he was providing to the School. She had also agreed to continue as a Governor at TWS. HCO felt this was a real positive for other LGB's to see Governors move from one School to another and share their experiences.

RESOLVED: the Trustees approved Viv Evans appointment as Chair of Governors at Desford Primary School.

9. COMPLIANCE (CTW/SGR)

- a. Publish admissions arrangements for next offer year on the Trust website - see Admission Policy agenda item 13e.

10. TRUSTEE WORK, VISITS & COMMUNICATION WITH THE LGB'S (HCO)

- a. The Trustees noted the visits undertaken since the last meeting in line with the list of visits agreed on the 10th October, 2022 and reviewed any follow up actions – HCO had completed a visit to Bosworth a copy of the report had been uploaded into the folder. LMCD's report was nearly completed but a discussion with the Chair was needed before the final report was uploaded. ASM had visited TWS and Ashby and was waiting on a call from the Chair at Ashby tomorrow evening and TWS on Wednesday to discuss the behaviour reset. LWA had confirmed she would draft her visit report over Easter.

- b. The Trustees noted there were no LGB action points, recommendation and assurances to consider at this meeting.

11. COMMITTEE UPDATES

- a. The Trustees noted the Chairs Group summary. ASM commented that he felt the Schools would benefit from some support with their Risk Registers. The CEO advised that he would be delivering training to the Headteachers who would then deliver training to the LGB's. The Staff would add to the register whilst the LGB's would challenge and contribute during the meeting.
- b. The Trustees noted the Audit & Risk minutes.

12. FINANCE (SMA)

- a. The Trustees received the CFO's Report. The Hubs were moving to a level of stability 1 new member of Staff had started in January, 1 next week and the third would hopefully be recruited via an internal advert. This may have an impact in other areas of the team. The HR Manager would shortly go to advert and the Trust was about to award the contract for the Payroll and HRIS system. 4 of the 10 GAG's were outstanding, the information would be populated into the report as they were received. The Trust had made a business case to the ESFA in relation to an error made around the census at Countesthorpe, 47 Post 16 Students were without funding.

Q: Can we claim in retrospect?

A: Yes if we advise them of the error.

At the last meeting Trustees were advised that the Autumn Statement included funding for all Key Stages, this had now been clarified and was only for KS1 – KS4 with no funding for Post 16s, the figures had therefore been recalculated.

- b. Period 6 Budget Report, Trustees were advised that there were no significant matters to report. HCO asked Trustees to review the Schools which they visit.

Q: Line 122, £440,000 what is the income for, were we expecting this?

A: It offsets the expenditure in Row 25.

- c. The CFO had circulated the schools resource management self-assessment checklist (SRMSAC) to all Trustees who were asked to contribute to the responses. ASM confirmed he was happy with the information provided. A copy of the final document had been uploaded into the folder for note by the Trustees and then submitted by the CFO.

13. POLICIES

The following policies, all of which have been available for comment by Trustee via Governor Hub were considered

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- a. HR Policies
 - i. Disciplinary
 - ii. Grievance
 - iii. Leave of absence
 - iv. Maternity, Paternity, Adoption, Parental Shared Leave
 - v. Recruitment and Selection
 - vi. Recruitment of Ex Offenders
 - vii. Organisational Change
 - viii. Pay Policy

Policies i. to vi. were new policies, whilst policies vii. and viii. had been approved in the Autumn Term however a number of amendments had been made following discussions with the Trade Unions and the policies required reapproval.

RESOLVED: the Trustees approved the HR policies listed above.

- b. Risk Management Policy & Template (SGR), managing risk incl. recommendations from A & R – Risk Management Policy and Trust Wide Risk register. The policy had been considered at the Audit and Risk Committee and recommended to the Trust Board for ratification.

RESOLVED: the Trustees ratified the policy.

- c. Accessibility Policy (SGR) *

- d. Equality Policy (SGR)*

* There is a significant piece of work to be undertaken behind these policies listed in c. and d. Trustees were therefore asked to approve the current policies for a further period until the 2nd July, 2023.

RESOLVED: the Trustees agreed to extend the Accessibility Policy and Equality Policy review date until the 2nd July, 2023.

- e. Admission Policy (Schools) Trustees were advised that the policy had been drafted as a Trust wide template but the criteria, catchment areas etc would be specific to the School. The template was based on the policy agreed with LA during the age range change at Ashby, Ivanhoe and Ibstock and met all the LA's requirements.

RESOLVED: the Trustees approved the Admissions Policy template.

ACTION: SGR would circulate to Schools with a request to include the specifics to the School. CTW would then forward the final policies to the LA with a 7 day deadline for comment.

- f. Finance Policy – the CFO advised there was further work required on the policy including separating the policy from the guidance, the final document would be ready for the July meeting.

g. The Chair asked if there was any other business. SDU advised that the piece of work which had been undertaken with LWA and Ben White would be completed following LWA's return from holiday. Both SDU and LWA were content with the progress made by Ben White. A further meeting would take place and then a report would be brought to the Board.

ACTION: SGR to place on the agenda.

14. DATE & TIME OF THE NEXT BOARD MEETING

- a. The Trustees noted the dates and times of the meetings for the remainder of the year.

MEETING	DAY	DATE	
LiFE Chairs Group	Wednesday	26/04/2023	
LiFE F & I	Tuesday	18/05/2023	Changed from 09/05/2023
LiFE Trust Board	Monday	22/05/2023	
LiFE A & R	Tuesday	13/06/2023	
LiFE Trust Board	Monday	03/07/2023	

- b. The Trustees approved the meeting schedule for 2023 – 2024.

ACTION: SGR to update calendar and send invites to all attendees.

8.00pm David Gordon left the meeting

The meeting closed at 8.38pm following the conclusion of the confidential business