

**LIFE MULTI ACADEMY TRUST  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD ON THE 19TH JUNE, 2023 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	22.02.2026		Y
Sue Dunford (SDU)	Trustee	05.09.2025		N
Liam McDonagh (LMcD)	Trustee	02.09.2024		N
Andy Smith (ASM)	Trustee	19.09.2026		Y
Anthony Nichols (ANI)	Trustee	09.10.2026		N
David Gordon (DGO)	Trustee (Coopted)	26.02.2027		Y
<b>IN ATTENDANCE</b>				
Gareth Williams (GWI)			Deputy CEO	
Nicola Koncarevic (NKO)			Director of Education	
Chris Tweedale (CTW)			Leadership & Governance Development	
Sian Griffiths (SGR)			Head of Governance	

**1. WELCOME & APOLOGIES**

Apologies had been received from Sue Dunford, Liam McDonagh and Anthony Nichols.

**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 verbal declarations were made.

LWA thanked everyone for attending this evenings meeting and asked whether people would prefer a break part way through.

**3. MINUTES OF LAST MEETING**

The non-confidential minutes of the Board meeting held on the 27<sup>th</sup> March, 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
26.05.2022	5.5	To consider the appropriate level of delegation and thresholds for the CFO to be able to approve on the	CTW/ASM		<b>ONGOING</b> – moved to the

		Trustees behalf. This should be taken to the next Trustees Finance Meeting.			July 2022 meeting
<b>Update:</b> this was discussed briefly at the last Finance meeting and further discussions would take place between ASM and SMA. <b>Update:</b> 27.03.2023: CTW explained this was still under consideration and would be brought to the Board meeting in May. <b>Update:</b> SGR to reshare thresholds (LWA) with Trustees - <b>COMPLETED</b>					
12.12.2022	16	ANI and CPA to discuss risk calculation.	ANI/CPA		<b>COMPLETED</b> – waiting on written contact form from ANI
06.02.2023	10c	Diversity on the Trust Board - LWA to email Amanda Scott, HR Manager, cc ANI to check communication with the community was happening.	LWA		<b>ONGOING</b>
	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		<b>ONGOING</b> – see update below
<b>ONGOING</b> – CPA advised the Trust was not required to update until 2025. ANI was working with the equity groups within the Trust to strengthen the KPI's and this would be revisited in the Autumn Term					
27.03.2023	13e	Admissions Policy - 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	SGR/CTW		<b>ONGOING</b> – See update below
<b>Update</b> – SGR/CTW had met with the LA Appeals Admission Manager who raised concerns about the current policies, CTW explained this was frustrating as the policies had been reviewed by the LA. SGR had drafted a model policy and was waiting on feedback from the Appeals Manager. The agreed template for Secondary and Primary Schools would then come to the Trust Board for approval in the Autumn Term.					
19.06.2023	6a	SOD (Scheme of Delegation) for review and approval. SGR to share with Trustees for comment.	LWA/SGR/CTW	3 <sup>rd</sup> July	<b>ONGOING</b>
	6b	Skills Audit, Chairs 360 and Self Evaluation Matrix. SGR to create individual forms for each area and share with Trustees for completion	SGR/Trustees	3 <sup>rd</sup> July	<b>COMPLETED</b>
	6b	LWA asked Trustees to complete the above 3 forms by the 3rd July.	Trustees	3 <sup>rd</sup> July	
		F & I and A & R Committee – Chairs. ASM/HCU to discuss and decide who will Chair each Committee and report back to the Board.	ASM/HCU	3 <sup>rd</sup> July	<b>ONGOING</b>
	6b	LWA to arrange to speak to Trustees where there are outstanding Trustee annual conversations	LWA		
	7a	Bosworth Governor Vacancies – SGR to share information provided to Ibstock with the Chair and Governance Professional.	SGR	ASAP	<b>COMPLETED</b>
	7b	Trustees to make contact with Chairs of the LGB's to discuss Trust Contributions as follows –  ASM – Ashby & TWS (completed needs writing up) HCO – Bosworth (completed) HCU – Ibstock SDU – Countesthorpe LMCD – Braunstone Frith DGI – TBC mentored by LWA who has 3 with one to ANI	See list		
	10	SGR to add all Trustees to the Policy Portal.	SGR		<b>COMPLETED</b>

## 5. CHAIRS REPORT/UPDATE

Considered under the confidential business.

## 6. GOVERNANCE

a. The Trustees noted that the Scheme of Delegation had been discussed with Chairs at the Strategy Day on the 7th June and a few minor amendments had been made. CTW had also developed a SOD for the Executive to the Trust Board, a draft was considered at the Board in March, 2023 and a further revised SOD would be brought back to Trustees. LWA felt it would have been a useful exercise, time permitting for Trustees to review at this meeting.

The Chairs had queried the text used around accountability and responsibility. The Trust Board was accountable and this could not be delegated. LWA proposed to remove the Trustee column in the matrix and provide a narrative which described the definition of accountability and then list the group who would deliver the task, there were a couple of areas where more than one group were accountable and this would be resolved. LWA felt it would be helpful to have views from Trustees, in particular those who have a business background. CPA had responded on behalf of the Executive so the consultation phase had now concluded.

**ACTION: SGR to share the SOD with Trustees for comments**

- b. Annual Board Effectiveness Review incl. Trust Board Self Evaluation and annual review of the Chair and individual Trustee contributions.
- i. LWA explained that the skills audit would normally be carried out in September but in view of Hazel Cole's decision to step down at the end of her current term it would be helpful to do undertake the audit now. The vacancy had been advertised and asked for financial skills, LWA asked all Trustees to consider whether they knew any suitable candidates.

**ACTION: SGR would produce the audit as a google form for each Trustee to complete online.**

- iii. Chairs 360 – the LGB's had been asked to complete this form for their Chairs. For the Trustees, currently there were 2 forms which had been returned, LWA asked all Trustees to complete and return the form.

**ACTION: SGR would produce the form as a google form for each Trustee to complete online and then collate the responses.**

- iv. Self-Evaluation matrix – LWA and SGR had made a first attempt, the Trustees were asked to review and agree/disagree and could also comment if they so wish.

**ACTION: SGR would produce the matrix as a google form for each Trustee to complete online.**

**ACTION: LWA asked Trustees to complete the above 3 forms by the 3rd July.**

The Trust Board would need to look at the membership of the Audit and Risk Committee, there was a requirement to have 2 members to have experience/background in audit. The membership of the Finance Committee would also need to be reviewed as there would be a vacancy when Hazel leaves. LWA advised that she would be looking at succession planning and would be asking Trustees, in a years time, if anyone was interested to take on the role of Co Chair.

**ACTION: ASM/HCU to discuss and decide who will Chair each Committee (A & R or F & I) and report back to the Board for consideration and approval.**

- v. Annual Trustee Conversations set dates for the remaining conversations with ANI and HCU

**ACTION: LWA would contact ANI and HCU.**

**7. TRUSTEE WORK, VISITS & COMMUNICATION WITH THE LGB'S (LWA)**

- a. The Trustees noted the visits which had been undertaken and received feedback from those visits.
  - i. CPA/ANI – a project brief had been drafted, ANI agreed to meet with LHA and BWH and the feedback on the current practices and see if the Trust could improve on its processes to predict. CPA had discussed some of the context around the way the Trust currently operates.
  - ii. LWA advised that SDU would meet with BWH once the early indicators were available after the Summer, the data would be interrogated in the Autumn. LWA would also meet with the Primary Coordinator in the Autumn Term.

- iii. LGB action points, recommendation and assurance, the Trustees noted that only 2 Schools had returned the forms.

Bosworth – the question around parity had mainly arisen because of terms used when Staff were Taped over. This was largely dealt with within the LFE Hub but was currently being worked on in the NFH, starting with Leadership Scales and with the lowest paid staff. The LGB would lose Colin Crane this year as well as the Governor who was the current Vice Chair. LWA suggested the Trust should recognise Colin's 40 + years of services as a Governor. SGR advised she had been in touch with the Chair at Ibstock as they were carrying Governor vacancies, she had shared supporting documents and also suggested advertising in Inspiring Governance and Governor for Schools.

**ACTION: SGR agreed to provide similar information to Bosworth.**

- b. LWA allocated the remaining Trust Contribution work for the year as follows –

ASM – Ashby & TWS (completed reports need to be uploaded)

HCO – Bosworth (completed – report uploaded)

HCU – Ibstock

SDU – Countesthorpe

LMCD – Braunstone Frith

DGO – TBC, LWA would provide support.

ANI – TBC, LWA would provide support.

## **8. COMMITTEE UPDATES**

The Trustees noted the following minutes -

- a. Chairs Group minutes 26th April, 2023
- b. Finance & Infrastructure minutes, 25th May, 2023
- c. Audit & Risk minutes 18th April, 2023 and the committee approval of tender for External Auditor and bid accepted and the Audit & Risk minutes 13th June, 2023 (to follow).

LWA congratulated the Executive Team for organising the Strategy Day, the speakers were powerful and the sessions in the afternoon were very good.

## **9. FINANCE**

- a. Budget Setting - update on progress and agree date for final Trustee approval – carried over to the July Board meeting.

## **10. POLICIES**

The Trustees approved the amendments to the Risk Management Policy and approved the extension to the review date for the policies listed below a. to d. until the 31st December, 2023.

- a. Charging & Remissions Policy (review date June, 2023)
- b. Finance Policy (review date 8th May, 2023)
- c. Funds Policy 2022 (review date 7th May, 2023)
- d. Capital Allocation Policy, 2022 (review date 25th June, 2023)

Trustees confirmed they wished to be added to the new Policy area on Governor Hub. LWA also asked Trustees to comment their approval on any draft policies when they were shared prior to consideration at the Trust Board meetings.

**ACTION: SGR to add all Trustees to the Policy Portal.**

## **11. DATE & TIME OF THE NEXT BOARD MEETING**

The Trustees noted the time and date of the next meeting to be held on the 3rd July, 2023 at 6.00pm

The Trustees noted the dates for next year's meetings –

#### **MEETING DATES 2023 – 2024**

Date	Start	Meeting
Mon 4 Sep 2023	18:00	Trust Board
Tue 26 Sep 2023	18:00	Finance & Infrastructure
Mon 9 Oct 2023	18:00	Trust Board
Tue 14 Nov 2023	18:00	Audit & Risk
Mon 11 Dec 2023	18:00	Trust Board
Tue 23 Jan 2024	18:00	Finance & Infrastructure
Mon 29 Jan 2024	17:30	AGM
Mon 5 Feb 2024	18:00	Trust Board
Tue 27 Feb 2024	18:00	Audit & Risk
Mon 18 Mar 2024	18:00	Trust Board
Tue 7 May 2024	18:00	Finance & Infrastructure
Mon 20 May 2024	18:00	Trust Board
Tue 11 Jun 2024	18:00	Audit & Risk
Mon 1 Jul 2024	18:00	Trust Board

Trustees were asked to provisionally pencil in the 10th July in case a further meeting was required before the end of term but subsequently - under confidential items were asked to put in 17th August . HCO advised she may not be able to attend but was available on the 11th July and also sent apologies for the 3rd July

6.47pm GWI and NKO left the meeting.

The meeting closed at 7.45pm following the conclusion of the confidential business