

**LIFE MULTI ACADEMY TRUST  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD ON THE 1ST JULY, 2024 AT 6.00PM**

**VIRTUAL MEETING**

**NON CONFIDENTIAL**

**COMPOSITION OF THE BOARD**

NAME		END DATE OF OFFICE	DESIGNATED ROLE	ATTENDANCE
Liz Warren (LWA)	Trustee	10.01.2025	Chair	Y
Chris Parkinson (CPA)	Trustee		CEO	Y
David Gordon (DGO)	Trustee	28.01.2028		N
David Maitland (DMA)	Trustee (Coopted)	03.03.2028		Y
Sue Dunford (SDU)	Trustee	05.09.2025		Y
Liam McDonagh (LMcD)	Trustee	10.01.2025		Y
Andy Smith (ASM)	Trustee	19.09.2026		Y
Anil Majithia (AMI)	Trustee (Coopted)	03.03.2028		Y
Ja Kim (JKI)	Trustee (Coopted)	03.03.2028		N
Rose Harvey (RHA)	Trustee (Coopted)	03.03.2028		Y
<b>IN ATTENDANCE</b>				
Gareth Williams (GWI)			COO	
Nicola Koncarevic (NKO)			Director of Education	
Chris Tweedale (CTW)			Leadership & Governance	
Paul Maddox (PMA)			Executive CFO	
Sarah Mayes (SMA)			CFO	
Sian Griffiths (SGR)			Head of Governance	

The Head of Governance chaired the meeting until agenda item 3.

**1. WELCOME & APOLOGIES**

All present were welcomed to the meeting, apologies had been received from David Gordon and Ja Kim.

**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 declarations were made.

The meeting moved to agenda item 8c - Election of Chair and Vice Chair, Trust Board –

- i. Chair – Liz Warren confirmed she was happy to continue for a further term with a review in January. SGR confirmed no other nominations had been received.

**RESOLVED:** the Trustees agreed to re-elect Liz Warren as Chair for a further term of 1 year commencing on the 1<sup>st</sup> September, 2024.

- ii. Vice Chair – Anil Majithia confirmed he was happy to stand for the position. SGR confirmed no other nominations had been received.

**RESOLVED:** the Trustees agreed to elect Anil Majithia as Vice Chair for a term of 1 year commencing on the 1st September, 2024.

Liz Warren took the Chair.

### 3. MINUTES OF LAST MEETING

The non-confidential minutes of the Board meeting held on the 20th May, 2024 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	UPDATES
04.09.23	6i	Statutory gender pay gap information - to revisit when the Chair of the group has been elected	CPA	ASAP	<b>COMPLETED</b> see agenda item 10
04.09.23	8c	The Central SIP Team would look at the 1:1 devices report and GWI would pick this up as line manager of MWA and CHE.	MWA	February Board meeting	<b>COMPLETED</b> discussed at Infrastructure on the 28th June, 2024
11.12.23	7c	SGR to look at how other Trusts evaluate communications between LGB's and stakeholders.	SGR	February Board	<b>ONGOING</b> – SGR to source information and produce a report for the September meeting and to draft a narrative for the SOD which relates to community engagement.
	7a	CHE/MWA to lead on the work to standardise the websites to take place by September in relation to the requirements to ensure compliance. Surveys to be carried out to gain a better understanding of stakeholders requirements for the non compliance areas of the websites.	CHE/MWA	Autumn, 2024	<b>COMPLETED</b> discussed at Infrastructure on the 28th June, 2024
	12b	SGR to place Top Slice on the agenda for the May Board meeting. SMA/PMA to produce the paper	SGR SMA/PMA	May, 2024	<b>COMPLETED</b> - see agenda item 13
	12c	SGR to place pooling on the agenda for the May/July Board meeting. SMA/PMA to produce paper	SGR SMA/PMA	July, 2024	<b>COMPLETED</b> see agenda item 12
20.05.24	9b	Board Self Evaluation - SGR to share the new template (CST) and the template used in previous years for Trustees to provide feedback on which one they would want to complete, SGR would also share the Chairs 360 review for completion by the Trustees.	SGR	June, 2024	<b>COMPLETED</b>
	9b	Annual Conversations - LWA to contact Trustees to arrange	LWA	June, 2024	<b>ONGOING</b> Trustees will receive times/dates tomorrow.
	10b	SGR to move Gender Pay report to policies page on the Trust Website.	SGR	May, 2024	<b>COMPLETED</b>
	12f	NKO to provide contact details for Emily Gillespie to SDU	NKO	ASAP	<b>COMPLETED</b>
	13e	SRMSAC to be included on the Finance agenda termly	SGR		<b>COMPLETED</b>
	14	SGR to share link to the DFE RHSE consultation with Trustees via Governor Hub.	SGR	June, 2024	<b>COMPLETED</b>

## 5. TRUST STRATEGIC DIRECTION & OPERATING MODEL PLAN

LWA explained there was a significant number of documents to review/discuss and due to the time limits of this evening's meeting suggested that a session should be arranged with a one item agenda in the Spring Term, 2025, this would enable the Trustees to contribute to the plan in readiness for the Strategy Day in June. CPA suggested that it would be preferable to have the session in the Autumn, in person starting at 2.30pm.

**ACTION: SGR to arrange an afternoon session in September/October, 2024.**

In the meantime CPA shared slide 6 of the Strategic Direction and Operating Model presentation and provided a brief overview of the current position in terms of strategic planning, vision and mission and outlined the process. Tonight's meeting would not allow time to discuss and to develop ideas which could feed into the conversations which were ongoing with the headteachers. The Trust would need to ensure that the right kind of cyclical approach was in place for the board to feed into the mission and how the strategy would be delivered.

The presentation delivered at the Strategy Day was not a change from the values, the vision and the mission that the Trust had set out on its inception but more a reframing to reflect the changes in the current environment. The changes included the language to draw attention to the critical parts of the plan to address the changes in the world that we live in at the moment. A significant difference between LiFE's plan and other trusts was how a significant part of the strategy was delivered by being ground up rather than top down, this changed the dynamic because it was very easy to state 'this is the vision, this is the mission and these are the objectives' and inform everyone and check that it was being delivered. SDU felt this reflected the feedback from the staff at the School Improvement meetings.

The Trust also had a Steering Wheel which covered the top line summary of what drives the Trust in terms of values from the centre, the spokes of the wheel cover what the Trust was doing to meet the objectives. A VOST would then be produced this was the format of a strategic planning document, which covered vision, objectives, strategy and tactics. The steering wheel shared with Trustees was produced in 2021 and to reflect that the world has moved on significantly the wheel needed to be completely overhauled and reformatted. In the Autumn term of this academic year discussions have taken place to consider whether the Trust used the DFE 5 pillars of MAT excellence as a framework, this may still happen. A meeting of the school improvement team was due to take place on Friday to look at the work to date and see if this can be reduced to 5 domains of the strategic wheel. The Trust also had the LiFE MAT Charter which was divided into 9 different areas of operation, those 9 areas were monitored in the the CEO and head teachers report which was included in the agenda for tonight's meeting. It was recognised that the reports would need to be simplified and provide a report which had coherence to it. The session for Trustees in the Autumn would hopefully ensure they were able to have an input into how the strategy was delivered.

The LiFE values and the mission were secure, and Trustees should be assured that staff within the schools were absolutely clear about the values and the mission, this was confirmed at the headteachers meeting last week. In the first instance this was by developing assessment methods and adding to the traditional methods of tracking pupils progress in the schools through GCSE's, A level's, Key Stage 2 and SAT's. Everyone understood the priority was the most vulnerable in the sense that the processes of personalisation would affect all of the young people, this must be really secure, the next stage would be to effectively, over time, bring together a degree of variation in how people execute the strategy within those values by collaborating at different levels within the Trust. Collaborating from the ground up secures the process. Behaviour management was delivered through compassionate consistency, for example, there were top line principles and then during the next 12 months, Lara Hall would be working with a

group of middle and senior leaders who would then narrow down into one trust wide behaviour management policy and strategy, which was much tighter than the current policy.

The change moving forward would be the Trustees having an input which LWA felt was the missing part of the process. The Trustees agreed an in person session would be helpful to understand the detail behind the headlines.

*Q: (DMA) Would meeting in September give enough time to take feedback from the local governing bodies and receive their input into the strategy?*

*A: (LWA) We'll need to look at how the cycle works we are aware, too, that local governing bodies need to be listening to their schools and their communities, perhaps David you could bring this to the session in September.*

*A: (CPA) We have a process by which local governing bodies are feeding into the individual school based strategy. So that's why we invite them every year to the Strategic Planning conference, they see those top line messages, and then they get to interrogate when each school produces their own strategic planning wheel, of which we will have the draft for all 10 schools. You'll also be able to see whether there is that coherence to the way that we're working, because you should be able to see that there is a golden thread that runs through all 10 of those strategic planning wheels.*

SDU commented that one point which was highlighted during discussions at the School Improvement committee was the increase in collaboration between schools and the progress in that was noticeable and was continuing to improve. This was also an area which was highlighted during the Ofsted at Braunstone Frith, the Inspector commented positively about the collaboration they had seen between the trust and schools and amongst schools within the Trust, and that was to the benefit of the pupils.

*Q: (LWA) I attended the school improvement planning presentation at the Strategy Day, one area of the process which I was unclear about was how priorities are identified. Could we cover this in September?*

*A: (CPA) In terms of priorities they are identified in schools through the schools' own quality assurance processes which are aligned with the trust's quality assurance processes. We have a really strong process of peer reviews e.g. I received the review from one of the Primary Schools today and I can see already how that document is feeding into their strategic plan for next year.*

LWA advised that JKI was unable to attend tonight's meeting but had sent over a few questions/comments, some relate to the budget but this one related to this agenda item.

*Q: (JKI) Item 5b SIP: "The word "fursa" means "possibility" in Swahili" - Why do we use Swahili word here? I checked that it is Kenyan word. I don't know why we use Kenyan word for our SIP. Anyway, FURSA only appears once in the document without any further development. I think we can just drop this FURSA word - It just makes me confused without adding anything?*

*Q: (LWA) Could we remove the word, the actual document is phenomenal?*

*A: (CPA) I will take this back to colleagues.*

## **6. CEO/HEAD'S REPORT**

### **a. CEO Introduction**

A copy of the report and CEO's introduction was shared with Trustees prior to the meeting. The introduction was considered under the confidential business.

## **7. HEADLINE INFORMATION ON FSP, SATs AND GCSEs**

The Trustees noted the feedback around the expectations were really positive, Ivanhoe and Ibstock had until this year not experienced the exam culture but it was pleasing to hear that the pupils engagement had been positive. NKO advised there were a number of children who had not attended exams but they were very few and the non attendance related to one exam not the series and Staff had not had to collect the children from home.

**ACTION: CPA to produce a summary relating to SATs by the end of the Summer term to share with Trustees.**

6.48pm Anil Majithia left the meeting due to connectivity issues.

## **8. SAFEGUARDING**

The Trustees noted the new KCSIE framework for September which was available on Governor Hub and were asked to read part 1. The changes would be covered in the training available in the Autumn term. Some of the changes related to the terminology used. SDU provided an overview of safeguarding following regular meetings with LHA, the systems within the schools were being coordinated and streamlined to ensure consistency in reporting. SDU met with LHA on a regular basis and Trustees should be reassured that LHA was very thorough and all staff were well supported.

## 9. GOVERNANCE

- a. The Trustees noted the proposed amendments to the Scheme of Delegation which reflected the changes in the finance roles and responsibilities A further piece of work was ongoing to include a section on community engagement, the trust had high expectations of the governing bodies around community input and stakeholder views, so it was important that this was reflected in this document.

**RESOLVED:** the Trustees approved the amended Scheme of Delegation.

**ACTION:** SGR to draft a section on community engagement for inclusion in the scheme of delegation at the board meeting in September.

- b. The report covering the outcomes of the Trust Board Self Evaluation, annual review of the Chair and skills audit was shared with Trustees. After this meeting LWA agreed to share all the recommendations together with the outcome of the CST survey which had been completed by SGR, LWA and CTW to produce a development plan for the board.
- c. Part completed earlier in the meeting (see after agenda item 2 above). The Trustees reviewed the proposed committee Chair appointments and committee membership for 2024 – 2025 as listed below -

COMMITTEE	CHAIR	MEMBERSHIP
Audit & Risk	David Maitland	Ja Kim
		Andy Smith
		David Maitland
Finance	Andy Smith	Ja Kim
		David Maitland
		Andy Smith
		Liam McDonagh
Infrastructure	Andy Smith	Ja Kim
		David Maitland
		Andy Smith
		Liam McDonagh
People & Pay	Anil Majithia	Rosie Harvey
		Anil Majithia
		Liam McDonagh
School Improvement	Sue Dunford	David Gordon
		Rosie Harvey
		Sue Dunford
		Anil Majithia
Chairs Group	Liz Warren	Liz Warren
CEO PM	Sue Dunford	Sue Dunford
		Liz Warren
		Liam McDonagh

**RESOLVED:** the Trustees approved the Chairs appointments for 2024 – 2025 as listed above and agreed the membership of each committee.

With DGO having the focus on the central trust team, Trustees discussed whether DGO may want to attend pay and people instead of school improvement. ASM confirmed the work of the Finance and Infrastructure committees were managed better under 2 separate committees.

**ACTION: SGR to make contact with DGO and ask whether he would prefer to attend the pay and people committee.**

The Trustees received an update from SGR on the appointment of Chairs of the LGB's for 2024 – 2025.

- Countesthorpe LGB meeting 27th June, 2024, the current Chair, John Taylor, was stepping down and was also not renewing his term after the 31<sup>st</sup> July, 2024. A conversation had taken place with Iain Kinnis, Member who had agreed to mentor the newly elected Chair or Co Chairs, no details as of today.
- Winstanley LGB meeting 8th July, 2024 the current Chair, Tim Rogers, has decided to step down, SGR has suggested perhaps the LGB looked at a Co Chair arrangement with mentoring/support provided from outside of the LGB.
- Ashby, the current Chair, Charlotte Sutton was stepping down, discussions were ongoing within the LGB for a replacement, the election had been moved to September.
- Bosworth LGB meeting 4th July, 2024.
- Braunstone Frith LGB meeting 2<sup>nd</sup> July, 2024
- Desford LGB meeting 3rd July, 2024
- Dove Bank LGB meeting 3rd July, 2024
- Ibstock the LGB have decided to hold the election in September.

The Trustees were asked to ratify the Chairs appointments as listed below -

School	Chair
Kingsway	Lis Stock
Ivanhoe	Mary Webster

**RESOLVED:** the Trustees ratified the 2 appointments as listed above.

- d. The Trustees noted the draft non confidential minutes of the Audit & Risk, 11th June, 2024, the Trustees who attended the committee felt the meeting with the internal auditors was useful. SGR suggested arranging for the external auditors to attend the Autumn meeting to discuss their report and the Internal Auditors attend the Spring to discuss and agree scope of work and then attend again in the Summer to provide feedback on their report.

**ACTION: the Trustees asked SGR to arrange attendance of the relevant auditors at each audit and risk meeting.**

- f. In the absence of the draft non confidential minutes of the Infrastructure committee, 28th June, 2024 the Chair to provide an overview.
- g. The Trustees reviewed and approved the amended terms of reference for the Pay & People committee.

## 10. COMPLIANCE

The Trustees received the report on the Public Sector Equality Duty and agreed this was a comprehensive report and asked for the Pay and People committee to consider and review alongside the reports from the equality working group.

**ACTION: the Trustees asked SGR to place the PSED report on the Pay and People committee agenda in the Autumn term.**

## 11. TRUSTEE WORK, VISITS & COMMUNICATION WITH THE LGB'S

- a. The Trustees noted the following visits had taken place and received verbal reports –

RHA visited Countesthorpe, as this was part of RHA's induction there was no requirement to complete the visit form. 'This was a really positive experience and gave me a chance to see one of the schools in action. I really appreciate GWI taking the time to answer all my questions, but it was brilliant to actually meet with Catherine Aitcheson, headteacher. I was really impressed, the Teachers were very relaxed when we dropped into some of the lessons, which I think is a really positive sign. I was also amazed that the school has an esports facility opening in September. I didn't realise that schools were investing in these facilities. The school recognises that the jobs that students are going to be going into in the future look very different to 10 years ago and there seemed to be an awareness and a wanting to critique the curriculum to address that.'

DMA visited Ashby. 'The visit was mainly to look at the site rather than the education side but there was a very interesting science fair taking place involving some of the local junior schools'.

JKI had visited Ibstock and AMA had visited Braunstone Frith and Bosworth. A number of Trustees had attended the Strategy Day on the 5<sup>th</sup> June which was helpful to gain a real feel for the whole trust culture.

- b. The draft Board Development Plan created by LWA for this past year was available in the folder. LWA offered to produce a further draft for next year and would include the areas for improvement which had been identified in the self evaluation, 360 chairs review and skills audit report as well as the CST survey completed by CTW, SGR and LWA in the Spring of this year.

**ACTION: LWA to draft a development plan for consideration at the September board meeting.**

- c. The Trustees noted there were no LGB action points or recommendation to review.
- d. LWA explained that some of the issues raised in the governance session with Chairs at the Strategy Day had already been covered. LWA had drafted a document, the questions would be included in the agenda planner for the LGB's to consider e.g. 'is your school improvement plan fit for purpose? How is your pupil premium spending, going so that it's rather than just discussing it?' The LGB's would then send those reassurances to the board.

*Q: (LWA) Have the points raised been included in the annual agenda planner?*

*A: (SGR) Yes they will be.*

**ACTION: SGR to include points raised by the Chairs at the Strategy Day in the annual agenda planner.**

- e. Trustee focus areas, DGO has agreed to focus on the central team. LWA agreed to email introduction to LGB Chair, clarifying expectations of the role (as in the original email to Trustees), areas of focus as listed below, to be read in conjunction with the table in 9c above.

#### Allocations

	Focus	Other
Andy Smith	Winstanley	Vice-Chair
Anil Majithia	Bosworth	
David Gordon	Central Team	
David Maitland	Ashby and Ivanhoe	
Ja Kim	Ibstock	
Liam McDonagh	Braunstone Frith	CEO PM
Liz Warren	Desford and Dove Bank	CEO PM, Primary Phase, On call for OfSTED
Rosie Harvey	Kingsway	
Sue Dunford	Countesthorpe	CEO PM, Secondary phase, Safeguarding Trustee, Reserve OfSTED on call

## 12. FINANCE

The trustees received the proposed budgets and 3 budget forecast for approval and submission to the ESFA by the 31<sup>st</sup> August, 2024. SMA provided an overview, the production of the budgets resulted from a significant piece of

work involving the finance team and schools, good progress had been made in comparison to last year. The budget was showing a deficit but if the trust had received the in year funding this would have created a surplus of £450,000.

*Q: (ASM) The 3 year budget forecast, year 1, will this be uploaded to the ESFA or will there be further tweaks?*

*A: (SMA) No we've drawn a line so any changes would now be included in next year's figures, we've been able to fund extra support to the Schools e.g. NKO to Ibstock.*

LWA shared the questions which JKI had sent over as he was unable to attend this evening's meeting -

*2. Item 12 (Finance) - thank you for the future three years' summary. But, some clarification questions as below:*

*a. What is capital income and how is it calculated? Any clarification is appreciated. I can see capital income = capital expenditures, leaving zero balances every year. So, it must mean something. I checked individual year's budget, but it doesn't tell me how capital income (and expenditure) is calculated.*

**ACTION: SMA to provide a short briefing paper to cover the above queries and share with Trustees.**

*b. Recommendation: can you please also add "Reserve beginning/ending" at the bottom? This will help us see how much reserves are left.*

**ACTION: SMA to include figures in the report.**

*c. Can you please pinpoint me which expenditure items are most affected by "age range change" from National Forest School? I want to see what expenditure items are the biggest contributor to the deficits. Total deficits are fine as these were explained before. LWA had responded by email*

*Q: (RHA) What is non school, I assumed this relates to the central team?*

*A: (SMA) There are lots of complexities around the trust e.g. the Shine and Burrow and DSP Unit is a sub section of these schools the figure also includes top slice funds for the central team so that's non school too.*

*Q: (RHA) What does the £2,800,000 of other income relate to?*

*A: (SMA) We employ nursery staff who are funded through LiFE MAT services, the trust pays the salaries and then LiFE MAT services refunds.*

*A: (PMA) It's worth noting 90% of the income is certain for next year, other income includes catering, lettings and esport. Staff costs relate to all current salaries and any TLR's as well as pay increments. Staff costs make up 85% of the budget, 15% non staff and relates to stationery, supplies etc.*

*A: (CPA) I went through the ICFP process with DMA which shows a huge amount of detail and analytics around how those staffing costs are built up and the metrics that we use around that.*

DMA confirmed it was useful and illustrated how the curriculum needed to feed through to the budget.

*Q: (RHA) Looking at the forecasting surplus, which components are you less positive about?*

*A: (CPA) Most of the savings are around the staff costs (80%) which have been secured, so overall confidence is very high.*

*Q: (SMA) We have more certainty around energy contracts as we've signed all Schools into a 3 year deal (except TWS who are out of contract in October) we've also factored in the support staff pay award.*

LWA confirmed she had focused on 2 questions at the beginning of the year -

- How do we know that figures are robust? LWA had received various assurances from people outside the trust as well as people who've come in to support the trust that there have been improvements and felt that the pack of management/finance documents was showing favourable in terms of the in year and year end difference, the trust was tracking the improvements in a better way. The Trustees could be more assured.
- How do we know savings are achievable? LWA asked Trustees to focus on this when they look at their schools(s), the board was aware savings had been made but what was the impact of the savings. It would be helpful to track that through the next year. LWA also confirmed she would be writing to all School Leaders to thank them for all their hardwork.



*Q: (LMCD) Some of these budgets were very tight?*

*A: (CPA) Trusts usually hold 5 – 8% as reserves, not an official figure in the ATH, we'll drop just below 5% so we don't have to look at individual schools as we have a simple solution trust wide. We have shown in the management accounts for this year there are some schools who haven't managed to hit their budget targets for this year because they're a very small school in a turnaround situation. We just had to spend what we needed to on the School but then there are other schools that have better budget positions. This is one of the advantages of a trust; we are able to spread the risk.*

*A: (PMA) If you take a step back from it, we've gone from a budget for the year with a deficit of over £1,500,000 to £354,000. So we have more flexibility within that improved budget to support a lot more than we've had previously.*

*A: (SMA) The current budget is still an estimate. The problem with those 3 schools (NFH) is how they're funded for next year. They're still on estimated funding, although they'll have all their year groups in next year, the budgets we've currently produced don't fund the pupils who are in the schools. So that's why we've got to go for an in-year funding adjustment application to fund those pupils, but next year they will put us back onto lag funding. So where we've underfunded in this year for those pupils, particularly Ivanhoe, we'll go back into lag funding and the same situation will reoccur next year. It's not as straightforward as a three-year process. It's something like a 5, maybe even going into 6, if you take Post 16 in to account, it doesn't flow through.*

*A: (CPA) We're getting a more positive feel from the ESFA. They appear to be more open to submission for in year funding, we feel they want to look at Ivanhoe in isolation. The £1,500,000 deficit has reduced to £354,000 and next year that will reduce to a £100,000 deficit then we move to a £100,000 surplus, this is a really positive direction of travel.*

**RESOLVED:** the Trustees approved the budget for 2024 – 2025 and the 3 year budget forecast for submission to the ESFA by the 31<sup>st</sup> August, 2024.

- a. SCA Plan, the Trustees received a report from the Chair of the Infrastructure committee, this was the committee's main focus. The major change related to the format of the estates management plan, a copy was available in the meeting folder. The report had been reduced significantly down to 40 lines and covered 3 years. The report was now more concise and the committee was able to identify how monies were spent and the priorities.
- b. Top Slice Statement 2024 -2025 available in the folder prior to the meeting.

*Q: (LMCD) Did this increase to 6% last year?*

*A: (CPA) No we changed the formula and based the amount on the income from GAG as we know what that will be, so it's 4.5 – 5% which was not as much of an increase as we've just moved some functions into the central team instead of schools funding e.g. the cost of the governance team was now included in the top slice but was previously paid by the school.*

*Q: (LMCD) Did the schools agree to this?*

*A: (CPA) Yes this was discussed with Headteachers.*

**RESOLVED:** the Trustees approved the top slice statement for 2024 – 2025.

### 13. POLICIES

The Trustees reviewed the following policies, all of which have been available for comment by Trustee via Governor Hub –

- a. 3rd Party Complaint Policy - no change, as a new policy there was a requirement to review after the first year and extend to the review period for 2 years unless guidance changes.
- b. Risk Management Policy - no change, as a new policy there was a requirement to review after the first year and extend to the review period for 2 years unless guidance changes.
- c. Investment Policy – the Trustees noted the policy had been approved via Governor Hub.

**RESOLVED:** the Trustees approved the policies listed above.

- d. Trust Parental Code of Conduct. The Trustees were advised that the code was due to be discussed at the Ops Meeting in the morning, NKO explained this was a positive start and was part of a bigger piece of work to support schools with the ever increasing work around parental concerns and complaints.

**ACTION: NKO/LHA/SGR to progress the work and bring a document to the trust board in September.**

- e. Safeguarding, Behaviour, Attendance – the Trustees noted these were 3 separate policies and was part of an ongoing piece of work. The Trustees were asked and agreed to review and approve w/b 19.08.2024.

**ACTION: SGR to share with Trustees for approval via Governor Hub w/b 19.08.2024 , authors to be asked to ensure the policies were in word format so Trustees could comment.**

#### 14. MEETING DATES - 2024 – 2025

The Trustees considered and agreed the dates and time of the meetings listed below.

DATE	MEETING	START TIME	ONLINE/IN PERSON	COMMENTS
<b>AUTUMN TERM STARTS - Tues 27 Aug 2024</b>				
Mon 23 Sep 2024	Trust Board	5.00pm	Online - zoom	
Wed 25 Sep 2024	Chairs Group	6.00 pm	Online - zoom	
Tues 1 Oct 2024	Infrastructure	5.00pm	Online - zoom	
Weds 9 Oct 2024	School Improvement	4.00 pm	Online - zoom	
Tues 15 Oct 2024	Finance	5.00pm	Online - zoom	
<b>AUTUMN HALF TERM - 21.10.2024 - 25.10.2024</b>				
Wed 6 Nov 2024	Chairs Group	6.00 pm	Online - zoom	
Weds 27 Nov 2024	Audit & Risk	4.00 pm	Online - zoom	
Wed 27 Nov 2024	Pay & People	1.00pm	Online - zoom	
Mon 9 Dec 2024	Trust Board	5.00 pm	Online - zoom	
<b>CHRISTMAS - 23.12.2024 - 03.01.2025</b>				
Tue 14 Jan 2025	Chairs Group	6.00 pm	Online - zoom	
Wed 15 Jan 2025	School Improvement	4.00 pm	Online - zoom	
Mon 20 Jan 2025	Members – AGM	5.30 pm	Online - zoom	
Mon 20 Jan 2025	Trust Board	7.00pm	Online - zoom	One agenda item to elect a Chair & Vice Chair
Tues 4 Feb 2025	Infrastructure	5.00 pm	Online - zoom	
Tues 11 Feb 2025	Finance	5.00 pm	Online - zoom	
<b>SPRING HALF TERM - 17.02.2025 - 21.02.2025</b>				
Wed 5 Mar 2025	Audit & Risk	4.00 pm	Online - zoom	
Thu 13 Mar 2025	Chairs Group	6.00 pm	Online - zoom	
Wed 19 Mar 2025	Pay & People	1.00pm	Online - zoom	
Wed 19 Mar 2025	School Improvement	4.00 pm	Online - zoom	
Mon 31 Mar 2025	Trust Board	5.00pm	Online - zoom	
<b>EASTER - 14.04.2025 - 25.04.2025</b>				
Tues 6 May 2025	Infrastructure	5.00pm	Online - zoom	
Thu 8 May 2025	Chairs Group	6.00 pm	Online - zoom	
Tue 20 May 2025	School Improvement	4.00 pm	Online - zoom	

<b>HALF TERM 26.05.2025 - 30.05.2025</b>				
TBC - June	Trust Strategy Day	All Day	In person	
Weds 11 Jun 2025	Audit & Risk	4.00 pm	Online - zoom	
Wed 18 Jun 2025	School Improvement	4.00 pm	Online - zoom	
Wed 25 Jun 2025	Pay & People	1.00pm	Online - zoom	
Tues 1 Jul 2025	Finance	5.00pm	Online - zoom	
Mon 6 Jul 2025	Trust Board	5.00 pm	In person	
<b>SUMMER - 11.07.2025</b>				

All Staff left the meeting at 8.11pm, the meeting closed at 8.26pm following the conclusion of the confidential business.