

**LIFE MULTI ACADEMY TRUST  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD ON THE 23rd SEPTEMBER, 2024 AT 5.00PM**

**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		Y
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	Vice Chair	Y
Ja Kim (JKI)	Trustee (Coopted)	03.03.2028		Y
Rose Harvey (RHA)	Trustee (Coopted)	03.03.2028		N
<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	
Katren Westwood (KWE)			Estates Lead NFH	

**1. WELCOME & APOLOGIES**

The Trustees received apologies from Rose Harvey due to a family bereavement.

**RESOLVED:** the apologies from Rose Harvey were accepted send condolences.

**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 declarations were made.

The Chair queried why all papers had not been shared with Trustees in a timely way and were not in a format where questions/comments could be made and questioned whether the protocol needs to be updated.

**ACTION:** SGR to ensure protocol is followed for future meetings.

**3. MINUTES OF LAST MEETING**

The non-confidential minutes of the Board meeting held on the 1<sup>st</sup> July, 2024 were approved and confirmed as an accurate record subject to the following –

Committee Membership – Anil Majithia to be added to the School Improvement Committee – COMPLETED.

#### 4. MATTERS ARISING

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

DATE	NO	ACTION	WHO	WHEN	UPDATES
11.12.2023	7c	SGR to look at how other Trusts evaluate communications between LGB's and stakeholders.	SGR	September	COMPLETED - see agenda item 5g
20.05.2024	9b	Annual Conversations - LWA to contact Trustees to arrange	LWA	June, 2024	ONGOING – outstanding calls to be arranged with SDU, LMCD and JKI.
01.07.2024	5	Strategic Plan - SGR to arrange an afternoon session in September/October, 2024.	SGR	ASAP	COMPLETED arranged for 04.10.2024
	7	CPA to produce a summary relating to SATs by the end of the Summer term to share with Trustees.	CPA	Summer	COMPLETED
	9a	SOD - SGR to draft a section on community engagement for inclusion in the scheme of delegation at the board meeting in September.	SGR	September	COMPLETED - see agenda item 5f
	9c	SGR to make contact with DGO and ask whether he would prefer to attend the pay and people committee.	SGR	ASAP	COMPLETED
	9d	The Trustees asked SGR to arrange attendance of the relevant auditors at each audit and risk meeting.	SGR	ASAP	COMPLETED
	10	The Trustees asked SGR to place the PSED report on the Pay and People committee agenda in the Autumn term.	SGR	Autumn	COMPLETED
	11b	LWA to draft a development plan for consideration at the September board meeting.	LWA	Autumn	ONGOING
	11d	SGR to include points raised by the Chairs at the Strategy Day in the annual agenda planner.	SGR	ASAP	COMPLETED
	12	SMA to provide a short briefing paper to cover the following queries and share with Trustees. - . <i>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.</i>	SMA	ASAP	COMPLETED see agenda item 13
	12	Reserve beginning/ending" at the bottom of the report SMA to include figures in the report.	SMA	ASAP	REMOVE – ongoing for each report
	13d	Parent Code of Conduct - NKO/LHA/SGR to progress the work and bring a document to the trust board in September.	NKO/ LHA/ SGR	Autumn	ONGOING – SGR/NKO/LHA to arrange a call when capacity allows.
	13e	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. 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.	SGR	August	COMPLETED

The Chair queried if all Trustees had now been issued with Lanyards. SGR confirmed an email has been sent to the IT Help Desk.

**ACTION: SGR to chase IT Help Desk for a progress update.**

#### 5. Updates on GCSE and A level result raw data

Considered under the confidential part of the meeting.

## 6. GOVERNANCE & COMPLIANCE

- a. The Trustees received a short report to provide assurance that the Trust was compliant with the latest changes to the Academy Trust Handbook, as follows -
  - i. Members appointment and Senior Employees appointment now on Register of Interests
  - ii. CFO is aware of changed requirements for reporting Leases to ESFA
  - iii. Continue to use External consultants for Internal Audit
- b. The Trustees noted the Trust Website and Get Information about School (GIAS) was compliant with statutory requirements, the recent Internal Audit had only picked up one issue relating to a late declaration of a Member, this had now been resolved. A significant piece of work had been undertaken by members of the central team, led by the Trust Operations Manager, with the Schools to ensure the websites were compliant, good progress had been made to date.
- c. The Trustees reviewed and approved the Trust Code of Conduct, 2024 for Trustees and LGB's.
- d. The Trustees reviewed the terms of reference for the School Improvement Committee and approved the terms of reference subject to the inclusion of a section relating to safeguarding. SDU and LWA also agreed to have a discussion to agree a number of other areas of responsibility which may be included in the terms of reference.

**RESOLVED: the Trustees approved the terms of reference subject to the inclusion of an additional narrative to cover safeguarding.**

**ACTION: SGR to draft a form of words relating to safeguarding for approval by SDU and inclusion in the terms of reference.**

**ACTION: SDU/LWA to discuss whether any further areas of responsibility should be included in the terms of reference and, if so, provide a narrative for review and approval by Trustees at the December meeting.**

- e. The Trustees reviewed and approved the additional section relating to community engagement in the LGB Scheme of Delegation (additions line 96 & 97). LWA asked for a further piece of work to be undertaken to cover the role of the Executive in relation to community engagement.

**ACTION: SGR to place Community Engagement – role of the executive on the December Board agenda.**

- f. The Trustees reviewed the Scheme of Delegation between the Board and the Executive. The document was as a result of a significant piece of work and was crucial to align with the SOD for the LGB's. Both documents must be reviewed annually.

**ACTION: the Trustees approved the Scheme of Delegation between the Board and the Executive.**

- g. The Trustees were advised that the Whistleblowing Policy required a named Trustee.

*Q: Can this be the Chair or Vice Chair?*

*A: (SGR) Good practice would preclude the Chair or Vice Chair in case they have prior knowledge at an earlier stage in the process.*

The Trustees were asked if anyone was prepared to put their name forward, David Gordon offered to take on the role

**RESOLVED: David Gordon was appointed as the named Trustee in the Whistleblowing Policy**

- h. The Trustees were reminded that all Trustees must complete the Declaration of Pecuniary Interest and confirmations including KCSIE, 2024 and the approved Code of Conduct via Governor Hub by the 18th October, 2024.

**ACTION: SGR to upload a message onto Governor Hub, Trustees to complete by the 18<sup>th</sup> October, 2024.**

- i. The Trustees noted the admissions arrangements had been published for the next offer year on the Trust Website with links to the Schools websites.
- j. The Trustees noted the report relating to the possible changes to the Articles of Association would be moved to the December meeting. SGR explained this was a larger piece of work as the review would need to cover the master funding agreement.

**ACTION: SGR to place review of the Articles on the agenda for December.**

- k. The Trustees ratified the following appointments and noted the remaining appointments of the LGB Chairs which would be ratified in December –

SCHOOL	DATE OF LGB MEETING	CHAIR	ACTION FROM & UPDATE FOR TRUSTEES
Ashby	16.09.2024	Co Chairs - Charlotte Sutton & Nigel Middleton	Ratified
Bosworth	04.07.2024	Emma Hollis Brown	Ratified
Braunstone Frith	12.09.2024	Izzy Reid Mackay	Ratified
Countesthorpe	26.09.2024	Ann Melville	LWA advised that unfortunately the 2 Co Chairs were not able to continue for a further term. Whilst work was ongoing to recruit a new Chair Ann Melville, Chair, Dove Bank had kindly agreed to cover the role. The Co Chairs whilst stepping down would remain as Governors and support the School during any Ofsted visit.
Desford	09.10.2024	Viv Evans	For Trustees information ratification would be requested in December
Dove Bank	09.10.2024	Ann Melville	For Trustees information ratification would be requested in December
Ibstock	09.10.2024	Lee Donaghy	For Trustees information ratification would be requested in December
Ivanhoe	03.10.2024	Mary Webster	For Trustees information ratification would be requested in December
Kingsway	23.09.2024	Lis Stock	For Trustees information ratification would be requested in December
Winstanley	09.09.2024	No chair elected – see note	LWA advised that unfortunately the Chair was not able to continue for a further term. Whilst work was ongoing to recruit a Viv Evans Vice Chair had kindly agreed to cover the role until the end of the Autumn term.

- l. LWA explained that in view of the current Chair vacancies at Winstanley and Countesthorpe there may need to be some discussions around different options to the current structure. The CEO was concerned that LGB's

were under a misapprehension that the Trust were responsible for the recruitment of Chairs, this was the responsibility of the LGB's, he felt some thought needed to be given as to how the message was conveyed to LGB's to ensure they were proactively recruiting and retaining Governors from the community. SGR explained that there had been significant work to recruit Governors and some LGB's were carrying a number of vacancies. LWA felt there maybe a need to consider looking at 1 LGB over 2 or more schools or perhaps other options. This was an agenda item for the Chairs Group on Wednesday.

*Q: What is the role of the Headteacher in terms of succession planning?*

*A: (CEO) If they were a SAT (single academy trust) then the Headteacher would need to be proactive, maybe this is something we needed to say to Headteachers.*

## **7. COMMUNITY ENGAGEMENT**

The Trustees received and considered the note and whilst the Parents, Pupil and Community stakeholder surveys would be considered at School Improvement, LWA felt that the Staff surveys should be considered by Pay and People. The Trustees were assured that the process was stronger than last year.

## **8. LIFE MAT SERVICES – PROGRESS REPORT**

Considered under the confidential part of the meeting.

## **9. TRUST BOARD DEVELOPMENT PLAN**

LWA apologised for the lack of a paper and clarified that the development plan related to the Trust Board not the Trust. LWA hoped that all Trustees would be able to attend the session on the 4<sup>th</sup> October, 2024, currently she felt the top 3 priorities were as follows but welcomed any suggestions from the Trustees -

- a. Recruitment, the Trust had received expressions of interest from 2 candidates one of whom CPA had met and one who CPA would arrange to meet, ideally the board would benefit from increasing the number of Trustees. The next step would be to arrange a meet with a group of Trustees LWA asked for volunteers. Interview questions were available from the interviews which had taken place earlier in the year. JKI, DMA, SDU and AMA offered to take part in the interview process. LWA anticipated the process from start to finish should take about 6 weeks.
- b. Focus Trustees – this was an opportunity to make contact with your Chairs. LWA fed back that as she started her work as a focus Trustees it was apparent that not all Schools had a SEF and not all were in the same format. SGR had spoken to LWA to discuss the best way for Trustees to access the school documents. LWA asked Trustees if they had been able to contact the relevant Chair and had they been able to access the documents, any issue please feedback to LWA. AMA advised he had not been able to make contact with the Chair at Bosworth, LWA agreed to provide an intro to the Vice Chair (PCR).
- c. LGB structures – discussed under agenda item 6l above.

## **10. FINANCE**

The Trustees received the CFOs Report and Management Accounts, P11 July, 2024 and noted the government announcement ESFA functions to move to the Department for Education. LWA felt the reports were very readable. ASM raised an issue relating to the recoverability of the outstanding invoice for £200,000 for the Shine Centre and asked for further background information but appreciated that this would be discussed in more detail at the Finance meeting on the 15<sup>th</sup> October. SMA explained GWI and the Headteacher at Winstanley had been involved in discussions, it was accepted that the current funding model was unsustainable, a meeting had taken place and the message was that the Trust required additional funding. The SLA had been agreed about 5 years ago. The LA were operating on a no PO no payment protocol, the Trust had now received a PO and were hoping that the majority if not all of the monies would be received.

## **11. POLICIES**

The Trustees reviewed the following policies (previously circulated for comment by Trustees) -

- a. Exclusion & Suspension - School Improvement
- b. Children with health needs who are unable to attend school - School Improvement

- c. Provider access policy statement - School Improvement
- d. Relation & Sex Education (Schools) Policy - School Improvement

*Q: Why are we delegating the policies to the committees?*

*A: (SGR) There's about 60+ policies which could take a lot of Trust Board time.*

**RESOLVED:** the Trustees approved the policies and agreed to trial using the committees to review and approve the policies.

- e. The Trustees agreed the following policies can be reviewed by Trustees and approved at the Finance Committee on the 15<sup>th</sup> October, 2024 - Anti Fraud, Corruption, Bribery & Related Party Transaction Policy Final 2024; Fraud Response plan 2024 – Final; LiFE Charging and Remissions 2024; LiFE Finance Policy 2024

## 12. DATE AND TIME OF NEXT MEETINGS

The Trustees noted the date and time of the next Board meeting on the 9<sup>th</sup> December, 2024 and the meetings for the remainder of the year as listed below.

### MEETING DATES 2024 – 2025

DATE	MEETING	START TIME	ONLINE/IN PERSON
<b>AUTUMN TERM STARTS - Tues 27 Aug 2024</b>			
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>			
Mon 4 Nov 2024	CEO/Trustees update	4.30pm	Online - googlemeet
Wed 6 Nov 2024	Chairs Group	6.00 pm	Online - zoom
Thurs 28 Nov 2024	Pay & People	1.00pm	Online - zoom
Wed 27 Nov 2024	Audit & Risk	4.00 pm	Online - zoom
Mon 9 Dec 2024	Trust Board	5.00 pm	Online - zoom
<b>WINTER BREAK - 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 (extra)	7.00pm	Online - zoom
Mon 20 Jan 2025	CEO call with Trustees	7.15pm	Online - zoom
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>			
Mon 3 Mar 2025	CEO/Trustees update	4.30pm	Online - googlemeet
Wed 5 Mar 2025	Audit & Risk	4.00 pm	Online - zoom
Thu 13 Mar 2025	Chairs Group	6.00 pm	Online - zoom
Tues 24 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>SPRING BREAK - 14.04.2025 - 25.04.2025</b>			
Wed 30 Apr 2025	CEO/Trustees update	4.30pm	Online - googlemeet
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
Wed 11 Jun 2025	Audit & Risk	4.00 pm	Online - zoom
Wed 18 Jun 2025	School Improvement	4.00 pm	Online - zoom
Mon 30 Jun 2025	Pay & People	3.00pm	Online - zoom
Tues 1 Jul 2025	Finance	5.00pm	Online - zoom
Mon 7 Jul 2025	Trust Board	5.00 pm	In person
<b>SUMMER - 11.07.2025</b>			

The meeting closed at 6.52 pm following the conclusion of the confidential business.