

Minutes			
Title:	LiFE Multi Academy Trust Members' Meeting		
Date:	27 th January 2020	Time:	5.00pm
Chair:	Colin Crane	Location:	The Training Room, Bosworth Academy
Clerk:	Carly Harper		

DIRECTORS					
Name	Present /Apologies	Name	Present /Apologies	Name	Present /Apologies
Hazel Cole	✓	Atika Kholi	✓	Chris Parkinson	x
Colin Crane	✓	Iain Kinnis	✓	Andy Smth	x

NB: Members with an 'X' were accidentally omitted from the original email informing them of the meeting. It was agreed in an email dated 4th February 2020 after seeking solicitors and GDS advice that apologies would be accepted. Article 22: The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

In Attendance					
Name	Present /Apologies	Name	Present /Apologies	Name	Present /Apologies
Carly Harper (CHA) Clerk	✓	Sarah Mayes (Company Secretary)	✓	Maria Everley	✓

NOTES	
#	Agenda Item
1.	Welcome, Introductions, Apologies and new Directors confirmation
	<p>1.1 The members discuss article 15.5 regarding whether the Chair of Directors was automatically a member of the members board due to the role. CF: IKI believes that this is the case as he was a previous member linked to the role. It was discussed and a member suggested that a person who is Chair of Director's is automatically is a member and has voting rights see article 15.5. Action: The Company Secretary (SMA) to clarify information about members including if the Chair of Directors is automatically a member when taking on the role with the solicitors. This will be confirmed after the meeting via email with all members. It was noted that there was no intention to breach the Articles.</p> <p>1.2 The members present agreed that CCR would be the Chair of tonight's meeting.</p> <p>1.3 The Chair welcomed everyone to the meeting. It was confirmed that no apologies had been received for tonight's meeting. However, HCO would join the meeting via video link.</p> <p>1.4 The members discussed recruitment and confirmed that a pack for recruitment was already in place once criteria agreed. Action: Members to agree the criteria for recruitment pack and circulate to the Clerk.</p> <p>1.5 There was a discussion of when the best time to have a members meeting would be. The members agreed that it should take place after the submission of the accounts. The best time for an AGM would be January each year.</p>
2.	Declarations of Interest
	<p>1.1 There were no declarations of interest against tonight's agenda. It was agreed that all members must update their declarations of interests once circulated by the Clerk. The Clerk to add updated declarations of interest to the website.</p>
3.	Items for AOB
	<p>3.1 There were no items requested for AOB.</p>
4	Minutes and matters of the previous meeting
	<p>4.1 The chair recommended that an action sheet be added to the end of the minutes. Action: The Clerk to ensure that these minutes have an action sheet at the end.</p> <p>4.2 The members agreed that all the actions from the last meeting were complete.</p> <p>4.3 The members discussed the structure of the board. It was agreed that the members should have complete oversight of the Trust and individual roles would be removed. Action: The Clerk to amend the structure to reflect the removal of individual roles for members. The Chair of Directors confirmed that impact statements are available across the Trust including at Local Governing Board Meeting Level, Chairs of Governors Meetings and Directors Meetings.</p> <p>4.4 AKO arrived at 17.25.</p>

	<p>4.5 The members present appointed IKI to the members board and accepted his resignation from the Board of Directors. This was proposed, agreed and ratified by all present.</p> <p>4.6 The Chair updated AKO on the meeting discussion prior to her arrival.</p> <p>4.7 The Chair confirmed the role and responsibilities of the members which is to hold the Board of Directors to account. The Chair confirmed that the next meeting of the members board would be either the 11th or 18th January 2021 at 5pm.</p> <p>4.8 HCO joined the meeting via video link at 17.29. She confirmed that she wishes to formally resign from the members board. She confirmed that she had submitted this via email on the 12th November 2019. The members present accepted HCO's resignation from the Members Board. It was noted that she will now join the Board of Directors which will be formally agreed and ratified at their next meeting.</p> <p>4.9 HCO left the meeting at 17.34.</p> <p>4.10 The Chair of Directors discussed the risk register and how this was assessed at the Directors meeting. Q: A member (IKI) raised information about the DBS Enhanced Checks and Safeguarding and whether Members need to have a DBS check? The Company Secretary (SMA) confirmed that everyone who works with children and young people must have an Enhanced check if in regular contact with them. However, unless the person has joined the update service it is only valid on the day it was issued. It was agreed that as members only have an overview that they would not have to update their DBS checks however must sign in as visitors and be issued with red lanyards if visiting sites across the Trust going forward.</p>
5	<p>Resignation(s) and Appointment(s)</p> <p>5.1 The members discussed the best way to confirmation of appointments of Directors. Q: A member (IKI) asked if it was appropriate to accept and agreed appointments of Directors via email and then ratify these actions at the next AGM. It was agreed by all present that this would be the case going forward.</p> <p>5.2 The following appointments and resignations for the Board of Directors were proposed, agreed and ratified:</p> <ul style="list-style-type: none"> • David Noble would be appointed for 4 years • Liam McDonagh would be appointed for 1 year in the first instance • Geoff Hurst resigned from their post as Director • Jenny Hobden resigned from their post as Director • Iain Kinnis resigned from their post as Director <p>5.3 It was confirmed by the Chair of Directors that there was a vacancy on the Board of Directors. There was a pending application which had been shared with members prior to tonight's meeting. Two Directors will be meeting with the proposed candidate and recommendations would be taken to a future meeting after a formal interview.</p> <p>5.4 The following resignations and appointments were received from LIFE Services were proposed, agreed and ratified:</p> <ul style="list-style-type: none"> • Jenny Hobden resigned as Director of LIFE Services • Iain Kinnis resigned as Director of LIFE Services • Andy Smith appointed as Director of LIFE Services • Maria Everley appointed as Director of LIFE Services
6	<p>Progress</p> <ul style="list-style-type: none"> • Standards, Budget, Risk Register <p>6.1 The Chair of Directors gave an update to the members of emerging issues. She had circulated a report prior to the meeting. Q: A member (IKI) asked the Chair of Directors to clarify what emerging issues there were after 31st August 2019? The Chair of Directors confirmed that information about the Winstanley School changing the behaviours and attitudes of students; a recent OFSTED inspection (report is pending); ensuring that parental and student engagement is heading in the right direction along with ensuring that students are future ready is important for all schools across the Trust. The Chair of Directors is happy that the Board are doing the right things. The members discussed data and results. Q: A member (IKI) asked for clarity of short, medium and long-term objectives including time scales? Action: The Chair of Directors (MEV) to revisit the report and add timescales then circulate by email to members. Q: A member (IKI) asked for confirmation that the board is being effective and that leadership capacity is available to support the Trusts development, along with is the Board of Directors working and delivering the ambition of the MAT? The Chair of Directors (MEV) said that this is evolving and the Board is currently responding to need and growth, including massively improving communication. She confirmed that going forward it is working really well and Chairs of Governors meet regularly to ensure that Local Governing Boards are more effective. Information is shared at Directors meetings. The Chair of Directors (MEV) gave examples of how this is working in practice. Q: A member (IKI) asked if the pace of the growth strategy is right and is there a risk? The Chair of Directors (MVE) said that development for leadership and growth strategy is starting to improve but there is risk in taking on schools in 'Requires Improvement' to grow the MAT. It is important to develop our secondary and primary base first ensuring that we look and develop all levels. The Trust is actively seeking schools to grow the Trust. The Chair of Directors (MEV) confirmed that the Trust has appointed a Director of Learning and Teaching. CF: A member (IKI) reiterated that it would be helpful to have timescales (weeks/months) against the strategies. Q: A member (AKO) asked for clarification of the management structure?</p>

	<p>The Company Secretary (SMA) confirmed that a top slice has been taken this year to support the centralisation of the services. Along with this development the Trust has appointed a Deputy Business Manager. The Chair of Directors (MEV) shared the background of the Director of Learning with the members. Q: A member (IKI) asked about the significant risk of resignation or sickness of the CEO and how this will be addressed? The Chair of Directors confirmed that this was on the agenda for the next Directors meeting later that evening.</p> <p>6.2 The members discussed the risk register. The Chair of Directors (MEV) confirmed that this information can be accessed by the members in the Directors drive. This includes all agendas, minutes and papers presented at each meeting. She gave an overview of how this is working effectively and how they are modelling was of effective communication. Q: A member (IKI) as for confirmation of separation of roles and duties? The Chair of Directors (MEV) confirmed how risks are RAG rated. It was confirmed that the LGB's were focussing on attainment. The Chair of Directors (MEV) confirmed that CLCC will be joining the MAT in March 2020.</p>		
7	AOB		
	7.1 No items were raised.		
9	Closing Remarks and Confirmation of Next Meeting		
	9.1 The Chair thanked everyone for attending and contributing to development of a robust governance process. The meeting closed at 18.07.		
No	Action	By Who	Completed
1.1	To clarify information about members including if the Chair of Directors is automatically a member when taking on the role with the solicitors. This will be confirmed after the meeting via email with all members.	The Company Secretary (SMA)	Yes
1.4	To agree the criteria for recruitment pack and circulate to the Clerk.	Members (AKO, CCR, IKI, MEV)	Completed
4.3	To amend the structure to reflect the removal of individual roles for members.	The Clerk (CHA)	Yes
6.1	To revisit the report and add timescales then circulate by email to members.	The Chair of Directors (MEV)	Completed
MINUTES AGREED & SIGNED			
Chair:	Colin Crane	Date:	11.01.2021
Signed:	Signed Electronically		