

The Heath Family (NW) Multi Academy Trust
PART I - Minutes from the MAT Board meeting held on
Thursday 20th October 2022 at 8.30 am

Venue: The Prescott School

Trustees Present: Helen Stevenson (Chair), Edward Vitalis, Karl Smith, Christopher Davis, Tony Gundersen, Annette Williams In Attendance: David Donnelly (CEO), Sharon Black (DoTL), Craig Parkinson (COO), Judith McConville (CFO) Observing: Carsten Kressel (NLG)		Apologies: Alison Duckworth, Janine Inglis Non attenders: None		
		Clerk: Trish Roberts		
Items	Discussion	Action	Who	When
1. Election of Chair and Vice Chair of the Board	<p>Mrs Roberts advised that no written nominations for the role of Chair and Vice Chair had been received prior to the meeting. Trustees were then invited to provide nominations for the two roles. Details of nominee/ proposer/ seconder are as follows:</p> <p>Chair of the Board: Nominee: Helen Stevenson Proposed by: Annette Williams Seconded by: Karl Smith</p> <p>All present agreed the nomination and there being no other nominees;</p> <p>RESOLVED: That Ms Helen Stevenson is duly elected as Chair of the Board.</p> <p>Vice Chair of the Board: Nominee: Edward Vitalis Proposed by: Helen Stevenson Seconded by: Karl Smith</p> <p>All present agreed the nomination and there being no other nominees;</p> <p>RESOLVED: That Mr Edward Vitalis is duly elected as Vice Chair of the Board.</p>	<p>DfE database 'Getting Information about Schools' (GIAS) to be updated</p>	P Roberts	ASAP
2. Welcome, introductions & apologies	<p>Ms Stevenson welcomed everyone to the meeting, and introduced Mr Kressel (NLG).</p> <p>Trustees then noted and accepted apologies from the following Trustee/s: Ms A Duckworth. Following the meeting the Chair was informed that Ms J Inglis was ready to attend this meeting remotely, but the meeting link did not work – unfortunately this led to Ms Inglis being absent from the meeting.</p>			
3. Declaration of Business and Pecuniary Interests	<p>Trustees received a copy of the Trust's Register of Business Interests 2022-23 prior to the meeting. At the meeting Mr Gundersen noted that there had been a slight change in respect of his declared interest re TG Services, and that this had been reflected in the version provided to MAT Board. There were no further updates to be reported; Trustees also reviewed the Register against the agenda prior to the meeting and no declarations were received in respect of this meeting.</p>			

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	<ul style="list-style-type: none"> • overall % Boys is slightly higher than national • overall % Pupil Premium is nearly double when compared to national. Mr Donnelly also noted how % pupil premium has increased at THS, adding that in previous years THS had been much closer to national rate. Mr Donnelly also reported that THS have a large cohort of Looked After children, which shows that the school have got a good support package in place; • pupil applications; the deadline for secondary school applications is 31.10.22, and the deadline for primary school applications is 15.01.23 <p><i>Q: Looking at the demographics, is DPS somewhat of an outlier; and if so in the future would we look for similar schools that they can link with?</i></p> <p><i>A: Yes, absolutely. Mr Donnelly spoke about an upcoming meeting with a group of 8 ‘Good’ primary schools that are looking to join a MAT. Mr Donnelly added that, whilst he doesn’t currently feel that THFNW would want to take in such a large number of schools all at once, collaborating with other local schools is a key driver in improving the education offer for many students in the areas we work in. Mr Donnelly then spoke of the evolution of THFNW from a ‘light touch’ Trust to a Trust with strong collaboration and ever-aligning systems of working practice.</i></p> <p><i>Q: When you say that THFNW are no longer a light touch Trust, and that DPS are seen as an outlier school within the Trust, have you had discussions with the incoming Executive Principal and outgoing Principal at DPS to ascertain their views on how they feel about this?</i></p> <p><i>A: Yes, we have had conversations with them about this; they too feel/felt that DPS is somewhat of an outlier school, but they also confirmed that they feel/felt well supported by the Trust.</i></p> <p>[EV arrived at 8.45 am]</p> <p>Mr Donnelly went on to explain that there are now a lot more systems and processes in place that all schools now work to, and as such any incoming school would also need to sign up to them. Mr Parkinson provided examples of centralised services, ie Finance, HR, Payroll, H&S etc; adding that this also is a non-negotiable part of joining the Trust; and Ms Black provided examples in relation to the curriculum, ie FFT Aspire, standardised testing / key dates, subject networks and cross-phase work; Mr Donnelly also noted the standardised approach to risk that has been agreed at Trust Board level and disseminated down to LGBs.</p> <p><i>Q: In previous conversations, you have spoken about a Special School that may be interested in joining a MAT, where is this up to?</i></p> <p><i>A: There are issues with this, in that the school are looking to join a MAT that has experience of Special Schools, something which THFNW hasn’t got.</i></p> <p><i>Q: In terms of the large number of LAC students at THS; what are the challenges that staff are facing?</i></p> <p><i>A: At THS their pastoral systems are very strong, but supporting any LAC child can take up a significant amount of time, ie LAC children can require significant levels of support in order to close the gap with their peers. THFNW and its schools are inclusive and we will provide whatever is needed to support our pupils.</i></p>			
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	<p>Q: What about capacity / safeguarding such a vulnerable cohort? A: THS have a large pastoral team who provide support; and their deputy DSL is a support member of staff (ie non-classroom based). However with the large number of LAC children there are significant challenges, ie increased administration, case studies etc.</p> <p>Q: How much of this filters down to the classroom / class teacher? A: Our teachers know their children really well and integrate suitable strategies within their teaching approach; when we observed classes during the recent EPF review, there was no indication that there were vulnerable children present from the practice in classroom; the classes were inclusive, and vulnerable children were not made to feel different to their peers.</p> <p>Q: What plans do the schools have in place in relation to challenges around Boys performance? A: We are looking at everything, including coaching, approaches in the classroom etc.</p> <p>Q: What about the risks associated with boys attendance? A: Yes, absolutely; however at LHS (for example) there are currently more challenges around girls attendance than boys; THS is pretty balanced. Generally boys attendance is lower across the country, but this is not a huge issue for our Trust at this point.</p> <p><i>Evaluating Provision Framework & Performance Data (see also PART II minutes)</i> Mr Donnelly reported that all schools within the Trust are now considering this document every half term; and the evaluation is assessed against the Ofsted framework. Mr Donnelly advised that there has been significant progress made at TPS over the past term, noting that behaviour is much improved.</p> <p>Mr Donnelly then went on to explain the schools' data in more detail. Discussion followed regarding Ofsted's current focus, ie they know what schools have been through, so they want schools to show them where they are currently at, and what they are doing to address their concerns.</p> <p>Trustees noted that the EPF Summary showed a lot of amber gradings, and questioned how this can be correlated?</p> <p>Mr Donnelly explained the colour coding, and the rationale around the EPF summary document. Mr Donnelly also noted that the EPF is still in its infancy, and as such schools are still erring on the side of caution – Mr Donnelly added that the target for all schools is to move more strands to a Green grading by the end of this year. Mr Donnelly noted that he meets regularly with school leaders, and during these meetings discussions take place around the EPF grading, ie how is the school going to move each strand to green, and how is the school going to reach that position.</p> <p>Trustees asked about the accuracy of the assessment; discussion followed. Mr Donnelly explained that as part of the EPF schools are being asked to provide evidence for any judgements made. Mr Donnelly explained the rationale for this, Eg Quality of Education; during an inspection a school leader could make a strong argument for why this strand should be graded Good, but inspectors will want to see the evidence</p>			
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<p>that underpins this judgement. Mr Donnelly noted that the EPF summary is an unqualified self-assessment, and as such some judgements could be optimistic and likewise some may be pessimistic.</p> <p>Q: Where does the LGB fit in to this assessment cycle?</p> <p>A: LGBs receive a local version of their school's Performance Dashboard document, and they have the opportunity to discuss, scrutinise, challenge during their half termly FGB meetings.</p> <p>Q: Do LGBs see outcome or see evidence?</p> <p>A: This is the first round of meetings using the new system; LGBs receive similar information to the Board, albeit at a local level. Mr Parkinson shared a copy of an LGB Performance Dashboard report on screen and explained how this works at a local level. Mr Donnelly noted that when this new format was used at Board level there was a lift in terms of conversations taking place, and as such it is anticipated that this will be mirrored at LGB level.</p> <p>Q: Has the Trust received the progress measures for KS2?</p> <p>A: No, not yet.</p> <p>Attendance: Mr Donnelly reported that attendance is improving, and that there is significant improvement at TPS.</p> <p>Q: What is the national attendance target?</p> <p>A: It is currently 92%. We are aware that there is still cause for concern, but with these improvements we are moving closer to national. Exec Officers then provided some comparative attendance data, which highlighted the improvements in terms of the same position last year. Mr Donnelly noted that these improvements evidence the amount of work that is taking place to support our children to attend school.</p> <p>Q: What are Exec Officers looking to do in respect schools with lower attendance figures?</p> <p>A: This is on our radar, and we will be looking at this in early Autumn Term 2.</p> <p>Q: Do staff know how to maintain these levels?</p> <p>A: Yes, absolutely. Discussion followed regarding DfE Attendance Statistics that have been recently released.</p> <p>Q: When schools disseminate/discuss attendance figures with parents, do they equate the % figure with the number of school days lost – as this can be quite compelling?</p> <p>A: Yes, schools do talk to parents about the number of days learning that has been lost.</p> <p>Mr Donnelly noted that our schools know what they need to do, and it is more around how we as a Trust can improve functions.</p> <p>Q: Are case studies in place?</p> <p>A: Yes</p> <p>Q: In terms of baseline intervention, where are we up to?</p>			
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	<p>A: There is steady improvement. There have been some problems with regards how we can collate the data, we are working with schools, to try and get a more standardised approach.</p> <p>Q: Are you confident that school leaders are collating low-level concerns?</p> <p>A: Yes they are collating this information. Advice/support has been provided, so this highlights that schools are using/adhering to the Trust's Managing Allegations against Staff (incl low-level concerns) policy.</p> <p><i>Staffing spend as % of GAG:</i> Discussion took place in relation to this measure; Trustees noted that a change may be needed, instead looking at the spend against total income, rather than just GAG.</p> <p><i>LGB Meetings:</i> Mr Donnelly noted that a number of LGB meetings had had to be rescheduled as a result of the extra bank holiday (19.09.22); most LGBs had managed to reschedule but unfortunately BWP could not agree a date in which they would be quorate and as such their first meeting is due to take place early in Autumn Term 2.</p> <p><i>Complaints:</i> Mr Donnelly provided a brief summary re the work taking place around complaints.</p> <p><i>Parent, Student & Staff Surveys:</i> Mr Donnelly reported that the next round of surveys is currently taking place, and that the deadline for responses is the end of this ½ term; and as a result the survey details will be updated in time for the next performance dashboard report.</p> <p>Q: Are there any issues around staff workload?</p> <p>A: Given the current issues everyone is experiencing, when considering the national context, we need to reflect on our current staff survey responses; Mr Donnelly then provided further information re staff workload within the Trust.</p> <p>Q: Is someone within the Trust looking at staff wellbeing?</p> <p>A: Yes, the Exec Principal at PFP/DPS is doing some work on this, and the Trust HR Officer is also leading a cross-phase group, whose first meeting is due to take place on 16.11.22.</p> <p>Q: Is wellbeing discussed during staff appraisal meetings?</p> <p>A: Yes</p> <p>Q: Has the Trust looked into staff benefit/bonus schemes & incentives?</p> <p>A: Yes, we have recently launched a car lease scheme for all staff, and we are looking into other staff schemes/incentives we can access.</p> <p>Q: Are you inviting Unions into these conversations?</p> <p>A: Yes, we have a JCNC meeting coming up in late November, Mr Donnelly also noted that the Trust is committed to looking at the DfE's Staff Wellbeing Charter</p> <p>Mr Donnelly also provided some details in relation to the staff survey responses received so far; ie out of 150 responses, only 2 staff members have indicated that they do not like working at their school.</p>			
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	<p>Q: Do we provide support to staff re financial management, ie if a staff member is struggling financially, it can make it worse when they hear about what the school/Trust is doing for children's families, especially if they are in a similar position?</p> <p>A: The Trust does offer all staff access to the Employee Assistance programme; an element of this is online help guides (financial management is amongst them), and staff can also arrange to speak to consultants on an individual basis.</p> <p>Q: Do we need to look at some sort of 'Crisis Fund' for staff; a fund that can help to ease pressure?</p> <p>A: We have assisted employees locally in the past, ie we have arranged for salary advances in order to ease financial pressure; however this assistance is not regularly advertised, but school leaders are aware of the options should staff report concerns to them.</p> <p>Q: Is the cost of travel to work impacting staff? Could we look at assistance in terms of travel season tickets etc?</p> <p>A: When the new Director of HR starts, she will be tasked to work with the Chief Operating Officer to look at what we can do as a Trust, to help/assist our staff, pupils and parents, with the cost of living.</p> <p>Discussion followed regarding what incentives/initiatives could be included, ie staff members could be allowed to bring their own children into work, whilst providing Breakfast Club/After School activities (this could assist with child care costs); promoting low cost/free days out information / where children can eat free etc. Mr Donnelly added that Exec Officers will look at any benefits/incentives, including where we can work with other agencies/outside providers, and will put together a package of support. Mr Donnelly also noted that a number of Trustees work at other Trusts, and as such if there were any benefits/incentives that their Trusts are accessing, he would be interested to hear about them, and likewise he would be willing to share with Trustees, further details of what THFNW are doing with regards support/wellbeing.</p> <p>Mr Donnelly noted that it was important to do this, as the cost of living pressures are beginning to impact, eg this can be seen when looking at staff mobility/retention.</p> <p><i>HPS:</i> Ms Williams noted that she spoke with the Exec Principal at their last FGB meeting, and the Exec Principal is going to visit The Grange Community Nursery and Primary School, Winsford (part of the Weaver Trust).</p> <p>[Ms Williams left the meeting at the end of this agenda item (9.30 am)]</p>			
8. Coasting Schools	<p>Mr Donnelly advised that a letter re Coasting Schools had been circulated to Trustees. Mr Donnelly explained that THFNW have two schools that currently fall into the 'coasting' category, ie they have had 2 Ofsted inspections whereby they have been graded less than Good. Mr Donnelly explained that he felt that this categorisation is a bit harsh, but that this is the current situation.</p> <p>Mr Donnelly then explained next steps in terms of response deadlines, noting that he has discussed the letters with the Chair of the Board prior to this meeting. Mr Donnelly then provided further details re the process, ie performance data cannot be used to evidence improvement; and also outlined the possible</p>			

	<p>outcome that could from the letter/response, ie if the RD cannot see improvement they could make a decision to rebroker the schools.</p> <p>Mr Donnelly noted that Exec Officers are currently putting together a pack of evidence which shows how the schools have improved over recent years, and also shows the Trust's ability to support its schools. Mr Donnelly added that this body of evidence would be lighter, given that performance data can only be used in a limited sense. Mr Donnelly also noted the importance of the parent survey responses, ie if parents are happy to recommend the school, it evidences that things are moving in the right direction, also another focus would be admissions, and these have also increased for both schools.</p> <p>Mr Donnelly explained that this is more about what we are doing to support out schools, ie they will also want to see what we are doing as a Trust.</p> <p>Q: You have said that performance data cannot be used, but can attendance information be used? A: Yes, exclusions information can be used as well; the RD will want to see improvement over time, which is looking positive for both schools.</p> <p>Mr Donnelly drew attention to the potential threat should the schools be rebrokered, in that if the Trust lost the 2 schools it would be at risk of becoming unviable.</p>			
9. Risk & Reporting Update	<p>Trustees received a copy of the Trust's current Risk Register prior to the meeting.</p> <p>Mr Donnelly explained the document format/detail in full.</p> <p>Mr Donnelly reported that LGBs are also tasked with reviewing their own schools risk register at their meetings. The local-level risk register follows the same format and LGBs will cover off the contributory risks in sections A and B across the 6 FGB meetings during the year. Mr Donnelly added that all LGBs follow the same standardised agenda, which enables all LGBs to cover off the same contributory risks at the same time. Mr Donnelly also advised that he has provided training (re Trust's new approach to risk) to several LGBs.</p> <p>Mr Donnelly then provided a brief summary re the local-level Risk process, ie leadership / governor roles within the cycle; and also noted that school columns show the local-level RAG-ratings, and that those which show colour coding are the contributory risk areas that have been covered during FGB meeting – Autumn Term 1. Mr Donnelly noted that as BWP's FGB had not yet met, BWP's information within the risk register was based on the Leadership view.</p> <p>Q: How do you monitor timelines, ie whether a risk RAG-rating is improving or not; and how is the Trust going to intervene at LGB/Trust Board level? Mr Donnelly explained the process using one of the risk items within the risk register as an example.</p> <p>Q: Are you satisfied that the Risk Register is in line with the Performance Dashboard? A: Yes, in the main, there is a connective. Mr Parkinson also showed a copy of an LGB Risk Register on screen, and Exec Officers provided a brief summary re CoG feedback re first FGB meeting using the new format.</p>			

	<p>Mr Donnelly also explained that LGBs have been provided with a document which outlines the Key Lines of Enquiry linked to each contributory risk; noting that Principals are also aware of these and so should be presenting LGBs with this information. Mr Parkinson also noted that this is a quality assured process in terms of the flow of information, ie the documentation is populated by the Trust, school leadership provide commentary, LGB review/agree, the updated report is saved and sent back to Exec Officers, Exec Officers review and Trust document is produced, Board review/agree.</p> <p>Mr Donnelly then went on to explain the Trends column and provided a brief summary in relation to those items which had changed.</p> <p>A3: this item has been downgraded from Green to Amber; Mr Donnelly noted that this was due to issues re recruiting Class Support Assistants.</p> <p><i>Q: If an item has been downgraded, is there an action plan in place?</i> <i>A: It will all depend on the nature of the risk, ie with A3 we are looking at how we recruit globally.</i></p> <p>C1: this item has been downgraded from Green to Amber; Mr Donnelly noted that this was purely due to the number of Governance vacancies the Trust currently has; Mr Donnelly also noted that there are actions already in process to try to address this.</p> <p>Trustees noted that the Risk Register is a really comprehensive document, but stressed that they want to ensure that they are kept updated on any changes/concerns as they are made/arise.</p> <p>C1.4: this item has been downgraded from Green to Amber; Mr Donnelly noted that LGB Terms of Reference are in place, but given the new approach to risk it remains to be seen whether they are clearly understood.</p> <p>C5.3: this item has been upgraded to Green from Amber; Mr Donnelly noted that relationships with local authorities have improved over recent months.</p> <p>General discussion followed re local governance; Mr Donnelly noted that LGB minutes will be reviewed centrally, and over time (as the new format embeds) Exec Officers/Trustees should see upward improvement in terms of discussion, challenge etc. It was also noted that if any issues are identified during the minutes review process (undertaken by the TGM), then they will be brought to Mr Donnelly's attention.</p> <p>Mr Donnelly reported that from this term, Edsential will be providing clerking services for all our schools. Mr Donnelly also explained that he provided a briefing in Summer Term 2022 for CoGs which took them through the process, and a similar session was provided for Clerks in Autumn Term 2022. Mr Donnelly noted that the new system places more emphasis on the CoG role, and that it had been his intention to attend the first LGB meeting at each school, but thought it would be better to allow the CoG to take this forwards, and then he would arrange to observe a meeting once LGBs were more comfortable with the new approach.</p>			
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	<p>Trustees thanked Exec Officers for their presentation noting that the new approach will help LGBs to really focus on areas where they will have the biggest impact.</p> <p>Q: If the Trust is using a live spreadsheet for its Risk Register, do we need to look at software that will support this?</p> <p>A: The document we use is produced in Microsoft Teams and is interactive; as such the document can be reviewed/updated by Exec Officers, and school leaders can complete their school's spreadsheet at local level and their changes are automatically reflected in the consolidated Trust-level version. Mr Donnelly also noted that school leaders were concerned about this process initially, but when they realised that the Risk Register was segmented between the 6 half-termly LGB meetings, they were much happier.</p>			
10. Trust Committee Update	<p>Education and Standards Committee</p> <p>Trustees received an electronic copy of the E&S Committee Board Report 20.10.2022 prior to the meeting. Mr Smith provided a brief overview of the meeting; noting that the main focus was in relation to the KS4 Results. Mr Smith noted that this meeting had led to some good, robust discussion. Mr Donnelly also noted that secondary school Principals had presented their own data, and as this had worked well, he would be looking to invite the primary school Principals to present their school's results data in July. Trustees agreed that this had worked well.</p> <p>Business, Finance & Audit Committee</p> <p>As the last BF&A Committee meeting had only taken place on the day for circulation of papers for this Trust Board meeting, a Report document was not available for this meeting. Mr Vitalis provided a brief verbal summary of the meeting for Trustees, outlining the key points: biggest concern is in relation to the economic crisis in the UK, the Trust is building these factors into the budget, however there are a number of MATs that are forecasting deficits in the coming year. Mr Vitalis provided details of issues the Trust is facing, ie rising energy/staffing costs, National Funding Formula, noises around possible cuts etc. Mr Vitalis reported that Mrs McConville (and her team) have produced forward looking plans which show that things will get tighter, but at this point the Trust remains relatively secure. Mr Vitalis noted that the Trust is currently in a good position but Exec Officers/Trustees will need to keep a watching brief, as it is anticipated that the education sector will be asked to look at efficiencies.</p> <p>Mr Parkinson also spoke about the potential for industrial action; noting that there is new legislation around strike thresholds, ie <i>"Industrial action in specific services in the fire, health, education, transport, border security and nuclear decommissioning sectors will require the support of at least 40% of all those entitled to vote in the relevant ballot. In addition, ballots will also require at least 50% turnout in order to be valid."</i> Mr Parkinson noted that if any Unions reach the 40% threshold it is anticipated that action would take place during Spring Term 2023. Mr Donnelly also noted that the main issue being raised is in relation to the Government's proposed pay settlement; and that THFNW follow the national STPCD; he also noted that should unions not reach the threshold for a national strike, they could look to move to regional strike action</p>			

	for those areas that do reach the threshold. Mr Donnelly also spoke about the impact that industrial action has on children.			
11. Link Trustee Updates	Mr Gundersen noted that he would be happy to take up a Link Trustee role at Litherland High School and Litherland Moss Primary School. <i>[Mr Gundersen & Mr Davis left the meeting at this point (10.05 am)]</i>			
12. Trust Governance Review (completed by Hill Dickinson)	Trustees received an electronic copy of the Trust Governance Review document (completed by Hill Dickinson) prior to the meeting. Mr Parkinson ran through the recommendations (page 9) with the Trustees during the meeting. Mr Parkinson noted that most of the recommendations did not come as a surprise, and in the main were issues that Exec Officers/Trustees were already working through via governance matters. Mr Parkinson then provided updates in relation to the recommendations: Members: the Trust is looking to appoint 2 Members; there is a possibility that a potential candidate has been identified. Trust Board: the Board currently has 3 vacancies; a meeting has been arranged with a potential candidate. <i>Q: When we initially looked at commissioning a Review of Governance we approached Deloitte, but unfortunately the cost meant that we couldn't move forward with them. Hill Dickinson have conducted this review, but it feels more like a compliance review of governance rather than the full review process Deloitte would have provided?</i> <i>A: Yes, from the outset we were aware that the Hill Dickinson review would not be as extensive; however since then the DfE have taken the decision to conduct an External Review of Governance, and that is the reason why the NLG is in attendance at our meeting today.</i>			
13. Governance Update	Trustees received an electronic copy of the Governance Update Report Oct 2022 (and its associated papers) prior to the meeting. <i>Scheme of Delegation and High Level Division of Responsibility document 2022:</i> Trustees received a draft copy of the Trust's Scheme of Delegation 2022-23 (track change and clean versions) including Appendix 1 High Level Division of Responsibility document prior to the meeting. Trustees reviewed the document outside of the meeting and briefly discussed it during the meeting itself. <i>Q: The Scheme of Delegation (incl appendices) does not include any financial delegation information?</i> <i>A: The Delegation of Financial Authority is a separate document which normally comes to BF&A for review. Exec Officers offered to share a copy with the Chair of BF&A.</i> Following discussion it was agreed that the Delegation of Financial Authority would be appended to the Scheme of Delegation document. There being no further comments/queries, Trustees	Delegation of Financial Authority to be appended to the Trust's Scheme of Delegation	Exec Officers	This point forwards

	<p>RESOLVED: to approve/agree the Trust's Scheme of Delegation 2022 (incl appendices)</p> <p><i>Trustee Code of Conduct 2022:</i> Trustees received a copy of the draft Code of Conduct 2022-23 (track-change and clean versions). The Governor Code of Conduct document was also updated in line with the Trustee version. There being no changes to be made, Trustees</p> <p>RESOLVED: to approve/agree the Trustee Code of Conduct 2022-23 and Governor Code of Conduct 2022-23</p> <p><i>Skills Audit 2022:</i> Trustees received a copy of the NGA's current skills audit proformas (for both the Trust Board and LGBs; Mrs Roberts noted that there had been a change made in terms of the rating structure, in that NGA now provide guidance in relation to what each rating means. Discussion followed regarding timescale for completion, and it was agreed that if the forms were circulated following today's meeting Trustees will look to complete/return within the next fortnight, and LGBs will be asked to complete/return their documents by mid/late November at the latest.</p> <p><i>Committee Terms of Reference 2022:</i> As there are now less Trust Board committee meetings during the year, committees have been asked to review their current Terms of Reference in relation to whether there is enough time to cover off all items within their ToR document. Trustees also received a copy of the updated LGB Terms of Reference document 2022 (tracked and clean versions). No further changes were requested, Trustees therefore</p> <p>RESOLVED: to approve/agree the LGB Terms of Reference 2022</p> <p><i>Trustee/Governor Safeguarding Training:</i> Mrs Roberts advised that KCSiE 2022 now states that <i>all Trustees and Governors should receive appropriate safeguarding and child protection (including Online) training, which equips them with the knowledge to provide strategic challenge to test and assure themselves that safeguarding policies and procedures in place in schools are effective and support the delivery of a robust whole school approach to safeguarding.</i> It was noted that all Trustees will therefore need to complete specific Governor Safeguarding Training this year. It was agreed that the TGM will contact each Trustee separately to confirm which safeguarding training course they are required to complete. Discussion also took place around the Trustee Safeguarding Lead role and who amongst the Board would be the best person to take on the role. Following these discussions it was agreed that Mr Vitalis would continue in this role and the TGM will identify a suitable Lead Safeguarding training course for him to attend.</p> <p><i>DfE Documents & Updates:</i> Trustees formally received a copy of the Academy Trust Handbook 2022, and Keeping Children Safe in Education 2022. In relation to KCSiE, Trustees have been asked to read the document and to confirm on GovernorHub (or via email) that they have read and understood it. Trustees also received notification re the DfE Governance update (29.09.22)</p>	Trustee/Governor Code of Conduct to be uploaded to GovHub / circulated to LGBs	TGM	ASAP
		Skills audit 2022 proformas to be circulated to Trustees/Governors	TGM	Following this meeting
		LGB Terms of Reference to be circulated to CoGs	TGM	With Autumn Term LGB Update Report
		Individual Safeguarding Training requirements for 2022 to be emailed to Trustees	TGM	ASAP
		Read KCSiE and confirm that it has been read and understood (either via GovHub or email)	Trustees	ASAP

	<p><i>Meeting Schedule 2022/23 Review:</i> Ms Stevenson advised that she would not be able to attend in person the December 2022 and July 2023 MAT Board meetings, and as such proposed that they be moved to remote meetings. All Trustees in attendance agreed to this change. Discussion also took place around venues for those MAT Board meetings taking place face-to-face.</p>			
<p>14. Policy Delegation Review</p>	<p>Trustees received a Policy Delegation Review document prior to the meeting.</p> <p>Mr Donnelly explained that this document outlines the current statutory and Trust policies that are in place and where current delegation lies. Mr Donnelly explained that Exec Officers have reviewed the document, and in keeping with trying to lessen the workload on Trustees, the proposal is that policy documents would be reviewed by CEO/Headteacher and the Board/LGB would be notified of any significant changes. Mr Donnelly advised that going forward this would mean that the Board/LGB would receive a 1 page summary when any significant changes are imminent, rather than receiving a track-change version of the policy itself.</p> <p><i>Q: So Exec Officers will present policies to the sub-committee, and then bring the summary report to the Board?</i></p> <p><i>A: Yes</i></p> <p><i>Trustees approved the updated policy delegation proposal for 2022.</i></p> <p><i>Safeguarding and Child Protection Policy 2022:</i> Trustees formally received a copy of this policy.</p> <p><i>Governors Allowance & Expenses 2022:</i> This policy was not covered off during the meeting, as such Trustees have been asked to confirm their approval via electronic means (email).</p>			
<p>15. AoB</p>	<p>There were no AoB</p>			
<p>16. Date of Next Meeting</p>	<p>The date of the next MAT Board meeting is Thursday 15th December 2022. Trustees in attendance at this meeting agreed that this meeting will be held remotely via Microsoft Teams.</p> <p>HS then thanked Exec Officers and Trustees for their input/contributions to today's MAT Board meeting.</p>			

Meeting closed at 10.35 am

These minutes are approved as a true record of the meeting

Signed:

[H Stevenson – Chair]

Date: 15th December 2022