



COMMUNITY INCLUSIVE TRUST BOARD MEETING
Minutes of the virtual meeting 9th September 2020 – via TEAMS

Attendees	Stephen Hopkins – Chairman Kate Goodman – Trustee Kathleen Weekes – Trustee Lucy McClements – Trustee (Chair of FA &E Committee) Sue Maycock- Trustee Kate Rouse - Trustee Rachael Sharpe – Trustee Kim Adele-Platts – Trustee Jayne Storey – Trustee Helen Drew-Bradley – Trustee Bryan Steele - Trustee Peter Bell – CEO Daran Bland- Director of Governance and Operations (Observer) Michelle Allbones- CFO Ann White – Director of People and Performance (Guest) Ana Hendrickson – Clerk to the Trust Board
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1. WELCOME AND CHECK IN

Introductions of three new Trustees took place, the Chair thanked them for their invaluable input. The Chair welcomed everyone to the meeting and detailed the set up for this year’s meetings. The Chair explained the reason for the last minute change of this meeting to a virtual setting was due to Government advice the previous evening.

RESOLUTION: For all meetings (Committee / Full Trust Board) to take place virtually –via TEAMS until December 2020. And for all meetings to have a start time of 4:30pm.

2. APOLOGIES FOR ABSENCE

None

3. CHAIR AND VICE CHAIR

Elections for the roles of Chair and Vice Chair of this Trust Board took place via OnBoard voting. The outcome of this election which closed on Sep 7th was as follows

- Approval for Dr. Stephen Hopkins to continue in his role of Chair of the Trust Board.
- Approval for Lucy McClements to continue in her role of Vice Chair of the Trust Board.

4. DECLARATION OF INTERESTS

None declared at this point.

ACTION: Clerk to e-mail TB an electronic Declaration of Interest Form for Academic Year 2020-2021 and follow up records and returns.

5. MINUTES OF LAST MEETING

Inaccuracy in Page 2, point 8 in the minutes of the 16th July 2020 meeting. It was resolved to approve the Exclusions Policy only and not the Procurement Policy as stated in the minutes.

Minutes were accepted subject to relevant amendment.

6.0 TRUST BOARD ACTION TRACKER

Action Tracker for 2019-2020 available to all via OnBoard.

It was agreed for the Clerk to create the 2020-2021 Action Tracker bringing forward all 2019-2020 Action points currently gag rated in Amber.

ACTION: New Actions Tracker to be created for Academic year 20/21, bringing forward all points rag rated in Amber.

7.0 GOVERNANCE MATTERS

The Chair explained the purpose and the importance of the documents in this agenda item.

All documents were uploaded to OnBoard prior to this meeting.

7.1 CIT Governance Model

The Chair requested for the Clerk to ensure that relevant OnBoard permissions are granted to TB.

The CEO thanked the Chair and the Director of Governance and Operations for their hard work on Governance matters.

ACTION: Clerk to ensure all relevant OnBoard Trustee permissions are activated.

7.2 Role description and Code of Conduct

The Chair drew TB's attention to the Trustee Role Description and Code of Conduct and reminded all regarding the use of social media (Twitter / Facebook activity) as Trustees.

The CEO suggested for all to be mindful, Trustees were in agreement.

7.3 Governance Work Plan

The Chair proceeded to explain that the Governance Plan document is not set in stone. This document is a baseline plan, with key supporting documents for future agendas, which provides a road map for the year ahead.

7.3.1 TB Meetings

Deliberation took place regarding whether future meetings will take place face to face, virtually or a mix of both. The start time of future meetings was also discussed.

It was resolved that, due to the unprecedented times during the current Covid-19 pandemic, all Trust Board and Committee meetings will take place virtually, via TEAMS, until December 2020 at 4:30pm.

RESOLUTION: For all meetings (Committee / Full Trust Board) to take place virtually –via TEAMS until December 2020. And for all meetings to have a start time of 4:30pm.

7.4 Team Approach to TB Governance

Trustee Special Interest Area and the Trust Board Committees documents provided via OnBoard.

The Chair explained that the three newly renamed Committees are:

- Finance, Audit and Estates (FAE)
- Human Resources and Safeguarding (HRSG)
- Education Scrutiny (ES).

Trustee initials have been placed against those Committees.

The Chair confirmed that each Committee has a member of the LSBs attached to it. Guest members of LSBs will be able to attend Committee meetings from January 2021.

The Chair also informed those present that new Trustees are welcome to attend any Committee meetings as an 'induction' exercise.

For the benefit of the new Trustees the Chair explained that the School-Trustee allocations and that the Special Interest Area are based on subject knowledge.

A Trustee enquired whether face to face visits to the designated schools would be feasible. The CEO suggested for TB to contact the Director of Education in the first instance.

The CFO offered the details of all CIT S.O.M.S.

The CEO suggested for the Clerk to create a CIT Key Contacts and Schools' details document and to distribute it to all Trustees. Trustees' details to be populated in the Directory area of OnBoard. Clerk to e-mail TB and request for this to be carried out.

ACTION: Clerk and CEO to arrange for a CIT Key Contacts' details document to be circulated to TB.

ACTION: Clerk to request for TB to populate their individual information on the Directory section on OnBoard.

The Chair proceeded to explain the Policies 1st September Update for TB document. The contents of this document are Trust driven policies which TB has statutory responsibility for signing off.

The Chair suggested for an extra column to be added to this document which assigns Trustees to a particular policy. TB to scrutinise document detail.

The Chair stated that Trust Board level policies are for Trustees to sign off. All other school policies are the responsibility of the LSB to sign off.

The Director of Governance and Operations informed all present that policies are categorised as Statutory and Non-Statutory for which a tracker is in place. Further policies will be presented for TB approval.

7.5 VIRTUAL GOVERNANCE POLICY

The Chair explained that the three options for policy approvals/decision making using online technology (E-Voting via OnBoard) are:

- By 'Majority' (according to the Articles of Association)
- '75 % of votes'
- 'Unanimous' YES votes

All three options were discussed. A Trustee suggested for an additional 'Need to discuss' button to be added the OnBoard Approval section in order to avoid any delays.

The CEO suggested additional 'reading' and 'comments' time to be included in the approval prior to TB voting and closing date. The CEO also suggested for an additional 'Link ELT' button to be added to the OnBoard Approval in order for any TB comments to be actioned prior to voting. The CEO, Director of Governance and Operations and the Clerk will liaise offline regarding this option.

After deliberation it was resolved for the OnBoard E-Voting to be passed by the Trust Board after a 'majority YES' e-vote.

ACTION: CEO / Director of Governance and Clerk to liaise re: additional 'Link ELT' column on Onboard Approvals section to ease and avoid delays in the e-voting process.

RESOLUTION: For resolutions to be passed by the Trust Board after a 'majority YES' e-vote.

7.6 TRANSPARENCY OF GOVERNANCE

TB deliberated regarding the publication of meeting minutes on the Trust's website for Governance clarity and transparency. The CEO suggested for the Clerk to e-mail draft minutes to both the Chair and the CEO in order to be checked and minimise possible implications. TB in agreement and would like for the first set of minutes to be published in December 2020.

RESOLUTION: For the Trust Board minutes to be published on the CIT website, as from December 2020, to demonstrate transparency of Governance.

7.7 GOVERNANCE IMPACT STATEMENT

Document previously uploaded onto Onboard for Trustee information.

Trustees to inform the Chair should further comments or amendments be considered necessary by Friday 2nd October 2020. Should no further comments be received or amendments made, the Chair will authorise for this document to be uploaded onto the Trust's website.

ACTION: TB to provide the Chair any comments or amendments to the Governance Impact Statement 2019/2020 by Friday 2nd October 2020.

A Trustee enquired whether CIT has an Accessibility Statement. The CEO will investigate and will feedback by 18th Sep 2020.

ACTION: CEO to enquire if CIT has an Accessibility Statement and feed back to the Board.

8.0 STRATEGIC PRIORITIES FOR 2020/2021

For the benefit on the new Trustees the Chair proceeded to explain the content and rag rating of this document.

Document scrutinised by TB.

Leadership – A Trustee suggested for the developing of the LSBs to be given a higher priority and rag rate this in Blue.

Standards of Education – Suggestion made by a Trustee for a 'Lockdown scenario' to be included as a key priority giving more emphasis on home learning should a further lockdown be imposed. Safeguarding, Quality of Education whether at home or at school, Teaching and effective Teaching must also be a priority.

TB suggested for the wording in the last bullet point, page 6 of this document to be more embracing – *'The Trust has a well-developed approach to support parents and families with home learning'*.

The CFO stated that all priorities will need financial allocations.

Engagement – A Trustee suggested for the Staff Survey, currently rag rated purple, to be of a higher priority, be rag rated Blue and to respond to it in a proactive way. It was also suggested for the People Plan (page 8 point 2), not currently rag rated, to be of a higher priority and for the text to be amended accordingly to include communications strategy and implementation.

Support Hub – The CEO stated that it is aimed is for the HR Resources, currently rag rated Red, to be a key priority and for the rag rate to change to Blue. Also a key priority will be an Estates Plan to match the needs of the schools.

A Trustee suggested to amend the text on page 11 point 1, to *'Cohesive organisational structure and culture is fully aligned with the Trust's strategic priorities'*.

Venture – Section to include all schools and all staff.

Page 13, point 3 to be a key priority– *‘Through the capacity and reputational support, CIT is able to bid for and receive significant capital funding from a number of sources such as the DFe, LA and national charities.*

ACTION: CEO to provide updated information, reflecting Trustee comments with the above mentioned priorities to the December 2020 TB meeting.

9.0 RISK MANAGEMENT POLICY AND RISK REGISTER

9.1 Risk Management Policy

Document available on OnBoard for TB approval prior to this meeting.

The Chair proposed to adopt the Risk Management Policy. The Risk Management Policy and Risk Register documents are yet to be signed off.

TB resolved to adopt this document.

RESOLUTION: To adopt the Risk Management Policy.

9.2 Draft Risk register

The CEO informed TB that this document is yet to be adopted. The CEO and ELT will work on the first draft of this document.

Draft document will also require TB input.

Draft Risk register will be e-mailed to TB, at the end of September, for comments. Resolution to be reached at the end of October 2020.

ACTION:

- CEO and ELT to develop the first draft of the Risk Register. Document to be sent to TB.
- TB to focus on their assigned risk areas and to provide feedback by the end of October 2020.
- Clerk to compile feedback on Draft Risk Register and to forward to CEO in preparation for sign off at the next Board meeting in December 2020.

10. BUDGET MATTERS

10.1 2020/2021 Budget

The CEO thanked the CFO and the Chair of this Committee for their continuous hard work and apologised for the delays in getting this information to the Board.

The Chair of the Trust Board stated that the purpose of this agenda item is for the 2020/2021 Budget and Pay Awards to be approved at this meeting. These are usually approved in July, grace has been given by the ESFA with a September 2020 deadline.

The CFO explained the Summary of Budget position and requested for TB to approve a deficit budget. The CFO stated that the budget could be balanced drawing reserves if necessary, a Reserves Policy is in place. Should this be the case the reserves would be depleted but within the percentage already agreed within the policy.

The Chair of this Committee stated that a deficit budget had been signed off in the past; however changes took place and the budget position improved as the year went on.

The CFO stated that the budgeted deficit for 2020/2021 is – £219,161.00 however; incorporating the Headteacher’s salary from Linchfield Primary (£52,000), as no Headteacher has been recruited to date, reduces the deficit to - £167,161.00. Should the Teachers’ increments be approved the deficit figure will increase to -£292,000.00.

The CFO made TB aware regarding the need to appoint two further positions within the Trust, Director of Education and Director of Human Resources.

The CEO explained the Funding and Carry Forward figures.

A Trustee challenged the surplus figures within the 3 year Forecast document.

The CEO clarified income / possible income / worse-case scenario and deficit figures.

The CFO stated should opportunities not arise then an emergency budget will have to be considered. The CFO is cautious and continues to monitor additional income.

The initial proposed budget deficit and initial staff pay increases were discussed. TB resolved for the proposed 2020/2021 budget and staff pay awards to be approved.

A new Trustee thanked the CFO for the clarity in reporting.

RESOLUTION:

- To award Support Staff a 2.75% pay increase for the financial year 2019/20.
- Other than in the exemption cases, to adopt the STPCD pay increase for all Teachers and Leaders in full from 2020/21. Exception cases being where the increase takes the employee over their agreed pay scale maximum and where the employee earns over 100K per annum.

- To adopt the 2020-2021 Initial Budget V6 with a deficit of £219,161. As per the adoption of the STPCD pay increase point above, it is recognised that this will increase the deficit by approximately £73k.

Due to other commitments two Trustees left the meeting at 7:02pm

Business Plan for the purchase of a GANF Schools minibus was presented. The CEO explained the need for a new school vehicle, GANF have dropped from five down to two minibuses to transport 232 pupils across both schools. This has had implications for pupils.

The CEO proposed for part the cost of the new minibus (£28,000) to be offset from reserves.

After deliberation the Board resolved to fund 50% of the cost of the new minibus out of the Trust's reserves.

RESOLUTION: To allow CIT Central to provide 50% capital support to secure a minibus for GANF schools at an approximate cost of £28,000.

10.2 Reserves Policy

Document appraised by TB prior to this meeting.

The CFO explained that even with a budget deficit of -£292,000.00 the reserves will remain at more than 3.5%. Therefore no amendments to this policy would be necessary. CIT's Reserves are in line with other sectors.

The Outturn position is not yet finalised, no actual figures have been received as yet.

TB resolved for this document to remain unchanged.

RESOLUTION: For the Reserves Policy to remain unchanged. No amendments are considered necessary.

11. SCHOOL DEVELOPMENT FUND

The CEO stated that this policy is currently work-in-progress.

ACTION: Director of Governance and Operations to ensure the School Development Fund Policy is up to date. Document to be brought to the next Board meeting.

12. SCHOOLS SEPTEMBER OPENING – COVID-19 RELATED MATTERS

The CEO stated the following –

Primary Schools - The term has started smoothly. Attendance figures currently stand at 90%.

Two members are absent as risks cannot be mitigated whilst they are in school. Staff are currently working remotely.

Special Schools – The term has started on a pupil phase return. Staff training is currently taking place.

New guidance – Schools with less than 100 pupils can now be in 'one' bubble.

Quarterly reports will be uploaded onto OnBoard, in the Covid-19 folder, at the end of each month.

13. CEO UPDATE RE: PROJECTS

The CEO updated TB on the following

Linchfield – School joined the Trust on Sep 1st2020. The Headteacher has been dismissed since, consequently his wife, also a member of staff, has resigned.

The Deputy Headteacher has stepped up as Acting HT supported by CIT Rebecca King.

Foxfields- School officially opened on Sep 1st 2020. Building work is still ongoing. Ongoing hiccups regarding the Lease/ Development Agreement. Works are expected to end and building to be ready by mid-October.

Six pupils are currently held on 'reserve' by the L.A. Virtual contact has been made with those new pupils.

Staffing is in place, ongoing face to face training currently being carried out at a rented office space.

The Chair thanked TB for their attendance and contributions to this meeting.

Meeting closed at 7:22pm.