



COMMUNITY INCLUSIVE TRUST BOARD MEETING
MINUTES OF THE MEETING 14th DECEMBER 2022 At 5:35pm – WARWICK HOUSE, LONG BENNINGTON

Attendees	Stephen Hopkins – Chairman Paul Boucher – Member Isabel Burford – Member Helen Drew-Bradley - Trustee Jo Slessor – Trustee (via Teams) Julia Lindley-Baker – Trustee (via Teams) Keith Stanton - Trustee Bryan Steele – Trustee Daran Bland – DDOG (via Teams) Michelle Allbones - CFO Ana Hendrickson – Company Secretary /Clerk to the Trust Board (Minutes)
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1. WELCOME AND CHECK IN

The Chair welcomed everyone to the meeting. All attendees remained from the Annual General Meeting held at 4:30pm.

2. APOLOGIES FOR ABSENCE

Kim Adele-Platts – Trustee – Family Commitments.
Kate Goodman – Trustee – Work Commitments
Rachael Sharpe – Trustee – Work Commitments
Peter Bell – CEO – Meeting / Ofsted

Apologies accepted. Quorum met.

3. DECLARATION OF INTERESTS

None for this meeting.

4. CHAIR’S OPENING REMARKS

The Chair noted certain common points/matters to that of the previous meeting and re-iterated that resolutions would be made by the Board at this meeting.
Trustees were made aware of the significance of agenda item 9, which is the CEO’s end of year report.

5. MINUTES OF LAST MEETING

The minutes were approved as a true and accurate record.
The Chair to TB praised the Clerk to TB for the accuracy and quality of all Trust Board Minutes.

6. ACTION TRACKER

The 2022-2023 Action Log-Updated October 2022 was made available on the OnBoard portal for information prior to this meeting.
Document noted as read.
The Chair advised that no actions remain outstanding. Annotations have been made against all GREEN rag ratings.

7. REPORTS FROM COMMITTEES

The Chair to TB advised that in the absence of the People Committee Chair, he would provide a brief update from this committee for this period. He also added that an update from the ES&SG Committee was provided at the last TB meeting.
FA&E Committee– The Committee Chair advised that the 2021-22 budget finished with a surplus figure.
The 2022-2023 budget was signed off last academic year. This academic year started at a break-even position.
Context was provided in relation to the financial position of the Trust.
Detailed in the management Accounts Executive Summary for Period 2 is a predicted deficit due to a percentage increase in Teachers’ pay. This deficit has now worsened significantly and will have an impact on the Trust’s Reserves.

Estates - Projects are moving forward positively. Some SCA funding is being used for routine maintenance of schools across the Trust due to schools' budgets not being in a position to fund this.

IT/ Data Security - The Trust is currently moving towards *two-factor authentication*. This is already in place for the Trustee Onboard portal. Two-factor authentication will be enforced for Microsoft Teams and Microsoft Office access.

Context was provided in relation to minor IT breaches where passwords were compromised. A program for Cyber security training is now in place.

Audit – A very clean audit was received.

All areas appear to be moving in the right direction. The DDOG continues working on the Green strategy and moving forward in terms of the Trust's environmental impact, offsetting challenges and costs. This and GDPR are monitored regularly; these are standing agenda items at every committee meeting.

H&S – Targets have been set for the addressing of remedial actions associated with H&S audit points.

All remedial actions now have a target timeline. Progress reports are received directly from the DDOG.

The Chair to TB added that the green sustainability agenda is to be discussed, in Curriculum terms, at the ES&SG Committee.

GDPR and data security are now part of the Internal Audit. Safeguarding is scrutinised externally and independently.

People Committee - The Chair to TB provided context around the detailed and thorough DoHR Report, presented at the last committee meeting, in relation to ongoing matters around Staff Disciplinaries, Staff Wellbeing and Staff retention. Relevant assurances were received.

Policy scrutiny work took place. The Pay Policy was approved.

The Disciplinary Policy, Equal Opportunities and Diversity at Work and Whistleblowing policies were scrutinised; amendments were recommended and incorporated prior to Onboard approval.

Potential Headteacher strikes in January 2023 and possible implications were also discussed.

Trustee attention was drawn to the tightening of the Allegations of Abuse against staff Policy, in relation to allegations against members of the Executive Leadership Team, as recommended by HMI during the Woodlands Academy monitoring inspection. This policy was amended accordingly and checked by HMI during the school's monitoring inspection on December 13th 2022.

A committee member added that the decrease in retention figures was also discussed in detail. These figures are currently going in the wrong direction; exit interview figures are low. Trustees were assured that there are no particular concerns and these figures do not reflect any staff issues with the Trust.

Staff surveys have been carried out; the outcome of these will be scrutinised at the next committee meeting.

Staff Wellbeing is closely monitored.

ACTION: For the curriculum implications of the Trust's green sustainability agenda to be added to the Ed and SG committee agenda.

8. ANNUAL REPORT AND ACCOUNTS – AS PRESENTED AT THE AGM – FOR FORMAL ADOPTION BY THE BOARD

CIT Final Accounts 2022 and CIT Final Report to Trustees 2022 were made available on the OnBoard portal prior to this meeting.

The Chair to TB stated the requirement for the Board to resolve to adopt the final accounts and welcomed Trustee comments or questions.

A Trustee noted a bullet point which contained no narrative and requested clarification (page 19 of the CIT Final Accounts 2022 -Plan for Future Periods).

Clarification was also requested around point 2.2 of the Final Report to Trustees 2022 in relation to Letters of Representation. The CFO confirmed that these have been printed and will be signed at this meeting alongside the CIT Final Accounts.

The Chair of the FA&E Committee added that committee members had scrutinised these documents and confirmed their recommendation to adopt and approve the Trust's Annual Accounts and Report.

The CFO proceeded to explain the post balance sheet events in relation to the agreement to treat the Bingham Primary School building as that of BEA's in last year's accounts as a result of their September opening.

At this point in the meeting Trustees resolved to adopt the CIT Final Accounts 2022 and CIT Final Report to Trustees 2022.

ACTION: For clarification to be provided in relation to the bullet point which contained no narrative (page 19 of the CIT Final Accounts 2022 -Plan for Future Periods).

RESOLUTION: To adopt the CIT Final Accounts 2022 and CIT Final Report to Trustees 2022.

9. CEO REPORT TO TB - PROGRESS RE: 21-22 STRAT PLAN

CEO report to Trust Board Dec 2022 was made available on the OnBoard portal prior to this meeting.

In the absence of the CEO the DDOG confirmed that all points within this report had been discussed at Trust Board and Committee level.

Trustees were assured that sound progress had been made during the year in relation to the priorities within the 21-22 strategic plan.

Standards

- The Trust has experienced a rollercoaster in relation to Ofsted outcomes. Internal work is being undertaken to establish and address requirements within the new framework.

Support Hub

- Trust Growth is a priority on the agenda; process is in place.
A Growth Matrix has been finalised and will be used should opportunities arise.

Venture

- The Mixed MAT- Church school application was unsuccessful.
- Update provided by the Chair to TB in relation to LEARN.
LEARN has moved from being a Teaching School and a separate entity to becoming a Teaching Centre and part of the organisation.
The Board has assurances and responsibilities around LEARN's in terms of financial and educational areas.

6:19pm - Trustee Jo Slesser left the meeting.

For the benefit of the CIT Members group, the Chair to TB provided context around LEARN, their increased CPD training offer, and SEND delivery across Lincolnshire.

A conversation took place around the importance of LEARN's connectivity with other schools and the strategic value it adds as well as financial; the FOC training for all CIT schools which is beneficial for their budgets.

A brief update was provided around the current Leadership challenges at Ambergate and the increased vulnerability of this school.

The Chair to TB welcomed Trustee comments. None made.

ASSURANCE. Trustees were assured that sound progress had been made during the year in relation to the priorities within the 21-22 strategic plan.

10. RISK REGISTER / STRATEGIC PLAN / GROWTH MATRIX & SCHOOL IMPROVEMENT PLAN FINAL DRAFT

The CIT Risk Register December 2022, School Improvement Tracker Trust Board Dec 2022, Making Time to be Strategic document v2 and the CIT growth Approval Grid Nov 2022 documents were made available on the OnBoard portal prior to this meeting.

Documents noted as read.

The Chair to TB stated the requirement for the Board to adopt the above-mentioned documents.

Trustees indicated they were content to adopt the CIT Risk Register December 2022.

Trustees were informed that each pillar within the *Making Time to be Strategic* document now sits with a Board Committee; the delivery plans within those pillars are linked to a member of the ELT; and a designated Trustee for oversight purposes.

The Chair to TB re-iterated that this plan is operational therefore not to be challenged by Trustees.

Trustees were encouraged to familiarise themselves with and to have full knowledge of their respective delivery plans.

The Chair to TB informed all present that the CEO's Performance Management review had taken place that afternoon. An update will be given at the January 18th Trust Board meeting.

The CEO is accountable for the delivery of the full *Making Time to be Strategic* plan. However; within the context of the CEO's PM review, two delivery plans have been assigned to him (Communications and Growth) for which he will report to the Board.

Trustees indicated they were content to adopt the Making Time to be Strategic document v2 and the CIT growth Approval Grid Nov 2022.

The Chair to TB provided context around the School Improvement Plan; an instrument tool for the CEO's performance management.

The starting point of this document is where the Trust ELT position a particular school within a four-stage school improvement journey. This document reflects all CIT schools, their starting positions, movements and SLAs.

The current priority is for Ambergate to stabilise; the objective by the end of year is to move this school two steps forward.

The School Improvement Tracker will be presented to the Board and ES&SG Committee for monitoring purposes.

A suggestion was made for the addition of a narrative, within the Notes section, to clarify *issues* and respective *actions*.

6:37pm – CIT Member Isabel Burford left the meeting.

At this point in the meeting Trustees indicated they were content to adopt the School Improvement Tracker.

ACTION 1: For an update regarding the CEO's Performance Management review to be provided at the next TB meeting on January 18th.

ACTION 2: For a narrative to be added within the Notes section of the School Improvement Tracker to clarify *issues* and respective *actions*.

RESOLUTION: To adopt the CIT Risk Register December 2022, School Improvement Tracker Trust Board Dec 2022, Making Time to be Strategic document v2 and the CIT growth Approval Grid Nov 2022 documents.

11. GOVERNANCE MATTERS – UPDATES CIT TEAM APPROACH TO GOVERNANCE

The CIT Team Approach to Governance 1st September 2022 was made available on the OnBoard portal prior to this meeting. Document noted as read.

The Chair to TB clarified that the above document is for information purposes.

As a result of the removal of Trustee Matthew Fanthorpe at the AGM held earlier today, areas and schools originally assigned to him will now be the responsibility of the new Trustee Pam Powell.

Trustees enquired regarding the recruitment of future Trustees.

The Chair to TB positively confirmed this and mentioned that there are various possibilities at present.

12. MANAGEMENT ACCOUNTS SIGN OFF

The Chair to TB confirmed that the Management Accounts are scrutinised and signed off by the FA&E Committee Chair on a monthly basis.

The CFO stated that this is an opportunity for the full Board of Trustees to raise questions in relation to the Trust management Accounts. She provided context around the new KPI proposal which aligns to the DfE benchmarking tools.

The FAE Committee Chair assured Trustees that no documents are signed until all is correct. He re-iterated that the Trust Board would be made aware should there were any concerns.

Trustees were informed that the latest scrutiny and approval was that of P12 (2021-22) and P1 and P2 for 2022-23.

13. REVIEW OF MEETING AND CHAIR'S CLOSING REMARKS

The Chair thanked all present for their time and contributions to this meeting.

Meeting closed at 6:46pm.