



**COMMUNITY INCLUSIVE TRUST BOARD MEETING**  
**MINUTES OF THE MEETING 17<sup>TH</sup> SEPTEMBER 2024 AT 1:00PM – WARWICK HOUSE, LONG BENNINGTON**

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Attendees	Stephen Hopkins – Chairman Pam Powell – Trustee Kim-Adele Platts – Trustee (via Teams) Lisa Ashcroft – Trustee Nathan Jeremiah – Trustee (via Teams) Paul Tallentire – Trustee Peter Bell – CEO/AO Daran Bland- Director of Governance and Operations/ Interim CFO Ana Hendrickson – Company Secretary/ Clerk to the Trust Board (Minutes)
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**1. WELCOME AND CHECK IN**

The TB Chair welcomed everyone to the first Trust Board meeting of this academic year. He advised that this is a review of last year’s governance and a set up meeting for the year ahead. For the benefit of all present introductions took place.

**2. APOLOGIES FOR ABSENCE**

Julia Lindley-Baker – Trustee – Work commitments  
Harpaul Dhindsa – Trustee – Work commitments  
Helen Drew-Bradley – Trustee – Previous commitment  
Leah Miller – Trustee– Work commitments  
Kate Goodman – Trustee– Work commitments  
Apologies accepted.

**3. DECLARATION OF INTERESTS**

Lisa Ashcroft – Trustee declared an interest relating to agenda item 14 (Candidate Referee for the CFO role).

**4. CHAIR’S OPENING REMARKS**

The Governance Priorities - 2425 Academic Year and the CIT Values and Principles documents were made available on the OnBoard portal for information prior to this meeting.

The Chair reminded all present regarding the CIT Values, those being Honesty and Integrity, Aspiration, Professionalism and Inclusivity. He encouraged all to speak up should the meeting not abide to these at any point.

Trustee attention was drawn to the Governance Priorities - 2425 Academic Year document which will be the focus of the Board for this year. He encouraged all to challenge existing priorities or to make suggestions for additional Board focus.

Trustees praised the Governance Priorities - 2425 Academic Year document.

A typo in terms of the wording *Trust* was noted. Also noted were the priorities delegated to the A&R Committee.

Suggestions were made for the addition of the developing of the quality assurance from the A&R Committee in relation to Internal Audit and the value it brings to other Board committees and the Governance process.

**5. MINUTES OF LAST MEETING- FOR APPROVAL**

The DRAFT Minutes of the 16<sup>th</sup> July 2024 full Trust Board meeting were made available on the Onboard portal, for information, prior to this meeting.

The DRAFT Minutes of the 16<sup>th</sup> July 2024 full Trust Board meeting were accepted as a true and accurate record.

**Resolution: The Minutes of the 16<sup>th</sup> July 2024 full Trust Board meeting were approved as a true and accurate record.**

## 6. ACTION TRACKER - FOR INFORMATION

The 2024-2025 Action Log document was made available on the OnBoard portal for information prior to this meeting.

The TB Chair noted that two action points remain rag rated AMBER on this tracker.

### 16.07.24 Meeting

Action point 3 – Action point currently on hold due to the imminent appointment of the CFO. This matter has already been identified and linked to the priorities for the F&E Committee.

### 30.04.24 Meeting

Action point 4 – Awaiting Trustee availability. Visit will be arranged for the Autumn Term. Rag rating to remain Amber.

## 7. SUMMER TERM LSB REPORTS – FOR ASSURANCE

The *Summary Autumn Term Consolidated Report, Summer Term 2023-24 Areas for Trust Consideration, Autumn Term 2023-24 Assurance Report, Autumn Term 2023-24 Feedback Comments of 5Cs Celebrations, Autumn Term 2023-24 Feedback Comments of 5Cs Concerns, Autumn Term 2023-24 Feedback Comments of 5Cs Community, Autumn Term 2023-24 Feedback Comments of 5Cs Communications, Autumn Term 2023-24 Feedback Comments of 5Cs Culture* and the *LSB Feedback to Trust Board- ELT Responses Summer 2023-24* documents were made available on the OnBoard portal for information prior to this meeting.

The DDOG provided an overview in relation to CSL LSB membership and the ELT/ TB responses to points raised by Greenfields Academy and Poplar Farm Primary as detailed in the *LSB Feedback to Trust Board- ELT Responses Summer 2023-24* document.

The Board was advised that the first LSB Chairs' networking meeting of this academic year took place last week.

LSB Chairs were reminded regarding the completion of the SOAP report, but in particular the completion of the 5Cs section.

LSB Chairs were encouraged to include the latter as an agenda item at each LSB Meeting going forward.

For the benefit of the new Trustees the SOAP Report and the LSB Assurance Schedule were explained.

Trustees noted that some assurances within the LSB Consolidated report had not been rag rated and requested for the DDOG to investigate the reason behind this.

The CS/ Clerk to TB was requested to liaise with LSB Clerks regarding their data submission and ensure that only staff roles are mentioned within the LSB Consolidated report.

Clarity was requested in terms of Challenge 2 and Health Check (HC) reporting as mentioned within the *LSB Feedback to Trust Board- ELT Responses Summer 2023-24* document.

The ELT confirmed that SEN funding is being accessed. The DsoE Mainstream and SEND attend LSB meetings to provide relevant HC feedback and to answer LSB questions.

**ACTION 1: For the DDOG to investigate the reason behind the lack of rag ratings regarding some assurance within the LSB Consolidated report.**

**ACTION 2: For the CS/ Clerk to TB to liaise with LSB Clerks regarding their SOAP report data submission and ensure that only staff roles are mentioned with the LSB Consolidated report.**

## 8. IMPACT OF GOVERNANCE 23/24– FOR INFORMATION

The *Governance Impact Statement 23-4* Draft Version document was made available on the OnBoard portal for information prior to this meeting.

The TB Chair advised that the Final report will be presented at this year's AGM prior to publishing on the Trust website.

He requested for Trustees to scrutinise and review the above-mentioned document; and to note any points in terms of the work of the Board that may have not been included.

A suggestion was made for the wording within the *Finance and Estates Matters* section to be reviewed for clarity purposes.

**ACTION 3: For the wording within the *Finance and Estates Matters* section within the *Governance Impact Statement 23-4* Draft Version document to be reviewed for clarity purposes.**

## 9. CEO VERBAL UPDATE RE: – FOR ASSURANCE

The *DAO\_letter\_academies\_and\_colleges\_11092024* document was made available on the OnBoard portal prior to this meeting.

Document noted as read.

The CEO provided the following update.

### **SATs Results**

Headline information has been detailed within the *Alignment vs Autonomy Matrix updated 9.9.24* document. Further details will be provided to the ES&SG Committee.

Combined SATs scores have moved from 51% to 57%, national average has moved from 59% to 61%. The Trust has 36% average Pupil Premium compared to 26% national average.

In terms of CIT SEND and SEMH schools, pupil at GANF achieved 21 passes in total at GCSE level, 2 passes with a score of 4/5 in English language, 4 passes with a score of 5 in Maths and 6 passes with a score of 4 and above in science to name a few.

Trustees praised all pupil achievements as well as the quality of teaching across the Trust.

### **Growth**

A brief summary around the reasons for Trust growth was provided.

Additional funding was received from Local Authorities in respect of unpaid Out of County SEN pupil funding.

Discussions continue between local authorities regarding responsibility in terms of funding (location of pupil residence vs location of pupil education setting).

Trustees were made aware of the possibility of a clawback of some of the additional funding received.

Trustees noted that as this funding had been received within the last financial year, the Trust's auditors must be informed in order to make provision within the Trust's accounts for a possible clawback.

An update was provided in relation to the current Trust growth projects and pupils on roll in a number of CIT schools (BOW, CSL, POP, BIN and GANF).

Trustees requested for the information in relation to pupils on roll in CIT schools (expected capacity vs current roll) to be presented at the 24.09.24 F&E Committee meeting for financial planning purposes.

It was agreed for the Due Diligence report and relevant documents in relation to the second Trust growth project in Lincolnshire to be presented at the 24.09.24 F&E Committee meeting to allow the CEO, or not, to proceed to the next stage.

The Nottinghamshire growth project which was on hold is now moving forward. The school's LSB Chair will be in attendance to the CIT Inclusion Fiesta, the schools' HT has visited a number of CIT schools and will be in attendance to the 04.10.24 CIT HT's networking meeting.

### **Finance**

On closure of last financial year, there has been a significant reduction in the budget deficit figure.

In this financial year and unlike other years; the expected funding award in relation to the Teachers Pay Awards announced by the government this summer, will be, with caveats and risks, significantly higher.

Trustees indicated they were content with the above update. No comments made.

**ASSURANCE: Trustees were assured that priorities within the CEO's Strat Plan continue to progress and move forward.**

**ACTION 4: For the Interim CFO to inform the Trust's Auditors regarding the additional Out of County SEN pupil funding received and the possibility of a clawback so provisions are made to mitigate this.**

**ACTION 5: For the Due Diligence report and relevant documents in relation to the second Trust growth project in Lincolnshire to be an agenda item at 24.09.24 F&E Committee meeting to allow the CEO, or not, to proceed to the next stage of this project.**

**ACTION 6: For the information in relation to pupils on roll in CIT schools (expected capacity vs current roll) to be presented at the 24.09.24 F&E Committee meeting for financial planning purposes and combined with the School Improvement Tracker to be made available to all Board Committee meetings and Full Trust Board meetings.**

## **10. GOVERNANCE DOCUMENTATION- FOR INFORMATION**

The *Board TOR Changes 24-25*, *Board TOR v9 24-25*, *Scheme of Delegation CIT 24-25*, *SOD Policy Changes template 24-25* and the *CIT Team Approach to Governance v2 1<sup>st</sup> September 2024* documents were made available on the OnBoard portal prior to this meeting.

Documents noted as read.

The TB Chair advised regarding the requirement for the approval of a number of governance documents on a yearly basis.

The *Scheme of Delegation* reflects the powers the Board has delegated to the ELT, HTs and LSBs. No substantive changes have taken place for 2024-25.

Minor changes were made to the Trust Board TOR document, none of them substantive.

Changes made to the *CIT Team Approach to Governance v2 1<sup>st</sup> September 2024* document were explained in detail.

Trustees suggested for the next version of the F&E and ES&SG TORs to include their role in relation to the A&R Committee role. And for the next version of the A&R TOR to refer to the committee's role in relation to other Board Committees.

Trustees resolved to approve the *Board TOR v9 24-25*, the *Scheme of Delegation CIT 24-25* and the *CIT Team Approach to Governance v2 1<sup>st</sup> September 2024* documents.

**ACTION 7:** For the next version of the F&E and ES&SG TORs to include their role in relation to the A&R Committee role.  
**ACTION 8:** For the next version of the A&R TOR to refer to their role in relation to other committees.  
**RESOLUTION:** To approve the *Scheme of Delegation CIT 24-25, Board TOR* and the *CIT Team Approach to Governance v2 1<sup>st</sup> September 2024* documents.

**11. WHAT SORT OF TRUST ARE WE? DO WE WANT TO BE? CENTRALISATION VS AUTONOMY- FOR INFORMATION AND DISCUSSION**

The *Alignment and Autonomy Matrix updated 9.9.24* document was made available on the OnBoard portal for information prior to this meeting.

Document noted as read.

The TB Chair reminded all present that this matter was an agenda item at the July 2024 TB meeting.

He proposed for all Board Committees to scrutinise and debate this matter at each of their meetings this term, and for their findings and detailed considerations to be presented at the December 2024 TB meeting.

Trustees praised the *framework of freedoms* and suggested the inclusion to this document of Estates, H&S, Risks, Assets and any other areas as considered by Board Committees.

Clarity was requested in terms of the colours used in each section and for visuals (Academisation process, CIT Values) to be added to this document.

The CEO clarified that colours within each section of the *Alignment and Autonomy Matrix* document do align to the relevant sections within the Strategic Plan.

He agreed for the Key colour/area table to be moved to the top of the document for clarity purposes.

**ACTION 9:** For Estates and H&S to be added to the *Alignment and Autonomy Matrix updated 9.9.24* document.

**ACTION 10:** For the *Alignment and Autonomy Matrix updated 9.9.24* document to be an agenda item at each Board Committee meeting for scrutiny and debate.

For all findings and detailed considerations to be presented at the December 2024 TB meeting.

**ACTION 11:** For the Key colour/area table within the *Alignment and Autonomy Matrix* document to be moved to the top of page 4 of for clarity purposes.

For visuals (Academisation process, CIT Values) to be added to this document.

**12. GOVERNANCE OF RISK- THE 4 QUESTIONS – FOR DISCUSSION**

The *Four Questions* document was made available on the OnBoard portal for information prior to this meeting.

Document noted as read.

The TB Chair advised that the A&R Committee are currently working on a refreshed Risk Register which will be presented to the full Board of Trustees, at their December 2024, meeting for approval.

The above four questions will generate Trustee thinking and risk understanding which should inform the refinish of the Risk Register.

It was proposed for these questions to be an agenda item for discussion and Trustee input at each Board Committee during the Autumn term. These in turn will feedback to the A&R Committee assisting in the update of the Risk Register document.

Trustees indicated their agreement with this.

**ACTION 12:** For the *Four Questions* document to be an agenda item for discussion and Trustee input at each Board Committee during the Autumn term. For committee feedback to be presented to the A&R Committee.

**13. GROWTH RELATED PROPOSAL- RCT- FOR RESOLUTION**

The *Future Implications for CIT, NGA-MAT-Mergers-202111, Resolutions Sheet – RCT 1, CIT Growth Approval Grid RCT, Osbournby Due Diligence Summary Report for Trustees, Resolutions Sheet Completed- Osbournby* and the *Osbournby Academisation Timeline (1)* documents were made available on the OnBoard portal prior to this meeting.

The TB Chair drew Trustee attention to the *Resolutions Sheet – RCT 1*, a proposal to allow the CEO to proceed to the next stage of this project (Due Diligence).

The CEO provided context in terms of the merger process between the receiving MAT (CIT) and the *transferring* MAT (RCT), the Central Leadership Team structure, the retention of all CIT's policies/ procedures and the new Governance structure of the *receiving* MAT.

A lengthy debate took place.

All aspects of a possible merger (risks, opportunities and the impact on stakeholders) were considered. Assurances were requested in relation to required expertise and Trust capacity in order to support all schools equally as well as the promotion of a MAT merger and good communications to all stakeholders.

Trustees recognised that further work is required around three important areas:

- Rewriting the current narrative around the CIT value of *Inclusivity*.
- Equality in terms of support for schools.
- Promotion of all opportunities within CIT's existing staff as well as staff of the *transferring* Trust.

It was suggested for a Task and Finish Group, with Trustee presence, to carry out the above work.

Trustees were welcome to contact the CEO directly should they wish to be part of the above-mentioned group.

The CS/ Clerk to TB was requested to communicate this with Trustees unable to attend this meeting.

Trustees indicated they were content for the CEO to proceed to the next stage with professional curiosity and without any blocks.

Approval was granted for the CEO to instruct the ELT to undertake Due Diligence and set up a task and Finish Group.

**ACTION 13: For the CS/ Clerk to TB to communicate the above with Trustees unable to attend this meeting.**

**ACTION 14: For a Task and Finish group (including Trustee membership) to be set up to progress the work in relation to the RCT project.**

**RESOLUTION: To give approval for the CEO to proceed to the next stage and instruct the ELT to undertake Due Diligence and set up a Task and Finish group.**

#### 14. **APPOINTMENT OF NEW CFO – UPDATE – DELEGATION OF APPOINTMENT AUTHORITY – FOR INFORMATION AND RESOLUTION**

The TB Chair reminded all present that the appointments of the Trust's CEO and CFO are Board appointments.

Three Trustees form the panel for the shortlisting, interview and recruitment process.

He proposed to give power of appointment, on behalf of the Trust Board, to those Trustees in the panel.

Their decision will be ratified by the full Board of Trustees via the Onboard portal.

Trustees indicated their agreement and resolved to give power of appointment, in relation to the appointment of the CFO, to the three Trustees in the recruitment panel.

**RESOLUTION: To give power of appointment, in relation to the appointment of the CFO, to the three Trustees in the recruitment panel. Their decision will be ratified by the full Board of Trustees via the Onboard portal.**

#### 15. **APPOINTMENT OF VICE CHAIR OF TRUST BOARD**

The Chair to TB advised that Trustee Helen Drew-Bradley had expressed an interest in taking over the role of Vice Chair to TB if approved by the Board.

Trustees indicated their agreement and resolved to approve for Trustee Helen Drew-Bradley to take over the role of Vice Chair to TB for academic year 2024-25.

**RESOLUTION: To approve for Trustee Helen Drew-Bradley to take over the role of Vice Chair to TB for academic year 2024-25.**

#### 16. **CLERKING MATTERS / TRAINING AND DEVELOPMENT- FOR INFORMATION**

The DDOG reminded all present regarding the requirement for the completion of Declarations of Pecuniary Interests for 2024-25 and the mandatory Safeguarding refresher through the National College platform (NC).

A watchlist of training for new Governors is also available via the NC platform. Further additional training beyond the NC platform is available through CST.

The CS/ Clerk to TB reminded all present to RSVP to meetings.

#### 17. **REVIEW OF THE MEETING AND CHAIR'S CLOSING REMARKS**

The TB Chair thanked everyone for their participation at today's meeting.

Meeting closed at 3:05pm.