

East Midlands Academy Trust

Minutes of the Trust Board meeting held on the 20th of September 2019, 09:15
at Cranfield Management and Development Centre, MK43 0HG

These minutes reflect the order of the agenda and not necessarily the order in which items
were discussed.

Agenda Item	Discussion	Action
1. Welcome	<p>Present: Kevin Crompton (Chair; Member appointed) Fiona Wheeler (Member appointed) Ayo Salam (Co-opted) Andy Davis (Member appointed) Leigh Jones (Co-opted) Jon Harris (Co-opted) Matt Johanson (Member appointed)</p> <p>Joshua Coleman (EMAT: CEO) Paul Wheeler (EMAT: Finance & Operations Director) Carole Kirby (Minutes - EMAT: Head of Governance)</p> <p>KC welcomed all and reminded all present that the matters raised within this meeting would remain confidential until the minutes were agreed and signed off.</p>	
2. Apologies	<p>Apologies were received and accepted from:</p> <p>Stephen Morales (Co-opted)</p> <p>It had been intended that SM would deliver a short presentation on business planning and finance to the board. This will be postponed and in the interim period CK will post the link to a webinar that Trustees can access which SM presented recently.</p>	<p>CK post link to Webinar on GovernorHub</p> <p>SM to present at later date</p>
3. Quoracy	The meeting was confirmed as quorate.	
4. Declarations of Interest	There were no declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.	
5. Election of Chair and Vice-chair	KC self-nominated as chair of the Board. There were no other nominations. KC left the room whilst the Board	

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	<p>discussed the nomination. The Board voted unanimously to appoint KC as Chair.</p> <p>AD self-nominated as Vice-chair of the Board. There were no other nominations. AD left the room whilst the Board discussed the nomination. The Board voted unanimously to appoint AD as Vice-chair.</p>	
6. Scheme of Delegation review	<p>CK advised the Board that the Scheme of Delegation (SoD) should be reviewed every September to ensure it is still functional and in order to amend anything that has cropped up in the preceding twelve months that might indicate an addition or amendment is required. It is also an opportunity for the Board to reflect on delegated powers and roles and responsibilities.</p> <p>The current SoD had been distributed with the papers for this meeting. It had been drafted in consultation with Stone King.</p> <p>A Trustee asked if Stone King or another set of legal advisors should be involved in the review. CK advised that it was not necessary to involve legal advisors at every review but it would be good practice to consult with them on a periodical basis, perhaps every three to four years, or if a matter arose which required legal advice and guidance.</p> <p>A Trustee asked if any feedback had been received from governors or Trustees or anyone else about the SoD. CK replied that some members of some of the LABs thought it a little complicated and wanted a shorter crib sheet to refer to. CK had extracted the salient points for a governor to refer to. The Board thought this document should be shared with all LABs: CK will post onto GovernorHub.</p> <p>A Trustee asked if it would be a good idea to add the name of the DPO. Yes, this should be added to the document. PW is the DPO.</p> <p>A Trustee asked if there had been any regulatory or statutory changes during the last twelve months that affect the SoD. JC confirmed that there had not been any that affect this document.</p>	<p>CK add condensed SoD to GovernorHub</p> <p>JC – add PW as DPO to the SoD</p>

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	<p>A Trustee requested an additional line is added to indicate who is responsible for Safeguarding arrangements. JC to organise the addition.</p>	<p>JC – organise addition of SG delegations to SoD</p>
<p>7. Minutes of the meeting held 23/07/2019</p>	<p>The minutes of the meeting held on the 23rd of July 2019 were reviewed and agreed to be an accurate representation of the meeting. KC signed the minutes.</p>	<p>KC – pass signed minutes to CN or JC for files</p>
<p>8. Actions from the meeting held 23/07/2019</p>	<p>Action from the meeting held on the 23rd of July 2019 were reviewed:</p> <ul style="list-style-type: none"> i. JC/GO to pass thanks form the Tb to Tm and his team of staff w/r to recent Ofsted inspection. Done ii. JC to highlight NIA Ofsted report with local MP. Done. iii. KC provide CK with availability so that a visit to PWS can be arranged. This is C/F although all TB and TB committee meetings have been organised across all schools this year. iv. KR/GO/LB look into sources of good practice around additional spending (SEND/PP/EAL). Ongoing. v. CK organise PP training for Trust Board. JC will pick this up. Materials from the session delivered by Charlie Furniss which CK had organised, are available on GovernorHub. vi. CK provide 10 min slot for KC on Strategy Day. Done. vii. PW/NS update H&S Policy & Accessibility Policy for board ratification. Ongoing. viii. CK add PDF doc with all dates to GovernorHub. Done. 	<p>C/F C/F C/F</p>
<p>9. Constitution of Board:</p> <ul style="list-style-type: none"> i. Allocation of Lead roles: SG; SEND; PP; Well-being; Careers ii. Allocation of Trustees to committees – 	<p>Lead roles: the following allocation to Lead roles was discussed and agreed by the Board-</p> <p>Safeguarding: Fiona Wheeler SEND: Jon Harris Pupil Premium: Andy Davis Careers: Kevin Crompton and Ayo Salam Well-being: Ayo Salam</p> <p>A document with a suggested membership of TB committees had been distributed with this agenda. The Board discussed the allocation of Trustees to each committee and agreed that the suggested membership should stand. It was agreed that</p>	

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<p>see attached document</p> <p>iii. Chairs of committees</p> <p>iv. Board recruitment update</p>	<p>Ayo Salam will chair the FHR and Estates committee after he volunteered to do so.</p> <p>The Trust is working with Peridot, a specialist recruitment company, to recruit a volunteer to chair the Standards and Performance committee. Until this is finalised, Leigh Jones offered to become Acting chair; the Board unanimously agreed this appointment.</p> <p>The Board discussed the merits of retaining an independent chair for the Audit and Risk committee and agreed that Richard Burkimsher should continue in this role if he is happy to do so. Trustees commented that RB does not attend any Trust Board meetings and it would be good to have his input. PW agreed to invite RB to the TB meeting in December when he can present his annual report to the Board.</p> <p>Board recruitment – KC and JC reported that they are working with Academy Ambassadors and Governors for Schools to recruit new Trustees. This is especially important now that IM and PWaterhouse have resigned. CK had met with once candidate form Governors for Schools; JC will follow this up to see if he completes any skills gap.</p>	<p>PW to invite RB to TB meeting in December to present annual audit report</p>
<p>10. Board Housekeeping</p>	<p>The code of conduct had been distributed with the agenda for this meeting. All Trustees present signed the code of conduct.</p> <p>CK reminded all Trustees to complete the skills audit that had been sent out with the papers for this meeting. KC requested Trustees complete this by September the 30th and return to Chloe Nelson so that the matrix of results can be presented and the board can ensure it is recruiting to skills required.</p> <p>Declaration of Interest forms were distributed and returned to CK for filing and entry on the Register.</p> <p>Trustees signed a document to confirm they have read Part One and Annex A of Keeping Children Safe in Education 2019. CK will pass this to CN for filing. A discussion followed about county lines and KC agreed to send a link to the Home Office guidance for Trustees to read. A further discussion followed with regard to local safeguarding hubs and the involvement of other agencies such as the police in</p>	<p>All – send completed skills audit to CN by Sept 30th</p> <p>KC – send link to Home Office guidance on County Lines</p>

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	disseminating local contextualised information for each school.	
11. Trust Board approval of new local governors	<p>A document containing outline profiles of all new governors on the LABs had been sent out with the agenda for this meeting.</p> <p>The Board approved all governors:</p> <p>Frances King (NIA) Paul Pateman (NIA) Alan Edge (Hardingstone/SAA) Duncan Furey (PWS)</p>	
12. CEO Report	<p>JC gave an update on Trust matters. Discussions with the UTC continue. Within the last two weeks they have indicated that they would like to explore joining EMAT; all parties have now signed a NDA. JC has set out the due diligence process for both sides, which will be conducted by an independent party; the results from these investigations should be ready in November. Both Boards will have access to the same information and each Board will take a decision as to next steps.</p> <p>On the 22nd of October JC, PW and KC will meet with the RSC and Trust growth will form part of their discussions.</p> <p>The NIA has had some issues with regard to the terrace outside at the back of the building. PW gave an update with regard to snagging at NIA and spoke about the instability of the terrace surface. The matter has gone to arbitration but the rate of deterioration has been rapid and it poses a Health and Safety risk. JC has raised the matter with NCC and the local MP and people have been out to look at the surface. The matter may now proceed to the Secretary of State to find a resolution.</p> <p>A Trustee asked what risks the damaged surface might pose. Personal injury and financial if it cannot be resolved through NCC. The matter must be remedied ASAP otherwise the building is not fit for purpose. JC outlined the risks in further detail.</p> <p>A Trustee asked if the terrace is in danger of collapse. No, the slabs are raised and the pedestals rock so the surface is</p>	

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	<p>unstable. JC stated that he has asked for the structure to be provided with a stop-gap to ensure it is made safe in the interim whilst a solution is found but a permanent remedy must be provided as a matter of urgency.</p> <p>A Trustee asked if an independent assessment has been carried out. PW as asked or the DfE Expert Design Panel to review it.</p> <p>PW reported that the Science rooms have now been fixed so that sound does not travel across the labs. The bulge year at NIA has also been admitted and the commercial spaces were refurbished in time for the new term.</p> <p>A discussion followed regarding leadership roles across the Trust and strategies to ensure staff retention and recruitment.</p>	
13. Finance Update	There is a confidential minute at this point.	
14. Audit and Risk committee update	The minutes of the Audit and Risk committee meeting held on the 23 rd of July 2019 had been distributed with the agenda for this meeting. The Board had noted the content, thanked the committee for their work and had no questions at this point.	
15. Standards and performance committee update	The minutes of the Standards and performance committee meeting held on the 30 th of July 2019 had been distributed with the agenda for this meeting. The Board noted their content and had no questions at this time. The Board thanked the committee members for their work in scrutinising the data.	
16. Safeguarding matters	Safeguarding matters were discussed within earlier items above. The Trust Safeguarding Policy was ratified for schools to adapt and contextualise. The Board considered that the Policy has become rather unwieldy and asked the Central team to review the Policy to see what could be taken out and presented as additional documents rather than contained within the main SG Policy itself.	Central team – JC to delegate – review SG Policy so that it can be reduced in size.
17. Policies for ratification/discussion	There is a confidential minute at this point.	

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18. AOB	<p>A Trustee asked if the Board has oversight of any other policies that may be affected by the Trust's vision and values considering that these were all discussed within the strategy event today. JC confirmed that as CEO he has authority to have discussions with schools should any conflict arise and anything of a contentious nature will be brought to the attention of the Board.</p>	
19. Dates of next meetings	<p>Dates of meetings for Autumn 1 and Autumn 2:</p> <p>Thursday 03/10/19 at 10:00: Standards and Performance, NIA, NN1 1AA</p> <p>Tuesday 22/10/19 at 08:00: Finance, HR & Estates, PWS, Herne Road, Oundle, PE8 4BS</p> <p>Tuesday 03/12/19 at 09:00: Audit & Risk, Orchard Academy, Springfield Boulevard, Milton Keynes, MK6 3HW</p> <p>Friday the 06/12/19 at 10:00: Finance, HR & Estates, Stimpson Avenue Academy, Stimpson Avenue, Northampton, NN1 4LR</p> <p>Friday 13/12/19 at 10:00: Whole Trust Board, Hardingstone Academy, Martins Lane, Hardingstone, NN4 6DJ</p>	Calendar appointments have been sent

Meeting closed at 11:45