

## Trust Board - Minutes

**Minutes** of the Board of Trustees held on Thursday 23<sup>rd</sup> May at 9:30am at Academy House.

Trustees: Mrs A Firth (Chair), Mr J Dunn (Vice Chair), Dr J Blunden (Chief Executive), Mrs A George, Mr C Waldie, Mr M Tucker, Mr J Green, Mr A Milliner, Ms Anne-Marie Sim, Ms A Hutchinson, Mrs A Bull

Also Present: Mr S Davis (Chief Financial Officer), Mrs B Couch (Head of Corporate Governance), Mr C Gould (Director of Education), Mrs H Andrew (item 6), Mr C Pickles (item 8), Mrs E Burley (Minute Taking)

Apologies: Mrs J Harvey (item 5),

No attendance: Mr D Austin

Item	Decision	Action
1.	<b>Governance Business</b>	
1.1	<b>Apologies</b>  No Trustee apologies were <b>RECEIVED</b> .  Mr D Austin was not in attendance and apologies were not received.	
1.2	<b>Declaration of business and pecuniary interests and approval of register</b>  Trustees <b>APPROVED</b> the previously circulated register of interests and confirmed the following amendments:  Mr M Tucker – Member of Callywith College.  Mr C Waldie – Interest at Exeter University ceasing in August.	Head of CG to update
1.3	<b>Public and confidential minutes of the meeting of 22<sup>nd</sup> March 2024</b>  The public and confidential minutes of the meeting held on 22 <sup>nd</sup> March 2024 were <b>ACCEPTED</b> as a true and accurate record of proceedings.	
1.4	<b>Matters arising (not otherwise covered in the agenda)</b>  None	
1.5	<b>Chair's Business</b>  The Chair <b>INFORMED</b> Trustees that Mrs S Flack has resigned from the Board.  Trustees were <b>INFORMED</b> that there are two prospective Trustees who will meet the search and governance committee.	Head of CG to arrange

	<p>The Chair reported that she had visited the Hayle ARB and had a thoroughly enjoyable time, all Trustees are invited to take the opportunity to visit.</p> <p>The Chair proposed an extended away day including an overnight stay in order for the Board to have quality strategic discussion time.</p> <p>Trustees were supportive of this idea and look forward to receiving further details.</p> <p>The Chair invited Trustees to attend the Trust Music showcase at Hall for Cornwall on 2<sup>nd</sup> July.</p>	
<b>1.6</b>	<p><b>Corporate Governance report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees <b>APPROVED</b> the renaming of the local governance tier to local monitoring committee and the newly listed responsibilities.</p> <p>Trustees <b>NOTED</b> the details and terms of reference for Local Monitoring Committee (LMC), Risk and Audit Committee and Performance and Remuneration.</p> <p>Trustees <b>DISCUSSED</b> and <b>APPROVED</b> the Scheme of Delegated Authority (SoDA). Trustees <b>NOTED</b> communication and support will be provided to the LMCs and Headteachers in preparation to launch in September 2024.</p> <p>Trustees <b>APPROVED</b> for the executive team to amend relevant policies to bring in line with the LMC role with the understanding that substantial changes will be brought to the attention of Trustees.</p> <p>Trustees <b>DISCUSSED</b> the proposed new finance and resources committee and <b>NOTED</b> further details would be brought to the next meeting in July.</p> <p>Trustees <b>APPROVED</b> the equality policy with the feedback including:</p> <ul style="list-style-type: none"> <li>• Page 7 – response to victims, perpetrators and families - Some guidance on this is needed for schools.</li> <li>• Ensuring schools are encouraged to have a full year program of positive content regarding protective characteristics and ensuring sensitivity of the delivery.</li> </ul>	Dir of Ed
<b>2.</b>	<p><b>Chief Finance Officer’s report</b></p>	
<b>2.1</b>	<p><b>Consolidation of professional services</b></p> <p>Trustees <b>RECEIVED</b> previously circulated report.</p> <p><i>See confidential minutes</i></p> <p>Trustees <b>APPROVED</b> the appointment of a School Improvement Executive lead for Primary within anticipated costs of 113k (including on costs).</p>	
<b>2.2</b>	<p><b>Management accounts, balance sheet, Cashflow and KPI’s as at 31<sup>st</sup> March 2024</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>APPROVED</b> the overall position for the Trust for the period ending 31<sup>st</sup> March 2024 – taking into account the balance sheet, cashflow and KPIs.</p> <p>Trustees <b>CONFIRMED</b> that the Trust is a going concern given the current budget presumptions.</p>	

<p><b>2.3</b></p>	<p><b>Capital monitoring to 31<sup>st</sup> March 2024</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>NOTED</b> the summary financial position for Capital for the Trust for the period ending 31<sup>st</sup> March 2024.</p> <p>Trustees <b>NOTED</b> that the Trust have now had confirmation of capital funding for 24-25 which is broadly the same as last year and doesn't take into account inflation.</p> <p>Trustees <b>APPROVED</b> the capital allocation requests for the SCA 2023/24 totalling 996k including tender estimates for:</p> <ul style="list-style-type: none"> <li>• Newlyn ramp and shelter, 90k</li> <li>• Sennen classroom ceilings, 25k</li> <li>• Sennen windows and external doors, 150k</li> <li>• St Erth fire alarm, 25k</li> <li>• St Erth roof replacement, 300k</li> <li>• St Just window replacement and external doors, 365k</li> <li>• External funding uplift for Cardinham and Pensans, 41k</li> </ul> <p>A Trustee <b>QUESTIONED</b> the due diligence process when schools are joining the Trust and was <b>ASSURED</b> thorough processes are in place.</p>	
<p><b>2.4</b></p>	<p><b>Confidential contract approval</b></p> <p><i>See confidential minutes</i></p>	
<p><b>3.</b></p>	<p><b>Chief Executive's report</b></p> <p>Trustees <b>RECEIVED</b> and <b>NOTED</b> the previously circulated report.</p> <p>Trustees <b>DISCUSSED</b> and <b>NOTED</b> the very recent news of the general election on the 4<sup>th</sup> July.</p> <p>Trustees were <b>INFORMED</b> that attendance is still a key priority for the Trust with TPAT continuing to be above local averages and in line or better than national average.</p> <p><u>School causing concern:</u></p> <p><i>See confidential minutes</i></p> <p>Pensans – recent OFSTED judged the school to be requires improvement. Trustees <b>COMMENTED</b> that this was a very fair judgement highlighting the work undertaken by the Trust and Headteacher to stabilise the school. Trustees were <b>ASSURED</b> that the Trust are confident that the school is heading in the right direction.</p> <p><i>See confidential minutes</i></p>	
<p><b>4.</b></p>	<p><b>Director of Education report</b></p> <p>Trustees <b>NOTED</b> and <b>DISCUSSED</b> the previously circulated report.</p> <p><u>Primary</u></p> <p>Trustees <b>NOTED</b> the action plans in place for the vulnerable schools within the Trust and <b>DISCUSSED</b> both the vulnerable schools and the schools going through a transition of leadership.</p>	

	<p>Trustees <b>DISCUSSED</b> and <b>NOTED</b> the continued work developing the curriculum across schools whilst ensuring each schools distinctive ethos and values are maintained.</p> <p>Trustees recognised the focus on raising of standards at the end of key stage 2 particularly for the disadvantaged.</p> <p>Trustees recognised the focus for next year on writing in primary schools.</p> <p><u>Secondary</u> Trustees <b>NOTED</b> the predicted strength in outcomes for Mullion and indicators of improvement at St Ives.</p> <p>Trustees <b>NOTED</b> outcomes for Helston are below Trust targets and are a concern due to poor attendance.</p> <p>Trustees <b>NOTED</b> outcomes for disadvantaged students continue to be a priority for improvement.</p> <p>Trustees <b>NOTED</b> that attainment will be used as a key national performance indicator in future years as progress measures will not be available.</p> <p><i>Mr M Tucker left at 11:53am.</i></p> <p><i>Mr J Green, Mr J Dunn and Mrs A Bull left the meeting at 12pm.</i></p>	
5.	<p><b>Safeguarding Lead report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report and <b>QUESTIONED</b> when the pupil survey is being undertaken. Trustees were <b>INFORMED</b> that the outcomes of the survey will be included in the July report.</p>	Safeg Lead
6.	<p><b>Director of People and Strategy report</b></p> <p>Trustees <b>RECEIVED</b> and <b>NOTED</b> the previously circulated report.</p> <p>Trustees <b>DISCUSSED</b> the advantages of an employee assistance program (EAP) and <b>APPROVED</b> the purchase of the wellbeing solutions EAP Premier tier for an initial 12 month period.</p> <p>Trustees <b>APPROVED</b> the previously circulated flexible working and retirement policies.</p>	Dir of People
7.	<p><b>Risk Management</b></p> <p>Trustees <b>RECEIVED</b> and <b>APPROVED</b> the previously circulated risk register.</p>	
8.	<p><b>Director of Operations report</b></p> <p>Trustees <b>RECEIVED</b> and <b>DISCUSSED</b> the previously circulate report.</p> <p>Trustees <b>APPROVED</b> the Health and Safety policy with the understanding that this will be simplified in 2025.</p> <p>Trustees <b>NOTED</b> the intention of the Trust to enhance the robustness of due diligence checks on contractors ensuring for instance relevant insurances are in place.</p>	Dir of Ops

	Trustees <b>DISCUSSED</b> the requirements of category d qualified drivers and requested that appropriate legal advice is obtained by the Trust in writing.  Trustees <b>APPROVED</b> the estate management plan for 24-25 SCA programming.	
	<b>Date of next meetings:</b>  Risk and audit committee – Monday 1 <sup>st</sup> July 2024, 16.00pm Full Board – Tuesday 9 <sup>th</sup> July 2024, 9.30am	

Pending	In progress	Complete	Outstanding		
Number	Action			Who	By When
Minutes 21.03.24					
Number from minutes					
1.6	Amendment to the SoDA			BC	
1.6	Dates to be sent to all members of committee			BC	
3.	Referencing of policies and paragraph 9 of Behaviour policy to be looked at.			JW/TL	
5.	Amendments to the LGPS employer discretions policy			HA	
5.	To circulate wellbeing and workload charter			HA	
6.2	Circulate approved reserves policy.			EB	
6.4	Amendment to Investment policy and circulate			SD/EB	
Minutes 23.05.24					
1.2	Amendments to register of interest			BC	
1.5	Arrange search and governance committee to meet prospective Trustees			BC	
1.6	Equality policy to be circulated			EB	
1.6	Equality guidance for schools			CG/ AH	
1.6	Amendments and circulate SODA			BC/EB	
1.6	Amendments to policies to bring in line with new LMC role			BC	
2.1	Additional consolidation paper created circulated with Trustees			SD/BC	
5.	Pupil survey outcomes to be brought to July meeting			BC	
6.	Flexible working and retirement policies to be circulated with schools			EB	
6.	EAP purchase and rollout			HA	
8.	Health and Safety Policy to be circulated			EB	