



Trust Board - Minutes

Minutes of the Board of Trustees held on Wednesday 9th October at 9:30am at Academy House.

Trustees: Mrs A Firth (Chair), Dr J Blunden (Chief Executive), Mrs A George, Mr A Milliner, Ms Anne-Marie Sim, Ms A Hutchinson, Mr S Spry, Mr M Tucker, Mrs A Bull, Mr J Dunn (Vice Chair – from item 5)

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 4), Mrs J Woodhouse (item 6), Mrs E Burley (Minute Taking)

Apologies: Mr D Austin, Mr J Green, Mr C Waldie

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were RECEIVED from Mr D Austin, Mr J Green and Mr C Waldie.	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register of interests. Trustees were ASKED to complete their annual declaration of interest forms.	Head of Corp Gov.
1.3	Public and confidential minutes of the meeting of 9th July 2024 The public and confidential minutes of the meeting held on 9 th July 2024 were ACCEPTED as a true and accurate record of proceedings.	
1.4	Matters arising (not otherwise covered in the agenda) None	
1.5	Chair's Business The Chair welcomed all to the meeting and introduced the newly appointed Trustee, Mr Simon Spry.	
1.6	Corporate Governance report to include diversity skills audit and report following policy review working party Trustees RECEIVED the previously circulated report.	

	<p>Trustees NOTED the policies APPROVED by the policy review group and APPROVED the rise of declaration of gifts and hospitality from £10 to £30.</p> <p>Trustees NOTED that the policies which fall under the Health and Safety and Data Protection areas will be re written by the Director of Operations by end of November 2024. The policy review group will then meet to approve.</p> <p>It was highlighted to Trustees that a statement within the Behaviour policy needed to be updated due to some updated information regarding search and confiscation. Trustees APPROVED this additional wording.</p> <p>Trustees DISCUSSED the need to ensure sufficient monitoring of Trust wide policies where schools are required to adapt at school level. Trustees AGREED that changes to policies such as the uniform policy should involve consultation with the LMC.</p> <p>Trustees NOTED that a meeting had taken place with a small group of Chairs from both Primary and Secondary LMCs to discuss and receive feedback on communications between the Trust Board and LMCs.</p> <p>Trustees NOTED that the following would be implemented:</p> <ul style="list-style-type: none"> • LMCs will report via the Head of Corporate Governance the key issues they would like highlighted to Trustees on a termly basis. • An event will be organised and open to all LMC members – this will provide an opportunity for LMC members to network, receive key messages and meet Trustees. It is anticipated that this will be an annual event and will take place in an evening. • Comparative data will be provided to LMCs on a regular basis in order to allow LMC members to understand the progress of their school compared to others in the Trust <p><i>Mr M Tucker joined the meeting at 9:47am.</i></p> <p>Trustees NOTED the need to explore governance arrangements across the schools where either a Headteacher is shared or recruitment is proving difficult.</p> <p>Trustees were ASKED to complete the circulated skills and diversity audit.</p>	<p>Head of Corp Gov.</p> <p>Head of Corp Gov.</p>
2.	<p>Report from Finance and Resources Committee</p> <p>Trustees RECEIVED the previously circulated minutes.</p> <p><i>Please see confidential minutes.</i></p>	
3.	<p>Chief Financial Officer Update</p> <p>Trustees RECEIVED previously circulated reports and NOTED that changes to the Academy Trust handbook 2024.</p> <p>Trustees DISCUSSED and APPROVED the updated 24-25 Financial procedures manual.</p> <p>Trustees NOTED the updated budget report 24/25 to 26/27 as well as the impact of the Teacher pay award and core schools budget grant as submitted in the budget forecast return to the EFSA.</p> <p>Following DISCUSSION, Trustees APPROVED the updated 24/25 budget proposal.</p>	

	<p>Trustees QUESTIONED the proposed reserve position and were INFORMED that the newly formed Financial Sustainability group will be looking closely at this and reporting back to Trustees where necessary.</p> <p>Trustees DISCUSSED the budgetary impact of increased SEND need in schools.</p> <p><i>See confidential minutes.</i></p>	
4.	<p>Director of People and Strategy policy updates</p> <p>Trustees RECEIVED the previously circulated report outlining that all employment policies have been updated to reflect the change of governance arrangements at school level. All policies now refer to Local Monitoring Committees and Committee members. However, the Trust Redundancy Policy and the Trust Attendance Policy have both previously involved the former Local Governing Board (LGB) in some of the formal decision-making stages. Therefore, there is a need for a more fundamental update which amends these governance arrangements.</p> <p>Following DISCUSSION Trustees APPROVED the Trust Redundancy policy and the Trust Attendance policy.</p>	Admin Manager
5.	<p>Chief Executive's report to also include risk management</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>The CEO shared the Queen Street Group's annual report and highlighted the benefits to the Trust in CST membership.</p> <p>The priorities for 2024-25 were SHARED with Trustees and include:</p> <ul style="list-style-type: none"> • To demonstrate ambitious expectations to improve attainment for all, especially our most vulnerable and disadvantaged pupils. • To align our approach to pedagogy and our secondary curriculum across all schools embedding our transformative Advantage programme. • To ensure our schools are places where pupils are proud to belong and attend regularly. • To embed our 8 Collaborations across all schools. • To implement our alignment of services in Operations and People <p>Trustees DISCUSSED the KPIs shared and NOTED that attendance continues to be a significant priority for the Trust.</p> <p><u>Risk Management</u></p> <p>Trustees RECEIVED and NOTED the previously circulated risk register and APPROVED the updated risk management policy.</p> <p>Trustees NOTED the highlighted schools causing concern including those schools where there are leadership capacity issues.</p> <p><i>See confidential minutes.</i></p> <p>Trustees RECEIVED the previously circulated OFSTED report for St Erth and were pleased to hear of the successful OFSTED in another Trust school last week.</p> <p><i>Mr J Dunn joined the meeting at 11:02am.</i></p>	Admin Manager

	<p><u>Sustainability and growth</u></p> <p>Trustees NOTED that the Perranporth Secondary Academy building has commenced.</p> <p>Trustees RECEIVED the Goonhavern School due diligence report, Risk Appraisal and Proposed on-boarding plan and NOTED the increase in LA contribution to electrical works identified through due diligence from 50k to 90k.</p> <p>Trustees APPROVED Goonhavern Primary School to join TPAT subject to satisfactory resolution of Statutory Compliance matters being negotiated with the Local Authority.</p> <p><i>See confidential minutes.</i></p>	
6.	<p>Director of Education's report</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the full breakdown of individual schools according to the KPIs.</p> <p>A full strategic plan for quality of education in Primary and Secondary schools for the Academic year was shared with Trustees.</p> <p>Secondary School attainment has become an increased focus for the Trust following the data from external assessments.</p> <p>Trustees NOTED that following the rollout of the Advantage project last year, the digital transformation lead is currently working on the impact the project has made.</p> <p>The Director of Education gave an update on the CPD program that had been circulated with schools, the work the Trust are doing with Black Voices Cornwall and the rising level of need in SEN.</p> <p><u>Primary</u></p> <p>Trustees NOTED that an appointment had not been made for the Primary Lead resulting in the team being stretched currently.</p> <p>Trustees NOTED the 3 schools where OFSTED are due; Nancledra, Chacewater and Alverton. Trustees were INFORMED of a risk around Nancledra school due to staffing.</p> <p>Trustees NOTED the action plans for the vulnerable schools in the trust that are causing concern including Nanpean, Mullion, Pensans, Landewednack and Nancledra.</p> <p>The Director of Education shared the primary data highlights and was pleased to share that the results come out above average across the board with the exemption of Grammer. Trustees were INFORMED that the primary strategy reflects the approach the Trust we be taking to this.</p> <p>Trustees NOTED the focus for the following year on writing in primary schools with regard to how we approach the teaching of grammar.</p> <p><i>See confidential minutes.</i></p> <p>Trustees NOTED the focus on raising of standards at the end of KS 2 particularly for disadvantaged.</p>	

	<p>A Trustee QUESTIONED the varied outcomes of the schools who had piloted the disadvantaged project and was INFORMED that this can be due to the number of learners in the schools.</p> <p>A Trustee ASKED what the Trust future plans are on narrowing the disadvantaged gap and was INFORMED that the reading project is being rolled out wider and work will continue on the disadvantaged project including work around pedagogy.</p> <p><u>Secondary</u></p> <p>Trustees were INFORMED that the alignment of the Secondary curriculum and pedagogy is being implemented and being well received. This work will continue with the goal for all subjects to co-construct a shared curriculum plan for at least year 7 by September 2025.</p> <p>The Secondary Education lead shared an overview of the KS4 outcomes for 2024 which showed some varied results across the 5 schools.</p> <p>Trustees NOTED the significant improvement at Hayle Academy showing they are the most improved in Cornwall.</p> <p>Trustees were INFORMED that there is a concern around the recruitment of Teachers in some of the schools which reflects in some results.</p> <p>Trustees NOTED that raising attainment, particularly in Maths and English, and for students who are disadvantaged (FSM) is a priority.</p> <p>Trustees NOTED attainment at 5+ and 7+ and particularly in priority subjects including Art, History and Science.</p> <p>Trustees NOTED the attainment and progress at KS4 in Helston Community College which is a concern. Trustees were ASSURED that there is a comprehensive support plan in place to raise attainment rapidly, and particularly in English and Maths for disadvantaged students.</p> <p><i>See confidential minutes.</i></p> <p><i>Mr M Tucker left the meeting at 11:55am.</i></p> <p>Trustees were INFORMED that the Trust is working towards common assessment policy for Secondary schools.</p>	
7.	<p>Safeguarding Lead Report</p> <p>Trustees RECEIVED previously circulated reports.</p> <p>Trustees NOTED the safeguarding action plan for 24/25 and evaluation of the 23/24 plan.</p> <p>Trustees were INFORMED that an external audit is due to be undertaken during 24/25.</p> <p>Trustees NOTED the Trust safeguarding 5 year plan which outlines the focus areas.</p> <p>Trustees NOTED the data from the Trust wide safeguarding reporting system CPOMS and were INFORMED that there's some work to do in some schools around their reporting.</p>	

<p>Trustees NOTED the revised Safeguarding and child protection policy which had been made available to all school in week 2 of term due to the delays in the final publication of KCSIE to 1st September 2024.</p> <p>A Trustee ASKED how the Trust check that the schools have amended their policies adequately at school level and published on their website and were ASSURED that the safeguarding lead checks the school policies and websites.</p> <p>The requirement for all Trustees to read the KCSIE 2024 document was HIGHLIGHTED.</p> <p>The CEO shared concerns around multi-agency partners and safeguarding issues being shared with schools following a recent incident and reported that she will be looking into this further.</p> <p>The Director of Education THANKED the safeguarding lead for her hard work in supporting schools.</p>	All Trustees
<p>Date of next meetings:</p> <p>Risk and audit committee – Full Board – Thursday 5th December</p>	

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	JH	

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	
Minutes 09.07.24			
1.2	Amendment to register of interest	BC	
1.8	Circulate minutes from the risk and audit committee	BC	
2.2	Circulate Financial Procedures Manual along with coinciding policies with schools	EB/ SD	
2.2	CFO to review the table outlining roles and responsibilities in the financial procedures manual	SD	
Minutes 09.10.24			
Number from minutes			
1.6	To explore governance arrangements across the schools where either a Headteacher is shared or recruitment is proving difficult.	BC	
1.6	Publish and circulate behaviour policy	EB	
1.6	Organise an event open to all LMC members	BC	
4.	Publish and circulate redundancy and attendance Policy	EB	
5.	Risk management policy	EB	