

Trust Board - Minutes

Minutes of the Board of Trustees held on Wednesday 25th January 2023, 9.30am at Academy House.

Trustees: Mrs A Firth (Chair), Mr J Dunn (Vice Chair), Dr J Blunden (Chief Executive), Mrs S Flack, Mr J Green, Ms A Bull.

Also Present: Mrs J Brinson (Director of Business and Finance), Mrs B Couch (Head of Corporate Governance), Mrs E Burley (Minute Taking), Mrs H Andrew (HR Director – item 5), Mrs J Woodhouse (Secondary Education Lead – item 4)

Apologies: Mr A Milliner, Mr A Venter.

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were RECEIVED and ACCEPTED from Mr A Milliner and Mr A Venter.	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register of interests and DECLARED no additional interests.	
1.3	Minutes and Confidential minutes of meeting held on 8th December 2022 The minutes and the confidential minutes of the meetings held on 8 th December 2022 were ACCEPTED as a true and accurate record of proceedings.	
1.4	Matters arising (not otherwise covered in the agenda) See confidential minutes.	
1.5	Chair's Business Trustees NOTED that there were a number of Skills and Diversity Board audit forms not yet returned and were ASKED to complete and return the information at their earliest convenience in order for the Search and Governance Committee to meet early in the new term. Trustees were INFORMED that the Chair sits on a forum across the South West with Chairs of other Trusts, similar issues are being reported in terms of demographics, behaviour and exclusions. The Chair was pleased to report that TPAT are forward thinking by recruiting a behaviour lead and will be sharing this with the other MATs as part of the forums. Trustees AGREED that the Trust should support the Government scheme looking at putting deliberators in all Schools.	

	<p>Trustees were INFORMED that Judy Brinson, Director of Business and Finance had given her retirement notice. Trustees THANKED Judy for her continued hard work throughout the years for the Trust.</p> <p>The Chair welcomed Emily Burley to the meeting and INFORMED the Board that Emily will be taking the meeting minutes in order to allow the Head of Corporate Governance to appropriately contribute to the meetings.</p> <p><i>For confidential matters arising, see confidential minutes.</i></p>	
<p>2.</p>	<p>Officer reports</p>	
<p>2.1</p>	<p>Safeguarding</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED that the Safeguarding Lead has requested feedback on the Safeguarding reporting to the Board and ASKED if enough information is presented.</p> <p>Trustees NOTED that discussions are in place in regards to increasing the capacity of the Safeguarding Lead at which time it is anticipated reporting will be considered further.</p>	
<p>2.2</p>	<p>SEND</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED that recent OFSTED reports in schools have reflected well for SEND.</p> <p>Trustees NOTED that the Local Authority have had financial cuts which has impacted SEND and ECHP. processing. Trustees NOTED that this was a national issue.</p> <p>Trustees NOTED that Penwith APA, an alternative provider had an OFSTED inspection in October 2022 and has gone into special measures.</p> <p>A Trustee QUESTIONED the higher level of exclusions figures across the Trust and was INFORMED that there had been no permanent exclusions at primary school level prior to this report. Trustees were INFORMED that there is a high level of need in dealing with behaviour that schools are unable to cope with. There are children in main stream schools who should have access to alternative provision. The Behaviour Lead has been supporting staff to deal with negative behaviour. Trustees NOTED that there is a significant financial impact in providing the staff required to deal with individual cases.</p> <p>Trustees NOTED that there is a difficulty recruiting experienced Teaching Assistants who have expertise with children with additional needs. The Trust are looking into putting together a different job description for support staff with these responsibilities which would have an alternative pay grade due to the complexity of the roles.</p> <p>Trustees NOTED that the Trust are looking into models in relation to speech and language therapists.</p> <p>Trustees were INFORMED that the Trust is recruiting an Attendance and Exclusions Lead.</p> <p>Trustees were INFORMED that the Trust are looking into opening an ARB provision at Pensans School. This would be for both TPAT schools and other schools. An application will need to be put through for a change to the school. The Trust would then consider</p>	

	<p>recruiting a high level speech and language teacher for the ARB who would also work across the Trust.</p> <p>Trustees NOTED that the Trust continue to have a good relationship with the Local Authority.</p>	
<p>2.3</p>	<p>Local Governance Report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED the proposal of the restructure of the Secondary Governance Model.</p> <p>A Trustee QUESTIONED if it would be feasible for the Secondary LGB to meet 6 times a year with the restructure and were advised that currently the Governors are meeting more than this and this will reduce their meetings.</p> <p>Trustees DISCUSSED the requirement for clarity in Trust and School policies and were INFORMED that this is something that is currently being worked on and that this would be put forward in line with the SODA.</p> <p>Trustees REQUESTED that amendments to policies being brought to the Board for approval are highlighted on each document.</p> <p>A Trustee QUESTIONED when the transition was proposed to happen and were INFORMED that work would start immediately with full implementation in September 2023.</p> <p>Trustees APPROVED the restructure of the Secondary Governance Model.</p> <p>Trustees NOTED the LGB support, monitoring and engagement in place and were INFORMED that further reporting will be looked into through ARBOR and training feedback.</p> <p>Trustees were INFORMED of a title change to the previous Governance Officer role, the title now being Head of Corporate Governance reflecting on the strategic role.</p>	
<p>3</p>	<p>Chief Executive's Report to also include risk management</p> <p>Trustees RECEIVED the previously circulated report with the following points to NOTE:</p> <p><u>OFSTED</u></p> <p>Trustees were INFORMED that Cape Cornwall received a good OFSTED report following their recent inspection. St Ives School OFSTED report had been published and was very positive. The three original TPAT secondary schools have been OFSTED inspected this academic year and have received an outcome of Good.</p> <p>Trustees EXPRESSED their thanks to all involved in the inspection.</p> <p><u>Admissions arrangements 2024-25</u></p> <p>Trustees RECEIVED the previously circulated Admissions arrangements document.</p> <p>Trustees QUESTIONED why the document shows different over subscription criteria for individual schools and were INFORMED that this allows schools individuality to reflect on their demographic and enables schools to consult if necessary.</p>	

	<p>Trustees APPROVED the Trust Admissions arrangements for 2024-25</p> <p><u>Free School: Perranporth School</u></p> <p>The significant increase in costs for the new school has led to a re-evaluation of the pupil place need in Cornwall and for a number of reasons, this data is now not as strong as in 2018-19 when the original application was made. The project has needed to be re-approved by the Secretary of State and we are awaiting their response. The regions group have advised that there may be a reduction in the size of the overall school to meet a reduced budget. Trustees will be kept informed of any progress.</p> <p><u>Complaints</u></p> <p>A Trustee QUESTIONED whether there should be any concern over the complaint mentioned in the report and was INFORMED that there should be no concern. Trustees were INFORMED that the Trust are looking at a reporting structure for complaints which will be shared in future meetings.</p> <p><u>School Closures/ Teachers Strike</u></p> <p>A Trustee QUESTIONED if there was likely to be any school closures as a result of the teachers strike and was INFORMED that 3 TPAT Schools will close. Provision will be made in those schools for vulnerable pupils with online provision being provided for all other pupils. Provision will also be available for the children of key workers.</p> <p>The Chair expressed THANKS to the Trust for keeping schools open during the recent cold weather.</p> <p><u>Area Resource Base</u></p> <p>Trustees APPROVED the application for a primary area resource base at Pensans School.</p> <p><u>Funding</u></p> <p>Trustees were INFORMED that the Trust had been successful in receiving a TCAF capacity fund bid of £430,000 which was linked to the growth of the Trust.</p> <p>Trustees were INFORMED that discussions were being held around the energy funding received and the possibility of this going into a Trust wide project to put LED lighting throughout all schools.</p> <p>Trustees were INFORMED that there had been a generous donation of £100,000 which the Trust were very grateful for and will ensure is put to good use.</p> <p><u>Growth</u> See confidential minutes</p>	
4.	Education	
4.1	<p>School Review including data forecasts Report from Director of Education (DoE)</p> <p>Primary School review:</p> <p>Trustees RECEIVED the previously circulated report with the following points to NOTE:</p> <p>Trustees DISCUSSED the RAG rating of Schools and NOTED that the schools with most concern were those with low attendance.</p>	

Trustees **NOTED** that Pendeen School's attendance looked to be improving from the report.

Trustees **QUESTIONED** the cost of the staffing structure at Mithian School and were **INFORMED** that discussion were currently taking place with regards to this.

Trustees were **INFORMED** that Pensans School is a concern currently however the recent new Headteacher is working hard along with support from the Trust to continue to develop the school.

A Trustee **NOTED** the poor attendance and persistent absence figures and **REQUESTED** a report on persistent absence with a narrative on what schools are doing to improve this and the impact that it's having.

Trustees **QUESTIONED the current staffing at** Berrycoombe School and were **INFORMED** that the Headteacher is currently absent from school. The Deputy is working on key priorities for the school with regular support from the Primary Executive Lead. The OFSTED outcome was GOOD.

Trustees **NOTED** that Mullion Primary School is a targeted support school.

Trustees wished to pass on **THANKS** to the Director of Education for the detailed report and **REQUESTED** the same level of reporting in future meetings.

11:15am Mrs Adele Bull left the meeting

Secondary School review:

Trustees **RECEIVED** the previously circulated report and **THANKED** the Trust Secondary Lead for the extensive detail.

Trustees were **INFORMED** that admission numbers for Cape Cornwall were increasing with 19 who had joined since September and 61 applications for September 2023.

Trustees **EXPRESSED** their gratitude and stated that their visit to Cape School had been useful. A Trustee **QUESTIONED** if there was additional financial support that could be provided to the school to help with the outdoor space for children and was **INFORMED** that this would be looked into.

Trustees **DISCUSSED** the changes in Headship at Hayle and St Ives which had been a positive move for St Ives with the Headteacher position for Hayle being advertised in due course.

Trustees were **INFORMED** that Mullion is a school of concern. Trustees **NOTED** the enhanced level of support being provided from the Trust and **NOTED** that the last OFSTED inspection was in 2011.

Trustees **NOTED** the improvement in the Secondary Schools generally over the past 18 months and congratulated the Secondary Education Lead and all teams within the schools.

A Trustee **NOTED** the high level of persistent absence and **QUESTIONED** what plans are in place to try and reduce persistent absence in the secondary schools. Trustees were **INFORMED** that high level of persistent absence is a concern nationally and that the schools were working with an attendance group within all secondary schools to try and

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	<p>improve this. Trustees were also INFORMED that the Trust would be recruiting a Trust Attendance and Exclusions Lead. Trustees were INFORMED that the Trust were also working at a national level with Cabot Learning Federation to share strategies on improving persistent absence.</p> <p>Trustees NOTED the indicative outcomes alongside the secondary support plans.</p> <p>Trustees EXPRESSED their THANKS to the Secondary Education Lead for the work that she has been doing and the positive OFSTED outcomes.</p>	
5.	HR	
5.1	<p>HR Report – annual review of workforce information</p> <p>Trustees RECEIVED the previously circulated report and expressed their THANKS for the detailed report.</p> <p>Trustees QUESTIONED if there was generally a good return to work following the pandemic and were INFORMED that this was the case.</p> <p>Trustees were INFORMED that discussions are taking place to create a higher level teaching assistant grade to support students with a higher level of need.</p>	
5.2	<p>Gender Pay gap</p> <p>Trustees NOTED the gender pay gap report previously circulated.</p> <p>Trustees NOTED that the report shows that there are more females working across the Trust but that this is nationally consistent in the education industry.</p> <p>Trustees QUESTIONED if there were any strategies in place to recruit regardless of age and gender and were INFORMED that the Trust is adaptable to allow flexibility in roles and always recruit the correct person for the job.</p> <p>Trustees NOTED that there is very little ethnic diversity across employees but that this reflects the demographics of Cornwall. Trustees AGREED that it would be useful to have characteristics reflected on the report and the HR Team would work on developing this.</p> <p>Trustees APPROVED the Gender Pay Gap report for publication.</p>	
6.	Finance	
6.1	<p>Management accounts, balance sheet, Cashflow and KPI's 30th November 2022</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the overall position for the Trust for the period ending 30 November 2022 – taking onto account the balance sheet, cash flow and KPIs.</p> <p>Trustees were INFORMED that the reports do not include any new schools joiners at this point.</p>	
6.2	<p>Capital monitoring to 30th November</p> <p>Trustees NOTED the previously circulated reports and APPROVED the use of 2022/23 Capital Allocation for the following project: Cardinham – School & Early Year Fencing & Gates - £41,477</p>	

	<p>Trustees NOTED the summary financial position for Capital for the Trust for the period ending 30th November 2022.</p> <p>A Trustee QUESTIONED why the Perranporth reception area had not been completed in 2021 and was INFORMED that there had been some issues but these are now being addressed.</p>	
6.3	<p>Confidential contract approval</p> <p><i>See confidential minutes</i></p>	
	<p>Date of next meetings:</p> <p>Full Board – Wednesday 22nd March 2023, 9.30am – 12.30pm</p> <p>Trustee board development day – Tuesday 7th February 2023, 9.15am</p>	