



## Trust Board - Minutes

**Minutes** of the Board of Trustees held on Thursday 5<sup>th</sup> December at 9:30am at Academy House.

Trustees: Mrs A Firth (Chair), Dr J Blunden (Chief Executive), Mr J Dunn (Vice Chair), Mrs A George, Mr A Milliner, Ms A Hutchinson, Mr S Spry, Mr D Austin, Mr J Green, Mr C Waldie

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

Apologies: Mr M Tucker, Ms Anne-Marie Sim, Mrs A Bull

Item	Decision	Action
1.	<b>Governance Business</b>	
1.1	<b>Apologies</b>  Apologies were <b>RECEIVED</b> from Mr M Tucker, Ms Anne-Marie Sim and Mrs A Bull.	
1.2	<b>Declaration of business and pecuniary interests and approval of register</b>  Trustees <b>APPROVED</b> the previously circulated register of interests.	
1.3	<b>Public and confidential minutes of the meeting of 9<sup>th</sup> October 2024</b>  The public and confidential minutes of the meeting held on 9 <sup>th</sup> October 2024 were <b>ACCEPTED</b> as a true and accurate record of proceedings.  Trustees <b>NOTED</b> that the Government have called a review on all free school programmes meaning the Perranporth Academy developments are currently on hold.	
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 she had attended the South West Chair's forum and fed back that members had shared the same frustrations and challenges as the Trust, particularly around finance and funding for SEND.	
1.6	<b>Corporate Governance report</b>  Trustees <b>RECEIVED</b> the previously circulated report.  Trustees <b>NOTED</b> that as part of the planned transfer of Leading Edge Academies Partnership schools into TPAT, there will be a requirement (due to Five Islands School	Head of Corp Gov.

	<p>being a faith school within the Diocese of Truro) to move to Church of England Articles of Association.</p> <p>Trustees <b>NOTED</b> that as part of this a Diocese Corporate Member would join the Trust Board and 2 Trustees appointed would need the knowledge and skills to ensure the Trust's governance aligns with the Church of England principles.</p> <p>Trustees <b>DISCUSSED</b> the proposed Diocese involvement within the Trust and their involvement in decision making. Trustees were <b>ASSURED</b> that where fundamental decisions are required to be made it would go to a vote.</p> <p>A Trustee shared their concern that the proposed change in the Articles could be a culture change for the Trust and was <b>INFORMED</b> by the CEO that the Diocese share similar ethos and values to the Trust and that there is no plan to change any of the published values of the Trust.</p> <p>Trustees <b>ASKED</b> if the Articles of Association could state that the Diocese involvement is limited to the Five Islands schools and were <b>INFORMED</b> that this could not be stated in the Articles however an MOU could be put in place.</p> <p>Trustees <b>AGREED</b> to approve the Articles of Association in principle with the view of taking the Articles and MOU to the Diocese for discussion before being sent to the Trustees for approval. It was <b>AGREED</b> that due to the short timescale this would take place remotely.</p> <p>Trustees <b>NOTED</b> the upcoming event open to all LMC members and Trustees being held on Wednesday 19<sup>th</sup> March. Further details on this will be circulated in due course.</p> <p>Trustees <b>APPROVED</b> the recommendation for the pay awards below by email prior to the meeting:</p> <ul style="list-style-type: none"> <li>• The implementation of the Teachers Pay Award (including allowances) backdated to 1 September 2024 for all Headteachers and Teachers.</li> <li>• The implementation of the Support Staff Pay Award backdated to 1 September 2024 for all Support Staff.</li> </ul> <p>Trustees were reminded to return their skills, experience and diversity audit forms to enable the analysis of the returns.</p>	
1.7	<p><b>Report from Risk and Audit Committee – Trustees Annual report and financial statements 2023/24</b></p> <p>Trustees were <b>UPDATED</b> on the outcomes of the Risk and Audit Committee and <b>APPROVED</b> the recommendations of:</p> <ul style="list-style-type: none"> <li>• the Draft Annual Trustees Report and Financial Statements for the year ended 31<sup>st</sup> August 2024;</li> <li>• The Audit Completion Report (KIDD) for the year ended 31 August 2024.</li> </ul> <p>Trustees were REMINDED that all committee minutes are stored on the intranet.</p>	
2.	<p><b>Chief Financial Officer report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p>	

	<p>Trustees <b>NOTED</b> the format change in reporting due to the additional Finance and Investment Committee who undertake a deeper dive and scrutinise into the relevant detail.</p> <p><i>See confidential minutes</i></p> <p>Trustees <b>NOTED</b> item for consideration:</p> <ul style="list-style-type: none"> <li>Trust Finance Report to 31<sup>st</sup> October 2024</li> </ul> <p>Trustees <b>APPROVED</b> the position for the period ending 31<sup>st</sup> October 2024 and confirm that the Trust is an ongoing concern based on these projections.</p> <p><i>See confidential minutes</i></p>	
3.	<p><b>Chief Executive report to include risk management</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees <b>NOTED</b> the DfE announcement for the provision of Regional Improvement for Standards and Excellence (RISE) from January 2025 to support schools and were <b>INFORMED</b> that the Director of Education had applied to be part of the provision.</p> <p>Trustees <b>NOTED</b> that the CEO has successfully been appointed to stand on the Confederation of Schools Trust (CST) policy advisory group.</p> <p>Trustees <b>NOTED</b> the review of the Trust leadership structure where it has been recognised that with the potential growth with Leading Edge Academies will require an amendment in the structure allowing capacity to work with these schools.</p> <p>A Trustee <b>ASKED</b> the timeline of the amendments to the structure and the additional roles and was <b>INFORMED</b> that the Trust would look at recruiting the Director of Inclusion role as soon as possible and the other roles would come alongside the timeline of Leading Edge Academies joining the Trust.</p> <p>Trustees <b>AGREED</b> the roles within the core executive team and extended leadership team within the structure. Trustees <b>AGREED</b> that the senior roles would be considered alongside Headteachers through the Performance and Remuneration Committee.</p> <p>Trustees <b>NOTED</b> that with the growth and becoming a larger Trust, greater scrutiny is both desirable and necessary and <b>DISCUSSED</b> the proposal that an Education Committee is convened as a sub committee of the full Board.</p> <p>A Trustee <b>ASKED</b> if the sub committee would have delegated responsibilities and was <b>INFORMED</b> that the Head of Corporate Governance would put together terms of reference which would be circulated with the Board.</p> <p>Trustees <b>NOTED</b> that the Trust are working with PHP Law to undergo the due diligence process with Leading Edge Academies where a formal 6-week consultation period began in early November and will be completed by the end of the year.</p> <p>Trustees <b>NOTED</b> that there is no current further update on the Perranporth Academy Free School position however the Secondary Education Lead has been working closely with the community and the support from the parent community has been shared with the MP and DfE colleagues.</p> <p>Trustees <b>RECEIVED</b> and <b>NOTED</b> the risk register.</p>	Head of Corp.

	<p>Trustees <b>NOTED</b> the issue around data storage where data storage and processing practices are not currently aligned as a Trust.. The Director of Operations is working closely with the ICT team to manage this risk.</p> <p>Trustees were <b>INFORMED</b> that Chacewater School had received their OFSTED inspection with positive feedback from inspectors particularly around SEN and inclusion which had also been reflected in the Threemilestone recent OFSTED report.</p> <p>Trustees <b>NOTED</b> that a professional development programme and brochure was available for all teaching staff and a brochure for non-teaching staff is in production.</p> <p>Trustees were <b>INFORMED</b> that following the success of the Trust wide Musical Showcase in 2024, there will be another event on 7<sup>th</sup> July 2025 where Trustees are invited to attend and an invite will be sent for diaries.</p>	Admin Manager.
4.	<p><b>Director of Education report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report with the focus areas of Attendance and Inclusion, Behaviour and SEND across the Trust.</p> <p>Trustees <b>NOTED</b> the <b>OFSTED</b> update and the recent positive outcomes including Chacewater and Alverton Schools.</p> <p>Trustees <b>NOTED</b> the most vulnerable schools within the Trust to be Pensans, Nanpean, Mullion, Landewednack, Nancledra, Helston and Cape and <b>NOTED</b> the action plans in place for improvement.</p> <p>Trustees <b>NOTED</b> the behaviour report for the Autumn Term 24-25 to date. Trustees <b>NOTED</b> that both suspension and permanent exclusions sharply increased at the start of the Academic year which was a result of multiple factors, and a picture shared across the county and nationally.</p> <p>Trustees were <b>INFORMED</b> that attendance has improved on average throughout the Trust however remains below national averages. The improvement shows that the rollout of the tiered response has had a positive impact.</p> <p>Trustees <b>NOTED</b> that the SEND figures across the Trust are above national average and increasing which reflects the national picture. SENDCOs are feeling immense pressures due to capacity and require more support internally and externally. The role of the Director of Inclusion will work closely to support this.</p>	
5.	<p><b>Safeguarding Lead Report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees were <b>INFORMED</b> that the Safeguarding lead had sent apologies and was not in attendance.</p> <p>Trustees <b>NOTED</b> the current action plan and Autumn Term actions shown on the table within the report.</p> <p>Trustees <b>NOTED</b> the Safeguarding Lead will be undertaking NSPCC training on supervision in order to address the supervision role required in the strategic plan.</p> <p>Trustees <b>ASKED</b> for a glossary of acronyms to be circulated alongside the report.</p>	

	<b>Meeting finished at 11:34am</b>	
	<b>Date of next meetings:</b>  Risk and audit committee – Monday 12 <sup>th</sup> May 2025 at 4pm Finance and Resources – Tuesday 28 <sup>th</sup> January 2025 at 4pm Full Board – Wednesday 2 <sup>nd</sup> April 2025 at 10:30am	

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	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	
Minutes 05.12.24			
1.6	MOU to be discussed with the Diocese and circulated with Trustees for approval	BC	
3.	Terms of reference to be shared with Trustees in regards to proposed Education Committee	BC	
3.	Circulate a diary entry for the Musical Showcase with Trustees	EB	
5.	Glossary of acronyms to go alongside the Safeguarding report	JH	