

Trust Board - Minutes

Minutes of the Board of Trustees held on Wednesday 2nd April at 10:30am at Academy House.

Trustees: Mrs A Firth (Chair), Dr J Blunden (Chief Executive), Mr J Dunn (Vice Chair), Mrs A George, Mr A Milliner, Mr S Spry, Mr D Austin, Ms Anne-Marie Sim

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, Mr C Waldie, Mr J Green, Ms A Hutchinson, Mrs A Bull

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were RECEIVED from Mr C Waldie, Mr J Green, Ms A Hutchinson, Mrs A Bulland Mr M Tucker.	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register of interests.	
1.3	Public and confidential minutes of the meeting of 5th December 2024 <i>Amendment to previous minutes 1.6 Corporate Governance report – Trustees noted that the amendments discussed regarding the Diocese involvement with the Trust would only be required if it is approved the Leading Edge Academies will join the Trust.</i> The public and confidential minutes of the meeting held on 5 th December 2024 were ACCEPTED as a true and accurate record of proceedings. Actions of previous minutes need reviewing.	Admin. Head of Corp Gov.
1.4	Matters arising (not otherwise covered in the agenda) None	
1.5	Chair's Business None	
1.6	Corporate Governance report Trustees RECEIVED the previously circulated report. Trustees NOTED the proposed Education Committee terms of reference. The committee will include the Director of Education, Secondary Education Lead, at least 2 Trustees	Head of Corp Gov.

	<p>along with external education experts. This will be implemented in September with training and induction.</p> <p>Trustees NOTED that the initial feedback from the recent LMC event held on Wednesday 19th March was positive and were INFORMED that an evaluation survey would be sent out for to gather feedback to help plan future events.</p> <p>Trustees NOTED the update provided regarding Trust complaints. Trends of complaints include SEND provision, behaviour, parental frustrations, communication issues and safeguarding. Trustees were INFORMED that the majority of complaints are dealt with at stage 2 of the complaints procedure and there is currently 1 at stage 3. Trustees were reminded that on occasions complainants will look to by-pass the complaints process and contact the governance of the Trust and where this happens, adherence to the policy is essential.</p>	Head of corp. Gov
1.7	<p>Report from Finance and Resources Committee</p> <p>Trustees RECEIVED the previously circulated report and minutes of the Finance and Resources Committee meeting held on 28th January 2025.</p> <p>Trustees NOTED that key areas of concern include the increasing SEN need and supply cover costs. The Trust are looking at the link between the lack of SEN funding and staff sickness across the Trust.</p> <p>Trustees NOTED the approved budget vs forecast with the Trust remaining a going concern.</p> <p>Trustees NOTED the continuing work on moving towards a more sustainable operating model.</p> <p>Trustees NOTED that the Finance and Resources committee APPROVED the high priority capital works across five schools, on the grounds of health and safety or building conditions failures, estimated at £90,500. In addition, the committee APPROVED the reserves Capital Deployment at Blackwater, Bodriggy and St Just/ Cape Cornwall.</p> <p>Trustees NOTED that the Finance and Resources committee APPROVED the gender pay gap report and agreed for it to be published in accordance with the 2017 gender pay gap regulations.</p> <p>Trustees NOTED that the Finance and Resources committee APPROVED the proposal to implement the new First Aid allowance rate to all designated First Aiders with effect from 1 April 2024.</p>	
2.	<p>Chief Financial Officer report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED that supply cover costs are high due to SEN needs and leaner staffing models. The Management accountants are working hard with schools to bring this cost down.</p> <p><i>Ms A Sim joined the meeting at 11:52</i></p> <p>Trustees NOTED that the unit rate for EHCPs is increasing, however this is not a permanent change. The CFO and Director of Inclusion are both on the working committee with the Local Authority which will look at the future of the unit rate.</p>	

	<p>Trustees NOTED that the National Insurance increase will impact as it will not be fully funded.</p> <p>Trustees NOTED that the Trust continue to actively seek additional funding for Cape Cornwall school.</p> <p>Trustees APPROVED the position for the period ending 28th February 2025 and confirmed the Trust is a going concern based on the projections.</p> <p>Trustees APPROVED the forward budget assumptions for 2025/26 to 2027/28.</p> <p>Trustees NOTED the current uncertainties across the school funding landscape with particular note to the on-going Spending Review.</p> <p>Trustees NOTED the submission of the school resource management self-assessment tool checklist.</p> <p>Trustees NOTED that all in-scope staff were written to setting out a series of conceptual operating structures covering Estate, IT, Finance/ Procurement/ HR and School administration in relation to the proposed Hybrid Operating Model. A broad range of feedback was received.</p> <p>Trustees APPROVED the deployment of the Hybrid Operating Model in a phased manner.</p> <p>Trustees NOTED the method for preparing the 2025/26 budget.</p> <p>Trustees NOTED the virtual approval of the St Erth scheme received in February 2025.</p>	
3.	<p>Chief Executive report to include risk management</p> <p>Trustees RECEIVED the previously circulated reports.</p> <p>Trustees were INFORMED of two parallel significant consultations launched by the Government focused on greater accountability through both the Department for Education Ofsted. A Trust response will be collated along with individual personal responses from Headteachers.</p> <p>Trustees were INFORMED that two of the Trust schools are taking part in the Ofsted trials.</p> <p>Trustees were INFORMED that a common thread across the proposed new Ofsted framework is a focus across all performance indicators on both Disadvantaged pupils and pupils with SEND. Trustees NOTED a strategy focussing on the most vulnerable pupils is being worked on and will be shared with the Trust Board.</p> <p>Trustees NOTED that Secondary Schools are participating in the equity score card from the South-West Social Mobility Commission which aligns with the Trusts core values.</p> <p>Trustees were INFORMED that as a result of the work the Trust have been doing in aligning the secondary curriculum, discussions are taking place about how the secondary provision is led. Initial discussions are around re-thinking the leadership of quality of education which would involve having a more collaborative approach in leadership with Trust leads working in all schools. Further exploratory conversations and consultation will follow over the coming weeks.</p> <p>Trustees NOTED the school improvement model which the Trust has implemented with a tiered approach to school improvement.</p>	

	<p>Trustees NOTED the detailed due diligence undertaken in the autumn and spring terms to providing a risk and mitigation based evaluation for Trustees regarding the Leading Edge Academy Partnership.</p> <p>Trustees NOTED that one key area of risk is the change to the articles of association to incorporate the diocese. Trustees AGREED that a working party of Trustees would be established to scrutinise the articles and work with the diocese. Mrs A George and Mrs A Firth AGREED to join the working party.</p> <p>Trustees DISCUSSED the cost of urgent capital works to the Leading Edge estate and the financial impact of this. Trustees AGREED that a stand alone meeting to discuss the due diligence in the correct timescale would be required.</p> <p>Trustees were INFORMED that the Trust would like the decision made following the due diligence process by the end of the summer term with the view that if approved the LEAP schools would join in January 2026.</p> <p>Trustees DISCUSSED a possible rebrand of Truro and Penwith Academy Trust to be shortened to TPAT. Trustees AGREED to go ahead with a subtle approach.</p>	
4.	<p>Director of Education report</p> <p>Trustees RECEIVED the previously circulated reports.</p> <p>Trustees were INFORMED that the new Ofsted framework would begin in the Autumn term 2025. There will be a suspension of inspections in the first half of the Autumn term.</p> <p>Trustees NOTED the Exclusions rate in Primary Schools which included 9 pupils being in year admissions to the schools. The exclusions were all due to physical actions to staff or pupils.</p> <p>Trustees NOTED the Primary focus schools where additional school improvement support is being given by the Trust along with the action plans in place.</p> <p>Trustees were INFORMED that the Secondary Connect Curriculum Development is on track for implementation in September 2025 in all subjects with some subjects already delivering the model.</p> <p>Trustees were INFORMED that Helston Community College has made substantial progress in Maths and English with a stronger attainment program and culture shift in the school.</p> <p>Trustees NOTED the Secondary KS4 outcomes taken from the Autumn Term mock exams.</p> <p>A Trustee ASKED the reasoning for the timings of the mock exams and was INFORMED that the analysis from the Spring Term data supports the final teaching and revision focus points.</p>	
5.	<p>Safeguarding Lead Report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees were INFORMED that a full data review will be shared in the Summer term report. The move to the new Safeguarding system CPOMS has been complex and current work is ongoing ensuring all staff are using the correct coding.</p>	

	<p>A review of the Safeguarding KPIs has taken place resulting in new KPIs which align with the expectations of the new Ofsted framework.</p> <p>The Safeguarding lead is currently supporting schools with their section 175/157 returns.</p>	
6.	<p>Truro Diocese presentation</p> <p>The Director of Education – Lee Mostato from Truro Diocese presented to the Trustees as per slides attached to the minutes.</p> <p><i>Meeting ended at 1pm</i></p>	
	<p>Date of next meetings:</p> <p>Risk and audit committee – Monday 12th May 2025 at 4pm Finance and Resources – Wednesday 25th June 2025 at 4pm Full Board – Thursday 22nd May 2025 at 9:30am</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	
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	
Minutes 02.04.25			
1.3	Amendment to previous minutes	EB	
1.3	Review actions of previous minutes	BC	
1.6	LMC event evaluation survey	BC	