

## Trust Board - Minutes

**Minutes** of the Board of Trustees held on Wednesday 2<sup>nd</sup> 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.	<b>Governance Business</b>	
1.1	<b>Apologies</b>  Apologies were <b>RECEIVED</b> from Mr C Waldie, Mr J Green, Ms A Hutchinson, Mrs A Bulland Mr M Tucker.	
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 5<sup>th</sup> December 2024</b>  <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 <sup>th</sup> December 2024 were <b>ACCEPTED</b> as a true and accurate record of proceedings.  Actions of previous minutes need reviewing.	Admin.       Head of Corp Gov.
1.4	<b>Matters arising (not otherwise covered in the agenda)</b>  None	
1.5	<b>Chair's Business</b>  None	
1.6	<b>Corporate Governance report</b>  Trustees <b>RECEIVED</b> the previously circulated report.  Trustees <b>NOTED</b> 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 <b>NOTED</b> that the initial feedback from the recent LMC event held on Wednesday 19<sup>th</sup> March was positive and were <b>INFORMED</b> that an evaluation survey would be sent out for to gather feedback to help plan future events.</p> <p>Trustees <b>NOTED</b> the update provided regarding Trust complaints. Trends of complaints include SEND provision, behaviour, parental frustrations, communication issues and safeguarding. Trustees were <b>INFORMED</b> 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><b>Report from Finance and Resources Committee</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report and minutes of the Finance and Resources Committee meeting held on 28<sup>th</sup> January 2025.</p> <p>Trustees <b>NOTED</b> 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 <b>NOTED</b> the approved budget vs forecast with the Trust remaining a going concern.</p> <p>Trustees <b>NOTED</b> the continuing work on moving towards a more sustainable operating model.</p> <p>Trustees <b>NOTED</b> that the Finance and Resources committee <b>APPROVED</b> 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 <b>APPROVED</b> the reserves Capital Deployment at Blackwater, Bodrigny and St Just/ Cape Cornwall.</p> <p>Trustees <b>NOTED</b> that the Finance and Resources committee <b>APPROVED</b> the gender pay gap report and agreed for it to be published in accordance with the 2017 gender pay gap regulations.</p> <p>Trustees <b>NOTED</b> that the Finance and Resources committee <b>APPROVED</b> the proposal to implement the new First Aid allowance rate to all designated First Aiders with effect from 1 April 2024.</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> 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 <b>NOTED</b> 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 <b>NOTED</b> that the National Insurance increase will impact as it will not be fully funded.</p> <p>Trustees <b>NOTED</b> that the Trust continue to actively seek additional funding for Cape Cornwall school.</p> <p>Trustees <b>APPROVED</b> the position for the period ending 28<sup>th</sup> February 2025 and confirmed the Trust is a going concern based on the projections.</p> <p>Trustees <b>APPROVED</b> the forward budget assumptions for 2025/26 to 2027/28.</p> <p>Trustees <b>NOTED</b> the current uncertainties across the school funding landscape with particular note to the on-going Spending Review.</p> <p>Trustees <b>NOTED</b> the submission of the school resource management self-assessment tool checklist.</p> <p>Trustees <b>NOTED</b> 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 <b>APPROVED</b> the deployment of the Hybrid Operating Model in a phased manner.</p> <p>Trustees <b>NOTED</b> the method for preparing the 2025/26 budget.</p> <p>Trustees <b>NOTED</b> the virtual approval of the St Erth scheme received in February 2025.</p>	
<p><b>3.</b></p>	<p><b>Chief Executive report to include risk management</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports.</p> <p>Trustees were <b>INFORMED</b> 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 <b>INFORMED</b> that two of the Trust schools are taking part in the Ofsted trials.</p> <p>Trustees were <b>INFORMED</b> 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 <b>NOTED</b> a strategy focussing on the most vulnerable pupils is being worked on and will be shared with the Trust Board.</p> <p>Trustees <b>NOTED</b> 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 <b>INFORMED</b> 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 <b>NOTED</b> the school improvement model which the Trust has implemented with a tiered approach to school improvement.</p>	

	<p>Trustees <b>NOTED</b> 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 <b>NOTED</b> that one key area of risk is the change to the articles of association to incorporate the diocese. Trustees <b>AGREED</b> 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 <b>AGREED</b> to join the working party.</p> <p>Trustees <b>DISCUSSED</b> the cost of urgent capital works to the Leading Edge estate and the financial impact of this. Trustees <b>AGREED</b> that a stand alone meeting to discuss the due diligence in the correct timescale would be required.</p> <p>Trustees were <b>INFORMED</b> 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 <b>DISCUSSED</b> a possible rebrand of Truro and Penwith Academy Trust to be shortened to TPAT. Trustees <b>AGREED</b> to go ahead with a subtle approach.</p>	
<p><b>4.</b></p>	<p><b>Director of Education report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports.</p> <p>Trustees were <b>INFORMED</b> 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 <b>NOTED</b> 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 <b>NOTED</b> 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 <b>INFORMED</b> 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 <b>INFORMED</b> 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 <b>NOTED</b> the Secondary KS4 outcomes taken from the Autumn Term mock exams.</p> <p>A Trustee <b>ASKED</b> the reasoning for the timings of the mock exams and was <b>INFORMED</b> that the analysis from the Spring Term data supports the final teaching and revision focus points.</p>	
<p><b>5.</b></p>	<p><b>Safeguarding Lead Report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees were <b>INFORMED</b> 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>	
<b>6.</b>	<p><b>Truro Diocese presentation</b></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><b>Date of next meetings:</b></p> <p>Risk and audit committee – Monday 12<sup>th</sup> May 2025 at 4pm  Finance and Resources – Wednesday 25<sup>th</sup> June 2025 at 4pm  Full Board – Thursday 22<sup>nd</sup> 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	