



## Trust Board - Minutes

**Minutes** of the Board of Trustees held on Thursday 8<sup>th</sup> July 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 D Austin, Mr M Tucker, Mr A Milliner, Mr J Green, Mrs A Bull and Mr S Spry.

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 1.7), Mrs J Harvey (item 5), Mrs E Burley (Minute Taking)

Apologies: Ms A Hutchinson, Ms Anne-Marie Sim.

No Attendance: Mr C Waldie.

Item	Decision	Action
1.	<b>Governance Business</b>	
1.1	<b>Apologies</b>  Apologies were <b>RECEIVED</b> from Ms A Hutchinson and Ms Anne-Marie Sim and Mr A Milliner. Mr C Waldie were not in attendance.	
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 22<sup>nd</sup> May 2025</b>  The public and confidential minutes of the meeting held on 22 <sup>nd</sup> May 2025 were <b>ACCEPTED</b> as a true and accurate record of proceedings.	
1.4	<b>Matters arising (not otherwise covered in the agenda)</b>  <u>Director of Inclusion invitation to meeting</u> Trustees <b>NOTED</b> the Director of Inclusion would be invited to the next meeting as the timing would be more appropriate.	Head of CG
1.5	<b>Chair's Business</b>  The Chair highlighted the significant work done in managing the complaints process and <b>THANKED</b> staff for the substantial amount of work that goes into these processes. Trustees recognised the professionalism and dedication of staff to uphold the Trust vision and ethos.  Trustees were reminded of the complaints process and the importance of allowing the executive team to implement policies appropriately.	

1.6	<p><b>Corporate Governance report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees <b>DISCUSSED</b> and <b>APPROVED</b> the amended behaviour policy providing clarity on the use of mobile devices within schools.</p> <p>Trustees <b>NOTED</b> the work undertaken by the working party to look at the proposed articles of association. Trustees <b>DISCUSSED</b> the significant changes that had been agreed by the diocese and were pleased that the working party had worked through the detail and were now in a position to propose these to the full board. Trustees <b>NOTED</b> the changes to ensure some areas only applied to Church of England schools and were comfortable with this as a way ahead.</p> <p>Trustees thoroughly <b>DISCUSSED</b> the proposed articles and <b>APPROVED</b> these subject to both the due diligence and decision for Leading Edge Academies Trust joining TPAT – these will only be implemented if a Church of England school joins the Trust.</p> <p><i>Mr D Austin joined the meeting at 9:40am.</i></p> <p>Trustees <b>DISCUSSED</b> and <b>NOTED</b> the information shared regarding stage 3 complaints noting that the increase in the escalation of complaints is a picture that is also seen Nationally.</p> <p>Trustees <b>EXPRESSED</b> their <b>THANKS</b> to the Local Monitoring Committee members who have given up their time to form the panels required. Trustees <b>REQUESTED</b> a letter of thanks be sent to relevant members.</p> <p>Trustees <b>DISCUSSED</b> the staff representation on LMCs specifically where the LMC covers more than one school. The SODA currently requires that no more than one third of the LMC consists of staff members from the school. Following <b>DISCUSSION</b> Trustees <b>AGREED</b> to amend the SODA and the LMC terms of reference to ensure that Headteachers must attend meetings however are not counted as members.</p> <p>Trustees <b>DISCUSSED</b> the need to elect a Chair and Vice Chair for 2025-2026 academic year. Following an election process Mrs A Firth was elected as Chair and Mr J Dunn was elected as Vice Chair.</p> <p>Trustees <b>NOTED</b> the need for succession planning going forward. Elect Chair and Vice Chair.</p> <p>Trustees were <b>INFORMED</b> of a new company house requirement to ensure their identity is verified – a link will be sent out to Trustees for them to complete this over the summer.</p>	Head of Corp Gov.
1.7	<p><b>Executive and Senior Leadership pay policies</b></p> <p>Trustees <b>NOTED</b> the Chief Executive Officer (CEO) recommended that there should be an external benchmarking exercise undertaken for all senior roles in Autumn 2024 and Browne Jacobson were appointed. At the December 2024 Remuneration Committee meeting, Browne Jacobson attended and presented benchmarking data on Executive and Senior Leadership roles to Trustees and a pay policy was recommended.</p> <p>Following this meeting, a working party of the Remuneration Committee together with input from the CEO, the Chief Financial Officer (CFO) and the Director of People and Strategy met and produced the Executive Pay Policy. The level of pay for the roles</p>	Head of Corp Gov.

	<p>subject to the benchmarking exercise would be for consideration by the Remuneration Committee in the Autumn.</p> <p>The Director of People and Strategy was asked to compile a similar policy for Leadership and Management posts, which has been shared with the CEO and the CFO.</p> <p>Following <b>DISCUSSION</b> Trustees <b>APPROVED</b> the Executive Pay Policy and Leadership and Management Pay Policy.</p>	Admin Manager
1.8	<p><b>Report from Finance and Resources Committee</b></p> <p>Trustees <b>NOTED</b> that the minutes of the committee meeting.</p> <p>The Chair of the committee outlined the work of the committee including a deep dive into the reports around the 25-26 budget proposal. Trustees <b>NOTED</b> the concern around the deficit position for both Cape Cornwall and Pensans.</p> <p>Trustees <b>NOTED</b> and <b>THANKED</b> the finance team for the significant amount of work that has gone into both budget monitoring and budget setting for 25-26.</p> <p>Trustees <b>DISCUSSED</b> the significant work currently underway to understand and improve the sickness absence rate across the Trust and understand this is a key strategic focus for 25-26.</p> <p>Trustees <b>NOTED</b> the approvals and recommendation from the committee (as outlined in item 3, where relevant).</p>	
1.9	<p><b>Report from Audit and Risk Committee</b></p> <p>Trustees <b>NOTED</b> the minutes of the committee meeting.</p> <p>The Chair of the committee outlined the work of the committee including the presentation received from the auditor, Bishop Fleming.</p> <p>Trustees <b>NOTED</b> the committee had discussed the external audit plan 2025, had received an update on the internal audit outcomes and had <b>APPOINTED</b> Cornwall Council as internal auditor for a period of 3 years.</p> <p>Trustees <b>NOTED</b> the Data Protection update that had been provided to the committee.</p>	
2.	<p><b>Safeguarding Lead Report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>NOTED</b> the Safeguarding Lead was unavailable to attend the meeting.</p> <p>Trustees <b>DISCUSSED</b> low level concern monitoring and the need to formalise processes around this.</p> <p>Trustees <b>DISCUSSED</b> the low uptake of train the trainer and <b>NOTED</b> that the Safeguarding Lead delivers the required training and therefore is fulfilling the trust need.</p>	
3.	<p><b>Chief Financial Officer Report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports.</p>	

	<p>Trustees <b>DISCUSSED</b> the Budget Proposal for 2025-2026 and Budget Projection for 2026-2027 and 2027-2028 and <b>NOTED</b> the challenging financial situation the sector is currently facing.</p> <p>Trustees <b>NOTED</b> the recommendation of the Finance and Resources Committee to approve these Budget Recommendations.</p> <p>Trustees <b>APPROVED</b> the overall TPAT budget for 2025/26, including those schools proposing in year deficit budgets.</p> <p>Trustees <b>APPROVED</b> the MAT Central, Hybrid and IT Replacement Budgets for 2025/26.</p> <p>Trustees <b>APPROVED</b> the three-year budgets for the submission of the Budget Forecast Return to the ESFA by 28th August 2025.</p> <p>Trustees <b>APPROVED</b> that the Trust is a going concern given the current budget projections for 2025/26.</p> <p>Trustees <b>NOTED</b> the Risks, Opportunities and Financial Controls set out in this paper.</p> <p>Trustees <b>NOTED</b> the Trust Finance Report to 31<sup>st</sup> May 2025 and <b>DISCUSSED</b> the risks, opportunities and financial controls set out.</p> <p>Trustees <b>RECEIVED</b> the previously circulated Academies Trust handbook 2025 and <b>NOTED</b> the changes for 2025.</p> <p>Trustees <b>APPROVED</b> the 2024/25 Financial Procedures manual being carried forward to 2025/26.</p> <p>Trustees <b>DISCUSSED</b> the Investment Policy and <b>NOTED</b> the dynamic approach to cash management in March 2024 has generated in excess of 200k additional revenue.</p> <p>Trustees <b>DISCUSSED</b> the Investment Policy at length and <b>APPROVED</b> the suggested changes.</p>	
4.	<p><b>Chief Executive report to also include risk management</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report and <b>NOTED</b> the following highlighted areas:</p> <p>The 2025 UK Spending Review outlines increased funding for schools, including a rise in core school budget and a commitment to address infrastructure issues. However, some concerns remain regarding real-terms funding pressures and potential cuts to adult education programs with the key changes and impact highlighted and discussed around increased school funding, higher pupil funding, infrastructure investment, concerns about real-time funding and adult and further education funding.</p> <p>Trustees <b>NOTED</b> and <b>DISCUSSED</b> the Trust is working alongside the LA on a new approach to SEND support and funding, potentially exploring opportunities for Centres of Excellence in SEND to be established to support 'SEN Plus' needs in our schools. This would not be at the level requiring Education Health Care Plans or to be needing space in Area Resource Bases but looking at the evidence for good practice in mainstream support for needs.</p> <p>Trustees <b>DISCUSSED</b> the difficulties with both SEN funding and the EHCP process.</p>	

	<p>Trustees <b>NOTED</b> the work underway with the sustainable community partnership model which is allowing joined up services for families and will have a knock on positive impact on our children and young people.</p> <p>Trustees <b>NOTED</b> the CEO will be reporting in the Autumn Term a full evaluation and trust development plan for 25-26.</p> <p>Trustees <b>NOTED</b> the new Executive Head model across Blackwater and Mithian schools which is starting in September 25 and understand this is a successful model to sustain smaller schools.</p> <p>Trustees <b>NOTED</b> the retirement of Linda Garbett from Mithian and Cath Callow from Trewirgie Infants – Clare Bateman will be the temporary Headteacher at Trewirgie Infants for two terms when a recruitment process will take place.</p> <p>Risk Register Trustees <b>DISCUSSED</b> and <b>NOTED</b> the risk register – for further discussion; see confidential minutes.</p> <p><i>Mr J Dunn left at 11:39am</i></p>	CEO
5.	<p><b>Director of Education report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report and <b>DISCUSSED</b> the SATS results which were published on that day.</p> <p>The Director of Education outlined the results for each Primary School, Trustees <b>NOTED</b> the individual results and <b>DISCUSSED</b> the work that will be undertaken going forward.</p> <p>Trustees <b>DISCUSSED</b> the report and <b>NOTED</b> the following:</p> <ul style="list-style-type: none"> <li>- the success under the OFSTED framework with 31 schools in the Trust being rated as GOOD.</li> <li>- the changes to support the improvement for Secondary schools with the significant focus on Cape and Helston as target schools.</li> <li>- the rigor that will be applied to data tracking from September 2025 with the implementation of a data tracking software system.</li> </ul> <p>Trustees <b>NOTED</b> and <b>DISCUSSED</b> the support in place for those schools across the Trust that are part of the tier 3 support.</p> <p>Trustees <b>DISCUSSED</b> the complexity of Inclusion where the additional needs of children are so significant and funding is not available.</p>	
	<p><b>Date of next meetings:</b></p> <p>Education – Wednesday 24th September 2025 at 1pm Finance and Resources – Thursday 25th September 2025 at 2pm Audit and Risk Committee – Wednesday 2nd July 2025 at 4pm Full Board – Wednesday 10th December 2025 at 9.30am Remuneration – Wednesday 10th December at 12.30pm</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	
Minutes of 22.05.25			
1.2	Publish amended register of interests	EB	
1.6	Amendment to SODA	BC	
1.6	Circulate approved policies	EB	
Minutes of 08.07.25			
1.6	A letter of thanks to LMC panel members	BC	
1.6	Amendments to SODA and LMC TORs	BC	
1.6	Succession planning for Chair and Vice Chair	BC	
1.6	Identity Checks for Trustees	BC	
1.6	Policy updates – Behaviour and Executive/ Leadership Pay	EB	
4.0	Report a full evaluation and trust development plan for 25-26 n Autumn Term	JB	