

Trust Board - Minutes

Minutes of the Board of Trustees held on Tuesday 23rd May 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 D Austin, Mr A Milliner, Mrs A Bull

Also Present: Mrs J Brinson (Director of Business and Finance), Mrs B Couch (Head of Corporate Governance), Mrs E Burley (Minute Taking), Ms J Harvey (Safeguarding Lead – item 2)

Apologies: Mr M Tucker, Mr J Green

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were RECEIVED and ACCEPTED from Mr M Tucker and Mr J Green.	
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	Public and confidential minutes of meeting held on 22nd March 2023 The minutes of the meeting held on 22 nd March 2023 were ACCEPTED as a true and accurate record of proceedings. An amendment was DECLARED to the confidential minutes of the meeting held on 22 nd March 2023 where the name of a school was incorrect.	
1.4	Matters arising (not otherwise covered in the agenda) <i>For confidential matters arising, see confidential minutes.</i> An amendment had been REQUESTED and APPROVED by Trustees by email regarding an increase in the cost of the Educational Psychologist post increasing to £85k per annum.	
1.5	Chair's Business Trustees were THANKED for their participation in the NLG external governance review. Trustees were INFORMED that the review is now complete and will soon be returned to the Trust for corrections and review. Trustees were INFORMED that interviews are taking place for the CFOO vacancy. If recruitment following the interviews is not successful then the Trust will look at using a recruitment consultant.	

	Trustees were INFORMED of the sad news of the passing of Peter Cloke who was instrumental to the Trust set up and the predecessor to the Ceo. <i>Mrs S Flack joined the meeting remotely at 9:36am.</i>	
1.6	Report from Risk and Audit Committee (verbal) Trustees NOTED the previously circulated risk register. Trustees NOTED that the audit committee had met and reviewed the internal audit schedule. The minutes of the last meeting will be circulated to Trustees.	Head of CG
2.	Officer reports	
2.1	Safeguarding Trustees RECEIVED the previously circulated report. Trustees NOTED the status of progress following the prior recommendation regarding Helston Community College. Trustees NOTED key focus schools that have been identified by the Safeguarding Lead requiring additional support and training. Trustees were INFORMED that the Trust are looking at ensuring all schools are using the same safeguarding reporting system, this will enable Trust-wide reporting. Trustees were INFORMED that the Safeguarding Lead would be taking on the leadership of attendance and behaviour across the Trust. Trustees APPROVED the recommendation to ensure that there is a formalisation of due diligence for Safeguarding for potential new schools to support identification of potential risks to schools and Trust. Trustees were REMINDED of their previous APPROVAL for adoption of the CAPH CP policy at point of release – this ensures compliance from the beginning of a new academic year. Trustees NOTED that Trustee training was being arranged for September 23 for an update on KSCIE 23. <i>Mr D Austin, Mr J Dunn left the meeting at 10:38am.</i>	
2.2	SEND Trustees RECEIVED the previously circulated report. Trustees NOTED the SEND CPD Day and were INFORMED that similar CPD days were also taking place for ECT's and Deputy Headteachers. Trustees NOTED that the SEND Lead role was increasing to 0.4 FTE in September 2023.	
2.3	Corporate Governance Report Trustees RECEIVED the previously circulated report.	

	<p>Trustees DISCUSSED and APPROVED the recommendation to amend the SODA to state that:</p> <ul style="list-style-type: none"> • Only one third of the LGB can be members of staff at the specific school, this will not include those individuals working in other areas of the Trust. • Any governor can stand as chair or vice chair providing they do not work at the specific school. <p>Trustees NOTED the governor training feedback. Trustees THANKED the Head of Corporate Governance for their work on the governance training which has received good feedback.</p>	
3	<p>Chief Executive’s Report to also include:</p> <p>Trustees RECEIVED the previously circulated report with the following points to NOTE:</p> <p><u>Trust Development Statements</u> Trustees NOTED the DFE Trust Development Statements and NOTED that the Trust are well placed as a large, strong Trust.</p> <p><u>Attendance Data Analysis</u> Trustees NOTED the summary of the attendance data analysis. Trustees were INFORMED that the Attendance and Inclusion Lead has started working with schools across phase.</p> <p><u>Risk Register</u> Trustees NOTED the current risk register. Trustees were INFORMED that Cape Cornwall have above PAN recruitment expected for September 2023.</p> <p>Trustees ACKNOWLEDGED a letter received from the Regional Director congratulating the Headteacher at Cape Cornwall School on the successful Ofsted report from the inspection in January.</p> <p><u>Free School: Perranporth School</u> Trustees were INFORMED that the opening is planned for 2026. The Trust is currently awaiting the outcome of the feasibility study and government re-approval.</p> <p><u>Digital Transformation</u> Trustees were INFORMED that the Digital Transformation ‘Advantage’ programme is making good progress with specification and procurement of equipment in advance of the new academic year in place.</p> <p>Trustees were assured that support for schools around managing financial arrangements for the advantage program are in place.</p> <p>Trustees were INFORMED that a 3 year budget will be provided at the next meeting.</p> <p>Trustees AGREED and NOTED that approval for digital transformation spend will be needed, due to time scales this will take place over email once costs are known.</p>	Dir of B&F + Head of CG

3.1	<p>Risk Management</p> <p>Trustees NOTED the previously circulated risk register.</p>	
4.	<p>Education</p>	
4.1	<p>Confidential primary and secondary hub review and categorisation</p> <p>Trustees RECEIVED the previously circulated reports.</p> <p>Trustees NOTED that 12 of the Trust primary schools had received their OFSTED inspection so far this academic year. All have received a 'Good' judgement.</p> <p>Trustees NOTED that attendance is an area of focus and the new Attendance and Inclusion Lead has now joined the team.</p> <p>Trustees were INFORMED that curriculum development is currently a key focus for the school improvement team.</p> <p>Trustees NOTED the schools where additional support is currently being provided from the school improvement team.</p> <p>A Trustee ASKED how schools are monitored to ensure the Trust understands which schools require additional support. Trustees were INFORMED of the hub review meetings and the continuous sharing of information – this allows targeted support to those schools that require it.</p>	
4.2	<p>Primary forecast data – summer outcomes</p> <p>Trustees RECEIVED and NOTED the primary forecast data report previously circulated.</p>	
4.3	<p>Secondary Update (verbal report)</p> <p>Trustees EXPRESSED their GRATITUDE to Jan Woodhouse for supporting Mullion School as acting Headteacher whilst recruitment had taken place for a permanent Headteacher.</p> <p>Trustees were INFORMED that a successful appointment had been made for the Headteacher position at Mullion School and a handover has begun.</p> <p>Trustees DISCUSSED the forecast year 11 data at Cape Cornwall school looking low if published, however were assured that it is a very small cohort of 29 children, with a high percentage of need. Trustees DISCUSSED and EXPRESSED that the school should be congratulated on their success for these children.</p>	
5.	<p>Finance</p>	
5.1	<p>Management accounts, balance sheet, Cashflow and KPI's 22nd March 2023</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the overall position for the Trust for the period ending 22nd March 2023 – taking into account the balance sheet, cash flow and KPIs.</p> <p>Trustees NOTED that the position has been affected by pay changes.</p>	

	Trustees APPROVED the assimilation date to TPAT scales for the four schools from Southerly Point Trust as 1 st January and for Nanpean 1 st February 2023.	
5.2	<p>Capital monitoring to 31st March 2023</p> <p>Trustees RECEIVED the previously circulated reports.</p> <p>Trustees NOTED the summary financial position for Capital for the Trust for the period ending 31st March 2023.</p> <p>Trustees NOTED the increase in price with building costs.</p> <p>A Trustee QUESTIONED how the works are prioritised and was INFORMED that any projects relating to the Health and Safety of a school are always prioritized.</p>	
5.3	<p>Confidential contract approval</p> <p>Trustees RECEIVED the previously circulated report.</p> <p><i>For confidential contract approval, see confidential minutes.</i></p> <p>Meeting ended 11.47am</p>	
	<p>Date of next meetings:</p> <p>Full Board – Thursday 6th July 2023, 9.30am – 12.30pm</p> <p>Audit and Risk Committee – Monday 3rd July 2023, 4pm</p>	