



TRUST BOARD – MINUTES

Minutes of the Board of Trustees held on Tuesday 11th October, 9.30am at Academy House.

Trustees: Mrs A Firth (Chair), Mr J Dunn (Vice Chair) Dr J Blunden (Chief Executive), Mr J Green, Mr A Venter, Mr S Cryer, Mrs A Bull, Mr A Milliner.

Also Present: Mrs J Brinson (Director of Business and Finance), Mrs B Couch (Trust Governance Lead), Mrs H Andrew (HR Director – item 6), Mr J Eddy (Head of Health, Safety and Estates – item 2.4), Mrs J Harvey – item 2.1), Ms J Woodhouse (Secondary Exec. Headteacher – item 4.1), Mr C Wilson (Trust SEND lead – item 2.2).

Apologies: Mr D Austin

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were received from Mr D Austin, Trustees NOTED that these apologies were received immediately before the start of the meeting.	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register and those in attendance completed declaration forms for the academic year – Trustees not in attendance will be requested to complete and return as soon as possible.	Gov Lead
1.3	Minutes and Confidential minutes of meeting held on 21st July May 2022 The minutes and the confidential minutes of the meeting held on 21 st July 2022 were ACCEPTED as a true and accurate record of proceedings.	
1.4	Matters arising (not otherwise covered in the agenda) <u>Related parties forms</u> These have now been received by all but one Trustee – Mr D Austin will be chased for his completion. <u>Health and safety</u> Trustees DISCUSSED the issue many families are facing with affordability of food for their children – the extent of this across the Trust is to be further investigated. <u>Management of contractors</u>	Gov Lead CEO

	<p>The review of this policy is still outstanding and will be followed up with the Head of Health, Safety and Estates.</p> <p><i>For confidential matters arising, see confidential minutes.</i></p>	Gov Lead
1.5	<p>Chair's Business</p> <p>The chair SHARED with Trustees the intention to undertake a skills and diversity audit of the board – the Search and Governance group will then meet to review this information.</p>	Gov Lead
1.6	<p>Recommendations from working parties</p> <ul style="list-style-type: none"> • Policy Review Group <p>Trustees were INFORMED that there had been no policy review group since the last meeting and were ASKED to agree to the updating of the Exclusions policy with recently updated DfE guidance. This was APPROVED by Trustees.</p>	
1.7	<p>Review of Committee and working party membership</p> <p>Trustees DISCUSSED the various working parties and committees and agreed the following going forward:</p> <p>Policy review – Anita, Jeremy, Dan, Adele and James Curriculum review – James, Anita, Adele and Suzanne Search and governance – Anita, Jeremy and James Audit committee – Scott, Dan, Andy, Suzanne and Jeremy Performance and remuneration – Jeremy, Dan, Andy – Anita also attends in an advisory capacity.</p> <p>Trustees DISCUSSED the requirement for a Trustee with the specific responsibility for safeguarding and AGREED that given his knowledge and experience; Alan Milliner would be asked to take on this role.</p>	Gov Lead
2.	Officer reports	
2.1	<p>Safeguarding to include KCSIE 2022</p> <p>Trustees RECEIVED and NOTED the previously circulated safeguarding development plan. The need and plan for additional capacity was DISCUSSED as was the Trust emphasis on the Single Central Record (SCR) and appropriate governor awareness in this area.</p>	
2.2	<p>SEND</p> <p>Trustees RECEIVED and NOTED the previously circulate SEND action plan. Trustees QUESTIONED how the Trust could better support SEND and were INFORMED that the new Arbor MIS system is already helping to ensure our understanding of the data across the Trust in terms of SEND is relevant and timely.</p> <p>Trustees NOTED the link between those children who qualify for pupil premium and also have SEND needs, continuous monitoring of the progress for these groups of children is important to ensure targeted plans are in place.</p> <p>Trustees DISCUSSED the number of pupils with an EHCP and also the number with SEND but no EHCP and DISCUSSED the implications for funding within this scenario.</p>	

	<p><i>1007 Alan Milliner arrived.</i></p> <p>Trustees were INFORMED that good practice in a school would be to have the SENCO as part of the SLT – work is currently underway to understand whether this is the picture across the Trust and to clarify reasons why this might not be the case. The importance of the SENCO being able to direct funding and understand the bigger picture for Ofsted was highlighted as reasons for this practice to be deemed good.</p> <p>Trustees DISCUSSED the key strategic issues for the Trust with regards to SEND:</p> <ul style="list-style-type: none"> • Speech language therapy is now only available as a triage service by the Local Authority • The education psychologist and welfare services are patchy across Cornwall <p>Various options were DISCUSSED and it was decided that the CEO would work with other Trusts and the Trust SEND lead to understand other Trust approaches with the provisions outlined above.</p> <p>Trustees THANKED the SEND lead for his report and the impact he has had on SEND across the Trust in the 2 years he has been undertaking the role.</p>	
2.3	<p>Local Governance Report</p> <p>Trustees RECEIVED the previously circulated report and NOTED the content including the support and training provision in place for local governance across the Trust.</p> <p>Trustees DISCUSSED the need to ensure good communication between the Trust board and LGBs and NOTED the forums, intranet and regular CPD available. Trustees REQUESTED the Governance Lead investigate ways to build the communication.</p>	Gov Lead
2.4	<p>Health, Safety and Estates</p> <p>Trustees NOTED the previously circulated report and DECIDED that a visit would be undertaken in order to look around some schools – Jeremy Dunn AGREED to arrange this and share details with Trustees.</p> <p>Trustees DISCUSSED the due diligence for new schools joining – see these under item 3.2.</p>	J. Dunn
3.	<p>Chief Executive’s report</p> <p><i>10.50 – Alan Milliner left the meeting.</i></p> <p>Trustees RECEIVED the previously circulated report with the following points to NOTE:</p> <ul style="list-style-type: none"> • Rt Hon Kit Malthouse is currently the new Secretary of State for Education • The new Regions Group is now in place replacing the network of regional schools commissioners with Hannah Woodhouse now in post as Regional Director. • The Trust landscape across Cornwall has seen considerable change with the decisions to close both Southerly Point and Celtic Cross Trusts. 	
3.1	<p>Risk management</p> <p>Trustees NOTED the previously circulated risk register. <i>See confidential minutes.</i></p>	
3.2	<p>New schools joining due diligence</p>	

	<i>See confidential minutes</i>	
3.3	<p>Trust development plan 2022/23</p> <p>Trustees RECEIVED the previously circulated plan and NOTED the Trust priorities for 2022/23:</p> <ul style="list-style-type: none"> • To demonstrate ambitious expectations for a high quality education for all, across all areas of the Education Inspection Framework • To focus on Reading in primary and secondary phases • To facilitate the transition of schools into our Trust with anticipated growth of up to five schools • To launch new operational systems across our teams as part of our digital transformation strategy • To ensure the sustainability of our operation with regard to finance, people and reputation 	
3.4	<p>Annual report on attendance, exclusions and education off site for 2021/22</p> <p>Trustees RECEIVED the previously circulated report and REQUESTED the Southerly Point secondary schools due to join the Trust be added.</p>	CEO
3.5	<p>School admissions data and incoming pupil numbers</p> <p>Trustees RECEIVED and NOTED the previously circulated report.</p>	
3.6	<p>SEND and Pupil Premium data</p> <p>Trustees RECEIVED and NOTED the previously circulated report.</p>	
4.	Education	
4.1	<p>Secondary School performance 2021/22</p> <p>Trustees NOTED the previously circulated report and DISCUSSED the situation at each of the secondary schools. Trustees DISCUSSED the issue of data with smaller cohorts and ways of interpreting the data in order to give a good picture of trends and patterns across each school.</p> <p>Trustees were INFORMED that each school is working towards their key priorities and these are monitored through School Development Plans and local governance monitoring.</p>	
5.	Finance	
5.1	<p>Capital monitoring report to 31st July 2022</p> <p>Trustees RECEIVED the previously circulated report with the following NOTED:</p> <ul style="list-style-type: none"> • The summary financial position for capital for the Trust for the period ending 31st July 2022 • The likely overspends expected on both the Hayle Window wall scheme and the Pensans Roof scheme - final accounts to be reported at the next meeting. • The potential need to move the Nancledra electric upgrade scheme from a 2021 SCA Allocation due to the SCA reporting timeframes to being funded from SCA 2022 monies, the balance of which currently stands at £704,259. 	Dir B&F

5.2	<p>Management accounts, balance sheet, Cashflow and performance indicators as at 31st July 2022</p> <p>Trustees RECEIVED the previously circulated report and NOTED the position for the period ending 31st July 2022, the balance sheet, cash flow and school performance indicators.</p> <p>Trustees APPROVED the use of £28,000 from reserves in 2022/23 for purchase of ipads at Bodriggy.</p> <p>Trustees NOTED the position of the 90-day investment account and the fact that notice has been given in order to search for an improved rate of interest.</p>	
5.3	<p>Academy Trust Handbook 2022</p> <p>Trustees RECEIVED the previously circulated report and NOTED the changes to the Academy Trust Handbook 2022 and the 'musts' for adherence to the handbook as a condition of the Trust's funding agreement with the Secretary of State.</p>	
5.4	<p>Annual review of financial procedures manual</p> <p>Trustees RECEIVED the previously circulated report and APPROVED the updates Financial Procedures Manual 2022.</p>	
5.5	<p>Confidential contract approval</p> <p><i>See confidential minutes.</i></p>	
6.	<p>HR</p>	
6.1	<p>Teacher and support staff pay</p> <p>Trustees RECEIVED the previously circulated report and QUESTIONED the impact on the budget with the increase, Trustees were INFORMED that assumptions had been made and the impact would differ across schools.</p> <p>Trustees APPROVED the application of the national recommended pay award for teachers, with effect from 1st September 2022.</p> <p>Trustees APPROVED the increase in mileage rate for all staff travelling business miles for the Trust to 45p for the first 10,000 business miles in the tax year, with effect from 1st October 2022.</p> <p>Trustees NOTED there has not yet been agreement on the national support staff pay award and that unions are current balloting. Taking into account the cost of living, Trustees AGREED to award support staff with a 3% pay award back dated to 1st September 2022, pending national agreement – any additional backdated amount will be paid to staff once agreement has been reached.</p>	
6.2	<p>Update on professional growth early adopters</p> <p>Trustees were INFORMED that 12 pilot schools are early adopters to the new professional growth model.</p> <p>Trustees AGREED to extend the teacher appraisal policy review date by a year to allow those schools not currently piloting the new approach to continue using the current policy.</p>	

7.	<p>Dates of next meeting</p> <p>Audit and Risk Committee - Tuesday 29th November, 4.00pm – 5.30pm</p> <p>Full Board - Thursday 8th December, 9.30am – 12.30pm, to take place at Cape Cornwall School.</p> <p>Remuneration Committee – an alternative date will be sourced for this meeting.</p>	Gov Lead
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