



Trust Board - Minutes

Minutes of the Board of Trustees held on Tuesday 30th January 9:30am at Academy House.

Trustees: Mrs A Firth (Chair), Mr J Dunn (Vice Chair), Dr J Blunden (Chief Executive), Mrs A Bull, Mrs A George, Mr C Waldie, Mr M Tucker

Also Present: Mr S Davis (Chief Financial Officer), Mrs B Couch (Head of Corporate Governance), Mrs J Harvey (item 4), Mrs H Andrew (item 5), Mr C Pickles (item 6), Mrs E Burley (Minute Taking)

Apologies: Mr J Green, Mr A Milliner, Mrs S Flack, Mr D Austin, Ms A Hutchinson

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were RECEIVED and ACCEPTED from Mr J Green, Mr A Milliner, Mrs S Flack, Mr D Austin and Ms A Hutchinson	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register of interests and confirmed there were no additional declarations.	
1.3	Public and confidential minutes of the meeting of 7th December 2023 The minutes and confidential minutes of the meeting held on 7 th December 2023 were ACCEPTED as a true and accurate record of proceedings.	
1.4	Matters arising (not otherwise covered in the agenda) Trustees were INFORMED that the CEO had met with the newly appointed lead OFSTED inspector and a positive relationship had been formed. There are some changes already implemented which include additional training and delayed inspections at the start of the Spring term. There is a key focus on supporting Headteachers through the inspection process. Trustees were INFORMED that the Chair of the South West Regional Group Hannah Woodhouse has stepped down and the position has been taken up on a temporary basis by Lucy Livings. <i>For confidential matters arising, see confidential minutes.</i>	
1.5	Chair's Business The new CFO Sam Davis was welcomed to the meeting and Trustees were ASKED to think about how they would like finance reporting to be presented in future meeting. It was AGREED that this would be discussed at the Board strategy day.	

<p>1.6</p>	<p>Corporate Governance report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED that as the Trust has grown and evolved, the responsibilities of the LGBs have changed with small amendments to provide clarity of the role. Feedback from the ongoing work around this has revealed there is a need to review responsibilities at local level in particularly around financial responsibilities.</p> <p>Trustees NOTED that clarity and consistency is required for all LGBs and the central team are starting to look at centralisation of more functions across the Trust.</p> <p>Trustees NOTED that this will be a key discussion at the strategy day for Trustees on 24th April.</p> <p><i>Mr M Tucker joined at 09:48am.</i></p> <p>Trustees NOTED the current difficulty in recruiting Clerks and NOTED that a new centrally managed clerking provision is in the process of being set up by the Head of Corporate Governance.</p> <p>Trustees were INFORMED that the articles of association are with the Solicitors currently and will require review from Trustees, these will be circulated via email to Trustees for approval.</p>	
<p>2.</p>	<p>Chief Executive’s report to also include risk management</p> <p>Trustees RECEIVED the previously circulated report.</p> <p><u>Admissions Arrangements 2025/26</u> Trustees RECEIVED and APPROVED the Admission Arrangements for 2025/26.</p> <p><u>National/ Regional Update</u></p> <p>Trustees NOTED the CST’s election narrative which calls for the need to build resilience of the school system alongside the resilience of the wider public services. There is an urgent need for a cross-government strategy to address the crippling issues of poverty which is in strong part driving poor attendance and also the attainment gap. The CEO has been actively sharing the challenges schools are facing widely.</p> <p>Trustees NOTED that SEND continues to be an area of focus and there are discussions about potential ARBs at Perranporth and Helston schools to support this.</p> <p>Trustees were INFORMED that the Trust SEND lead is working with the LA reviewing outstanding EHCPs. EHCPs are very difficult to get and there are a number in the Trust which have not been reviewed within the time allowance.</p> <p><u>Risk management</u></p> <p>Trustees DISCUSSED and NOTED the risk register.</p> <p><u>Schools causing concern</u></p> <p>Trustees NOTED that Pensans continues to be a school of concern however significant progress and improvement has been made. Trustees were INFORMED that the ARB is due to open after February half term.</p>	

Trustees **NOTED** that Cape Cornwall continues to be a focus school. Discussions are continuing with the ESFA to make a case for special financial support for the school. Trustees were **INFORMED** that St Lavern School are required to relocate for a temporary basis and that Cape Cornwall will be facilitating this.

Free School: Perranporth School

Trustees **NOTED** that planning permission for the new school was submitted in the w/c 22nd January. Work is being actioned around a website and marketing tools for the new school.

A Trustee **SUGGESTED** that the Trust seek the local MP support for the planning at Perranporth.

OFSTED

Trustees **NOTED** the outcomes of the recent **OFSTED** inspections in the Trust schools.

See confidential minutes

A Trustee **ASKED** if the data at Mullion School was looking to improve this year and was **ASSURED** that the predictions were looking to improve.

Trustees **THANKED** the central team present for all their hard work and support to schools before and during an inspection.

3. Director of Education report to include primary review report

Trustees **RECEIVED** the previously circulated report.

Trustees **NOTED** a key focus in schools has been the delivery of a clear plan focused on CPD. The cross phase CPD 'offer' is a strength for the Trust. Headteachers are currently visiting schools within other Trusts in order to see how different practice works.

Trustees were **INFORMED** that many primary schools are moving towards a single curriculum. The Trust is currently supporting schools with their own individual curriculum ensuring a level of consistency across the Trust.

Building upon the Advantage Project, the Trust are working on developing a consistent approach to teaching and learning building on 4 pillars (Direct Instruction, Independent Practice, Assessment and Feedback).

Trustees **NOTED** that primary data predictions are looking to improve overall and above last years however there are still challenges particularly with disadvantaged and writing.

Trustees **NOTED** that Pensans School remains a concern for the school improvement team. A school improvement lead is working closely with them, particularly with the early years team. The reception group are very challenging. The school has seen improvement in many areas and particularly staff and morale has improved significantly.

Trustees were **INFORMED** that attendance continues to be a concern across the Trust. The Attendance and Inclusion lead has significantly improved the position but further work is required. The lead has put together an attendance strategy and policy with a tiered response to enable consistency throughout schools.

Trustees were **INFORMED** that the strategy has been piloted in Secondary schools and has had a positive impact.

Trustees were **INFORMED** that this approach is difficult to administer at the higher tiers and has currently been supported by the attendance lead with support from the secondary

	<p>educational welfare officer. As all schools adopt the policy the Trust will need to look into employing an additional educational welfare officer to support the delivery of the policy across all schools.</p> <p>A Trustee QUESTIONED the proof of medical appointment section of the policy and whether this needs to be clarified. It was AGREED that the attendance lead would be asked to re visit this section.</p> <p>Trustees APPROVED the Attendance Policy.</p> <p>Trustees THANKED the Director of Education for his thorough report and recognised the hard work from his team in supporting schools.</p>	
<p>3.1</p>	<p>Secondary review report</p> <p>Trustees NOTED the projected key stage 4 outcomes for 2024.</p> <p>Trustees were INFORMED that as a legacy of historic reporting systems, Helston Community College and Mullion have reported current grades at this stage of the school year, not projected grades. This results in the projected data across the 5 secondary schools being a mixed picture. An assessment policy across all secondary schools will be developed.</p> <p>Trustees NOTED and DISCUSSED concerns regarding the the data across all secondary schools with regards to predictions for disadvantage students. The work with attendance is crucial in improving this picture.</p> <p>Trustees were INFORMED that the secondary school improvement lead is working with schools to put together consistent curriculum plans, this is predicted to take 3 years to complete and have all subjects aligned.</p> <p>Trustees THANKED the secondary education lead for the report and recognised her hard work in supporting the secondary schools.</p>	
<p>4.</p>	<p>Safeguarding Lead report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED the safeguarding strategic plan outcomes to date.</p> <p>Trustees were INFORMED that the transfer of all schools to the child protection online monitoring system (CPOMS) should be complete by the February half term break.</p> <p>The safeguarding lead presented on screen the live tracker of KPI for safeguarding in all schools. Trustees NOTED that this will help with reporting going forward.</p> <p>Trustees were INFORMED that a lot of work has gone into supporting schools with their single central records and there has been a significant improvement across the Trust in record keeping and compliance in this area.</p> <p>Trustees were INFORMED that the safeguarding lead is having one to one meetings with all DSLs to support them in their roles within their schools.</p> <p>Trustees were INFORMED that the safeguarding lead is networking with other safeguarding leads from other Trusts and is finding this time very useful.</p> <p>Trustees THANKED the safeguarding lead for the report.</p>	

5.	<p>Director of People and Strategy report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED the staff sickness absence report showing the average percentage of days lost to sickness in the last year is 2.2% which is below the UK sickness absence rate of 2.6%.</p> <p>A Trustee ASKED if there were any actions the Trust could make to support staff sickness in school and DISCUSSED the option of having Trust wide flu jabs.</p> <p>Trustees NOTED the recruitment data showing the activity across the Trust between October and December 2023. Recruitment remains a concern across the Trust particularly in support staff roles due to a shortage of applications received.</p> <p>Trustees DISCUSSED different options to improve the TPAT employment offer such as a discount scheme for all staff. Trustees AGREED for the Director of People and Strategy to research different options to present to the board at the next meeting.</p>	
6.	<p>Director of Operations report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED the recent storms have resulted in closures/delayed openings along with unexpected maintenance and emergency repairs. Trustees were INFORMED that the Risk Protection Arrangement (RPA) have not yet responded to claims resulting from the October storm which is causing delay.</p> <p>Trustees NOTED that training compliance with SafeSmart has seen further improvement and a working team are reviewing the training load on staff to ensure it is balanced whilst meeting statutory requirements.</p> <p>Trustees NOTED the capital programme for the remainder of 2023/24.</p> <p>Trustees NOTED an ongoing dispute with regard to Helston North Site roof-top plant and heating, ventilation, and air-conditioning systems.</p>	
7.	<p>Chief Finance Officer's report</p>	
7.1	<p>Management accounts, balance sheet, Cashflow and KPI's as at 30th November 2023</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the overall position for the Trust for the period ending 30th November 2023 – taking into account the balance sheet, cash flow and KPIs.</p>	
7.2	<p>Capital monitoring to 30th November 2023</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the summary financial position for Capital for the Trust for the period ending 30th November 2023.</p> <p>Trustees NOTED the email approval sent to Trustees on 9th January APPROVED the contract award for both the St Dennis EYFS – acoustic & lighting works and the Mullion Secondary Hall & Fire Door Replacement Works.</p> <p>Trustees APPROVED up to £150,000 of 2023-24 SCA funding should it be required to support additional costs related to approved schemes therefore reducing available SCA funds.</p>	

7.3	<p>Confidential contract approval</p> <p><i>For confidential contract approval – see confidential minutes</i></p>	
7.4	<p>Financial procedures update</p> <p>Trustees RECEIVED the previously circulated report and APPROVED the amendment of clauses as set out in the report in order to improve transactional efficiency and resilience within central approval processes.</p>	
7.5	<p>Accelerating Strategic Procurement</p> <p>Trustees NOTED the significant capital spend across all schools which provides the opportunity to procure and make savings across the Trust.</p> <p>Trustees NOTED that the Director of Operations has already been working on this with catering and cleaning contracts however given the scale of the opportunity it is considered necessary to accelerate the process through the recruitment of a Procurement lead.</p> <p>Trustees DISCUSSED the recruitment of the position and the potential availability of individuals who may apply.</p> <p>Trustees APPROVED the recruitment of a Procurement Lead and the allocation of up to £40k of MAT Central Reserves to cover 23/24 Costs.</p> <p>Trustees APPROVED the centralisation of non-pay budgets on a Progressive basis to fund the role on an ongoing basis.</p>	
	<p>Date of next meetings:</p> <p>Members AGM – Thursday 21st March 2024, 9.30am Full Board – Thursday 21st March 2024, 10.30am</p>	