

## Trust Board - Minutes

**Minutes** of the Board of Trustees held on Tuesday 9<sup>th</sup> July at 9:30am at Academy House.

Trustees: Mrs A Firth (Chair), Mr J Dunn (Vice Chair), Dr J Blunden (Chief Executive), Mrs A George, Mr C Waldie, Mr J Green, Mr A Milliner, Ms Anne-Marie Sim, Ms A Hutchinson, Mr D Austin

Also Present: Mr S Davis (Chief Financial Officer), Mrs B Couch (Head of Corporate Governance), Mr C Gould (Director of Education), Mr C Pickles (item 3), Mrs E Burley (Minute Taking), Mrs R Rowson (Attendance and inclusion lead – item 7)

Apologies: Mrs H Andrew (item 5)

No attendance: Mr M Tucker, Mrs A Bull

Item	Decision	Action
1.	<b>Governance Business</b>	
1.1	<b>Apologies</b>  No apologies were <b>RECEIVED</b> . Mr M Tucker and Mrs A Bull were not in attendance at the meeting.	
1.2	<b>Declaration of business and pecuniary interests and approval of register</b>  Trustees <b>APPROVED</b> the previously circulated register of interests and confirmed the following amendments:  Mr S Davis declared an additional interest regarding Cornwall pension board.	Head of Corp Gov.
1.3	<b>Election of Chair and Vice Chair</b>  Following an election process Mrs A Firth was unanimously elected into the role of Chair of the Board of Trustees for another year.  Following an election process Mr J Dunn was unanimously elected into the role of Vice Chair of the Board of Trustees for another year.  Trustees <b>DISCUSSED</b> the need for succession planning for the Chair and Vice Chair in future years.	
1.4	<b>Public and confidential minutes of the meeting of 23<sup>rd</sup> May 2024</b>  The public and confidential minutes of the meeting held on 23 <sup>rd</sup> May 2024 were <b>ACCEPTED</b> as a true and accurate record of proceedings.  Trustees <b>NOTED</b> an omission from the minutes indicating their full support for the no purchase order no pay process being implemented across the Trust.	

	<p>The Chair of the Trust Board <b>INFORMED</b> Trustees of the feedback received regarding the newly named local monitoring committee (LMC) role.</p> <p>Trustees <b>DISCUSSED</b> the value placed on the local tier of governance and critical role they play. Trustees <b>DISCUSSED</b> the need for good, meaningful communication between the Trust Board and the committees, including LMCs.</p>	
<b>1.5</b>	<p><b>Matters arising (not otherwise covered in the agenda)</b></p> <p>None</p>	
<b>1.6</b>	<p><b>Chair's Business</b></p> <p>The Chair has met with the Trust Chairs group who meet regularly and reported back the issues being faced in other Trusts mirror those of TPAT, ie recruitment and retention of staff and EHCPs associated funding.</p> <p>The Chair attended both the Long Service Awards and Trust Music Showcase and reported back how well attended and organised both events were. Trustees are looking forward to these annual events continuing.</p>	
<b>1.7</b>	<p><b>Corporate Governance report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees <b>DISCUSSED</b> the Trust Board meeting patterns for the following Academic year and approved the calendar dates for the year.</p> <p>Trustees <b>DISCUSSED</b> committee membership and <b>NOTED</b> the Head of Corporate Governance will be in contact to confirm.</p> <p>Trustees <b>NOTED</b> that Mr Chris Wathern has been appointed as the corporate Member by the College, replacing Mr P Callen.</p>	
<b>1.8</b>	<p><b>Report from Risk and Audit Committee</b></p> <p>Mr D Austin chair of risk and audit committee reported back to the full board following the most recent committee meeting.</p> <p>The minutes of the meeting will be circulated to Trustees.</p>	Head of Corp Gov.
<b>2.</b>	<p><b>Chief Finance Officer's report</b></p>	
<b>2.1</b>	<p><b>School budgets 2024 – 2027</b></p> <p>Trustees <b>RECEIVED</b> previously circulated report.</p> <p>The Chief Financial Officer shared a powerpoint presentation highlighting the financial position of the Trust and the very challenging budget setting going forward.</p> <p>Trustees <b>DISCUSSED</b> the challenges to the Trust around SEND and early years need and the associated budgetary implications.</p> <p>A Trustee <b>QUESTIONED</b> how rigorously poor budgets are scrutinised and was <b>ASSURED</b> that where necessary progress boards are held for targeted schools and continuous work and monitoring is undertaken by the management accountants.</p> <p>Trustees <b>APPROVED</b> the overall TPAT budget for 2024/25, including those schools proposing in year deficit budgets.</p>	

	<p>Trustees <b>APPROVED</b> the MAT Central Budgets for 2024/25.</p> <p>Trustees <b>APPROVED</b> the three year budgets for the submission of the Budget Forecast Return to the ESFA by 31st August 2024.</p> <p>Trustees <b>APPROVED</b> that the Trust is a going concern given the current budget projections for 2024/25.</p> <p>Trustees <b>NOTED</b> the approach to financial control set out in report.</p> <p>Trustees <b>APPROVED</b> the Chief Executive Officer to implement one or more of the reactive financial controls set out in the report if circumstances necessitate it.</p>	
<p><b>2.2</b></p>	<p><b>Draft financial procedures manual 2024/25</b></p> <p>Trustees <b>RECEIVED</b> previously circulated reports and <b>APPROVED</b>;</p> <p>Trustees <b>APPROVED</b> the Financial Procedures Manual 2024/25 and the following policies to take effect from 1st September 2024:  Charging and Remissions Policy  Income and Cash Management Policy  Procurement and Contract Management Policy  Establishment Management Policy  Credit Card Policy  Payroll Policy</p> <p>Trustees <b>NOTED</b> that a further update and potential amendments will be provided in October following the release of the ATH 2024.</p> <p>Following <b>DISCUSSION</b> it was <b>NOTED</b> that the Chief Financial Officer needs to review the table outlining roles and responsibilities to ensure that transactions over 100k need board approval.</p>	<p>CFO</p>
<p><b>2.3</b></p>	<p><b>Management accounts, balance sheet, Cashflow and KPI's as at 31<sup>st</sup> May 2024</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>APPROVED</b> the overall position for the Trust for the period ending 31<sup>st</sup> May 2024 – taking into account the balance sheet, cashflow and KPIs.</p> <p>Trustees <b>CONFIRMED</b> that given the current budget projections the Trust is a going concern.</p> <p>Trustees <b>NOTED</b> the format of reporting of management accounts is being reviewed and changes will be implemented in September 2024.</p>	
<p><b>2.4</b></p>	<p><b>Capital monitoring to 31<sup>st</sup> May 2024</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>NOTED</b> the summary financial position for Capital for the Trust for the period ending 31<sup>st</sup> May 2024.</p>	
<p><b>2.5</b></p>	<p><b>Confidential contract approval</b></p> <p><u>See confidential minutes</u></p>	

3.	<p><b>Director of Operations report</b></p> <p>Trustees <b>RECEIVED</b> and <b>NOTED</b> the previously circulated report.</p> <p>Trustees <b>APPROVED</b> the change to minibus driving profile (subject to required policy, CPD and process revision) to begin in Sep 2024.</p> <p>Trustees <b>HIGHLIGHTED</b> the requirement to ensure all contracts are carefully checked.</p>	
4.	<p><b>Risk Management</b></p> <p>Trustees <b>NOTED</b> and <b>DISCUSSED</b> the previously circulated report.</p> <p>Trustees <b>NOTED</b> additional risks to ICT and external influences regarding funding which were <b>DISCUSSED</b> at the risk and audit committee.</p>	
5.	<p><b>Director of People and Strategy report</b></p> <p>Trustees <b>RECEIVED</b> and <b>NOTED</b> previously circulated report.</p> <p>Trustees <b>NOTED</b> the challenges presented by the workforce and the need to ensure sufficient capacity within the team.</p>	
6.	<p><b>Chief Executive's report</b></p> <p>Trustees <b>RECEIVED</b> and <b>NOTED</b> the previously circulated report with the following points highlighted;</p> <p>The CEO has been working alongside Cabot Learning Federation looking at improving the outcomes and life chances for our most vulnerable; our disadvantaged and those with additional needs.</p> <p>Trustees <b>NOTED</b> that the SW Social Mobility Commission has recently published their second annual report 'Turning the Tide' which provides insight to the context for disadvantage in the south west, and provides specific focus on multi-academy trusts and their accountability for disadvantaged outcomes.</p> <p>Trustees <b>NOTED</b> that work around disadvantaged will remain a Trust priority for the next academic year.</p> <p>Trustees <b>RECEIVED</b> the evaluation of the Trust development plan for 23/24.</p> <p>Trustees <b>DISCUSSED</b> the schools causing concern and were <b>ASSURED</b> of the support in place for these schools.</p> <p>Trustees were <b>INFORMED</b> that the Headteacher from Cape Cornwall will be taking on the additional role of Headteacher at St Just.</p> <p><i>Mr A Milliner left the meeting.</i></p> <p><u>Trust Growth</u> <u>See confidential minutes</u></p> <p>Trustees were <b>INFORMED</b> that the CEO will be commissioning a review of executive pay in the Autumn Term.</p>	

7.	<p><b>Director of Education report</b></p> <p>Trustees <b>RECEIVED</b> and <b>APPROVED</b> the previously circulated report.</p> <p>The Director of Education <b>SHARED</b> individual school SATs results showing an improvement over the last 3 years.</p> <p>Trustees <b>EXPRESSED</b> their thanks and congratulations to the Trust for the results that have been received.</p> <p>The Trust attendance and inclusion lead highlighted from the previously circulated report the attendance data from each school and talked through the success of the attendance strategy which is being implemented across the Trust.</p> <p>Trustees <b>NOTED</b> the difficulties in managing relationships and expectations with other services and the need to ensure issues are appropriately raised – especially around EHCP applications and funding for children with SEND.</p> <p>Trustees <b>ASKED</b> the Director of Education to provide report showing the current situation across the Trust with EHCP application.</p>	Dir of Ed
8.	<p><b>Safeguarding Lead report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulate report and were <b>INFORMED</b> that the outcomes of parent and pupil surveys will be reported in the Autumn Term.</p> <p>The Safeguarding lead outlined to Trustees the safeguarding work undertaken across the Trust and the progress towards the strategic plan.</p>	
	<p><b>Date of next meetings:</b></p> <p>Risk and audit committee – TBC Full Board – TBC</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	