



Truro and Penwith Academy Trust

Minutes of the Board of Directors of Truro and Penwith Academy Trust (TPAT) meeting held on 11 July 2017 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr R Crossland, Mrs S Dickinson, Mrs A Firth, Prof A Livingston, Ms S Roby, Mrs E Winsor (Chair), Mr D Walrond, Mr D Williams and Mr P Wroe

In attendance: Mrs J Brinson (TPAT Business Manager), Mrs A Winter (Company Secretary) and Mrs J Woodhouse (Executive Headteacher, Cape Cornwall – for item 17/25)

Item	Decision	Action
17/13	<p>Minutes</p> <p>The minutes of the meeting held on 28 February 2017 were APPROVED and signed as a correct record.</p>	
17/14	<p>Matters Arising</p> <p>14.01 St Ives School Tennis Facilities (Minute 17/02.01) The Board was disappointed to note that a Condition Improvement Fund (CIF) bid to upgrade the hard play area had been unsuccessful.</p> <p>14.02 School Websites (Minute 17/02.03) Directors noted that an audit of school websites was being undertaken to assess compliance. An external company, ICT4, had been engaged to review IT services with a view to moving towards a common management information system across the Trust and was due to report by the end of August.</p> <p>14.03 School Condition Allocation (Minute 17/02.06) The Board noted that multi academy trusts with at least five academies and more than 3,000 pupils received a School Condition Allocation (SCA) for maintaining buildings and premises, rather than making individual applications to the Condition Improvement Fund (CIF). As TPAT now exceeded this threshold, it would receive an SCA lump sum for 2017/18. The SCA was expected to be modest, and a risk-based framework for deploying the available funds amongst TPAT schools would be developed. The first SCA funding was expected in spring 2018. An assessment of the condition of each school would be completed over the summer to provide a baseline from which to prioritise maintenance needs. Further details of the SCA process and confirmation of the allocation for 2017/18 were awaited.</p>	<p>Chief Executive and Business Manager to develop framework</p>

	<p>14.04 National Policy (Minute 17/03) National education policy remained volatile and the Government's free school programme was under review. In response to teacher recruitment shortages, alternative pathways such as teaching apprenticeships were being explored.</p> <p>14.05 Admissions Arrangements (Minute 17/09) The Chief Executive confirmed that Local Authority permission was necessary to increase a school's PAN (published admission number). Preliminary discussions about the feasibility of expansion at Chacewater Primary School were taking place.</p>	
17/15	<p>Chair's Business</p> <p>15.01 Director Resignation The Board noted that David Allison had resigned as a trustee on 27 March 2017. He was thanked for his involvement with the Trust.</p> <p>15.02 Director Recruitment Three prospective trustees (referred to TPAT by Academy Ambassadors - an agency established by the DfE to assist with board recruitment) and a primary headteacher were in discussions about the possibility of joining the TPAT Board. Decisions about trustee appointments were delegated to the Chair and Chief Executive.</p> <p>15.03 Appointment of Headteacher On behalf of the Board, the Chair had approved the appointment of Suzannah Teagle as the new Headteacher at Threemilestone from 1 April 2017.</p>	
17/16	<p>Chief Executive's Report</p> <p>The Board received the Chief Executive's report highlighting recent developments, including national/regional issues, school improvement provision, the anticipated growth of the Trust and the implementation of HR policies and Support Staff Pay framework.</p> <p>The Chief Executive tabled a letter from the Office of the Regional Schools Commissioner (RSC) for the South West confirming the outcome of a visit on 16 May 2017. The letter set out recommendations which would enable TPAT to consolidate recent developments and demonstrate capacity for further growth. Trustees noted that applications for five small primary schools in the Bodmin area to join TPAT had been deferred by the RSC's Headteacher Board in March. It was hoped that addressing the RSC's recommendations would demonstrate TPAT's capacity for the development of a Bodmin hub during 2017/18. The Chief Executive would be working on the recommendations.</p> <p>The Board discussed the outcome of the Headteacher Board and expressed concerns about the transparency and independence of the Headteacher Board approval process.</p>	Chief Executive to address RSC's recommendations

	<p>Provisional SATs results for July 2017 were also tabled. Trustees noted that results were provisional and that marking appeals were pending in some cases. Whilst results for most schools were showing good performance and improvements, others were achieving less well, including schools that had very recently joined the Trust. Factors such as small cohorts, a legacy of poor teaching and other issues contributed to the disappointing results. KS2 maths had been identified as a key priority for 2017/18.</p> <p>The Board discussed the Chief Executive's update on HR policies and in response to questions, the Chief Executive confirmed that the Probationary Pay Grade would be discretionary for Headteachers to use exceptionally, in appropriate cases.</p>	
17/17	<p>Reports and Recommendations from Committees</p> <p>17.01 Curriculum and Standards Committee - 23 May 2017</p> <p>The Board received the minutes and noted the review of school improvement activities, SHIP (School and Headteacher Improvement Partner) visits and the outcome of recent Ofsted inspections. Directors were very pleased to note that the three sponsored schools had been graded 'Good'. Staff and pupils were commended on this achievement.</p> <p>With the introduction of new governance arrangements and disbanding of the Curriculum and Standards Committee in 2017/18 (see Minute 17/18.03), executive Hub Review Groups would be established to scrutinise performance data and report to the Board.</p> <p>The suggestion of linking trustees to specific schools to develop a closer relationship was welcomed by the Board.</p> <p>17.02 Finance, Employment & Audit Committee - 27 June 2017</p> <p>The Board received the minutes and noted that a CIF bid to upgrade toilet facilities at Pendeen had been successful and work would be undertaken during the summer. However, a further bid for damp remedial work had been declined and an appeal against this decision had been submitted.</p> <p>The schools projecting a budget deficit in 2016/17 were focusing on improving their financial position and had developed plans to address the deficit during the next 2/3 years. Accounts would continue to be closely monitored.</p> <p>The Board reviewed the latest management accounts for individual schools and for the whole Trust and agreed that overall the cashflow position remained sound for the coming 18months.</p> <p>In accordance with recommendations the Board APPROVED:</p> <ul style="list-style-type: none"> • proposed budgets from 1 June – 31 August 2017 for the three new schools (Pensans, Alverton and Newlyn) • a Leave of Absence Policy • the continued appointment of TIAA Ltd (internal auditors) and Robinson Reed Layton (external auditors) for 2017/18. 	<p>Chief Executive to set up trustee link scheme</p>

<p>17/18</p>	<p>Governance Matters</p> <p>18.01 Trustee Role Descriptions</p> <p>The Board considered and APPROVED role descriptions for the:</p> <ul style="list-style-type: none"> • Designated Lead Trustee for Safeguarding • Designated Lead Trustee for Health and Safety. <p>18.02 Policies</p> <p>The Board considered and APPROVED the following policies, subject to a number of amendments:</p> <ul style="list-style-type: none"> • Parent and Visitor Code of Conduct • Complaints Policy • Equality Policy and Plan 2017-2020 • Health and Safety Policy <p>Trustees noted the new statutory requirement for organisations to publish data and to report on the gender pay gap by April 2018.</p> <p>18.03 Governance Arrangements 2017/18</p> <p>Further to discussions at the Board Away Day in February 2017, the Board agreed to trial new governance arrangements from September 2017. The key changes included subsuming the current responsibilities of the Finance, Employment & Audit Committee and Curriculum & Standards Committee into the Board's terms of reference; establishing a separate Audit Committee: a focus on high level, strategic issues and risks by the Board.</p> <p>Following consideration, the Board APPROVED:</p> <ul style="list-style-type: none"> • terms of reference and membership of the Audit Committee (Chair: Peter Wroe, Members: Sarah Roby + new trustee) • scheme of delegation of governance functions • schedule of meetings for 2017/18 • cycles of planned business for the Board and Audit Committee in 2017/18. 	<p>Lead Trustees to note</p> <p>Chief Executive to amend policies as agreed</p> <p>Business Manager to prepare report</p> <p>AW to implement new arrangements</p>
<p>17/19</p>	<p>Feedback from Operational Forums</p> <p>19.01 Chairs' Forum – 2 March and 13/14 June 2017</p> <p>The meeting in March included a session on effective chairing, delivered by an external governance consultant and NLG (Jackie Eason). Attendance was disappointing but offering alternative venues on two dates in June had produced a better turn out. Discussions at the June meetings had primarily focused on the proposed increase to the central contribution and the additional services and support provided to schools.</p> <p>19.02 Headteachers' Forum – 16 March and 17 May 2017</p> <p>The Headteachers meetings had considered various matters including the capacity of the central team and proposed increase to the central contribution. The group had also looked at Trust-wide policies and procedures.</p>	

	<p>19.03 Clerks' Forum – 3 July 2017</p> <p>A range of operational issues and regulatory requirements had been considered including record keeping, publication of governance information and archiving. The meeting also discussed governor recruitment resources and governor training.</p>	
17/20	<p>Safeguarding Update</p> <p>The Board received a summary of the priorities and actions identified as a result of completing the Local Safeguarding Children Board section 175/157 self-assessments for 2017. Many of the actions related to training needs and training updates – it was hoped that shared training could take place within hubs in future. Trustees noted the range of actions identified and the work that was being taken forward.</p> <p>Trustees expressed concern that one school had not yet addressed actions identified in 2016. The Chief Executive was asked to follow up this matter, making it clear that a lack of progress was not acceptable to the Board.</p> <p>The Safeguarding Lead Headteacher (Jo Harvey) was continuing to work closely with the Safeguarding Lead Trustee (Anita Firth) to monitor risks and plan safeguarding developments.</p> <p>Relevant refresher training would be arranged for the Safeguarding Lead Trustee.</p>	<p>Chief Executive to follow up</p> <p>AW to organise training</p>
17/08	<p>Proposed Budget 1 January – 31 August 2017: Kennall Vale</p> <p>The Board APPROVED the proposed budget for Kennall Vale school which had joined the Trust on 1 January 2017. The Budget had been considered and recommended for approval by the FEA Committee.</p>	
17/21	<p>Election of Chair and Vice-Chair</p> <p>Ellen Winser and Alan Livingston were duly nominated and re-elected as Chair and Vice-Chair for 2017/18.</p>	
17/22	<p>Date of Next Meeting</p> <p>The Board would meet at 4.00pm on Tuesday 26 September 2017 at Truro College.</p>	ALL to note
	<p>PART II: Confidential Business</p> <p>Confidential items 17/23 – 17/27 are separately minuted.</p>	