



# Truro and Penwith Academy Trust

## Minutes of the Board of Directors of Truro and Penwith Academy Trust (TPAT) meeting held on 28 February 2017 at Penwith College

**Directors:** Mr D Allison, Dr J Blunden (Chief Executive), Mr R Crossland, Mrs S Dickinson, Mrs A Firth (left after item 17/05), Prof A Livingston, Ms S Roby (left after item 17/10), Mrs E Winser (Chair), Mr D Walrond (left after item 17/06), Mr D Williams and Mr P Wroe

**In attendance:** Mrs J Brinson (TPAT Business Manager), Ms J Harvey (Safeguarding Lead Headteacher – for item 17/06) and Mrs A Winter (Company Secretary)

Item	Decision	Action
17/01	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 6 December 2016 were <b>APPROVED</b> and signed as a correct record.</p>	
17/02	<p><b>Matters Arising</b></p> <p><b>02.01 St Ives School Tennis Facilities (Minute 16/30.01)</b> The Board noted that negotiations with St Ives Tennis Club had not progressed. The Tennis Club's site was subject to a restrictive covenant which would limit future development and impact on any potential sale. In the meantime, a Condition Improvement Fund(CIF) bid had been submitted to the Education Funding Agency (EFA) to upgrade the school's hard play area.</p> <p><b>02.02 Resignation (Minute 16/31.01)</b> Directors noted that following the resignation of Mark Osterfield, Board opportunities were being promoted through Academy Ambassadors and other channels with a view to recruiting additional directors.</p> <p><b>02.03 School Websites (Minute 16/32)</b> Directors noted that schools had been reminded of statutory obligations concerning the publication of information and meeting company regulations. The Chair had identified an individual who might be prepared to offer IT consultancy on a pro bono basis to assist schools with website compliance.</p>	Chair & Chief Executive to take forward

	<p><b>02.04 Teaching School Council (Minute 16/34)</b> The Board considered the Chief Executive's ongoing involvement with the National College for Teaching and Leadership (NCTL) Teaching School Council. Whilst her involvement provided a very useful strategic link to national policy development and the Regional Schools Commissioner's team, it was <b>AGREED</b> that the time commitment should be scaled back in 2017/18 (to approximately ½ day/week).</p> <p><b>02.05 Trust Development Plan (Minute 16/37)</b> The Chief Executive confirmed that the Development Plan had been revised as suggested.</p> <p><b>02.06 Finance, Employment &amp; Audit Committee (Minute 16/38(iv))</b> Directors noted that from 2017/18 TPAT would be allocated a lump sum for capital works, rather than being part of the Condition Improvement Fund (CIF) bidding process. An internal framework for assessing bids from schools would be developed. It was suggested that projects should be prioritised on the basis of risk and input from the Health and Safety Officer would be helpful.</p>	<p>Chief Executive to note</p> <p>Chief Executive and Business Manager to devise framework</p>
17/03	<p><b>National Policy/College Update</b></p> <p>The College Principal summarised recent policy developments and highlighted current concerns for the sector:</p> <ul style="list-style-type: none"> <li>• doubts about the performance and accountability of MATs were being expressed nationally</li> <li>• over 50% of multi academy trusts (MATs) were projecting an operating deficit in 2017</li> <li>• the fast-track approach to academy conversions had slowed, although the academisation of schools was still Government policy</li> <li>• the emergence of 'orphan' schools which were unattractive to any MAT and the potential for local authorities to set up their own MAT was part of the shifting landscape</li> <li>• illustrative allocations under the proposed national funding formula (to be implemented from 2018/19) indicated a decline in funding for many schools and limited transitional protection</li> <li>• the teacher recruitment crisis, particularly in shortage subjects, and high numbers of staff moving out of the profession was continuing</li> <li>• Government plans to increase the number of selective grammar schools could have significant implications for other providers</li> <li>• Cornwall Council was proposing cuts to transport subsidies for post-16 students.</li> </ul> <p>During discussion the Board noted that in response to shortages, TPAT was considering career pathways which could produce 'home grown' teachers and leaders.</p>	<p>Chief Executive to explore options</p>
17/04	<p><b>Chief Executive's Report</b></p> <p>The Chief Executive presented a confidential report and provided an update which lead to discussion of the following:</p> <ul style="list-style-type: none"> <li>• DfE funding initiatives to support school improvement – TPAT had submitted an application to the Regional Academy Growth Fund</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ofsted Inspection – the recent inspection of St Ives School had resulted in an overall judgement of Good and very positive feedback on many aspects of provision</li> <li>• sponsored academies – school improvement activities and external monitoring of performance indicated an upward trend</li> <li>• growth of the Trust - discussion with potential partners, negotiations with primary schools in the Bodmin and Penzance areas and preparatory due diligence work was taking place– the schools seeking to join TPAT were rated by Ofsted as Good</li> <li>• HR policies – new policies and procedures were being developed and piloted in schools</li> <li>• Pendeen – the appointment of the current Headteacher would be extended to August 2018 on slightly reduced hours</li> <li>• St Ives Headteacher – the HT would continue to provide executive leadership for the Local Authority at Cape Cornwall for a reduced commitment of 2days/wk until the end of the summer term.</li> </ul> <p>The Board reviewed temporary leadership arrangements at Pendeen and St Ives and welcomed the stability provided by the extension of the Headteacher’s appointment at Pendeen while future options were considered. Directors were satisfied with arrangements at St Ives and were reassured that adequate funding was provided by the LA to ensure appropriate backfill cover was in place.</p>	
17/05	<p><b>Support Staff Pay Proposals</b></p> <p>This confidential item is separately minuted.</p>	
17/06	<p><b>Safeguarding Update</b></p> <p>The Safeguarding Lead Headteacher presented a summary of the key safeguarding data since the last meeting and reported that school safeguarding leads had met to share information and practices.</p> <p>Directors noted the number of recent notifications, referrals to external agencies and ongoing casework. The situation was fluid as individual circumstances changed and as new Child Protection Plans were implemented or stepped down. The effectiveness of referrals to the Local Authority Designated Officer (LADO) and the feedback provided was also discussed.</p> <p>The Local Safeguarding Children Board section 175 paperwork for 2017 was awaited and the Lead Headteacher would be working with schools to complete the audit by the specified deadline. She was also working with schools to develop Trust-wide policies and procedures and to develop nominated experts on specific safeguarding issues.</p> <p>Following discussion, the Board <b>PROPOSED</b> that if a DBS check for a prospective employee/volunteer produced a positive notification, the school should undertake a risk assessment to determine an individual’s suitability for the intended role. Where there was uncertainty about suitability and risks, the assessment should be completed in consultation with the Safeguarding Lead Headteacher (Jo Harvey). The Safeguarding Lead Director (Anita Firth) would monitor risk assessments on behalf of the Board and discuss any concerns with the Chief Executive/LADO as appropriate.</p>	<p>JH to note</p> <p>AW to produce Safeguarding Lead Director role description</p>

17/07	<p><b>Reports and Recommendations from Committees</b></p> <p><b>07.01 Remuneration Committee (6 December 2016)</b></p> <p>The Chair of the Committee provided a verbal report on the confidential consideration of the performance reviews, achievement of objectives and determination of salary for relevant Headteachers and TPAT Senior Staff for 2016/17.</p> <p><b>07.02 Curriculum and Standards Committee (2 February 2017)</b></p> <p>The Board received the minutes of the meeting and noted the review of school improvement activities, particularly Maths initiatives, as well as the positive end of year forecasts and Ofsted preparations. The schools were developing a strong collaborative culture to share and spread good practice.</p> <p><b>07.03 Finance, Employment &amp; Audit Committee (7 February 2017)</b></p> <p>The Board received the minutes of the Meeting and noted that overall cashflow remained healthy with strong reserves, however, twelve schools were projecting a deficit in 2016/17. Three schools had been asked to produce an action plan setting out the strategy to reduce expenditure and to restore a balanced budget.</p> <p>A number of new policies had been considered by the Committee and recommended for approval, subject to amendments – these would be revised and put to the next Board meeting.</p> <p>The Board <b>APPROVED</b> recommendations from the Committee:</p> <p>(a) <u>Due Diligence</u> - to ensure the due diligence process for new schools joining the Trust was robust, additional information should be obtained on Health and Safety compliance; contracts and leases; financial projections and an executive summary of the rationale for the decision presented to the Board</p> <p>(b) <u>Internal Auditor</u> - to re-appoint TIAA Ltd as internal auditors for a further two years until 31 August 2019.</p>	
17/08	<p><b>Proposed Budget 1 January – 31 August 2017): Kennall Vale</b></p> <p>The Board <b>APPROVED</b> 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>	
17/09	<p><b>Admissions Arrangements</b></p> <p>The Board considered and <b>APPROVED</b> changes to admissions oversubscription criteria for St Ives, Nancledra, Roche and Blackwater schools which were proposed following a statutory consultation process and agreement by the LGB. In each case schools wished to give higher priority to children with siblings already at the school.</p> <p>The Board noted that any school expansion required permission from the Local Authority to increase the PAN (published admission number). It was suggested that the opportunities for expansion should be considered and proposals developed, where feasible.</p>	Chief Executive to review and prepare case

17/10	<p><b>Feedback from Operational Forums</b></p> <p><b>10.01 Headteachers' Group – 17 January 2017</b> The Headteachers had met at a hub level as well as whole Trust and considered various matters including strategic growth, Trust-wide policies and funding matters.</p> <p><b>10.02 Clerks' Forum – 20 February 2017</b> A range of operational issues and policy developments had been considered including the Digital Campus resources, scheduling of LGB meetings and the new DfE Governance Handbook.</p> <p><b>10.03 Chairs' Forum</b> The spring term meeting was due to take place on 2 March 2017 and would include a session on effective chairing for LGB Chairs delivered by an external governance consultant.</p>	
17/11	<p><b>DfE Governance Handbook 2017</b></p> <p>The Board received an action plan summarising the new information set out in the latest Governance Handbook and the action needed to ensure compliance with requirements. The Board <b>AGREED</b> to take forward the actions identified in the plan.</p>	Company Secretary to take forward
17/12	<p><b>Date of Next Meeting</b></p> <p>The Board would meet at 10.00am on Tuesday 11 July 2017 at Truro College.</p>	ALL to note