



Truro and Penwith Academy Trust

Minutes of the Board of Directors of Truro and Penwith Academy Trust (TPAT) meeting held on 13 March 2018 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr R Crossland, Mrs S Dickinson, Mr T Lister, Prof A Livingston, Mr D Walrond (left after item 18/15), Mrs E Winser (Chair) and Mr P Wroe

In attendance: Mrs J Brinson (Director of Business and Finance), Mr A Stittle (Observer), Mrs A Winter (Company Secretary) and Mrs J Woodhouse (Executive Headteacher, St Ives and Cape Cornwall - for item 18/15)

Apologies: Mrs A Firth, Ms S Roby and Mr D Williams

Item	Decision	Action
18/15	Potential School Sponsorship This confidential item is separately minuted.	
18/16	Declarations of Interest Trustees were reminded of the requirement to disclose any potential interest, financial or otherwise, and to withdraw from the meeting if a matter under consideration could give rise to a conflict of interest. None were declared.	
18/17	Minutes The Minutes of the meetings held on 22 January 2018 and 22 February 2018 were APPROVED and signed as a correct record.	
18/18	Matters Arising 18.01 Auditor Resignation (Minute 18/02.01) Trustees NOTED that following the resignation of Robinson Reed Layton, invitations to tender as external auditors for TPAT had been issued with a submission deadline of 30 April 2018. The Audit Committee would assess tenders and conduct interviews on 18 June 2018, if necessary. 18.02 Central Team Appointments (Minute 18/04 (ii)) Trustees NOTED that a Director of Education (Claire Fortey) and HR Manager (Harriett Andrew) would take up post during March. Neo People (external HR consultants) had been notified that their services would not be required from 1 September 2018.	

<p>18/19</p>	<p>Chair’s Business</p> <p>19.01 Members/Trustees</p> <p>The Chair reported that in line with the RSC’s expectation that all multi-academy trusts should have a separation between Members and Trustees, the College had reviewed membership and would be making changes to reduce the overlap.</p> <p>19.02 Skills Audit and Governance Self-Assessment</p> <p>Trustees were reminded to complete and return the Skills Audit and Self-Assessment Questionnaires.</p> <p>19.03 Search and Governance Group</p> <p>Trustees were invited to consider establishing a Search and Governance Group to oversee Board membership, succession planning, trustee recruitment and to deal with governance matters.</p> <p>19.04 Scheme of Delegation (SoDA) Review</p> <p>As part of the consultation process, headteachers, Chairs and Clerks had been invited to comment on the revised SoDA. So far, responses had been positive about the proposed new version. It was hoped changes would be finalised at the May Board meeting.</p>	<p>Company Secretary to take forward process</p> <p>ALL to note</p> <p>ALL to consider</p> <p>CEO/Chair/ Company Secretary to complete review</p>
<p>18/20</p>	<p>Chief Executive’s Report</p> <p>The Chief Executive presented a confidential report highlighting national, regional and local issues as well as developments within the Trust. A range of issues were discussed, including:</p> <p>(i) Growth</p> <p>Four primary schools in the Bodmin area had received Academy Orders to join TPAT and the due diligence work was underway – an overview of each school was provided and reviewed. An early summer transfer was expected. The LA was involving TPAT in the appointment of a new headteacher at one of the schools.</p> <p>A large, single academy trust (primary) had expressed an interest in joining TPAT and the RSC’s team was considering this proposal.</p> <p>(ii) RSC/Ofsted</p> <p>Feedback from recent visits by the RSC and her team to four Trust schools had been positive. Since January 2018, Ofsted had visited Blackwater, Kehelland, St Just and Alverton schools and all had retained their grading of ‘Good’. An Ofsted visit to Pensans was taking place on the day of the Board meeting. Other schools expecting a visit were continuing preparations and the key risks and concerns were being closely monitored and addressed with additional support provided by the Primary Executive Lead.</p> <p>(iii) TPAT Brand/Away Day</p> <p>Further to discussion at the Away Day, the core vision of the Trust was being revisited and the integration of new schools would be a key focus. Fund raising opportunities were being followed up and a Teacher Innovation Grant would be launched in the summer term.</p>	

18/21	<p>Management Accounts and Cashflow Projections</p> <p>The Board received and considered the income and expenditure accounts for the five month period from 1 September 2017 – 31 January 2018 for eighteen individual schools, the MAT Central activity and combined position for the Trust. A narrative providing context was also presented.</p> <p>During discussion, a number of queries were raised about specific budget lines and individual schools. In each case the Director of Business and Finance provided clarification. Trustees noted that:</p> <ul style="list-style-type: none"> • the majority of schools had set a very tight budget and would be using reserves to support their overall position – some schools were continuing to project a small end of year deficit • the MAT Central activity was expected to result in a small end of year deficit • as the secondary schools had not benefited from the full range of school improvement services provided to the primaries, the costs of some external consultancy for St Ives and Hayle had been subsidised from the central budget • the management account spreadsheets contained some inaccuracies which needed to be resolved. • some schools appeared to have significant reserves and in most cases these were being retained for particular projects or to provide a contingency – where appropriate, expenditure on the curriculum and use of reserves was being reviewed • at this stage the cashflow projections were looking positive although final payments for capital projects at St Ives and Pendeen had not yet been processed and final transfer balances from the LA for three schools which transferred to TPAT in September were still awaited • under new Payment Practices Reporting requirements, large academy trusts would be required to report twice annually on payment practices (eg. time taken to pay invoices etc) and information would be published on a Government website – the first report would have to be published by 30 March 2018 • benchmarking data relating to staff costs, class sizes and other performance indicators was provided – this was based on information from over 750 schools and the small size of the TPAT primaries was likely to differ from national averages. <p>The management accounts and cashflow forecasts were NOTED.</p>	Director of Business & Finance to confirm projected outturn
18/22	<p>Capital Allocation Process</p> <p>The Board received a paper explaining the School Condition Allocation (SCA) arrangements for large academy trusts. As TPAT had grown to more than 3,000 it would receive a lump sum annual capital allocation for maintenance needs across the whole Trust. The first SCA payment for 2017/18 was expected in April 2018, although the value of the allocation had not yet been confirmed.</p>	

	<p>A process for disbursing funds to schools, based on the previous Condition Improvement Fund (CIF) criteria and guidelines, was proposed. Schools would be briefed on the new funding allocation system and proposals considered by the Board at its May meeting.</p> <p>Following consideration, the Capital Allocation Process was APPROVED by the Board.</p>	<p>Director of Business and Finance to brief schools</p> <p>Director of Business and Finance to bring forward bids</p>
18/23	<p>Gender Pay Gap Reporting</p> <p>Trustees noted that under new Gender Pay Gap Regulations the Trust was required to publish pay data. The statutory calculations and a draft supporting statement were considered.</p> <p>Subject to a number of minor editorial corrections, the data and supporting statement were APPROVED for publication.</p>	
18/24	<p>HR Report</p> <p>The Board considered a report summarising the sickness absence rates and staff vacancies for each school.</p> <p>In response to questions, the Chief Executive explained that absence rates were being monitored and where there appeared to be higher rates than expected, with no obvious reason, discussions with the Headteacher were taking place to address any underlying issues. The costs of supply cover, sickness insurance claims and related matters were also being monitored.</p> <p>The Board NOTED the data and SUGGESTED that variations in sickness absence rates were raised at a Chairs' Forum meeting.</p>	<p>Chair to raise with LGB Chairs</p>
18/25	<p>Safeguarding Report</p> <p>The Chief Executive provided an update on the annual Section 157 audit which was being co-ordinated by the Safeguarding Lead Headteacher. She had been working closely with colleagues in the schools which had recently joined the Trust to address any gaps or weaknesses in policies and procedures.</p> <p>The Board NOTED the ongoing work to ensure compliance.</p>	
18/26	<p>SEND Report</p> <p>The SEND (Special Education Needs and Disabilities) Lead Trustee indicated that the collation of data from schools was ongoing and there was nothing specific to report at this stage.</p>	
18/27	<p>Reports from Operational Forums</p> <p>27.01 Chairs' Forum – 27 February 2018</p> <p>The Chair reported that the key item of discussion had been the revised SoDA.</p> <p>Holding two Forum meetings in different venues (one at Truro and one at Penzance) had helped to improve participation.</p> <p>27.02 Headteachers' Group – 8 March 2018</p> <p>The Chief Executive reported that discussions were primarily focused on Ofsted visits and preparations. Recent resignations of LGB Clerks and difficulty recruiting Clerks had also been raised.</p>	

18/28	<p>Performance and Remuneration Committee</p> <p>The Board considered revised terms of reference which had been updated in accordance with latest best practice, to ensure independent decision making and make a more explicit link between performance and pay.</p> <p>Following consideration, the Board APPROVED the proposed terms of reference.</p>	
18/29	<p>TPAT Policies</p> <p>29.01 General Data Processing Regulations (GDPR)</p> <p>The Board considered and APPROVED the proposed GDPR Data Protection Policy and Fair Processing Notice setting out the ways in which the Trust would collect, use and process personal data.</p> <p>Trustees noted that the Policy had been updated in accordance with the new GDPR, in consultation with Michelmores. The new legislation was due to be introduced on 25 May 2018. The Trust was also working with schools to ensure correct procedures and practices were adopted throughout the Trust.</p>	
18/30	<p>Date of Next Meeting</p> <p>The Board would meet at 9.30am – 12.30pm on Wednesday 16 May 2018 (at Truro College).</p>	ALL to note change of date
	<p>PART II: Confidential Business</p> <p>Confidential items 18/31 – 18/35 are separately minuted.</p>	