



Truro and Penwith Academy Trust

Minutes of the Board of Directors of Truro and Penwith Academy Trust (TPAT) meeting held on 22 January 2018 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr R Crossland, Mrs S Dickinson, Mrs A Firth, Mr T Lister, Mrs E Winser (Chair) and Mr D Walrond

In attendance: Mrs J Brinson (Director of Business and Finance), Mr R Gill (Penwith Hub Lead), Mrs A Winter (Company Secretary)

Apologies: Prof A Livingston, Ms S Roby, Mr D Williams and Mr P Wroe
Also, Mr C Wilson (Truro Hub Lead)

Item	Decision	Action
18/01	<p>Minutes</p> <p>The Minutes of the meeting held on 6 December 2017 were APPROVED and signed as a correct record.</p>	
18/02	<p>Matters Arising</p> <p>02.01 Auditor Resignation (Minute 53.02)</p> <p>Trustees noted that Robinson Reed Layton, would be resigning as the Trust's auditors once the 2016/17 accounts had been completed. A tender timetable had been drawn up and expressions of interest from relevant audit firms would be sought.</p>	Director of Business & Finance/Company Secretary to take forward process
18/03	<p>Chair's Business</p> <p>The Chair reported on the annual review meeting with the SW Regional Schools Commissioner (RSC) which the Chair and Chief Executive had attended earlier in the day. The meeting had been constructive and positive.</p> <p>As well as reviewing progress, the meeting also discussed the recent Headteacher Board decision to allow a cluster of five primary schools in the Bodmin area to join TPAT, provided the overlap between Members and Trustees was reduced and schools were aware of the revised Scheme of Delegated Authority (SoDA).</p> <p>Trustees noted that there were no specific concerns about the effectiveness of TPAT governance arrangements, however, the RSC's expectation was that all multi-academy trusts should have a separation between Members and Trustees with minimal overlap in these two layers of governance. Relevant individuals were being consulted about their roles as Members/Trustees and amendments to the Articles would be drafted for approval by the Members.</p>	Chair to consult relevant individuals Company Secretary to draft amendments

<p>18/04</p>	<p>Chief Executive’s Report</p> <p>The Chief Executive presented a report highlighting national, regional and local issues as well as developments within the Trust. During discussion various matters were considered including:</p> <p>(i) Teacher Recruitment Project The Cornwall Teaching School had successfully bid for a teacher recruitment and mentoring project which was likely to be beneficial for TPAT.</p> <p>(i) Central Team Appointments The recruitment of a Director of Education and HR Manager were progressing. Trustees and a Hub Lead had been involved in the selection processes and it was hoped that new staff would be joining the central team by Easter. A chart summarising the Central Team staffing was provided.</p> <p>Proposals to fund additional IT support for schools and co-ordinate Sports Premium activities were being developed in consultation with headteachers.</p> <p>(ii) Growth An overview of the numbers and Ofsted grading of the five new primary schools seeking to join the Trust was provided. In total the number on roll at the five schools was over 600. Four of the schools were graded ‘Good’ and the other had been graded ‘Requires Improvement’ following a recent inspection. It was likely these schools would join TPAT on 1 May 2018.</p> <p>(iii) School Visits Two Trustees had recently visited St Erth School where there were significant defects in the premises and no sports hall to accommodate whole school activities. Although pupil numbers were increasing, growth was hampered by physical constraints. Plans to extend three classrooms and provide a sports hall had been drawn up and bids for external funding were being put together to finance the full or phased implementation of the scheme. Securing adequate funding would be a challenge.</p> <p>(iv) Websites Following a recent Ofsted inspection at Blackwater where website compliance had been raised, all schools were being asked to re-audit their website and advised to give the website higher priority. Inspectors relied on websites for pre-visit information and incomplete/inaccurate content was likely to impact on judgements. A new Trust website had been launched and checks to ensure this was functioning correctly were being undertaken.</p>	
<p>18/05</p>	<p>School Performance Forecasts</p> <p>05.01 Primary</p> <p>The Board received reports from the Penwith Hub and the Truro & Clays Hub. Data forecasts for each school were assessed on a red/amber/green basis.</p>	

	<p>Trustees considered the performance forecasts and comparisons to National Age Related Expectations (NARE). The Penwith Primary Executive Lead and Chief Executive provided further context and responded to questions about the schools with weaker forecasts and strategies to secure improvements. In a number of cases instability due to staffing changes, staff absences or an influx of new pupils had impacted on performance. Where appropriate, regular monitoring by Primary Executive Leads and additional input was providing support to drive improvements. The outcome of an RSC Advisor visit to Pendeen and Ofsted inspections of Newlyn and Blackwater had been positive. Both Newlyn and Blackwater had retained their grading of 'Good'. Additional school improvement monitoring by the Hub Lead and peer review support at Roche had achieved some improvements but further work was continuing to raise performance throughout the school.</p> <p>In response to questions, Trustees noted that revised forecasts produced in the spring term would be more accurate. Also, the 'on entry score' for children starting school had been introduced as part of a Government initiative to monitor progress throughout a pupil's schooling. Although the 'on entry score' was currently optional, Trustees expected all schools to produce scores next year, with Early Years teachers working together to adopt a common approach across the Trust.</p> <p>Trustees were assured that key risks were being addressed.</p> <p>05.02 Secondary</p> <p>Performance forecasts for each secondary school were discussed and comparisons to national benchmarks were noted. The Board reviewed the secondary school improvement planning, joint staff development programmes and other shared activities that had been initiated at St Ives and Hayle. The headteachers were working well together to align the curriculum, share expertise and build good working practices. An external improvement partner was providing ongoing support at Hayle.</p> <p>Progress 8 predictions were indicating positive improvements at both secondary schools. Reducing the performance gap between disadvantaged students and other groups remained a key focus. Other areas of concern related to persistent absences, behaviour management and high levels of anxiety amongst pupils.</p> <p>Trustees acknowledged the improvements that had been made and noted ongoing developments.</p>	
<p>18/06</p>	<p>Admissions Policy and Appeals 2019/20</p> <p>The Board noted that no changes to admissions criteria had been proposed by schools and that the Admissions Arrangements template document would remain in place for 2019/20 with no substantive changes.</p>	

18/07	<p>TPAT Policies</p> <p>07.01 Data Protection</p> <p>The Board considered and APPROVED the proposed Data Protection Policy setting out responsibilities under the Data Protection Act 1998. Trustees noted that the Policy would be updated in accordance with the new General Data Protection Regulations (GDPR) which would be introduced in May 2018. The Trust was working with Michelmores to ensure compliance.</p> <p>07.02 Freedom of Information Policy</p> <p>The Board considered and APPROVED the proposed Freedom of Information Policy setting out responsibilities under the Freedom of Information Act 1998.</p>	
18/08	<p>Safeguarding Report</p> <p>The Safeguarding Lead Trustee (Anita Firth) provided an update on developments and summarised recent safeguarding activity. Trustees noted that:</p> <ul style="list-style-type: none"> • the Safeguarding Lead Headteacher (Jo Harvey) had been working with new Headteachers on Section 175 audit reviews and supporting Hub meetings • an overarching Prevent Duty Statement was being drafted • a new matrix for recording and monitoring statutory safeguarding training was being developed. <p>Information missing from the autumn term data had been supplied by relevant schools and was noted by the Board.</p> <p>The Board also discussed incidents related to aggressive behaviour towards staff by parents and considered the policy, advice and support available.</p> <p>Each member of Board received an information leaflet explaining Trustees' safeguarding responsibilities.</p>	ALL to note
18/09	<p>SEND (Special Educational Needs and Disabilities) Report</p> <p>The SEND Lead Trustee (Bob Crossland) provided an update on recent developments and work with the Lead SEND Co-ordinator (Nadia Lampier). Trustees noted that:</p> <ul style="list-style-type: none"> • new forums were being established for school SEND co-ordinators to share information and good practice and work was progressing on a Trust-wide SEND Policy • data and information from all schools was being collated to provide an overview of the breadth of needs and issues across the Trust for presentation to the Board – currently more than 800 pupils were receiving some form of additional support with over 60 pupils having external, specialist input • progress tracking would be reviewed and a consistent approach implemented across the Trust 	

	<ul style="list-style-type: none"> • improvements to website information and the development of parent forums were being considered • the use of the Digital Campus as the repository for all SEND guidance and policies would be further developed • the Lead Trustee would be attending a Hub meeting in April and the Lead SENDCo was making a visit to the College's Tregye campus to see the specialist provision available. 	
18/10	<p>Scheme of Delegated Authority (SoDA)</p> <p>A revised SoDA was tabled and the Chair highlighted that this was still a work in progress with the aim of streamlining the document, ensuring it was user-friendly and reflected current practice. A key change was the removal of two levels of earned autonomy.</p> <p>Trustees were invited to provide feedback on the draft document.</p> <p>Once the re-wording and format had been finalised, LGBs (including the five new schools due to join TPAT) would be consulted about the proposed changes.</p>	Trustees to provide feedback by 31 Jan 2018 (to Chair, Chief Executive or Company Secretary)
18/11	<p>Date of Next Meeting</p> <p>The Board would meet at 9.30am – 12.30pm on Tuesday 13 March 2018 (at Truro College).</p>	ALL to note
<p>PART II: Confidential Business</p> <p>Confidential items 18/12 – 18/14 are separately minuted.</p>		