



Truro and Penwith Academy Trust

Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 11th December 2018 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr R Crossland, Mr T Lister, Mr A Stittle, Mrs E Winser (from 11.30am), Mrs A Firth and Prof A Livingston (Chair).

In attendance: Mrs H Andrew (HR Director), Mrs J Brinson (Director of Business and Finance), Mr E Burns ([Company Secretary](#)), Mrs C Fortey (Director of Education), Ms J Harvey (Item 18/93 from 11am) and Mr E Eddy.

Apologies: Mrs S Dickinson, Mr D Williams and, Mr P Wroe.

Item	Discussion/Decision	Action
18/83	Declarations of Interest The declarations of interest schedule was passed around the Board membership for consideration and updating.	All
18/84	Chairs Business (from 11.30 am) The Chair informed the Board that a potential new Trustee had been interviewed before Christmas and along with two other potential candidates they would all be invited along to a future Board meeting to observe the operation of the Board.	Chair
18/85	Minutes The Minutes of the meeting held on 3rd October 2018 were APPROVED as a correct record subject to a number of amendments being made (see 18/86).	Company Secretary
18/86	Matters Arising The Board APPROVED making the following amendments to the 3 rd Oct 2018 draft minutes: 68.04 St Just Budget 2018/19 Removing the £2000 deficit figure and replacing it with £38,000 deficit figure. 70.01 Shared Local Governing Board (Minute 18/39.02) Changing Michelmore to Michelmores. 76.01 Review of Financial Procedures Replace the second sentence in the paragraph with "The Director of Finance confirmed that the summary results would to go to all	Company Secretary Company Secretary Company Secretary

	Trustees” 77.01 The Safeguarding Lead CONFIRMED that all the TPAT schools websites had been checked for a current policy and any out of date policies would be replaced.	All to note
18/87	<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> <ul style="list-style-type: none"> • National and Regional Update - The new Secretary of State has pledged to help schools to help leaders cut “unnecessary” workload and support teachers to focus their energies in the classroom. • Funding - Significant changes in how schools are to be funded are in the process of being developed by the DfE. • AGM - An executive summary ‘annual report’ is going to be produced for the TPAT AGM to support the schools commissioner proposal that Trusts should become more engaged in communities and more transparent with parents. • TPAT Update on Ofsted Performance Dec 2018 - The Board noted a paper tabled by the Chief Executive on Ofsted visits and quotes. • Central Capacity - The Chief Executive stated that she will be sitting down with the SMT to plan future Team capacity for expected growth in the Trust, which will then be discussed with the Trustees at the planned away day. • IT & Technical Support - Secondary schools now have a central function for IT and primary schools are currently undertaking a pilot which could see all TPAT Academies receive IT in future from one central provider. • Sport Health and Wellbeing - A similar position to above but in pilot with Truro and Penwith College and a formal evaluation and proposal being provided to the Board in Spring 2019. • LGB Support & Peer Learning - LGBs support is inconsistent, lacks capacity and needs to be developed to support the development of good governance. • Research, Innovation & Professional Development - The Trust is exploring an opportunity to develop links with the Chartered College of Teaching. To engage teachers in their professional development. • Risk Monitoring – SMT have requested a meeting with the Cornwall Head of SEN Assessment to raise issues regarding the challenge of having to admit children with high specific needs and potentially destabilising range of behaviours. <p>The Board NOTED the ongoing progress and latest developments.</p>	All to note
18/88	<p>Audit Committee Report</p> <p>Audit Committee Update. The Board received an UPDATE regarding the November 2018 Audit Committee meeting. See Item 18/89 below.</p>	Director of Finance

	<p>Reserves Policy. The Board RECEIVED a paper requiring individual Academies to start working towards holding the equivalent of six weeks outgoings as reserves. In response to a Trustee question the Director of Finance stated that the Trust is currently holding £M2.7 in total reserves against the proposal to move towards holding £M3.2. The Board APPROVED the amendment to the Reserves Policy but asked the Director of Finance to keep the position under review given that Academy finances could become tighter over the next 12 months.</p>	Director of Finance
18/89	<p>Trustees Report & Audited Accounts for 2017/18</p> <p>Mr Stittle PRESENTED the following reports to the Board on behalf of the Audit Committee:</p> <ul style="list-style-type: none"> • The Annual Report for the Trust, incorporating the Trustees Report for the year ended 31 August 2018. • The Key Issues Discussion Document (KIDD) relating to the Audit. • The Letter of Representation from the Auditors for the financial year ended 31st August 2018. <p>The Board REVIEWED all the documents provided by MR Stittle and discussed the issues raised by the Auditors and the Finance Team at the November 2018 Audit Committee in completing the 2017/18 financial statements. No issues raised in the reports were at the higher end of the risk spectrum for the Board to consider and they ACCEPTED the reports as presented to them.</p> <p>The Board RATIFIED the recommendation of the Audit Committee to ACCEPT the Trustees Report and Audited Accounts for 2017/18.</p> <p>The Board NOTED the issues in relation to the operation of the new Audit contract and the expectation of the Board that they are resolved in advance of the 2018/19 audit.</p>	<p>All to note</p> <p>Director of Finance</p>
18/90	<p>Management Accounts & Cashflow Projections</p> <p>The Board NOTED the final Management Accounts and Cash Flow paper presented by the Director of Finance for the year ended Aug 2018.</p> <p>In response to a Trustee question the Director of Finance CONFIRMED that LGBs only receive financial information relating to their individual schools.</p> <p>The Board NOTED the Sept to Oct 2018 Management Accounts and Cash Flow paper presented by the Director of Finance.</p> <p>In response to a Trustee question the Director of Finance CONFIRMED that St Just need to save an extra £30,000 and that the Finance Team are currently working with the new Head to identify savings.</p>	<p>All to note</p> <p>Director of Finance</p> <p>All to note</p> <p>Director of Finance</p>

18/91	<p>Purchases over £25,000</p> <p>The Board RECEIVED the report on ‘Purchases over £25,000’ and NOTED the comment of the Director of Finance that all orders and contracts over £25,000 in value are subject to best practice guidelines.</p>	All to note
18/92	<p>Capital & Compliance Monitoring</p> <p>Capital Allocation Requests for Healthy Pupils Capital Fund.</p> <p>The Board REVIEWED and APPROVED the following high priority schemes of work:</p> <ul style="list-style-type: none"> • £18,500 for Alverton School - New Outside Gym and TRIM Trail. • £12,500 for Newlyn School - Outdoor galleon playing equipment. • £4,500 for Hayle Academy - upgrade of hard playing court. • £7,620 for St Ives School - Gym Equipment upgrade. • £11,070 for Cardinham Primary School - new outdoor learning and play equipment. <p>The Board NOTED the following Capital Monitoring Reports:</p> <ul style="list-style-type: none"> • Capital Monitoring Report for the year ended 31st Aug 2018. • Capital Monitoring Report for 2018/19 as at Oct 2018. <p>The Board also NOTED the Premises Compliance & Health and Safety Report.</p> <p>The Estates & Facilities Manager informed the Board that the annual review of the Health and Safety Policy will need to be undertaken in Jan 2019.</p>	<p>Estates & Facilities Manager</p> <p>All to Note</p> <p>All to Note</p> <p>Estates & Facilities Manager</p>
18/93	<p>Safeguarding and SEND Updates</p> <p>Safeguarding</p> <p>The Safeguarding Lead presented a confidential report to the Board highlighting the work undertaken to complete the Hub Safeguarding Monitoring Report for 2018-19. A range of issues were discussed, including:</p> <ul style="list-style-type: none"> • The Red (RAG) rating for a number of the individual schools contained in the report being based on not having had received a return from the school – not because of safeguarding problems in the school. These schools are being chased for returns. • A number of schools in which the Safeguarding Lead is providing support including Bodriggy, Newlyn, Pendeen and Hayle. <p>The Chair stated that the report was reassuring and the Lead was pleased with the engagement of the Academies in the process and with her as the Safeguarding Lead.</p>	<p>Safeguarding Lead</p> <p>Safeguarding Lead</p> <p>Safeguarding Lead</p>

	<p>The Lead also stated that in a recent audit of all the TPAT academies she found 12 Academies did not have the latest Safeguarding Policy on their websites. The Lead subsequently emailed all the relevant schools of the need to have the correct policy on their website and will reinforce the email by raising it at the next Head Teachers meeting.</p> <p>SEND Update.</p> <p>The Board received a report on the SEND HUB Leads meeting and NOTED its contents including the plan to create a resource centre within Connect for parents with SEND children.</p> <p>The Board was also informed that a draft Trust wide Safeguarding Policy is out for consultation and will be PRESENTED to the Mar 2019 Trust Board.</p>	<p>Safeguarding Lead</p> <p>SEND Lead</p> <p>SEND Lead</p>
18/94	<p>Policies Reviewed</p> <p>Complaints Policy Update – Section 7.1.1 of the Policy relating to the independence of panel members was updated in line with national guidance. The Board APPROVED the change to the Policy.</p>	All
18/95	<p>Reports from Operational Forums</p> <p>Chairs Forum - A verbal update was provided by the Chair to the Board regarding the recent forum meeting at which the main items of discussion were sharing data and the updated Complaint's Policy. The Board NOTED the update.</p> <p>Clerks Forum - A verbal update was provided by the Governance Officer regarding the Sept 2018 Clerks meeting and the need to reinvigorate the group. The Board NOTED the update.</p> <p>Headteachers Group - A verbal update was provided by the HR Director at which best practice regarding recruitment was discussed and that Trustee visits to schools are seen as being very helpful. The Board NOTED the update.</p>	<p>All to note</p> <p>All to note</p> <p>All to note</p>
18/96	<p>Any Other Business</p> <p>The Board NOTED the Financial Management and Governance Assessment as paper presented by the Director of Finance.</p> <p>The Board NOTED the letter from the Health & Safety Executive regarding the 2007 incident at Cape Cornwall School.</p> <p>The Board RECEIVED a thank you note from S Dickenson regarding the recent gift of flowers from the Trust.</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p>

	The Board REQUESTED that Draft Board Minutes be issued within 15/20 working days after the previous Board meeting and that Board papers issued 7 working days in advance of the next Board meeting.	Company Secretary
18/97	Date of Next Meetings Monday 28 th January 2019 at Truro College at 9.30am-12.30pm Thursday 14 th February 2019, venue and Time TBA.	All to Note