



# Truro and Penwith Academy Trust

## Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 19<sup>th</sup> March 2019 at Truro College

**Directors:** Dr J Blunden (Chief Executive), Mr T Lister, Mr A Stittle, Mrs E Winsor (Chair), Mrs A Firth, Mrs J Keyes, Mr J Green, Mr D Williams and Prof A Livingston.

**In attendance:** Mrs H Andrew (HR Director), Mrs J Brinson (Director of Business and Finance), Mr E Burns (Company Sec), Ms J Harvey (Item 19/26 from 11am) Mr J Eddy.

**Apologies:** Mr J Dunn, Mr R Crossland & Mr P Wroe

Item	Discussion/Decision	Action
19/15	<b>Declarations of Interest</b> The declarations of interest report was <b>REVIEWED</b> by the Board.	All
19/16	<b>Minutes</b> The Minutes of the meeting held on 28th January 2019 were <b>APPROVED</b> as being a correct record.	All
19/17	<b>Matters Arising</b> None	All
19/18	<b>Chairs Business</b> The Board observed a one minute silence for Sue Dickenson in recognition of the significant contribution that she made to the development of TPAT. The Chair provided feedback to the Board regarding a recent meeting that she and the Chief Executive had had with the Regional Schools Commissioner in Hayle Academy. The Chair informed that Board that the Trust had received a letter from Lord Agnew, Parliamentary Under Secretary of State at the Department for Education regarding the recent Ofsted report in which he had congratulated the Trust on securing improved outcomes for children, having a clear understanding of what it meant to be part of a family of schools and also on being an effective driver for greater opportunities for both staff and pupils. The Board discussed the contents of the letter, congratulated the management team on the outcome of the review and were resolved to maximize the benefits arising from the review going forward.	All  All to note  All to note

19/19	<p><b>Chief Executive's Report</b></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"> <li>• <b>National and Regional Update</b> – The Regional Schools Commissioner is leaving her post to become CEO of a new MAT in Cornwall which will bring together Penrice, Poltair, Newquay Tretherras, Brannel and a number of primary schools (c7000 pupils).</li> <li>• <b>MAT to MAT Support</b> – the DfE is increasingly brokering MAT to MAT support and is currently forming a new team to support this process with help from the TPAT Chief Executive. The commitment of the Chief Executive to this work is approx. 4 to 5 days per term, is cost neutral and has potential learning and development opportunities for TPAT to benefit from.</li> <li>• <b>IT &amp; Technical Services</b> – The technical services team has been undertaking secondary IT support over the last two terms and primary IT support is developing well, especially with the East Hub. The aim is to have 75% of all the primary schools using the service by the end of 2020. Investment in the service of £k10-£k15 is required and will therefore be included in the 2019/20 budget.</li> <li>• <b>PE &amp; Sports Premium</b> – The Trust sport, health and wellbeing strategy is being drafted and a steering group involving head teachers, sports leaders and central support has been formed. The plan is to develop a central package for all schools to use and will involve each school investing £k1 from their Sports Premium fund into the service in 2019/20.</li> <li>• <b>Schools causing Concern</b> <ul style="list-style-type: none"> <li>○ Hayle Academy – the focus is on improving consistency of expectation and improving outcomes for pupils. Areas of concern include progress for higher attaining students in English. Safeguarding is a key area for leadership focus and issues are being identified and picked up. Children are safe and the Deputy Head is now leading on improving the process.</li> <li>○ Roche – Good progress is being made in addressing issues especially in writing.</li> <li>○ Newlyn – The Director of HR is working with the school on future leadership structures after recent senior leadership resignations.</li> <li>○ Pendeen – The school is enjoying new improved learning environment following completion of recent works at the school.</li> </ul> </li> <li>• <b>Chartered College of Teaching</b> – The partnership with the College is working well and has provided a number of good learning opportunities for TPAT schools to benefit from - in areas such as sharing good practice in small-scale research.</li> </ul> <p>The Board <b>NOTED</b> the ongoing progress and latest developments presented in the report.</p>	<p>All to note</p> <p>All to note</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Director of Education</p> <p>Director of HR</p> <p>All to note</p> <p>All to note</p>
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19/20	<p><b>Ofsted Summary Evaluation Report of TPAT</b></p> <p>The Ofsted report on TPAT has been published and the main findings include:</p> <ul style="list-style-type: none"> <li>• Recognition that the Trust promotes and ‘retains each school’s distinctiveness within its local community ‘</li> <li>• The Trust providing a clear vision and focus on achieving their strategic priority, ‘to improve the life chances of all children and young people’ in all its schools.</li> <li>• Challenging leaders and staff at all levels to improve educational standards.</li> <li>• TPAT actively promoting a culture that schools want to join and also one in which LGBs strongly identify with its vision.</li> <li>• The development of an ethos that reflects a strong commitment to collaboration and cooperation between and beyond its constituent schools.</li> </ul> <p>The Chair congratulated the Team on receiving a very positive Ofsted report and the Chief Executive <b>CONFIRMED</b> that the recommendations contained in the report would be aligned to an updated Trust development plan.</p>	<p>All to Note</p> <p>Chief Executive</p>
19/21	<p><b>Due Diligence for ALAT School Sponsorship</b></p> <p>The Trust Board <b>REVIEWED</b> the due diligence report <b>PRESENTED</b> to the Board by the Director of Finance and the Chief Executive. After a detailed discussion the Board <b>AGREED</b> unanimously to proceed with the sponsorship of the three former ALAT Academies that will enable them to join TPAT on the 1st April 2019. The decision is conditional on the Board receiving a letter of comfort from the DfE before the start date. The inclusion of the three new academies will take the overall number of academies in the Trust to 28.</p>	<p>All to note</p>
19/22	<p><b>Management Accounts &amp; Cashflow Projections</b></p> <p>The Director of Finance presented the Management Accounts and Cash Flow projections to the Board to January 2019.</p> <p>In response to a number of Trustee questions the Director of Finance <b>STATED</b> the following:</p> <ul style="list-style-type: none"> <li>• The accounts and cash flows statements reflect the accounts summary for the period ending 31<sup>st</sup> January 2019 and include the impact of the Teachers Pay award. The overall reserves for the Trust are adverse to budget but the Director of Finance indicated that LGBs are getting better at understanding and responding to their financial responsibilities.</li> <li>• Cash flow is looking positive overall and the Chair <b>REQUESTED</b> that the Chair of the Audit Committee receives a copy of the monthly cash flow projections.</li> </ul>	<p>All to note</p> <p>Director of Finance</p> <p>Director of Finance</p>

	<ul style="list-style-type: none"> <li>• Hayle is showing a surplus variance of £k34 to the end of January 2019 but the projected outcome for the full year has increased to a deficit of £k66, mainly due to staff costs. The LGB has however agreed a restructure programme, which will improve the position in future years.</li> <li>• Pensans is showing a deficit of £k20 to the end of January 2019 and the projected outcome for the full year has increased to a deficit of £k79, mainly due to increased educational support costs and the Finance Team is working with the LGB to improve the position.</li> <li>• The impact on budgets of the new National Funding Formula and increased Teachers Pensions was discussed and also that the Management Accountants are currently working with the LGBs to set budgets for 2019/20. Funding pressures are rising with the recent news that schools should also be providing an additional 2% for teachers pay next year, which will need to be funded from existing budgets.</li> </ul> <p>The Board <b>NOTED</b> the Management Accounts and Cash Flow papers presented by the Director of Finance for the period ending January 2019.</p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>All to note</p>
19/23	<p><b>Central Team Capacity Paper</b></p> <p>The Chief Executive <b>PRESENTED</b> a paper to the Board on building the TPAT capacity in order to support the on-going central development of Finance, HR and the Estates.</p> <p>The main <b>RECOMMENDATION</b> of the paper is to recruit an HR Assistant (0.6 fte), an Estates &amp; Facilities Assistant (1.0 fte) and a Technical Accountant (0.6fte), costing £k85 p.a. in total. The posts will be funded in 2018/19 using money generated from the new schools joining TPAT in 2019/20 and the remaining funds from the MAT Development Improvement Fund. In 2019/20 funding will be provided from the income generated from schools and from the centrally retained donation fund. In the following years (2020/21 onwards) funding will need to be provided from the existing schools top slicing arrangements and further TPAT expansion.</p> <p>The paper also <b>RECOMMENDED</b> employing a new Primary Executive Lead for Safeguarding (costing £k16 p.a.) and a hub specialist for Safeguarding (costing £k6 p.a.). Funding for these posts will be provided from the top slicing income received from schools.</p> <p>The Board <b>APPROVED</b> the recruitment of all the posts contained in the paper and of using £k36 from the donated funds to fund the estimated budget shortfall for the posts in 2019/20.</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>All</p>

19/24	<p><b>Estates &amp; Facilities Report</b></p> <p>The Estates &amp; Facilities Manager presented the Estates and Facilities Report for the period ending 28<sup>th</sup> Feb 2019 to the Board. The key items raised included :</p> <ul style="list-style-type: none"> <li>• <b>CIF St IVES School Fire Improvement Works</b> - The original works that the scheme was due to cover has been completed. Additional funds have been approved to complete additional works identified to meet Fire Regulations and the work will be completed by May 2019.</li> <li>• <b>SCA St Erth Additional Classroom</b> – This project has been completed including snagging works.</li> <li>• <b>Healthy Pupil capital Funding</b> – All five projects are underway.</li> <li>• <b>Pensans School</b> – The Estates and Facilities Manager informed the Board that the Loss Adjustor had agreed to fund all the outstanding work related to the roof.</li> <li>• <b>Accidents Update</b> – All accidents are being reported on the Trust Safe Smart portal and the Estates Manager is able to promptly report to the H&amp;SE all accidents reportable under RIDDOR regulations. The number of Staff accidents is very low and playground related incidents are currently being reviewed.</li> </ul> <p>The Board <b>NOTED</b> the Estates &amp; Facilities Report and the update report provided by the Estates and Facilities Manager.</p> <p>The Board also <b>APPROVED</b> the Health and Safety Handbook as presented by the Estates and Facilities Manager.</p>	<p>Estates &amp; Facilities Manager</p> <p>All to Note</p> <p>All</p>
19/25	<p><b>Operational Forums Update</b></p> <p><b>Chairs' &amp; Clerks' Forum</b> – The Chair provided a verbal update to the Board on the recent forums including an overview on the presentation provided to the forums by the Safeguarding Lead, an outline of the Ofsted Summary Evaluation findings for TPAT, the implications on schools of the new Ofsted Framework and the future Governance developments on Connect.</p> <p><b>Headteachers' Group</b> – The Chief Executive provided a verbal update to the Board on the Headteachers' group that had included a discussion on the new Ofsted framework and the implications for schools on the shift in focus on the curriculum.</p>	<p>All to Note</p> <p>All to Note</p>
19/26	<p><b>Safeguarding and SEND Updates</b></p> <p>The Safeguarding Lead presented an update to the Board highlighting the following:</p>	<p>All to Note</p>

	<ul style="list-style-type: none"> <li>The on-going struggle to appoint SENCO leads in all TPAT schools.</li> <li>That the main SEND Policy will be ready for review at the May 2019 Board meeting.</li> </ul> <p>The Board <b>NOTED</b> the Safeguarding and SEND updates.</p>	<p>Safeguarding Lead</p> <p>Safeguarding Lead</p>
<b>19/27</b>	<p><b>Policies Reviewed</b></p> <p><b>14.01 Staff Attendance Policy</b> - The Director of HR presented the Staff Attendance Policy to the Board and it was <b>APPROVED</b> after due consideration with one minor amendment. The Board requested that the Policy also be shared with the appropriate Unions.</p> <p><b>14.02</b> The Board <b>APPROVED</b> the following Policies:</p> <ul style="list-style-type: none"> <li>The Trustee Code of Conduct,</li> <li>The Disciplinary Policy,</li> <li>The Capability Policy; and,</li> <li>The Whistleblowing Policy.</li> </ul> <p>The Chair <b>REQUESTED</b> that all existing TPAT Policies be reviewed by the Company Secretary for in date compliance.</p>	<p>All to Note</p> <p>All to Note</p> <p>Company Secretary</p>
<b>19/28</b>	<p><b>Any Other Business</b></p> <p><b>None</b></p>	
<b>19/29</b>	<p><b>Date of Next Meeting</b></p> <p>Tuesday 21 May 2019 at Truro College at 9.30am-12.30pm          Tuesday 2 July 2019 at Truro College at 9.30am-12.30pm</p>	<p>All to Note</p>