



Truro and Penwith Academy Trust

Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 21st May 2019 at Truro College

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

In attendance: Mrs H Andrew (HR Director), Mrs J Brinson (Director of Business and Finance), Mr E Burns (Company Sec).

Apologies: Mr J Green, Mrs A Firth, Mr P Wroe & Mrs C Fortey (Dir of Education)

Item	Discussion/Decision	Action
19/30	Minutes The Minutes of the meeting held on 19 th March 2019 were APPROVED as being a correct record.	All
19/31	Matters Arising All key items are INCLUDED in the Chief Executives confidential report.	All
19/18	Chairs Business None	
19/19	Chief Executive's Report 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: <ul style="list-style-type: none"> • National and Regional Update - The new Regional Schools Commissioner, Hannah Woodhouse has been appointed. • Ofsted Framework - The new Ofsted Framework has been published with few changes to the consultation document. The half day preparation has been removed and replaced with a 90 minute phone call. • MAT Leaders Meeting - A slide was provided to the Board showing an overview of the MAT structure in the South West and the need for good governance, which the Chief Executive will utilise to refresh governance across the Trust. • Secondary School Improvement Lead - A review of the secondary school improvement identified the need for a Secondary Executive Lead to be appointed to develop a School Leadership Improvement Programme. The Lead will 	All to note All to note Chief Executive Chief Executive

	<p>initially be in post for 12 months (10 days per term) and will undertake peer reviews across the three secondary schools by utilising the current primary school peer review triad model. The Board APPROVED the 12 month placement, which will be funded centrally by the Trust and the Board with monitor progress by receiving regular updates from the Secondary Executive Lead.</p> <ul style="list-style-type: none"> • Langarth Housing Development - The Board was informed that a new school will be part of the new Langarth housing development and that the Trust have expressed an interest with the Local Authority and DfE in providing the new school. The Board APPROVED for the Chief Executive to continue discussions with the Local Authority and the DfE regarding the new school and to keep the Board informed on progress. • Curriculum Advisory Panel - The Director of Education is currently establishing a Curriculum Advisory Panel to oversee the development of a curriculum framework for the Trust. The Board APPROVED the establishment of the Advisory Panel, which will be funded centrally by TPAT. In addition, the draft curriculum framework should be PRESENTED to the Board for discussion before being adopted. The initial focus on establishing a Humanities Group was well received by the Board given the recent visit by the Poet Laureate to St Ives School. • Staff Appointments - The Central Team has appointed a Safety & Compliance Officer (June 2019) and a HR Advisor (internal appointment). In addition, a Management Accountant is also currently being recruited. • Governor Conference - The annual governor conference is scheduled for the 10th October 2019 and it will be organised by the Teaching School. • Recent Exclusion - The Exclusion of a child from Kehelland School, (earlier in the term) may end up in litigation and will therefore be ADDED to the risk register. This item also prompted a wider discussion by the Trustees on exclusions. <p>In response to a Trustee question regarding IT Server backup procedures the Chief Executive INFORMED the Board that the IT Manager will be developing a plan going forward that will handle the key IT risks for the Trust.</p> <p>The Board NOTED 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>Director of Education</p> <p>All to note</p> <p>Director of Education</p> <p>All to note</p> <p>All to note</p> <p>All to note</p> <p>Chief Executive</p> <p>Chief Executive</p>
19/20	<p>School Performance Report</p> <p>The Chief Executive PRESENTED the School Performance Report (Summer 2019) to the Board and the significant influence of the Director of Education on improving performance. The Chief Executive HIGHLIGHTED the following:</p> <ul style="list-style-type: none"> • Lanivet and Cardinham School have an Executive Headteacher in post who is receiving support from the 	<p>All to Note</p>

	<p>Trust in a number of areas including outcomes that in general are low.</p> <ul style="list-style-type: none"> • Hayle Academy is forecasting improvements in all key areas and the Learning and Monitoring Group continue to work on Learning and Teaching and Safeguarding. Safeguarding is good at the school and has benefited from a recent appointment of staff. • Liskeard Hillfort School joined the Trust in April 2019, are a Requires Improvement school and have received a number of due diligence visits from the Trust in order to begin the process of planning required for support and challenge. <p>In response to a Trustee question regarding EYFS predicted outcomes the Chief Executive STATED that Language and Reading needs to improve generally and that the Trust is looking at how they can do things differently to improve the outcomes.</p> <p>The Board NOTED the Hub Performance Review report provided by the Chief Executive.</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>All to Note</p>
19/21	<p>Management Accounts, Cashflow Projections, New Schools Budgets and Capital Monitoring Reports</p> <p>The Director of Finance presented the Management Accounts, Cash Flow projections (to March 2019) and the budgets (April to August 2019) for the new schools joining TPAT in April 2019.</p> <p>In response to a number of Trustee questions the Director of Finance STATED the following:</p> <ul style="list-style-type: none"> • The former ALAT schools are integrating well into the Trust and are being supported by the Finance Team. The Board discussed and APPROVED the budgets for Gulval, Tywardreath and Liskeard Hillfort for the period 1st April 2019 to 31st August 2019. • The work relating to the 'Penlee balances' prior to joining the Trust are currently work in progress. • The recent issues relating to the payroll system, although traumatic at the time, are now settling down. • The VAT issues raised by HMRC has now been resolved. • The 2019/20 budget setting process is progressing well for all the schools but in a tight overall financial environment. • Cash flow is looking positive and the Board AGREED for the Director of Finance to transfer an additional £500,000 into the 30 day notice account. • Hayle is showing a deficit of £k41 to the end of March 2019 but the projected outcome for the full year has increased to a deficit of £k91, mainly due to staff costs. The LGB has however agreed a restructure programme, which will improve the position in future years. • Pensans is showing a deficit of £k35 to the end of March 2019 and the projected outcome for the full year has 	<p>All to note</p> <p>All to Note</p> <p>Director of Finance</p> <p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>Director of Finance</p> <p>All to note</p>

	<p>increased to a deficit of £k84, mainly due to increased educational support costs and the Finance Team is working with the LGB to improve the position.</p> <ul style="list-style-type: none"> • St Just is showing a deficit of £k14 to the end of March 2019 and the projected outcome for the full year is showing a deficit of £k66 and this will be updated as savings are achieved. • Bodriggy is showing a surplus of £k46 to the end of March 2019 and the projected outcome for the full year is showing a deficit of £k57 relating mainly to staff costs and this will be monitored closely by the Finance Team. • In response to a Trustee question regarding the use of reserves the Director of Finance stated that schools are able to use their reserves to kick start programmes to improve performance. • The Board ENDORSED the improvement in the average time taken to pay invoices from 27 to 20 days as provided in the Payment Practices Performance section of the finance report and they REQUESTED that benchmarking against other Trusts be considered for future reviews. <p>The Board NOTED the Management Accounts and Cash Flow sections of the finance report and APPROVED the New Schools Budgets for Gulval, Tywardreath and Liskeard Hillfort for the period 1st April 2019 to 31st August 2019.</p> <p>The Director of Finance also presented the Capital Monitoring Report to the Board for the period ending 31st March 2019 which they NOTED.</p>	<p>All to Note</p> <p>Director of Finance</p> <p>All to Note</p> <p>All to Note</p>
19/22	<p>Health and Safety Report and School Condition Allocation Report</p> <p>The Estates and Facilities Manager provided the Board with a report on the current Health and Safety position for the Trust in which he STATED that he had been carrying out regular visits to schools in order to update compliance levels and also to determine the training requirements of the individual schools.</p> <p>In response to a Trustee question regarding the Asbestos Management Plans the Estates Manager stated that he would UPDATE the plans to ensure that they contained completion dates.</p> <p>The Estates and Facilities Manager also presented a report on the current School Condition Allocation to the Board in which he STATED that the School Condition Allocation Fund for the Trust had been confirmed at £k716 for 2019/20 (April 2019 to March 2020).</p> <p>The Estates and Facilities Manager OUTLINED the key bids from schools regarding urgent compliance and safety work, totalling £k578 for completion in 2019/20.</p>	<p>All to Note</p> <p>Estates & Facilities Manager</p> <p>All to Note</p> <p>All to Note</p>

	<p>The Estates and Facilities Manager RECOMMENDED the following projects be undertaken in 2019/20:</p> <ul style="list-style-type: none"> • Cape Cornwall - £k195.5 Full Kitchen replacement project. • Hayle Academy - £k98 Upgrade Food Tech Room. • St Ives - £k75 Replace outdoor hardcourt. • Perranporth School - £k58.5 Kitchen Upgrade (phase 1). • Sennen School - £k38.7 Fire & Environment improvements (phase2). • Berrycoombe School - £k37.5 Toilet upgrade. • Newlyn School - £k28.7 Redeploy Library & Music Room & fire improvement (phase 1). • St Ives School - £k16 Security gate upgrade. • ST Ives School - £k13 Boiler Flue replacement. • Alverton School - £k8.5 Boiler replacement project. • Pensans School - £8.6 Improve school security. <p>The Board reviewed the individual schemes detailed in the School Condition Allocation Report and APPROVED expenditure totalling £k578 for all the schemes outlined and recommended by the Estates and Facilities Manager for 2019/20. The balance of the SCA funds, totalling £k137.6 (including 10% contingency) will be held in reserve.</p>	<p>Estates & Facilities Manager</p> <p>All to Note</p>
<p>19/23</p>	<p>Safeguarding and SEND Updates</p> <p>The Chief Executive presented the summer 2019 Safeguarding Report to the Board.</p> <p>The Chief Executive informed the Board that the SEND meeting planned for Bodmin had had to been postponed but that it will be rearranged and feedback will be provided to the Board at a later stage</p> <p>The Board NOTED the Safeguarding and SEND updates.</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p>
<p>19/</p>	<p>Policies Reviewed</p> <p>The Board APPROVED the following Policies:</p> <ul style="list-style-type: none"> • 10.01 - The Trust Standing Orders, • 10.02 - The Permit to Work Policy, • 10.03 - The Lone Working Policy; and, • 10.04 - The SEND Policy (2019). <p>The Board DISCUSSED the need for all Trust Academies to have consistent Policies going forward which the Chief Executive will follow up on.</p>	<p>All to Note</p> <p>Chief Executive</p>
<p>19/</p>	<p>Any Other Business</p> <p>The Board was updated on the current position of the College and its announcement regarding redundancies. The Board also</p>	<p>All to Note</p>

	<p>discussed the proposition from the College that the Trust should be charged rent and they AGREED to consider all options available.</p> <p>The Chief Executive provided the Board with a copy of the new Trustee email accounts which she encouraged Trustees to use.</p> <p>The Chief Executive responded to a Trustee question regarding the recent Climate Change school strikes stating that the Trust are engaging in a positive way with the pupils to encourage the debate on climate change.</p>	<p>All to Note</p> <p>All to Note</p>
19/	<p>Date of Next Meeting</p> <p>Tuesday 2 July 2019 at Truro College at 9.30am-12.30pm</p>	<p>All to Note</p>