



# Truro and Penwith Academy Trust

## Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 28<sup>th</sup> January 2019 at Truro College

**Directors:** Dr J Blunden (Chief Executive), Mr R Crossland, Mr T Lister, Mr A Stittle, Mrs E Winsor (Chair), Mr P Wroe and Prof A Livingston.

**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 19/10 from 11am) Mr J Eddy, Mr P Callan (Member), Mrs J Keyes (from 9.45), Mr J Dunn (from 9.45) and Mr J Green (from 9.45).

**Apologies:** Mrs S Dickinson, Mr D Williams and Mrs A Firth.

Item	Discussion/Decision	Action
19/01	<b>Declarations of Interest</b> The declarations of interest schedule was <b>REVIEWED</b> by the Board and an individual Trustee amendment to the register was provided to the Company Secretary.	All
19/02	<b>Chairs Business</b> The Chair requested that the Register of Interests template be <b>UPDATED</b> with reference to all historical related data being removed. The Chair <b>REQUESTED</b> that electronic copies of the Board minutes be sent out to Trustees as soon as possible after the Board meeting and with the approval of the Chair.	Company Secretary  Company Secretary
19/03	<b>Minutes</b> The Minutes of the meeting held on 11 <sup>th</sup> December 2018 were <b>APPROVED</b> as a correct record.	All to Note
19/04	<b>Matters Arising</b> <b>88.02</b> The Board <b>RESOLVED</b> to keep 'Reserves Balances' under review. <b>93.05</b> The Board received <b>ASSURANCE</b> from the Safeguarding Lead that all TPAT Academies had now published the latest Safeguarding Policy on their websites. <b>92.02</b> The Chair <b>INFORMED</b> the Board that Newlyn school had sent the Board a thank you letter regarding the recent approval of funding for its outdoor galleon playing equipment.	All to Note  All to Note  All to note

19/05	<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> - Ofsted have published the consultation for the new framework to be implemented in September 2019 which will be discussed in detail by the Trustees at the February Board Away Day.</li> <li>• <b>Brexit</b> - This is currently causing paralysis in the DfE.</li> <li>• <b>CPD</b> - The Teacher Development Trust has published new research claiming that staff development budgets have declined between 2016 and 2017. TPAT will monitor school budgets to ensure that appropriate CPD resources are being maintained and the Chief Executive will consider presenting an annual report to the Board on the status of CPD expenditure.</li> <li>• <b>Ofsted</b> - The outcome of the Ofsted visit was very positive according to the Chief Executive and involved all 25 schools. A report will be published in the near future and will be discussed at the Away Day. The Chief Executive thanked the whole Executive Team for the hard work they put into the review.</li> <li>• <b>Central Capacity</b> - The Chief Executive stated that Central Capacity will be discussed in detail at the Away Day in February.</li> <li>• <b>Risk Monitoring</b> – The Chief Executive informed the Board that in two schools where complaints had been escalated to the ESFA, the Trust had updated its Policy to maintain the independence of panel members. A further complaint raised at a Trust preschool occurred prior to TPAT involvement in the school.</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>
19/06	<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 for September/November 2018.</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 an early projection of the current year positions with some schools showing positive positions and some showing adverse positions to the set budgets. The consolidated cash flow budgets for TPAT schools are also looking 'healthy'.</li> <li>• St Just variance is showing a surplus of £k7 (as at Nov 18) against the budget and the new Head has introduced a series of measures to cut costs but these actions alone are unlikely to achieve all the expected savings needed to balance the accounts. The projected outturn for the school is £k68 deficit</li> </ul>	<p>All to note</p> <p>Director of Finance</p> <p>All to note</p>

	<p>but this will be updated as savings are accrued through the year. The Director of Finance also stated that the new Head will need to work closely with the LGB to put additional cost saving measures in place for 2018/19 and that an early draft of the 2019/20 budget will be produced in May 2019 for Board consideration.</p> <ul style="list-style-type: none"> <li>The issue involving the three Penlee Academy schools regarding a difference between the cash transferred to TPAT and the level of accruals in their final accounts (£40,000) has been referred Bishop Fleming and it needs to be resolved by them (who was the auditors at the time of conversion from the Penlee Trust) in conjunction with the three individual academies.</li> </ul> <p>The Board <b>NOTED</b> the Management Accounts and Cash Flow papers presented by the Director of Finance for the periods September 2018 to November 2018.</p>	<p>Director of Finance</p> <p>Director of Finance</p>
19/07	<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> Jan 2019 to the Board. The key items raised included :</p> <ul style="list-style-type: none"> <li><b>Pensans School</b> - The school has suffered a significant amount of structural damage to the tin sheet covering a large section of the EYFS classrooms. The roof has been secured but the Estates and Facilities Manager is waiting on a report from the structural engineers to forward on to the loss adjusters regarding the extent of the work required to be undertaken over the longer period.</li> <li><b>St Ives School</b> - A new Fire Alarm and Emergency Lighting system has been installed in the school over the Christmas period. Work is currently being undertaken to ensure that the paper work required by ESFA to allow the transfer of the underspend on the Pendeen damp work is completed to allow the St Ives Fire precaution works to be undertaken.</li> <li><b>Cape Cornwall School</b> - The main area for future consideration is the refurbishment of the school kitchen.</li> </ul> <p>The Board <b>NOTED</b> the Estates &amp; Facilities Report.</p>	<p>Estates &amp; Facilities Manager</p> <p>Estates &amp; Facilities Manager</p> <p>All to Note</p> <p>All to Note</p>
19/08	<p><b>Gender Pay Gap Report</b></p> <p>The HR Director presented a report highlighting the TPAT Gender Pay Gap position for 2018. This report is required to be produced by law for organisations employing &gt;250 employees and involves six calculations that show the difference between the average earnings of men and women.</p> <p>The HR Director provided <b>ASSURANCE</b> to the Board that there are currently no big differences in pay between men and women in</p>	<p>All to Note</p> <p>All to Note</p>

	<p>TPAT but also that there are no reports currently available for comparative studies with other MAT's.</p> <p>The Board <b>NOTED</b> the report and they expressed a neutral acceptance of it.</p>	All to Note
19/09	<p><b>Hub Review Groups Update</b></p> <p>The Director of Education presented a number of reports to the Board on school improvement monitoring and school performance forecasting. The Director confirmed that targeting primary schools with additional support is working well and this was recognised as being positive in the recent Ofsted review. The Director also stated that moderation was important in improving the overall position of primary schools. Four primary schools require on-going support from TPAT.</p> <p>In response to a Trustee question the Director confirmed that working with TPAT is seen as being important by the schools, as are school to school peer reviews. The Director also agreed that in some instances the use of school reserves can help improve the position of schools.</p> <p>The Director informed the Board that two of the three secondary schools are also performing well but that additional support and monitoring from TPAT is required for Hayle.</p> <p>The Board <b>NOTED</b> the report as presented by the Director of Education</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>All to Note</p>
19/10	<p><b>Safeguarding and SEND Updates</b></p> <p><b>Safeguarding Update.</b> The Safeguarding Lead presented an update to the Board highlighting the following:</p> <ul style="list-style-type: none"> <li>• The positive message received from the recent Ofsted visit regarding Safeguarding.</li> <li>• The need to work on improving Safeguarding Policies and Procedures.</li> <li>• The importance of improving Safeguarding procedures and paperwork for the secondary schools.</li> <li>• The need to establish a regular schedule of work (built around the annual cycle of work) to provide on-going assurance to the Board.</li> </ul> <p><b>SEND Update.</b> The Safeguarding Lead (interim) presented an update report to the Board highlighting the following:</p> <ul style="list-style-type: none"> <li>• The SEND Lead will be back from maternity leave in February 2019.</li> <li>• Currently 773 children in TPAT are designated as SEND and 126 children have statements. A meeting with Cornwall Council is being arranged to discuss the specific needs of</li> </ul>	<p>All to Note</p> <p>Safeguarding Lead</p> <p>Safeguarding Lead</p> <p>Safeguarding Lead</p> <p>SEND Lead</p> <p>SEND Lead</p>

	<p>these children and the available options to support them going forward.</p> <p>The Board <b>NOTED</b> the Safeguarding and SEND updates.</p>	All to Note
<b>19/11</b>	<p><b>Reports from Operational Forums</b></p> <ul style="list-style-type: none"> <li>• <b>Chairs Forum</b> - No Chairs forums have been held since the previous Board meeting.</li> <li>• <b>Clerks Forum</b> - No Clerk forums have been held since the previous Board meeting. The Chief Executive <b>PROPOSED</b> that both the Chairs Forums and Clerk Forums be combined into a single group - as many of the areas covered in the forums are of common interest. The Board <b>AGREED</b> that the next round of forums be amalgamated and the benefits evaluated.</li> <li>• <b>Headteachers Group</b> - A verbal update was provided by the Chief Executive stating that a new round of Head Teachers meetings would be held before the next Board meeting and that an update would be provided to the March Board meeting.</li> </ul>	<p>All to note</p> <p>Chief Executive &amp; Company Secretary</p> <p>Chief Executive</p>
<b>19/12</b>	<p><b>Policies Reviewed</b></p> <p><b>12.01 Health &amp; Safety Policy</b> - The Health &amp; Safety Policy was presented to the Board by the Estates &amp; Facilities Manager and it was <b>APPROVED</b> by the Board after due consideration with one minor amendment on page 36 (item 57) to change 'will' to 'have'</p> <p><b>12.02 Admissions Arrangements &amp; Appeals Process for 2020/21</b> The Chief Executive presented the TPAT Admissions Arrangements for 2020/21 academic year which were <b>APPROVED</b> by the Board.</p> <p><b>12.03</b> The Board <b>APPROVED</b> extending the expiry dates of the following policies to the end of March 2019:</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 the Policies be circulated to the Trustees for information.</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>Company Secretary</p>
<b>19/13</b>	<p><b>Any Other Business</b></p> <p>The Board <b>NOTED</b> the recent changes made to the SODA regarding the requirements around the reappointment of LGB Governors and the inclusion of the Search &amp; Governance Committee objectives.</p>	All to Note
<b>19/14</b>	<p><b>Date of Next Meetings</b></p> <p>Tuesday 19<sup>th</sup> March 2019 at Truro College at 9.30am-12.30pm</p>	All to Note