



Truro and Penwith Academy Trust

Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 2nd July 2019 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr T Lister, Mr A Stittle, Mrs E Winser (Chair), Mrs J Keyes, Mr J Dunn, Mr J Green, Mrs A Firth, Mr P Wroe (from 10.30am), Mr B Crossland and Prof A Livingston.

In attendance: Mrs H Andrew (HR Director), Mrs C Fortey (Dir of Education), Mrs J Brinson (Director of Business and Finance), Mr J Eddy (Premises & Estates Manager) from 11.40am, Jo Harvey (Safeguarding Lead) from 10.30am until 11.00am and Mr E Burns (Company Sec).

Apologies: Mr D Williams

Item	Discussion/Decision	Action
19/27	Minutes The Minutes of the meeting held on 21st May 2019 were APPROVED as being a correct record.	All
19/28	Matters Arising All key items are INCLUDED in the Chief Executives confidential report.	
19/29	Election of Chair & Vice Chair (2019/20) The Company Secretary asked the Board for nominations to the role of Trust Chair. Mrs A Firth proposed Mrs E Winser for the role which was unanimously approved by the Board. Mrs Winser accepted the role of Trust Chair for 2019/20. The Company Secretary asked the Board for nominations to the role of Vice Chair. Mr B Crossland proposed Prof A Livingston for the role which was unanimously approved by the Board. Prof Livingston accepted the role of Vice Chair for 2019/20.	All to Note All to Note
19/29	Chairs Business The Chair informed the Board that she had resigned as Chair of the Truro and Penwith College. The Board was informed that Peter Wroe would be resigning from the Trust Board with immediate effect due to on-going work commitments. The Chair thanked Mr Wroe for his invaluable support in the development of the Trust and wished him well for the future.	All to Note All to Note

19/30	<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"> • A recent visit to The Inspiration Trust in Norwich by Trust representatives to observe a trust that tops national league tables for overcoming disadvantage with levels of achievement in rural areas with high deprivation levels. • An away day for 19 TPAT Headteachers to two Plymouth schools that was judged a resounding success with positive feedback being received from the Headteachers and a commitment from the Chief Executive that the away day would be repeated in 2020/21. • The appointment of new staff to the Central Team including a Management Accountant and a Payroll Assistant. • The Trust being served with court papers relating to a disability discrimination claim at Kehelland village School relating to the permanent exclusion of a pupil in the autumn term. The Chief Executive provided assurance to the Board that the process had been undertaken correctly and that the Trust would attempt to settle the case before the case went to tribunal. The Chair REQUESTED that the Board be kept informed of progress. • An update on St Erth School handling of a race related incident which is currently being supported by the Director of Education through a programme of regular meetings with the parents. • An update on St Just School being in the local press regarding its proposed purchasing of new school fencing and the concerns being raised by local residents. • The current position regarding two stage 4 complaints made against Hayle Academy and Liskeard Hillfort Primary School. • The independent pre-school at Mousehole will be integrated into the main school. <p>The Board NOTED the ongoing progress and latest developments presented in the Chief Executive report and the report on provided regarding Central Services.</p>	<p>All to note</p> <p>All to Note</p> <p>Chief Executive</p> <p>All to Note</p> <p>Chief Executive</p> <p>All to note</p> <p>All to Note</p> <p>All to Note</p> <p>All to Note</p>
19/31	<p>School Improvement</p> <p>The Director of Education PRESENTED the Early Years Strategy (2019/20) for the Trust to the Board including its background, required actions and anticipated outcomes. The Board APPROVED the Early Years Strategy (2019/20) and REQUESTED that they be kept informed regarding its progress.</p> <p>The Trust Safeguarding Lead PRESENTED the new Pupil Premium Strategy (2019/21) to the Board outlining the approach to be undertaken by the Trust to improve the 'outcomes' for students receiving pupil premium. The Board APPROVED the two-year Pupil</p>	<p>Director of Education</p>

	<p>Premium Strategy (2019/20) including the REQUIREMENT to provide termly feedback on its progress to the Board. The Board REQUESTED that the Chief Executive write a letter to the local Members of Parliament outlining the concerns of the Trust in relation to Pupil Premium funding.</p> <p>The Board also REQUESTED that the Safeguarding Lead should enhance connections with Truro and Penwith College regarding TPAT pupil premium students.</p> <p>The Trust Safeguarding Lead PRESENTED the Primary Health, Wellbeing and Sport Strategy (May 2019-July 2020) to the Board which was discussed and APPROVED by the Board.</p>	<p>Safeguarding Lead</p> <p>Chief Executive</p> <p>Safeguarding Lead</p> <p>All to Note</p>
19/32	<p>Safeguarding and SEND Updates</p> <p>The Safeguarding Lead presented a verbal update to the Board regarding the on-going SEND work being undertaken in the HUBs as well as the benefits resulting from the Trust wide implementation of the SEND policy. The Safeguarding work schedule and reporting framework for 2019/20 was also presented by to the Board.</p> <p>The Board NOTED the Safeguarding and SEND updates.</p>	<p>All to Note</p>
19/33	<p>Management Accounts, Cashflow Projections, Three Year School Budgets (2019 -2022) and Capital Monitoring Reports</p> <p>The Director of Finance presented the Management Accounts, Balance Sheet and Cash Flow projections (to May 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 work relating to the 'Penlee balances' prior to joining the Trust has been completed, in conjunction with Bishop Fleming, resulting in an overall reduction of £42,513 (£38,201 revenue & £4,312 capital). The reconciliation has also been discussed with the senior leaders in the three schools concerned and the Finance Team are taking a more proactive role in managing the on-going accounts. • The Trust will be looking at the benefits of paying all invoices centrally, but this will be discussed at a future Board meeting before a final decision is made. • The Trust has transferred an additional £500,000 into the 30-day notice account (balance now stands at £m1.5) as previously approved by the Board. • Pensans is showing a deficit of £k7 to the end of May 2019 and the projected outcome for the full year has increased to a deficit of £k69, mainly due to increased educational support costs and the Finance Team is working with the LGB to improve the position but they are causing concern in relation to budget management. 	<p>All to note</p> <p>Director of Finance</p> <p>Director of Finance</p> <p>All to Note</p> <p>All to Note</p>

	<p>The Board NOTED the Management Accounts, Balance Sheet and Cash Flow sections of the finance report. The Director of Finance presented the Three-Year Budgets paper which needed to be approved by the Board and returned to the DfE before the end of July 2019.</p> <p>The Trustees discussed the three-year budgets including the deterioration in the forecast financial position (i.e. £k59 surplus in 2019/20 to a £K698 deficit in 2021/22) resulting in a potential financial crisis for the Trust by 2022. The Director of Finance informed the Board that although the Trust are required to produce the Three-Year Budgets the income and expenditure figures for year two and three are only forecast numbers and subject to change. The Director of Finance also ASSURED the Board that actions to mitigate the negative impacts of the forecast in year 2 and 3 are currently being developed.</p> <p>The Board APPROVED the Three-Year Budgets (2019/20, 2020/21, 2021/22) for the Trust but they also REQUESTED that the Director of Finance develop a range of measures that will help to mitigate the more negative impacts on the school budgets (in particular year 2 and 3 of the three-year plan) and to keep the Board INFORMED of progress.</p> <p>The Premises and Estates Manager presented the Capital Monitoring Report to the Board for the period ending 31st May 2019 and he informed the Trustees that the funding included £k868 from the DfE for the recently joined 'ALAT' schools. In response to several questions the Premises and Estates Manager informed the Board that he was considering a number of initiatives to help improve the cost and impact of the Capital Programme including combining schemes, running more preventative maintenance programmes to avoid costs and establishing a three-year capital programme with suppliers to help improve prices.</p> <p>The Board NOTED the report and REQUESTED that the Premises and Estates Manager keep the Board UPDATED on the initiatives.</p>	<p>All to note</p> <p>All</p> <p>Director of Finance</p> <p>All</p> <p>All to Note</p> <p>Premises & Estates Manager</p>
19/34	<p>School Condition Allocation Report</p> <p>The Premises and Estates Facilities Manager presented a report on the current School Condition Allocation to the Board in which he STATED that the School Condition Allocation Funding for the Trust had been confirmed at £k716 for 2019/20 (April 2019 to March 2020) and that urgent compliance and safety work, totalling £k578 had also been confirmed by the Board.</p> <p>The Premised and Estates Manager stated that the agreed Capital Allocation Process had been distributed to all the schools and after due consideration he RECOMMENDED that the following projects be undertaken in 2019/20:</p>	<p>All to Note</p> <p>Premises & Estates Manager</p>

	<ul style="list-style-type: none"> • Kennel Vale School - £k12 for Safeguarding fencing and secure entrance. • Mousehole School - £k14.45 for Fire safety improvement works. • St Erth School - £k23.4 for Fire safety improvements. • Cape Cornwall School - £k50.5 for Fire Safety improvements. <p>The Premises and Estates Manager provided assurance to the Board that all the bids had been assessed against the criteria in the application process.</p> <p>The Board reviewed the individual schemes detailed in the School Condition Allocation Report and APPROVED expenditure totalling £k100.35 for all the schemes outlined and recommended by the Premises and Estates Manager for 2019/20. The balance of the SCA funds, totalling £k37.273 (including 5% contingency) will be held in reserve.</p> <p>The Premises and Estates Manager presented the Health and Safety Update report to the Board which they NOTED.</p> <p>The Premises and Estates Manager presented the Compliance Surveys Dashboard to the Board which they NOTED.</p>	<p>Premises & Estates Manager</p> <p>All to Note</p> <p>All to Note</p>
19/35	<p>Audit Committee Update</p> <p>The Chair of the Audit Committee provided the following update to the Board:</p> <ul style="list-style-type: none"> • A draft Audit Plan for 2019/20 had been received from the External Auditors and approved (including fees). • Reports received from the Internal Auditors provided positive assurance to the Trust regarding the operation of internal controls. • The Internal Audit Plan for 2019/20 had been approved by the Committee with one additional item relating to Procurement. • The approval of the Teachers' Pension End of Year Certificate (EOYC) 2018/19. 	<p>All to Note</p>
19/36	<p>Any Other Business</p> <p>The Schedule of Board Meetings for 2019/20 was APPROVED by the Board.</p> <p>A letter from the students of Newlyn School was presented to the Board thanking the Trust for providing the school with the funds to improve the school. The Students also requested that the Trust could consider providing additional funds to improve the Patio and the Forest Area at the school which the Board would consider if the funds could be found.</p> <p>The Board NOTED the update on the DfE Governance Handbook which was revised in March 2019.</p>	<p>All to Note</p> <p>All to Note</p> <p>All</p>

19/37	Date of Next Meetings Wednesday 9 th October 2019 at Truro College at 9.30am-12.30pm Thursday 12 th December 2019 at Truro College at 9.30am-12.30pm	All to Note
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