



Truro and Penwith Academy Trust

Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 9th October 2019 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr T Lister, Mr A Stittle, Mrs E Winsor (Chair), Mrs J Keyes, Mrs A Firth, 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 11.05am, Jo Harvey (Safeguarding Lead) Jan Woodhouse (Executive Head), Daniel Austin from 9.45m onwards and Mr E Burns (Company Sec).

Apologies: Mr D Williams, Mr J Dunn, Mr J Green & Mr B Crossland.

Item	Discussion/Decision	Action
20/01	<p>Minutes</p> <p>The Minutes of the meeting held on 2nd July 2019 were APPROVED as being a correct record.</p>	All
20/02	<p>Matters Arising</p> <p>Kehelland Legal Issue (minute 19/30.04)</p> <ul style="list-style-type: none"> The Trust are currently in litigation regarding a disability discrimination claim relating to the permanent exclusion of a pupil in the autumn term. <p>Stage 4 Complaints (minute 19/30.07)</p> <ul style="list-style-type: none"> The stage 4 complaints made against Hayle Academy and Liskeard Hillfort Primary School have been RESOLVED. The Director of HR and the Company Clerk have been tasked by the Chief Executive with reviewing the Complaint's Policy to ensure its fitness for purpose. <p>Pensans Forecast Deficit for 2018/19 (minute 19/33.04)</p> <ul style="list-style-type: none"> The Board was UPDATED by the Director of Finance regarding the projected 2018/19 deficit (mainly due to increased educational support costs) which the Finance Team is currently working on with the LGB to improve. <p>Pupil Premium Funding (minute 19/31.02)</p> <ul style="list-style-type: none"> The Chief Executive CONFIRMED that the letter written to the local Members of Parliament outlining the concerns of the Trust in relation to Pupil Premium funding had been acknowledged. 	<p>Chief Executive</p> <p>Director of HR and Company Clerk</p> <p>Director of Finance & Business</p> <p>All</p>

	<p>Safeguarding Update (minute 19/32.01)</p> <ul style="list-style-type: none"> Confirmation from the Safeguarding Lead that PROGRESS on the Safeguarding work schedule and reporting framework would be provided to the Board during the year. 	Safeguarding Lead
20/03	<p>Chairs Business</p> <p>The Chair provided the following update to the Trustees:</p> <ul style="list-style-type: none"> Confirmation that Bob Crossland had resigned from the TPAT Board (effective 1st Oct 2019) due to on-going College commitments. The Chair thanked Bob for his invaluable contribution in the development of the Trust and wished him well for the future. The Chair introduced Daniel Austin to the Board as a potential new Trustee and after due consideration the full Board CONFIRMED his appointment as a Trustee and Chair of the Audit Committee. The appointment is effective from the 1st November 2019 (until Oct 2023) and is subject to the Trust receiving satisfactory references and DBS checks and the completion of the Trustee induction programme. 	All to Note All
20/04	<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"> An update on the new Regional Governance structure including the appointment of Hannah Woodhouse as the new Regional Schools Commissioner and the start of the new Ofsted education inspection framework. Confirmation that the focus on writing and early years had been successful in 2018/19 with improvements in writing and early years having been achieved. Progress however remains a challenge, especially working with schools where key stage 1 and 2 outcomes are insecure with new joining schools or very small cohorts. The Trust priorities for 2019/20 are reading and phonics. The appointment of Jan Woodhouse as the Executive Head for all secondary schools across the Trust and James Butterworth as Head of School at St Ives. An update on the growth of the Central Team over the last year, the ongoing issues regarding Office Space and car parking for staff requiring on-site parking during the working day. The appointment of Jeremy Walden to work with the Director of Education in the east hub (0.1 FTE) to help improve school performance and system leadership. The Chief Executive made a REQUEST for a Trustee to volunteer in order to support the recruitment of a new Head for Kennall Vale School in November 2019. 	All to Note Chief Executive All to Note All to Note All to note All to Note

	<ul style="list-style-type: none"> A compliant made to Ofsted relating to St Ives has been picked up and the school has had a Section8 inspection deferred due to extenuating circumstances. Hillfort, Liskard is also due a review soon. <p>The Board NOTED the ongoing progress and latest developments presented in the Chief Executive report.</p>	All to Note
20/05	<p>Trust Development Plan 2019/20</p> <p>The Chief Executive outlined the key aspects of the Trust Development Plan for 2019/20 to the Board.</p> <p>The Board NOTED the Trust development Plan for 2019/20.</p>	All to Note
20/06	<p>School Performance & Improvement</p> <p>The Director of Education PRESENTED a report to the Board, outlining key performance data, for Primary Schools in 2018/19. The report concluded the following:</p> <ul style="list-style-type: none"> Attainment is improving and results are generally getting better and moving closer to national averages with specific successes in Early Years, Phonics and Writing. Reading outcomes need to improve, as both attainment and progress measure are low, particularly in KS2. Reading will be a focus for the School Improvement Programme in 2019/20. Outcomes for disadvantaged pupils also needs to improve, with the progress from KS1 To KS2 continuing to be a development area for 2019/20. The gap between disadvantaged and non-disadvantaged pupils remains high at KS2. <p>The Executive Headteacher for Secondary Schools PRESENTED the key performance data for Secondary School in 2018/19. The report provided the following information:</p> <ul style="list-style-type: none"> St Ives is showing positive improvements in attainment against the previous KS2 attainment while Cape is in line with the comparator and Hayle has poor attainment. English progress for St Ives is positive, while the focus for Cape is on improving the progress of disadvantaged pupils. Hayle has poor progress in all measures for English. Maths progress for Cape (across all measures) is positive, with disadvantaged progress being particularly strong. <p>The Executive Headteacher also outlined the priorities for 2019/20 (as set out in the School Performance Report) including the on-going targeted support for Hayle Academy to help improve performance across all key areas.</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p>

	The Board NOTED the 2018/19 School Performance Report (for both Primary and Secondary Schools), the HUB Review Group Report and the Disadvantaged Update. The Board also ENDORSED the 2019/20 school improvement priorities as detailed in the 2018/19 School Performance Report.	All Director of Education & Executive Headteacher
20/07	<p>School Admission & Incoming Pupil Levels – September 2019</p> <p>The Chief Executive presented a summary report to the Board regarding TPAT School Admission data for 2019/20 (as at September 2019). The Chief Executive stated that admissions to St Dennis and Pensans Schools were lower than previous years but that the stated numbers for Chacewater had increased from 179 to 198 since the report was first produced.</p> <p>The Board NOTED the School Admissions Report for 2019/20 (as at September 2019).</p>	All to Note All
20/08	<p>Finance Update: October 2019</p> <p>The Director of Finance presented a range of reports and updates to the Board including the following:</p> <ul style="list-style-type: none"> • An update of the Insurance Arrangements in place for the Trust covering all aspects of insurance (except overseas travel, engineering and vehicles) as provided by the government's Risk Protection Arrangement. The total premium to the Trust is £32,225. • The School Resource Management Assessment report provided by the ESFA, which was required as part of the re-brokering of the three ALAT schools. • The School Resource Management Self-Assessment Checklist requiring completion by the Trust and submission to the DfE in November 2019. • An update on the changes provided in the Academies Financial Handbook 2019 including approval of the 'Musts' checklist for 2018. • An update regarding the changes to the annual Financial Procedures Manual. • An update regarding the need for the Trust to consider the accuracy of pupil numbers unpinning the funding received from ESFA. <p>The Board NOTED the following reports and updates:</p> <ul style="list-style-type: none"> • The Insurance Arrangements in place for the Trust as provided by the government's Risk Protection Arrangement amounting to £32,225. • The School Resource Management Assessment report provided by ESFA. • The changes provided in the Academies Financial Handbook for 2019 and the 'musts' adherence to the handbook. <p>The Board APPROVED the following checklists and manuals:</p>	All to Note All to Note All to Note All to Note All to Note All To Note

	<p>The Board discussed the arrangements in place for training LGB Safeguarding Leads and the possibility of using TPAT meetings to support the on-going training. The Chief Executive will investigate the possibility of utilising regular TPAT meetings to deliver Safeguarding training to LGB Safeguarding Leads.</p> <p>The Board NOTED the Safeguarding update.</p> <p>The Board discussed the recent SEND Trustee vacancy resulting from the resignation of Bob Crossland and they elected Julie Keyes at the new trustee with responsibility for SEND.</p>	<p>Chief Executive</p> <p>All</p> <p>All to Note</p>
20/11	The Annual Attendance report was presented and APPROVED by the Board with one adjustment to reflect the attendance of Andy Stittle at the Audit Committee on the 28/11/18.	
20/12	<p>Any Other Business</p> <p>The Chief Executive informed the Board that the current workload for the Central Team is high, as is the work pressure on Headteachers in the smaller TPAT schools. There is also a need for additional Specialist Leads to be deployed in a number of schools which is currently under CONSIDERATION by the Chief Executive.</p>	Chief Executive
20/13	<p>Date of Next Meetings</p> <p>Thursday 12th December 2019 at Truro College at 9.30am-12.30pm Tuesday 28th January 2020 at Truro College at 9.30 am – 12.30pm</p>	All to Note