



## TRUST BOARD – MINUTES

**Minutes** of the Board of Trustees held virtually on Wednesday 1<sup>st</sup> July 2020 at 10.30am.

Trustees: Mrs E Winsor (Chair), Prof A Livingston (Vice Chair), Mr T Lister, Mrs A Firth, Mr D Austin, Mr A Stittle, Mrs J Keyes, Mr D Williams, Mr J Dunn, Mr J Green, Dr J Blunden (Chief Executive)

Also Present: Mr S Cryer (Trustee designate), Mrs J Brinson (Director of Business and Finance and Company Secretary), Mrs H Andrew (HR Director), Mrs C Fortey (Director of Education), Ms J Woodhouse (Executive Head), Mr J Eddy (Estates and Health and Safety Manager) and Mrs B Couch (Governance Officer)

Not present: Mr D Williams

Item	Decision	Action
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>The chair welcomed all to the meeting and introduced Scott Cryer, Scott has been appointed as a new trustee by the college subject to the usual checks. Scott introduced himself to the board and outlined his experience.</p> <p>No apologies were received for the meeting.</p>	
2.	<p><b>Minutes of the meeting held on 19<sup>th</sup> May 2020</b></p> <p>The minutes of the meeting held on 19<sup>th</sup> May 2020 were <b>APPROVED</b> as an accurate record of proceedings and will be signed by the chair at the next face to face meeting.</p>	
3.	<p><b>Matters arising</b></p> <p><u>32 day deposit account</u></p> <p>Funds have been transferred to a 95 day deposit account with an interest rate of 0.3%.</p> <p><u>EPM</u></p> <p>The trust have transferred to the new pppp system and the first payroll has been successful.</p> <p><u>Reserve pooling</u></p> <p>Trustees <b>DISCUSSED</b> looking into the pooling of reserves. A working party will be put together to investigate the pros and cons and will</p>	Governance Officer

	<p>report back to the full board. Working party to include Jenny Blunden, Judy Brinson, Dan Austin and Ellen Winser.</p> <p><u>Free school bid</u></p> <p>The outcome of the free school bid has been further delayed; the earliest the trust are likely to find out whether it was successful will be August.</p>	Governance Officer
4.	<p><b>Election of Chair and Vice Chair 2020/21</b></p> <p>Nominations for the chair and vice chair of the board were invited in advance of the meeting, Ellen Winser was nominated as chair and Alan Livingston as vice chair – they were unanimously elected for the 2020/21 academic year.</p>	
5.	<p><b>Regular updates:</b></p> <p><u>5.1 Health and safety</u></p> <p>Due to the Covid-19 situation the regular visits into schools have not taken place but some visits to address issues with contractors have taken place.</p> <p>The second large order of PPE for schools has been received and delivered to schools.</p> <p>There have been some issues with PFI schools and Interserve, the trust have followed these up with Cornwall Council.</p> <p><b>Dan Austin left the meeting at 10.58am.</b></p> <p><u>5.2 Safeguarding update</u></p> <p>Trustees <b>DISCUSSED</b> the previously circulated report with the following highlights:</p> <p>The normal cycle of business has not been able to take place due to the Covid-19 situation but guidance has been provided to schools for vulnerable and disadvantaged pupils.</p> <p>The availability of training has been an issue, as schools are opening further this is likely to be alleviated.</p> <p>Trustees <b>EXPRESSED</b> their thanks for Joanna Harvey for all her work in this area.</p> <p><u>5.3 SEND/Vulnerable children – trust actions during Covid-19</u></p> <p>There have been changes to statutory expectations, the Safeguarding Lead has been able to work alongside the Director of Education to ensure the importance of SEND is continuously highlighted across the trust.</p>	
6.	<p><b>Chair's Business</b></p> <p><u>Update to date for amendment of financial procedures manual</u></p> <p>Approval was previously sought to temporarily amend the financial procedures taking into account the change in working practice throughout the lockdown period. Trustees approved the amendments to the end date of 31<sup>st</sup> May 2020, however for some schools email</p>	

	<p>authorisation is still required and trustees have been asked to extend this to 31<sup>st</sup> August 2020 – this was <b>APPROVED</b> by trustees.</p> <p><u>Change of Registered Office</u> Trustees were asked to formally approve a change to the Trust's registered office from College Road, Truro TR1 3XX to Academy House, Truro Business Park, Threemilestone Truro TR4 9LD – this was <b>APPROVED</b> by trustees.</p>	
7.	<p><b>Chief Executive's Report</b></p> <p>Trustees <b>DISCUSSED</b> the previously circulated report, the CEO outlined the following:</p> <p><u>Covid -19</u></p> <p>All schools within the trust have opened in some way to pupils, this is really positive for the trust and something for all involved to be proud of. The numbers of pupils attending across the trust is significantly higher than the national picture.</p> <p>Staff have looked outside the trust to ensure good practice is being picked up and the CST (Confederation of School Trusts) membership has proven to be a really useful source of support and shared practice.</p> <p>The prospect that home learning could again become a situation has meant that whilst the trust are working to get all children back in school, the provision of virtual learning will continue to be developed to ensure a smooth transition if it is required again in future.</p> <p>Thorough risk assessments are in place for all schools, these will require continuous review and amendment as more children return to school. All staff in schools are being consulted about changes to risk assessments in advance of all children returning in September.</p> <p>Trustees <b>QUESTIONED</b> how profound the Covid-19 impact has been on the education of children in our schools and whether there is likely to be an opportunity to correct this over the remaining years of their education. A discussed ensued surrounding catch up and the emotional wellbeing of children, there will be a lot of catch up for individual children and some funding should be available, although there is a lack of clarity around funding at this time.</p> <p>The government have announced a tutoring programme but the precise funding for this is still unclear as is how this will be regulated – further details are currently unavailable.</p> <p>Trustees <b>DISCUSSED</b> the likely widening gaps between those children receiving a good level of home schooling and those who haven't. Trustees were <b>INFORMED</b> that schools are keeping track of which pupils are accessing and completing work, this will assist with the targeting of support.</p> <p>The recovery working party <b>REPORTED</b> to trustees that the work and discussions for the group have been very open, positive conversations</p>	

	<p>and the trustees within the group feel well informed with regards to the trust approach.</p> <p><u>St Ives Infant School</u></p> <p>A meeting has taken place with the above school who are already an academy and are looking into the possibility of joining a Multi Academy Trust. As St Ives School are already within the trust, there are a number of working relationships within the area - trustees will be informed if this is progressed.</p> <p><u>ARB provision</u></p> <p>The decision around ARB provision has been delayed until the free school application outcome is known – conversations have been taking place with the Local Authority who are keen to work with the trust on ARB provision, regardless of the free school outcome.</p>	
<p>8.</p>	<p><b>8.1 Schools update</b></p> <p>Trustees <b>DISCUSSED</b> the previously circulated documents covering pupil numbers and summary report following the wider reopening of primary schools. Two versions of the recovery guidance for schools has been issued with the third version now being finalised – the significant concern for a number of schools is around having enough staffing to ensure all children can return to school in September, the 3<sup>rd</sup> version of the recovery guidance will have a significant focus on HR.</p> <p>The reopening of secondary schools for year 10 students has gone smoothly with variable numbers within each of the schools. Staff are pleased to be able to work with smaller groups and remote learning is still taking place for all year groups.</p> <p>Trustees <b>QUESTIONED</b> whether schools have received laptops from the government scheme – some have arrived but only a small number. There are two separate laptop schemes – the Local Authority provision for children who have a social worker and the government scheme for the disadvantaged in year 10.</p> <p>Trustees <b>DISCUSSED</b> the recent government announcement that parents may be fined in September if they do not send their children to school and <b>QUESTIONED</b> what the trust approach to this would be. Fining parents is always a last resort, trust advice will be to continue with encouraging, motivating and cajoling pupils into school alongside effective communication with parents and carers to update on an individual school’s preventative measures to minimise risk of infection.</p> <p><u>8.2 Recovery plan working group update</u></p> <p>The update from the recovery plan working group was covered throughout the rest of the agenda.</p> <p><u>8.3 2020 – 21 School Improvement Plan</u></p> <p>An overview was provided to trustees who were also informed that schools will continue to need Covid-19 coaching support next year.</p> <p>School improvement across the trust will continue to be tailored according to the individual needs of the school.</p>	

	<p>A number of schools are due Ofsted next year, it is unclear at this time what inspections might look like and what the time scales may be.</p> <p>School improvement activities are being split into 2 areas:</p> <ol style="list-style-type: none"> <li>1. Operational leadership – getting back to normal</li> <li>2. Curriculum and standards leadership</li> </ol>	
<p>9.</p>	<p><b>Financial report</b></p> <p><u>9.1 Management Accounts , Balance Sheet, Cash flow and performance Indicators as at 31st May 2020</u></p> <p>Trustees <b>DISCUSSED</b> the previously circulated reports with the following areas highlighted:</p> <p>14 schools are predicated an improved projected outturn.</p> <p>Impact of Covid-19 – some schools may be eligible to claim for costs incurred due to Covid-19, however there are strict categories that can be claimed for and if a school are predicting an increase in reserves as of 31<sup>st</sup> August 2020, they will not be eligible to claim.</p> <p>School meals have been a challenge with regards to delays in invoices being received from catering contractors – they all have to operate an open book accounting process which provides reassurance.</p> <p><u>9.2 School budgets 2020/21, 2021/22, 2022/23</u></p> <p>Budgets for the next 3 years have been provided to trustees, this information will be used to complete the budget forecast return in July.</p> <p>Trustees attention was drawn to the summary table showing the overall position for the trust with a surplus of £329,086 for 2020/21 and a surplus for 2021/22. In the third year, projections show a deficit but this is three years into the future. Three year budgets are reviewed on an annual basis, assumptions and predications are updated each year.</p> <p>The ESFA announced the ending of the year 7 catch up funding on 19<sup>th</sup> June 2020. This was too late to amend the secondary school budgets, expenditure will be adjusted throughout the year to reflect the loss of income of just under £22k across the 3 schools.</p> <p>St Dennis and Cardinham schools have asked to set deficit budgets:</p> <p>St Dennis have asked to set a deficit budget as they are looking to have a three class year 6 in order to improve pupil outcomes.</p> <p>Cardinham have asked as the pupil census numbers were affected by pupil numbers fluctuating before and after census day.</p> <p>Both schools have good reserves so this does not create any impact on the reserves policy.</p> <p>The MAT central budget will be setting a deficit budget due to the need for additional input into school improvements, curriculum development and wellbeing linked to the Covid-19 situation. There are adequate reserves within this budget.</p> <p>Trustees <b>QUESTIONED</b> whether additional funding will be needed for IT provision across the trust to support virtual learning – trustees were</p>	

	<p><b>INFORMED</b> that the trust is already in a strong position with in-house IT support – monitoring of any additional funds needed is ongoing.</p> <p>Trustees formally <b>APPROVED</b> the budget paper.</p> <p><u>9.3 Capital monitoring report to May 31<sup>st</sup> 2020</u></p> <p>The previously circulated report was <b>NOTED</b> by trustees.</p> <p><u>9.4 School conditional allocation report</u></p> <p>Trustees <b>RATIFIED</b> the Perranporth decision taken over email.</p> <p>Trustee <b>APPROVAL</b> is needed for 3 projects:</p> <p>Berrycoombe - roof - £75k.</p> <p>Newlyn – Legionella and fire safety works - £70k</p> <p>Pendeen – fire safety works - £43k</p> <p>Trustees <b>APPROVED</b> the above works and allocation.</p>	
10.	<p><b>Audit committee update</b></p> <p>Dan Austin re-joined the meeting at 12.30pm.</p> <p>The chair of the audit committee reported that the final audit committee of the year had taken place with a focus on the draft audit plan, internal audit strategy and the evaluation of external and internal auditors.</p> <p>Trustees <b>QUESTIONED</b> the cycle of tender for internal auditors and were informed that this is below the tender threshold meaning there is no requirement to go out to tender. It will be reviewed again next year.</p> <p>Minutes of the audit committee will be circulated to all trustees.</p>	Governance Officer
11.	<p><b>Policy review</b></p> <p>11.1 Data protection – trustees <b>APPROVED</b> the data protection policy.</p> <p>11.2 Health and safety – trustees <b>APPROVED</b> the health and safety policy</p> <p>11.3 Teachers appraisal – trustees <b>APPROVED</b> the policy presented but <b>NOTED</b> trade union consultation is still ongoing – trustees <b>DELEGATED</b> the decision for further changes to the CEO.</p>	
12.	<p><b>Any other business</b></p> <p>12.1 Schedule of meetings 2020/21</p> <p>12.2 Proposed cycle of board business for 2020/21</p> <p>Trustees <b>NOTED</b> both these documents.</p>	
13.	<p><b>Date of next meeting</b></p> <p>Wednesday 14<sup>th</sup> October 2020 at 9.30am.</p>	