



# Truro and Penwith Academy Trust

## Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 12<sup>th</sup> December 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, Mr J Green, Mr D Austin and Prof A Livingston.

**In attendance:** Mrs H Andrew (HR Director), Mrs J Brinson (Director of Business and Finance), Ms J Woodhouse (Executive Head), Mrs Willday (Chair Pensans Finance Comm item 20/19 only) and Mr E Burns (Company Sec).

**Apologies:** Mr D Williams, Mr J Dunn and Mrs C Fortey (Dir of Education).

Item	Discussion/Decision	Action
20/14	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 9 Oct 2019 were <b>APPROVED</b> as being a correct record.</p>	All
20/15	<p><b>Matters Arising</b></p> <p><b>Kehelland Legal Issue (minute 19/30.04)</b></p> <ul style="list-style-type: none"> <li>The Chief Executive informed the Board that the litigation issue regarding a disability discrimination claim has been resolved.</li> </ul> <p><b>Stage 4 Complaints (minute 19/30.07)</b></p> <ul style="list-style-type: none"> <li>The Director of HR informed the Board that the proposed review of the Trust Complaint's Policy will be undertaken in early 2020.</li> </ul>	<p>All to Note</p> <p>Director of HR and Company Clerk</p>
20/16	<p><b>Chairs Business</b></p> <p>The Chair provided the following update to the Trustees:</p> <ul style="list-style-type: none"> <li>A constructive meeting with Bob Crossland (the new Chair of the College) was held in November 2019 and it was agreed that future meetings would be arranged.</li> <li>The Chair informed the Board that the Trust Solicitors had recently been changed and are now PHP Law in Plymouth. The new Solicitors were previously part of the firm that provided legal services to TPAT.</li> <li>The Search and Governance Committee had met informally and recommended the renewal of Mrs Anita Firth and Mr</li> </ul>	<p>All to Note</p> <p>All to Note</p> <p>All</p>

	<p>David Williams as Trustees. The Board <b>APPROVED</b> the recommendation of the Search and Governance Committee that Mrs Anita Firth and Mr David Williams be reappointed as Trustees of TPAT until December 2023.</p> <ul style="list-style-type: none"> <li>The annual meeting with the Regional Schools Commissioner (RSC) was positive and among the issues discussed included the recent integration of the former ALAT schools and the potential re-brokering of Falmouth MAT. The Chair informed the Board that the RSC had arranged for a DfE Governance Specialist to contact the Trust in order to provide guidance.</li> <li>The Chair outlined the current Committee structure of the Trust which was <b>APPROVED</b>, unchanged by the Trustees. The Board also <b>APPROVED</b> the proposed increase in Audit Committee meetings, from two to three annually, in line with national guidance. Membership of the Remuneration Committee was then reviewed, and Mrs Anita Firth was <b>ELECTED</b> to the Committee by the Trustees. Mrs Julie Keyes was <b>ELECTED</b> to the Search and Governance Committee by the Trustees. The total membership of the Board (currently eleven elected Trustees) was also considered to be appropriate by the Board and did not need to change.</li> <li>The Chair informed the Trustees that Mr T Lister was part of the panel that recently appointed the new Headteacher at Kennall Vale school.</li> <li>The Chair informed the Board that several Trustees had attended the recent Kennall Vale Ofsted review, which had been positively received.</li> <li>The Chair informed the Board that the Trustee Development day will now be held on the 10<sup>th</sup> February 2020 in the Alverton Hotel.</li> <li>The Chair informed the Trustees that the date of the 2019/20 AGM had not been changed but that the time of the meeting had been moved from 12.30 pm to 9.30am.</li> </ul>	<p>All to Note</p> <p>All</p> <p>All</p> <p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>All to Note</p>
<p><b>20/17</b></p>	<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>A meeting with the Unions is being arranged to discuss their concerns regarding the need to have a joint consultative committee in place. The Chief Executive will <b>PROVIDE</b> feedback to the Board after the meeting has occurred.</li> <li>Newlyn School has been working closely with Newlyn Art Gallery to exhibit some of the Arts Council Collection in the School and the Headteacher is very excited and overjoyed at the response of the children and parents of having professional artwork in the school.</li> </ul>	<p>Chief Executive</p> <p>All to Note</p>

	<ul style="list-style-type: none"> <li>LGB reviews of governance have been commissioned through the Diocese Governance Development Officer and the outcome of the reviews will be <b>PROVIDED</b> to the Trustees.</li> </ul> <p>The Board <b>NOTED</b> the ongoing progress and latest developments presented in the Chief Executive report.</p>	Chief Executive
20/18	<p><b>Audit Committee Update - 28<sup>th</sup> November 2019 Meeting</b></p> <p>The Chair of the Audit Committee provided the Trustees with an overview of the Annual Report and Financial Statements for 2019 (ending 31<sup>st</sup> August 2019) together with the Key Issues Discussion Document (KIDD) and the Letter of Representation, as prepared by the Auditors and discussed at the Audit Committee meeting on the 28<sup>th</sup> November 2019.</p> <p>The Audit Committee Chair provided assurance to the Board that the Committee had discussed and reviewed the Financial Statements and KIDD in detail with the Auditors, noting the improvement in reserves and the achievement of good benchmarking results achieved in a difficult financial environment.</p> <p>The Chair of the Committee stated that the opinion received from the Auditors was positive with no significant concerns (some minor issues) and that the Audit Committee therefore <b>RECOMMENDED</b> approval of the Trustees Annual Report and Financial Statements (ending 31<sup>st</sup> August 2019) to the TPAT Board.</p> <p>The Board <b>APPROVED</b> the Trustees Annual Report and Financial Statements for the year ended 31<sup>st</sup> August 2019. The Board <b>REQUESTED</b> that a copy of the statements be forwarded to the DfE Governance Specialist also that the profile for schools should in future be included in the narrative of the statements.</p>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>All Chief Executive</p>
20/19	<p><b>Management Accounts, Balance Sheet, Cash Flow Outturn &amp; other reports: 2018/19</b></p> <p>The Director of Finance presented a range of reports and updates to the Board including the final outturn position for the financial year 2018/19, together with the final balance sheet and cash flow statement for the year.</p> <p>The Trustees discussed the following items:</p> <ul style="list-style-type: none"> <li>The latest reconciliation statement provided by ALAT regarding income received by TPAT that arguable belonged to ALAT (prior to the transfer of the schools) and the 'without prejudice offer' they have provided to TPAT to resolve the issue.</li> <li>The £m1.5 balance currently held on the 30-day deposit account and the opportunity to potentially improve the return by moving the funds onto a longer-term account with better income potential.</li> </ul>	<p>All to Note</p> <p>All to Note</p> <p>All to Note</p>

	<ul style="list-style-type: none"> <li>The outturn position for the schools including a number in which the final position was worse than the original budget, the rational for the deterioration and the measures put in place to improve the future position. For example, the Board discussed Pensans, St Just and St Ives outturns and the measures being put in place to improve their financial positions.</li> </ul> <p><b>Pensans Final Outturn 2018/19</b></p> <p>As part of the Finance update for 2018/19 the Director of Finance provided the Trustees with an overview of the Pensans financial position. The Director of Finance informed the Board that the school had set an original budget deficit of £37,587 for 2018/19 but that this had worsened during the year to £105,266 (including £32,304 from the Penlee reconciliation). The main causes of the increased deficit were discussed and the Board received assurance that the LGB in liaison with the Finance team were developing an action plan for future years to ensure the longer-term financial stability of the school.</p> <p>The Board <b>NOTED</b> the following reports and updates:</p> <ul style="list-style-type: none"> <li>The outturn position for all the schools, the balance sheet and cash flow positions for the period 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2019.</li> <li>Purchases over £25,000 for the year ended 31<sup>st</sup> August 2019 as presented in the annual report to the Board.</li> <li>An overview of the School Resource Management tool that was completed and sent to ESFA in November 2019.</li> </ul> <p>The Board <b>APPROVED</b> the following proposals and recommendations:</p> <ul style="list-style-type: none"> <li>Action plans for Pensans, St Just and St Ives are to be produced by individual LGB's, with support from the Central Team, for 2019/20, 2020/21 and 2021/22 that deliver balanced budgets and meet the Trust Reserves Policy.</li> <li>The Director of Finance should investigate the market for appropriate longer-term deposit accounts that provide better financial returns for the £m1.5 (or part of) currently on 30-day deposit account.</li> <li>Acceptance of the ALAT without prejudice settlement for Gulval (£6,056.64), Tywardreath (£16,585.07) and Liskeard Hillfort (£35,707.85) but excluding any relevant invoices which may need to be paid by TPAT on behalf of ALAT that reduce the individual balances.</li> </ul> <p>The Board also asked the Director of Finance to thank all her staff for the hard work in producing a successful financial year end.</p>	<p>All to Note</p> <p>All to Note</p> <p>All To Note</p> <p>All</p> <p>All</p> <p>All</p> <p>All to Note</p>
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<p><b>20/20</b></p>	<p><b>Capital Planning Update</b></p> <p>The Director of Finance and Business presented two reports to the Board on the Capital Monitoring for the year ended 31<sup>st</sup> August and for the month ending 31<sup>st</sup> October 2019 which included the following:</p> <ul style="list-style-type: none"> <li>• Details of 2018/19 Capital schemes funded by the SCA, the Local Authority and the small scheme asset purchases.</li> <li>• New allocation requests for 2019/20 from the SCA.</li> </ul> <p>The Board <b>NOTED</b> the reports and <b>APPROVED</b> the following SCA expenditure:</p> <ul style="list-style-type: none"> <li>• ST Erth School - £10,000 Safeguarding Playground Improvements.</li> <li>• Kehelland School - £20,500 Emergency Kitchen works.</li> <li>• Liskeard Hillfort - £5,500 Emergency Gas &amp; Roof Repairs.</li> </ul> <p>The Board also noted the LA award of £800,000 to Threemilestone School regarding the provision of a new sports hall.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All to Note</p>
<p><b>20/21</b></p>	<p><b>Regular Updates</b></p> <p><b>Safeguarding</b> - The Safeguarding Lead presented an update/report to the Board which included the following:</p> <ul style="list-style-type: none"> <li>• An indication of the level of need across the Trust which will the Safeguarding Lead will share with the Trustees.</li> <li>• Two S75 returns that have not been provided by the Schools which need to be followed-up.</li> <li>• The need to provide all the schools with an updated list of all Central Service contacts.</li> </ul> <p><b>SEND</b> - The SEND Lead presented an update to the Board which included the following:</p> <ul style="list-style-type: none"> <li>• The quality of the data received from a recent school's survey including some non-returns which will need to be chased.</li> <li>• The high level of need in some schools and the level of funding required to meet the demand.</li> <li>• The desire of the previous SEND co-ordinator to re-engage in SEND activities.</li> <li>• The recent purchase of software to improve SEND reporting across the Trust.</li> </ul> <p><b>Chairs &amp; Clerks Forum</b> – The Chair reported that attendance at the last meeting was good and that the emphasise on Finance had been well received.</p> <p><b>Headteachers Meetings</b> – The Hub meetings are taking place but there is no specific issues/progress to be reported.</p> <p>The Board <b>NOTED</b> all the updates.</p>	<p>Safeguarding Lead</p> <p>SEND Lead</p> <p>All to Note</p> <p>All to Note</p>

## Agenda 2

<b>20/22</b>	<b>Privacy Notice</b> The Director of Finance presented an updated Fair Processing Policy to the Board which they <b>APPROVED</b> .	All to Note
<b>20/23</b>	<b>Any Other Business</b> The Chief Executive informed the Board that Trustees could receive Safer Recruitment Training (if required) and that the dates of future training sessions would be distributed to all Board members.	Chief Executive
<b>20/13</b>	<b>Date of Next Meetings</b> Tuesday 28 <sup>th</sup> January 2020 at Truro College at 9.30 am – 12.30pm	All to Note