

TRUST BOARD – MINUTES

Minutes of the Board of Trustees held virtually on Wednesday 14th October 2020 at 9.30am.

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

Also Present: 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)

Apologies: Mrs J Keyes
Mr J Dunn

Item	Decision	Action
1.	<p>Welcome, Introductions and Apologies</p> <p>The chair welcomed all to the meeting, apologies were received and accepted from Mrs J Keyes and Mr J Dunn – Mr J Dunn will join the meeting for item 6.2.</p>	
2.	<p>Minutes of the meeting held on 1st July 2020</p> <p>The minutes of the meeting held on 1st July 2020 were APPROVED as an accurate record of proceedings and will be signed by the chair at the next face to face meeting.</p>	
3.	<p>Matters arising</p> <p><u>Free school bid</u> The outcome of the free school bid has been further delayed, it is anticipated there will be more information on by the end of the month.</p> <p><u>PFI issues</u> Regular meetings are now taking place with the area and regional managers, this is allowing issues to be resolved as they arise.</p> <p><u>Trade union relationship</u> Trustees QUESTIONED how this relationship is progressing and were informed that the trust are regularly communicating with the unions around both Covid and teachers pay.</p>	
4.	<p>Declaration of business and pecuniary interests</p>	

	<p>All trustees were reminded to send their completed forms back to the Governance Officer, trustees REQUESTED their previous returns be sent to them in future for reference.</p> <p>The chair clarified that the declaration of shares needs completing only if it is a company that the trust is engaged with in a business relationship.</p>	
5.	<p>Keeping Children Safe in Education</p> <p>Trustees were previously circulated a copy of the document and are REMINDED to notify the Governance Officer via email when they have read the document.</p>	
6.	<p>Regular updates <u>6.1 Health, Safety and Estates</u></p> <p>Most visits to schools are being undertaken remotely, Covid risk assessments have been checked and there have been very few issues. Staff and children are adapting to the changes and new ways of working, the turnaround of Covid tests has been an issue as a delay can result in staff being out of school for a number of days.</p> <p>Chacewater School expressed a particular thank you to John Eddy for his support.</p> <p>Trustees ASKED whether pupils and staff are now more accommodating with regards to health and safety and were informed that health and safety measures have become second nature to schools.</p> <p><u>6.2 Capital Allocation Requests</u> Trustees DISCUSSED the various projects and APPROVED capital allocation for the following projects:</p> <p>Cape Cornwall School, Hard Court Fencing, emergency access/exit upgrade - £ 34,350</p> <p>Nancledra School, Upgrade to power supply and associated works Phase 1 - £ 59,950</p> <p>Kehelland School, School hall refurbishment & main boiler replacement - £ 20,000</p> <p>Hayle Academy, Replacement of rear elevation window walling - £ 20,000</p> <p>Trustees were INFORMED that £390,957 will be remaining in the SCA fund.</p> <p>Trustees were INFORMED that the allocation of funds compared to the amount of work required within trust schools is insufficient, particularly as there are likely to be further large repair jobs required. This was DISCUSSED and trustees ASKED the CEO to write a letter to the ESFA and RSC to register the trust concerns regards the funding available.</p> <p><u>6.3 Safeguarding update</u></p>	CEO

	<p>The Autumn safeguarding monitoring report 2020 – 2021 was previously circulated to trustees, trustees were INFORMED that the schools causing concern and therefore showing as red or amber on the report are receiving additional support.</p> <p>Trustees expressed their THANKS for Joanna Harvey for the safeguarding work across the trust.</p>	
7.	<p>Chair's Business</p> <p><u>David Williams</u> Trustees were INFORMED that David Williams has sadly decided to resign from his trustee position, this is due to workload – trustees EXPRESSED their considerable gratitude to David for his contribution to the board's work.</p> <p>A replacement trustee will be required and a DISCUSSION took place regarding the need for an individual with an out of county perspective – the CEO was requested to look into the options available.</p> <p><u>Relationship with the college</u> A virtual meeting with representatives of the college and the trust took place in September, a Memorandum of Understanding is being put together in order to ensure protocols are in place to maintain and build upon the relationship.</p> <p>A meeting is due to take place with the RSC's office in order to update them on the current situation, this has not happened yet but is imminent.</p>	CEO
8.	<p>Chief Executive's Report</p> <p>Trustees DISCUSSED the previously circulated report, the CEO outlined the following:</p> <p><u>National context</u> Trustees were INFORMED that the national picture for schools is still very much a feeling of being in crisis mode – most areas are dealing with multiple positive Covid cases. Trustees were INFORMED the picture in Cornwall is very different, although schools are regularly dealing with a number of suspected cases.</p> <p><u>Ofqual</u> The trust contributed to a paper regarding the exam position next summer, it has now been announced that exams will take place next summer (3 weeks later than usual), but due to various pressures it is likely there may be a change to this decision.</p> <p><u>Attendance figures</u> Attendance statistics were SHARED with trustees and they were INFORMED that whilst these have some use, it is important to note that it was not a full year and so the figures are not comparable with previous years. Some of the larger urban schools have declining numbers, particularly with persistent absence – these schools are being worked with.</p> <p><u>Performance data</u> Trustees were NOTIFIED that data will not be published this year.</p>	

	<p>Trustees QUESTIONED whether there is a consistent approach for record keeping of assessment as this may be needed if schools are in the position of centre assessed grades – trustees were INFORMED that the trust are using benchmarking data to ensure consistency.</p> <p><u>Trust Development Plan</u> Trustees RECEIVED the trust development plan and were INFORMED that this year there is a focus on the core business and operational safe running of schools.</p> <p><u>ARB</u> A working group of trustees was REQUESTED to work alongside the trust executive team looking at ARB provision across the trust. Julie Keyes was nominated in her absence and will be approached.</p> <p><u>Growth update</u> The RSC are keen for the trust to continue growing, discussions with two local schools are underway – if these prove successful there is a likelihood that the trust capacity fund may be accessible.</p>	Gov Officer
9.	<p>9.1 School update</p> <p>The term started well with high attendance figures, these have now dropped slightly due to the ongoing pandemic. Schools have worked well to induct new parents and children into school, ensuring they have the information and support needed. Staff morale is high and positive but there is a general level of anxiety caused by dealing with Covid and the uncertainties that it brings.</p> <p>Managing staff absence continues to be a tricky situation for schools as replacement members of staff create complications with crossing over into different bubbles. Headteachers are spending much more time working operationally which leaves less time to look at areas such as school strategy – the trust are supporting headteachers where possible – ie School Development Plan frameworks have been provided to support.</p> <p>Schools have been working to identify gaps in children’s knowledge and learning, catch up funding has been given to schools to try to address these. An audit is being undertaken to understand where equipment and skills are throughout the trust – the introduction of the legal requirement for continuity of remote learning has resulted in the need to ensure plans are in place to allow this to happen as and when needed. A TPAT model policy for remote learning is being put together and will be shared with school as soon as possible – this will provide schools with a framework.</p> <p>Trustees QUESTIONED whether the trust is nimble enough to be able to respond to the need for remote learning if necessary – trustees were</p>	

	<p>INFORMED that due to the lock down experience the trust are in a stronger position than would have otherwise been the case. The IT infrastructure within the schools is not good enough – the trust inherited a backlog of IT issues and poor equipment.</p> <p>Trustees ASKED what they can do to help overcome this significant challenge and were INFORMED that the trust need to work through the requirement for continued provision and will ensure trustees are kept INFORMED of the position and requirements across the trust.</p> <p><u>9.2 Secondary performance 2019 – 2020</u> Trustees were PROVIDED with data in advance of the meeting and were INFORMED that this is largely based on centre assessed grades so needs to be considered carefully.</p> <p>Hayle still have a distance to go, lots of work was undertaken last year and there have been substantial changes in staffing, it is anticipated the results of these changes and work will be seen next year. Trustees were ASSURED that parents are now more behind the school, this is an improved picture.</p> <p>St Ives have strong outcomes, there has been a significant number of staff changes but all indicators suggest the school is coping and doing well.</p> <p>Cape Cornwall evidence shows that there have been improvements on the previous year, significant staff changes and new leadership in science, maths and English. A Director of learning has been appointed for Kites.</p> <p><u>9.3 Ofsted update</u> There have been two interim Ofsted visits in Cornwall this term, neither have been within TPAT – headteachers know what questions to expect if they are visited soon and will be supported by the trust.</p> <p><u>9.4 Recovery plan working group update</u> Regular meetings of this group have been taking place giving trustees the opportunity to support, debate issues with staff and reflect on any major decisions. The notes from these meeting will be uploaded to connect for all trustees to see.</p>	Gov Officer
10.	<p>Financial Reports</p> <p><u>10.1 Management accounts, balance sheets, Cashflow and performance indicators as at 31st July 2020</u></p> <p>The schools causing concern have all produced action plans and these will be monitored.</p>	

	<p>The August expenditure was higher than normal due to Covid so this is likely to look a little unusual.</p> <p>The end of year accounts are being finalised, Covid claims were submitted but so far the only refund has been for Cape – meals provided over Easter. No other Covid related expenditure has been refunded – the spend for this was largely cleaning costs.</p> <p>The budget forecast return in May was not necessary, but the August return was – Trustees are ASKED for retrospective approval for the submission. Trustees APPROVAL was granted.</p> <p><u>10.2 Capital Monitoring Report to 31st July 2020</u> Trustees were INFORMED this is a regular report to inform them of the capital funding position - £68,000 funding is expected imminently for the ALAT schools.</p> <p>St Dennis Nursery – a meeting took place over summer to discuss this (notes previously shared with trustees) and trustees are now being ASKED to APPROVE the use of a further £100,000, in addition to the earmarked £80,000, of St Dennis School reserves to fund the total revised scheme cost which are now reduced to £580,000 to provide the EYFS building at the school – Trustees APPROVED the use of the funds.</p> <p>Trustees discussed the potential pooling of reserves and would like to look at this further with a working group.</p> <p>Trustees NOTED the summary financial position of capital for the trust for the period ending 31st July 2020.</p> <p><u>10.3 Review of Insurance arrangements</u> An overview of insurance arrangements was provided to trustees who NOTED the relevant insurance arrangements for the trust.</p> <p><u>10.4 Review of pupil numbers for GAG</u> In future pupil numbers for GAG will need reviewing by trustees on a termly basis, trustees APPROVED in retrospect the pupil numbers from October 2019 census data to determine the GAG funding for the 2020/21 financial year.</p>	Gov Officer
11.	<p>Academies Financial Handbook (AFH) 2020 Trustees were ASKED to read and be mindful of the document – a list of changes were also provided to trustees as was a list of musts.</p> <p>All future full board meetings will need to have a Risk Assessment item. The audit committee terms of reference need to be reviewed to ensure compliance with the AFH 2020.</p> <p><u>11.2 Annual review of financial procedures</u> Trustees APPROVED the updated Financial Procedures Manual 2020</p>	Gov Officer

12.	<p>Remuneration committee terms of reference</p> <p>The previously circulated terms of reference were approved with the amendment of Governance Officer as Clerk as opposed to Company Secretary.</p> <p>The committee consists of Alan Livingston, Daniel Austin and Anita Firth.</p>	Gov Officer
13.	<p>Policy Review</p> <p><u>13.1 Safeguarding and child protection</u> Trustee's APPROVED the safeguarding and children protection policy.</p> <p><u>13.2 Complaints</u> Trustees APPROVED the complaints policy.</p>	
14.	<p>Any other business</p> <p><u>Trustee attendance</u> Trustees were asked to check the previously circulated list and inform the Governance Officer if there are any errors.</p>	
15.	<p>Dates of next meetings</p> <p>Full trust board – Thursday 10th December, 9.30am - 12.30pm</p> <p>Audit committee – Thursday 26th November, 4.00pm - 6.00pm</p> <p>Remuneration committee – Thursday 10th December, 12.30pm</p>	