



TRUST BOARD – MINUTES

Minutes of the Board of Trustees held virtually on Tuesday 19th May 2020 at 9.30am.

Trustees: Mrs E Winser (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, 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)

Item	Decision	Action
1.	Welcome, Introductions and Apologies The Chair welcomed members and thanked them for their time, apologies were received and accepted from Mr J Green.	
2.	Minutes The Minutes of the meeting held on 28 th January 2020 were APPROVED as an accurate record of proceedings and will be signed by the chair at the next face to face meeting.	Chair of Trustees
3.	Notification of decisions made virtually Trustees RATIFIED the following decisions which were made virtually: <ul style="list-style-type: none">a. Recommendations from 19th March 2020 agenda: Agenda 7.02 4.b - to approve the assumptions to be used in setting school budgets as set out in the item (3.4e) Agenda 7.03 – Capital Monitoring Recommendation to approve capital allocations for:<ul style="list-style-type: none">1. Pendeen School – fire compartmentation to photocopier area £4,8002. Mousehole School – repair to boundary wall and replacement of climbing wall £7,000. Agenda 8.01 Recommendation 6.2 – to approve the establishment of a mobile premises worker, subject to sufficient uptake by schools to recover costs. Agenda 11 – Approval of COSHH policy. Agenda 15 – National living wage and implications for support	

	<p>staff pay scale. Recommendation to agree to apply the National Living Wage from April 2020 and to apply a 1% pay differential to points 2,3 and 4 from the same date.</p> <p>b. Amendment of financial procedures manual and further extension date of application to 31st May 2020</p> <p>c. Purchase of office accommodation for central team and meeting space</p> <p>d. TPAT bereavement policy approval</p>	
<p>4.</p>	<p>Matters arising from the 28th January 2020 meeting</p> <p><u>AGM</u></p> <p>As this was unable to take place in March, it will now take place on Wednesday 1st July at 9.30am; ahead of the full board meeting.</p> <p><u>Informal lunch</u></p> <p>This was due to take place after this meeting but will be rearranged to a convenient time, either the summer or autumn term.</p> <p><u>Unions meeting</u></p> <p>The trust has met with the unions regarding the response to Covid-19, unions were satisfied with the approach and guidance the trust has provided to schools.</p> <p><u>32 day deposit account</u></p> <p>Given the current situation, trustees QUESTIONED the appropriateness of considering alternative accounts for these funds and requested that this is investigated. Trustees APPROVED the transfer of money to an account with a more beneficial interest rate.</p> <p><u>Woodland Trust trees</u></p> <p>These were delivered and in most instances have been planted.</p> <p><u>EPM</u></p> <p>Trustees QUESTIONED the progress of the move to the EPM system and were informed this is going to plan and on target to transfer in June.</p>	<p>Governance Officer</p> <p>Chief Executive Officer</p> <p>Director of business and finance</p>
<p>5.</p>	<p>Chair's Business</p> <p><u>Potential new trustee</u></p> <p>The chair has been in discussion with Truro College regarding a potential new trustee; it was DECIDED that the Search Committee would be convened with a panel of trustees who would meet with the prospective trustee at an appropriate time. Trustees will report back to the full board.</p> <p><u>Office accommodation</u></p> <p>Trustees were informed approval has been given to rename the office accommodation – it is now named Academy House.</p>	<p>Chair of Trustees</p>

6.

CEO Report

The Chief Executive presented a previously circulated confidential report highlighting current issues as well as developments within the trust.

Covid-19

As the crisis unfolded in February, the trust were able to develop detailed advice which schools were able to use and share with their LGBs. Support has continued with updates and contact from members of the central team on a regular basis.

Issues 1 and 2 of the recovery plan have been issued to schools; this guidance has been welcomed by schools and has guided reopening planning according to current government guidance and advice. Thanks were passed to the team for this work.

ARB provision

Cape Cornwall School

Since January 2020, Cape Cornwall School have been working in partnership with the Special Partnership Trust (SPT), a multi-academy trust which provides education for students in both Special Schools and ARBs. Their expertise and staff skills have been fundamental to developing provision in Kites.

The LGB at Cape Cornwall School are investigating future options for continued partnership working with the SPT, including the option to establish Kites as provision within the SPT.

Financial and educational implications of this are being given full consideration; currently the funding for Kites is not sufficient, resulting in pressure on both the school budget and the ability to deliver the provision.

The trustees **REQUESTED** further financial information in order to make a decision about this formal partnership. Trustees **ACKNOWLEDGED** if this formal partnership were to go ahead, the pupils would move across to the SPT along with the funding and management of the provision.

Trustees **ACKNOWLEDGED** that currently the Kites pupils are not exclusively taught separately from the rest of the school and **QUESTIONED** how this might work under a formal arrangement. Trustees further **QUESTIONED** how the management of staff within Kites would operate. These issues all need clarification before a decision can be made.

Hayle School

The Local Authority have been looking at ARB capacity across the county and have identified a need to increase provision - Hayle School has been identified as a school with space to create an ARB. It would be advantageous for another school within the trust to have an ARB as this would improve collaboration. Trustees **NOTED** the importance of the school remaining focussed on their current improvement journey.

Trustees **RESOLVED** to look at this further, taking into account the

Chief Executive
Officer

Chief Executive
Officer

	SPT partnership decision as well as the free school outcome.	
7.	<p>Report from the recovery working party</p> <p>Notes from the recovery working party held on 11.05.2020 were previously circulated, trustees DISCUSSED the current situation surrounding schools reopening and passed their thanks to all staff working to support pupils and staff through these difficult times. Trustees are CONFIDENT the trust has supported its schools well and is prioritising the safety of staff and pupils. Trustees acknowledged receipt of issues 1 and 2 of the recovery planning guidance which have been drawn up based on the published Government advice and guidance.</p> <p>Trustees NOTED a flexible approach is needed and individual schools will have specific issues to work through, largely associated with staff availability and constraints of the school site. The trust guidance allows for 3 additional days to be taken by schools to ensure they are ready for reopening.</p> <p>The trust senior executives are supporting headteachers by providing the guidance and space to allow them to prepare – government advice regarding individuals who need to continue shielding or are particularly vulnerable is being followed through a Trust Self Declaration for all staff to complete and the Trust risk assessment for opening schools more widely has been quality assured by a professional IOSH advisor. All schools will submit their completed risk assessments to the Trust Health, Safety and Estate Manager prior to opening in June.</p> <p>A weekly wellbeing survey is being sent out to headteachers and support is readily available from the central team. The trust has facilitated the opportunity for schools to share practice, enabling headteachers to support one another.</p> <p>A trustee ASKED whether the trust are confident all vulnerable children have been appropriately supported – assurance was given with regards to the procedures in place supporting vulnerable families via the designated safeguarding lead for each school.</p> <p>The trustees EXPRESSED their thanks to all those staff working tirelessly in the trust schools and CONFIRMED they are in support of the arrangements the trust and schools are putting in place.</p> <p>A further meeting of the recovery working party will be arranged.</p>	Governance Officer
8.	<p>Schools Update</p> <p><u>8.1 Hub review group report</u></p> <p>Trustees RECEIVED the previously circulated report and were informed that data forecasting for primary schools has been put on hold this academic year.</p> <p>A trustee QUESTIONED whether the schools currently showing as red, therefore causing concern, are improving and not declining? Trustees were informed that the schools identified as red are all provided with significant support and are all improving – the pace of</p>	

	<p>change and improvement is not necessarily as rapid as needed but the support is being robustly targeted.</p> <p>A trustee QUESTIONED what progress is being made around the parental engagement issues identified and whether there are signs of improvement. Trustees were informed that different approaches are being used, parents are being asked into schools and headteachers are communicating the changes which need to be made in order to get parents on board. There are signs of improvement.</p> <p>Parental feedback on the survey undertaken for the Bodriggy inspection shows that generally parents are very supportive of the school.</p> <p><u>8.2 Home learning provision in TPAT schools</u></p> <p>The previously circulated report to trustees shows engagement with home learning across the trust has been successful; since the publication of this report Hayle School have significantly improved engagement by investing in two online platforms.</p>	
<p>9.</p>	<p>Finance Reports</p> <p><u>9.1 Management accounts, balance sheet, cash flow projections and performance indicators as at 31st March 2020</u></p> <p>A downward trend in reserves has been noted - this is being monitored.</p> <p>Covid-19 is showing no significant impact on the March figures. The impact will be seen in the loss of income from before and after school clubs and other school generated income. There are likely to be additional costs associated with certain contracts such as cleaning and catering.</p> <p>School trips have been significantly impacted by Covid-19; some refunds have been received but some have been refused – the government’s risk protection arrangements should cover this. Schools together with Management Accountant support are pursuing refunds.</p> <p>The government’s free school meal voucher system (Edenred) has caused many difficulties nationwide. Schools are able to use this or continue to provide FSM from local arrangements such as providing food boxes to families made up by catering providers.</p> <p>There are likely to be additional costs associated with the opening of schools for key worker and vulnerable children and the impact of additional measures to provide protection on opening more widely; some government funding may be available to help with this but it has restrictions and is subject to a claim process and may be that some of these additional costs require drawing upon the school reserves.</p> <p>The trust have continued to pay staff and not furlough staff in line with government expectations for publicly funded organisations;</p>	

	<p>provision has been made, in line with government advice, for specific groups of staff e.g. exam invigilators and supply staff.</p> <p>A trustee QUESTIONED whether it would be wise to revisit the pooling of reserve funds, a working party will be put together to research this and gather feedback from LGB's.</p> <p>The trust have previously not included the new pay and pensions grants in the GAG for top slicing – trustees APPROVED top slicing at 2.25% of these grants in 2020/21 and 4.5% thereafter. It is expected that these grants will move into the schools GAG in future years. This is not related to the Covid-19 situation, ordinarily the grants would not be included in the top slice calculation.</p> <p>A trustee QUESTIONED the cash flow being behind budget on the purchase ledger line; trustees were informed that it is simply the timing of the report and how this is profiled will be investigated.</p> <p><u>9.2 Capital monitoring report as at 31st March 2020</u></p> <p>Trustees RECEIVED the report informing them of current projects - these have been delayed by the current situation and will be progressed as soon as possible. Some smaller projects have continued. A trustee RAISED the need for thorough financial checks on any company being awarded contracts. It was confirmed that checks are undertaken before the award of any large contract.</p> <p><u>9.3 School condition allocation 2020/21</u></p> <p>Trustees were INFORMED there may be delays going forward due to the delivery times on some materials i.e. fire doors are currently on 16-24 weeks delivery notice.</p> <p>Trustees attention was drawn to appendix 9.3, highlighting a significant shortfall in funding available against bids received; this will result in a number of schools being disappointed.</p> <p>Trustees AGREED with the proposed works and asked for an update at the next meeting. JD agreed to support the team if needed.</p>	<p>Director of business and finance</p> <p>JD</p>
<p>10.</p>	<p>Health and Safety Update Reports</p> <p>The supply of hand sanitiser and appropriate PPE has been an issue but this has now been addressed.</p> <p>Risk assessments have been assessed by an IOSH approved independent assessor.</p> <p>THANKS were expressed to the team for the hard work put in to support schools through the Covid-19 situation.</p>	
<p>11.</p>	<p>Safeguarding, SEND and vulnerable pupils</p> <p>The trust safeguarding lead has provided significant support and guidance to schools across the trust to ensure schools and vulnerable pupils have been well supported.</p> <p>JD left the meeting at 11:37am.</p>	

