



Truro and Penwith Academy Trust

Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 28th January 2020 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr T Lister, Mrs E Winser (Chair), Mrs A Firth, Mr J Green, Mr D Austin and Prof A Livingston (Vice Chair).

In attendance: Mrs H Andrew (HR Director), Mrs J Brinson (Director of Business and Finance), Mrs C Fortey (Director of Education) Ms J Woodhouse (Executive Head), Ms J Harvey (Headteacher - Item 10), Mr John Eddy (Estates & Health & Safety Manager) and Mrs A Mouatt (Temporary clerk).

Prof Livingston chaired the meeting until Mrs E Winser (Chair) arrived at 9.50am

Apologies: Mr A Stittle, Mrs J Keyes

| Item | Discussion/Decision | Action |
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| 2 | <p>Minutes</p> <p>The Minutes of the meeting held on 12th December 2019 were APPROVED as being a correct record.</p> | All |
| 3 | <p>Matters Arising</p> <p>Trustee Development Day</p> <ul style="list-style-type: none"> Confirmed as 10th February 2020 to be held at Alverton Manor. Key area to discuss the future priorities & Governance arrangements. <p>AGM</p> <ul style="list-style-type: none"> To be held on Thursday 19th March 9.30am at Truro College with the next TPAT Board meeting to follow at 10.30am. <p>Newlyn Art Gallery</p> <ul style="list-style-type: none"> JG updated there had been positive press around the collaboration with Newlyn School. In June 2020 will be curating their work at the Newlyn Art Gallery. <p>Action Plan</p> <ul style="list-style-type: none"> Financial Action Plans for Pensans, St Just and St Ives to reflect a 3-year programme, adjust minute to include 2020/21. | <p>All to Note</p> <p>All to Note</p> <p>All to note</p> <p>Director of Business and Finance</p> |

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| <p>4</p> | <p>Chairs Business</p> <p>The Chair provided the following update to the Trustees:</p> <ul style="list-style-type: none"> • The Chair informed the Board an informal lunch was being arranged with Head Teachers following on from the May Board meeting. The Chair REQUESTED that the Board keep this time free to take part. • The Chair informed the Board that the meeting held with Felicity Gillespie would be discussed in confidential matters. | |
| <p>5</p> | <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"> • National/Regional Update on the manifesto produced by the Chartered College of Teaching (CCOT) reflecting on the priorities for teachers. • A meeting with Union representatives has taken place. The Unions are very keen to enter into an agreement with the Trust in a Joint Consultative Committee (JCC) arrangement. Discussion took place around the advantages & disadvantages of entering into a formal arrangement and the costs this would attract to the Trust. The Board supported a further meeting to be held with Unions and support the principles & objectives of an agreement. Exploring a lighter touch and positive engagement to the benefit of all employees. The Chief Executive will PROVIDE feedback to the Board after the meeting has taken place. • Date of appointment of the new Governance Officer role to be confirmed following interviews on Monday 3 February 2020. Feedback on the appointment will be given at the next meeting. <p>The Board NOTED the ongoing progress and latest developments presented in the Chief Executive's report.</p> | <p>All to Note</p> <p>All</p> <p>Chief Executive</p> <p>Chief Executive</p> |
| <p>6</p> | <p>Report from Hub Review Groups</p> <ul style="list-style-type: none"> • The Director of Education updated the Trust on each of the individual schools included on the School Performance Evaluation report. Highlighting strengths, key risks and next steps working with the Trust to support the schools on their improvement journey in a collaborative manner. Bodriggy Academy & Hayle Academy as priority schools were discussed. The Trustees welcomed the report and the detail it provided. In particular the issues and concerns identified with individual | <p>All to Note</p> <p>All to Note</p> |

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| | <p>schools, alongside the support that CF and her team has in place.</p> <ul style="list-style-type: none"> • The Executive Head updated the Trust on the Secondary Schools performance, Year 11 GCSE Forecast. Discussion took place around the result predictions for all schools, areas of concern in specific curriculum areas and levels of exclusion • Hayle LGB will be appointing a new Chair of Governors . The LGB will elect an interim Chair on 12th February 2020, with a longer-term appointment likely to come from within the current Governing Body. • The Executive Head also noted that the Local Authority have expressed an interest in locating an ARB at Hayle Academy. The current buildings can accommodate this, and the Leadership could be shared with the existing ARB at Cape Cornwall. This would strengthen Specialist SEND Leadership. <p>Any further discussion around this scenario would be fed back to the Board</p> | <p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>Executive Head</p> |
| <p>7.01</p> | <p>Management Accounts, Balance Sheet, Cash Flow Projections at December 2019</p> <p>The Director of Business & Finance presented a range of reports and updates to the Board including the Trust financial position as at 31st December 2019 together with a balance sheet, cash flow statement and range of school performance indicators.</p> <p>The Trustees discussed the following items:</p> <ul style="list-style-type: none"> • The ALAT position has now been resolved but will remain on the financial report as an in-year adjustment and not as part of the opening balances. • Staff costs and income are the main areas affecting the surpluses and deficits across the schools. The Board noted that the overall position is now showing an overall in year deficit. • To be noted that cashflow is looking positive, however, there are several significant capital schemes that will impact later in the year which will be carefully monitored for impact. • The Director of Business & Finance discussed the Trusts 30-day deposit account with the current bank relationship manager with a view to potentially improve the return on investment by moving some funds into a longer-term account with better income potential. <p>It was confirmed that our 32-day account is performing well (0.75%) and moving to a more restrictive fixed term account would not be of significant benefit.</p> <p>A further £250,000 has been moved in to the 32-day account.</p> | <p>All to Note</p> <p>All to Note</p> <p>All to Note</p> <p>All to Note</p> |

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| 7.02 | <p>Payroll & Pension Service Provision</p> <p>The Director of Business & Finance and HR Director presented a report to the Board on the Trusts Payroll & Pension provision.</p> <p>The report highlighted the following:</p> <ul style="list-style-type: none"> Existing provision and the issues that have been encountered and the impact this has had on the central team TPAT Future requirements and statutory compliance Option Consideration utilising the Crescent Purchasing Consortium (CPC) framework Evaluation of the preferred provider EPM Ltd Change Process <p>Discussion took place around the provision going forward and the tendering process.</p> <p>The HR Director RECOMMENDED that following the CPC framework a direct award is made to EPM Ltd as the Trusts future payroll & pension provider.</p> <p>The Board APPROVED the recommendation with the request that references are taken up from a number of current users of EPM Ltd prior to awarding the contract.</p> | <p>All</p> <p>HA</p> <p>AM</p> |
| 8 | <p>Gender Pay Gap Report</p> <p>The HR Director presented a confidential Gender Pay Gap report highlighting the fact that nationally the Education Sector continues to have one of the worst Gender pay gaps due to the make-up of the workforce, as opposed to pay inequalities.</p> <p>The HR Director summarised the Gender Pay Gap data specific to the Trust with an improving data trend.</p> <p>The HR Director REQUESTED that Appendix A of the report is published.</p> <p>A range of issues were discussed, including:</p> <ul style="list-style-type: none"> The continued encouragement of under-represented groups applying for roles across the Trust Current Trust publications to continue to address stereotyping particularly around lower grade roles <p>The Board APPROVED Appendix A for publication.</p> | <p>All to Note</p> <p>All</p> <p>All</p> |
| 9 | <p>Estates & Facilities Update</p> <p>The Estates & Health & Safety Manager provided the following update to the Board:</p> <ul style="list-style-type: none"> Internal audit visits are currently underway ensuring schools are compliant with current legislation. Feedback on these | <p>All</p> |

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| | <p>visits will be provided when complete.</p> <ul style="list-style-type: none"> • Pensans School hall roof will not be repaired by Cornwall Council and any permanent repairs will need to be funded from SCA. The school's site supervisor is monitoring the situation reporting any concerns. • Accidents & Incidents are now being reported on the Trust's Safe Smart portal. Discussion took place around the data presented from the portal and the trends being highlighted. The Estates & Health & Safety Manager will be ensuring appropriate training is in place for staff. Reports are to be monitored closely to ensure they are showing a true reflection of the number of incidents across the Trust. • The Woodland Trust application for native trees to be provided for the Trust (excluding the PFI schools as the PFI contractor will not allow planting on their sites) has been successful and we are now awaiting delivery information. • The Estates & Health & Safety Manager has now completed a review of the Asbestos Management plans across schools. The next step is to complete a full tendering process to have schools retested and a new Asbestos Management Plan written. This will ensure both a true reflection of the full amount of ACM (asbestos containing material) and ensure compliance with current legislation. • St Dennis EYFS Building is now at the stage of the school providing Leaver Consultancy with final documentation in readiness for a tender document for a Design and Build Scheme to be drawn up <p>The Board NOTED all the updates</p> | <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> |
| <p>10</p> | <p>Regular Updates</p> <p>Safeguarding - The Safeguarding Lead presented an update/report to the Board which included the following:</p> <ul style="list-style-type: none"> • An indication of the level of need across the Trust which will the Safeguarding Lead will share with the Trustees. • Two S75 returns that have not been provided by the Schools which need to be followed-up. • The need to provide all the schools with an updated list of all Central Service contacts. <p>SEND - The SEND Lead presented an update to the Board which included the following:</p> <ul style="list-style-type: none"> • The quality of the data received from a recent school's survey including some non-returns which will need to be chased. • The high level of need in some schools and the level of funding required to meet the demand. • The desire of the previous SEND co-ordinator to re-engage in SEND activities. | <p>Safeguarding Lead</p> <p>SEND Lead</p> |

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| | <ul style="list-style-type: none"> The recent purchase of software to improve SEND reporting across the Trust. <p>The Board NOTED all the updates.</p> | All to Note |
| 11 | <p>Head Teachers Group Update</p> <p>The Chief Executive gave a brief update on the Head Teachers meeting.</p> | All to Note |
| 12 | <p>Policies</p> <p>The Board APPROVED the following policies</p> <ul style="list-style-type: none"> Health & Safety Policy – Annual Review External Visits Co-ordinator Policy Fire Policy <p>The Chief Executive presented an Admissions Arrangements 2021/22 policy and updated the Board that Tywardreath are no longer pursuing a change in admissions arrangements. Feedback on Pensans PAN reduction will be provided when the review is complete.</p> <p>The BOARD approved the Admissions Arrangements 2020/21 policy subject to the Pensans PAN reduction confirmation.</p> | All All |
| 13 | <p>Business Continuity Plan - Update</p> <p>The Estates & Health & Safety Manager presented the Business Continuity Plan. This is a trust wide policy based on a NASBM format.</p> <p>The BOARD approved the Business Continuity Plan Discussion took place around the Trust's IT policy. The Chief Executive confirmed that an enhanced e-safety document will be provided.</p> | All RJ |
| 14 | <p>Any Other Business</p> <p>No other business was raised in Part 1</p> | |
| 15 | <p>Date of Next Meetings</p> <p>Thursday 19th March 2020 AGM at Truro College at 9.30 am – 10.30pm</p> <p>Thursday 19th March 2020 Trust Board at Truro College at 10.30 am – 1.00pm</p> | All to Note |