

TRUST BOARD – MINUTES

Minutes of the Board of Trustees held virtually on Thursday 10th December 2020 at 9.30am.

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

Also Present: Mrs J Brinson (Director of Business and Finance and Company Secretary), Mrs H Andrew (HR Director), Mr J Eddy (Estates and Health and Safety Manager) and Mrs B Couch (Governance Officer)

Apologies: Mr T Lister, Mr D Austin, Mrs C Fortey, Mrs J Harvey

Item	Decision	Action
1.	<p>Welcome, Introductions and Apologies</p> <p>The chair welcomed all to the meeting, apologies were received and accepted from Mr T Lister, Mrs C Fortey, Mrs J Harvey and Mr D Austin.</p>	
2.	<p>Minutes of Meeting held on 14th October 2020</p> <p>The minutes of the meeting held on 14th October 2020 were APPROVED as an accurate record of proceedings and will be signed by the chair at the next face to face opportunity.</p>	
3.	<p>Matters arising</p> <p><u>Free school application</u></p> <p>The RSC office have indicated there may be a decision on this before Christmas, Trustees will be INFORMED as soon as notification is received.</p> <p><u>Trade union relationship</u></p> <p>The trade unions are keen to meet with the Trust and have a formal agreement in place, a meeting will take place soon.</p> <p><u>Keeping Children Safe in Education (KCSIE)</u></p> <p>The requirement for Trustees to confirm they have read KCSIE was highlighted and those who haven't done so yet were REMINDED to email the Governance Officer to confirm the document has been read.</p> <p><u>OfSTED inspection</u></p> <p>Trustees were INFORMED that St Just Primary School have recently received a virtual OfSTED visit, the outcome was positive and the letter received will be forwarded to all Trustees.</p>	<p>GO</p> <p>GO</p>

4.	<p>Declaration of Business and Pecuniary Interests</p> <p>No changes to declared interests were shared.</p>	
5.	<p>Regular Updates</p> <p><u>5.1 Health, Safety and Estates Update</u></p> <p>Trustees NOTED the previously circulated report and highlighted:</p> <ul style="list-style-type: none"> • The ownership of the solar panels on the hall roof at Pensans is still an issue but Cornwall Council are looking to provide written approval for the solar panels to be removed. This will then enable repair work to be undertaken to the leaking roof. • The numbers of positive Covid cases across the Trust has remained low but where there have been cases, a total of 324 students have been sent home to isolate. • The compliance system currently being used is being tested to look at the effectiveness of the system compared to other web based providers. <p><u>5.2 Capital Allocation Requests</u></p> <p>Trustees were provided with an overview of the previously circulated report, Trustee's also NOTED that a working party of Trustee's had met to discuss the Capital projects in more detail.</p> <p>Trustees RATIFIED the Director of Business and Finance's urgent approval of funds for the emergency works agreed since the last board report of £17,634.</p> <p>Trustee's APPROVED the capital allocation requests for the following projects:</p> <p>a, St Ives School – replacement of fire shutter and cover walkway upgrade works - £24,000.</p> <p>b. Pensans School - ring-fencing of £60,000 to make urgent repairs to the roof in conjunction with the Local Authority.</p> <p><u>5.3 Safeguarding Update</u></p> <p>Trustees NOTED the content of the safeguarding leaflet 2020.</p> <p>Trustee's RECEIVED the Trust Safeguarding Leader report and NOTED the content – Thanks were expressed for the report.</p>	
6.	<p>Chair's Business</p> <p>A meeting recently took place between the Trust and the College to discuss the Trust's ambitions and direction and the role the College may play in this. The meeting was a positive step in developing the relationship – both organisations will continue to work towards an MOU. The previously mentioned RSC meeting is likely to be scheduled for January.</p>	
7.	<p>Chief Executive's Report</p> <p>Trustees DISCUSSED the previously circulated report with the following highlights:</p> <p>The Government spending review has reaffirmed their commitment to an uplift for education with a £2.2 billion rise for the section next year.</p>	

	<p>Work has been undertaken with Trusts across Devon and Cornwall to develop a peer review model.</p> <p>JB is chairing an operational group which is a committee of the Cornwall Standards Board looking at provision of support and CPD for schools across Cornwall.</p> <p>Newlyn School and other Trust schools in the Penwith Hub are working with Newlyn Art Gallery and The Exchange in Penzance to express interest in an Arts related professional development grant.</p> <p>IT provision across the Trust continues to require additional investment – Trustees previously agreed to an additional IT technician and the identification of specific grants or sponsors of new IT provision and services in our schools is a priority.</p> <p>Trustees QUESTIONED whether fundraising to support the IT provision would be an option and DISCUSSED various foundations and trusts that may be able to help – Trustees AGREED a letter should be put together for the identified foundations and trusts - Trustees would report any additional suggestions to the CEO.</p> <p>Growth update – the date of release of information regarding the Wave 14 of free schools has been pushed back and the RSC office is not able to confirm when this will be released.</p> <p>For further growth information, see confidential minutes.</p> <p>ARB working party – a small working party has met to discuss the exploration and development of a potential new ARB at Hayle Academy and made the following recommendations:</p> <ul style="list-style-type: none"> • Await the final decision of the new Free School at Perranporth which has an ARB as this has a strategic impact on the scope and strategic provision for SEND across the Trust • Continue to work with the LA to explore the development of a new ARB provision at Hayle Academy but due to the impact of the Covid-19 pandemic on school improvement progress and the vulnerability of the school with new school leadership, to seek to push the timescale back to 2023 • To seek assurances around the funding model for ARBs and the need for places in the ARB in liaison with the LA • To continue to identify best practice regarding staffing models and leadership structures for ARBs and provision for SEND within the Trust. <p>Risk reporting – the Trust are currently dealing with a small number of complaints - see confidential minutes.</p> <p>The CEO was THANKED for her report.</p>	CEO
8.	<p>Working Party Updates</p> <p><u>8.1 Recovery</u></p> <p>The Chair of the recovery working party UPDATED Trustees on the regular recovery meetings and directed them to the notes on connect.</p>	

	<p><u>8.2 Fund Pooling</u></p> <p>A small group have met to talk about fund pooling in order to provide additional flexibility and agility to the Trust. The group did not recommend the pooling of GAG funding in its entirety as a way forward but did consider some reserve pooling could be beneficial. A further meeting of the group will take place with feedback to the Trust board in the March meeting. Trustees ASKED when this is likely to be implemented and were INFORMED that before any decisions are made, a full consultative process will be undertaken.</p> <p><u>8.3 Search and Governance</u></p> <p>The Search and Governance Committee met to discuss the board membership, following the resignation of David Williams.</p> <p>Following the last board meeting, contact was made with the Regional Schools Commissioners (RSC) office to enquire if there would be individuals the RSC could recommend the Trust board consider.</p> <p>Names were put forward and following contact, two individuals have expressed an interest, the Search and Governance Committee will be following this up and will provide recommendations to the full board.</p> <p>The Search and Governance committee discussed the need for a wide search beyond the boundaries of individuals already known.</p>	
9.	<p>HR Report – annual review of workforce information</p> <p>The previously circulated reports were DISCUSSED with the following highlights:</p> <p>The casework has shown an increase in mental health issues which have required additional workplace support.</p> <p>The breakdown of different ages and genders across the schools shows that the majority of staff are female and fall within the age 40-60 years. Trustees QUESTIONED whether this is usual and were INFORMED that education does tend to be a predominantly female workforce.</p> <p>Trustees REQUESTED a further breakdown of data next year – ie the gender split of those in an Assistant Headteacher role.</p> <p>There has been a decline overall in sickness absence – many strategies are in place across the Trust which have contributed to this.</p> <p>Trustees NOTED the summary of HR matters for the 2019/20 academic year.</p>	Dir HR
10.	<p>Staff Wellbeing</p> <p>The previously circulated Wellbeing paper was DISCUSSED; it was viewed as important to give benefits to the whole workforce rather than just targeted support to this dealing with specific issues. Benefit schemes are useful for both the recruitment and retention of staff.</p> <p>The finances of this need further investigation before a decision can be made.</p>	Dir B + Finance Dir HR

11.	<p>Local Governance Work</p> <p>Trustees NOTED the details contained within the previously circulated report – this outlined the support and training given to Governors both within the Trust and those from other Trusts.</p>	
12.	<p>Audit and Risk Committee Report</p> <p>Verbal feedback was received from the Audit Committee regarding the Annual Audit and Trustees Report and Financial Statements. It was a positive unqualified report with no significant issues raised.</p> <p>Due to a change in the AFH the importance of ensuring the register of interests is kept as a live document and an opportunity for changes to be declared at each meeting was highlighted to Trustees.</p> <p>The committee have reviewed the terms of reference to ensure they are in line with the updates to the Academies Financial Handbook.</p> <p>The Audit and Risk committee are RECOMMENDING to the Trust Board the appointment of TIAA Ltd to provide the enhanced internal scrutiny required in line with the AFH 2020 at a cost of £299 per day. A total annual cost of £2,392 – Trustee APPROVED this recommendation.</p> <p><u>12.1 Trustees Annual Report & Financial Statements 2019/20</u></p> <p>The Committee RECOMMENDED approval of the Trustees Annual Report and Financial Statements for 2019/20 to the Board.</p> <p>The board REQUESTED some minor amendments to the Trustee Report and then APPROVED the Trustees Annual Report and Financial Statements for 2019/20 and the Chair APPROVED the use of her electronic signature.</p>	
13.	<p>Financial Reports</p> <p><u>13.1 Management Accounts, Balance Sheet, Cashflow and KPI's 2019/20 Outturn</u></p> <p>Trustees NOTED the outturn position for the schools and the balance sheet, cash flow and performance indicators for the period 1st September 2019 to 31st August 2020.</p> <p>Trustees DISCUSSED specific issues around falling numbers of roll and the impact of Covid on schools.</p> <p><u>13.2 Management Accounts, Balance Sheet, Cashflow and KPI's 31st October 2020</u></p> <p>Trustees NOTED the position for the period ending 31st October 2020 and the Balance Sheet, Cash Flow Appendix and school performance indicators.</p> <p>Trustees APPROVED the commissioning of a bespoke Educational Psychology service from the Local Authority to an estimated total cost £1000 to be met from Trust Central Funds.</p>	

	<p><u>13.3 Purchases over £25,000 in 2019/20</u></p> <p>Trustees NOTED the previously circulated list of orders and contractors for the provision of goods, works or services over £25,000 in value during the year to 31 August 2020.</p> <p><u>13.4 Capital Monitor 2019/20</u></p> <p>Trustees APPROVED the expenditure analysis for the 2019/20 SCA allocation and NOTED this will be used for submission to the DFE Condition Spend Data Collection return.</p> <p>Trustees NOTED the summary financial position for Capital for the Trust for the year ending 31st August 2020.</p> <p>Trustees NOTED there may be a need to look at IT strategy across the Trust.</p> <p><u>13.5 Capital Monitor 2020/21 to 31st October 2020</u></p> <p>Trustees NOTED the summary financial position for Capital for the Trust for the period ending 31st October 2020.</p>	
14	<p>Policy Review</p> <p><u>Leave of Absence Policy</u></p> <p>Trustees APPROVED the leave of absence policy and NOTED the additional Covid-specific dependents leave paragraph.</p>	
15.	<p>Any other Business</p> <p><u>Trustee away day</u></p> <p>Trustees were REMINDED of the date for the away day – Friday 5th March.</p> <p><u>Trustee phone calls to Headteachers</u></p> <p>These have been received well and consideration will be given to continuing these.</p>	
16.	<p>Date of Next Meeting</p> <p>Tuesday 19th January 2021 at 9.30am.</p>	