

TRUST BOARD – MINUTES

Minutes of the Board of Trustees held virtually on Thursday 20th May 2021 at 9.30am.

Trustees: Mrs E Winser (Chair), Prof A Livingston (Vice Chair), Mrs A Firth, Mr J Green, Mr S Cryer, Mr J Dunn, Dr J Blunden (Chief Executive), Mr T Lister, Mrs S Flack.

Also Present: Mr A Venter (Trustee designate), Mrs J Brinson (Director of Business and Finance), Mrs H Andrew (HR Director), Mr J Eddy (Estates and Health and Safety Manager), Mrs J Harvey (Trust Safeguarding Lead) , Mrs J Woodhouse (Secondary Executive Headteacher) and Mrs B Couch (Governance Officer)

Apologies: Mr A Stittle and Mr D Austin.

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 A Stittle and Mr D Austin.</p> <p>It was noted that Mr J Dunn would be arriving late to the meeting.</p> <p>The Chair welcomed Mr A Venter and provided opportunity for introductions.</p> <p>Mrs S Flack was formally welcomed to the Board as all paperwork has now been completed.</p>	
2.	<p>Declaration of business and pecuniary interests</p> <p>There were no additional declarations.</p>	
3.	<p>Minutes of the meeting held on 24th March 2021</p> <p>The minutes of the meeting held on 24th March 2021 were ACCEPTED as a true and accurate record of proceedings and will be signed at the next opportunity.</p>	
4.	<p>Matter Arising</p> <p><u>MOU between TPAT and Truro College</u></p> <p>This has not yet been adopted by the College, Trustees will be informed once it has.</p> <p><u>Articles of Association</u></p> <p>In line with the requirements for the Free School, the proposed new Articles of Association are now awaiting Members confirmation.</p> <p><u>Laptop provision</u></p>	

	<p>Trustees QUESTIONED how many devices had been received from the Government and were INFORMED that over 750 had been received and are being used by schools. A flexible approach is being used to ensure the best use of all devices available.</p> <p><u>Director of Education</u></p> <p>The Director Education post has been advertised twice, due to insufficient numbers of applications the first time around. Candidates have been shortlisted and interviews are taking place on Monday and Tuesday, 24th and 25th May. Headteachers from across the Trust will be involved in the interview process and two Trustee representatives will be on the formal interview panel.</p> <p><u>Trewirgie Infant School</u></p> <p>Trustees were INFORMED that Trewirgie Infant School are on track to join the Trust on 1st June.</p> <p><u>Bodriggy Headship</u></p> <p>Trustees were INFORMED that Mr D Simons has been appointed to the Bodriggy headship and will be joining in September – a hand over process is already taking place to ensure a smooth transition.</p> <p><u>Free School</u></p> <p>Trustees were INFORMED that there is a 2nd meeting regarding the site taking place next week – currently 11 sites are being looked at and the Local Authority are involved in the planning strategy.</p> <p><u>Digital Transformation Lead</u></p> <p>Trustees were INFORMED that Mr M Higgs from Alverton School has been appointed to this role and will be working with the IT Team going forward. A meeting will be set up to include Mr A Venter in order to gain an understanding of this work.</p> <p><u>Paul Hamblyn bid for teacher development</u></p> <p>Trustees ASKED for an update regarding this and were INFORMED that this project is focusing on creative education, the Headteachers of 3 schools are involved and work is now underway to identify the cohort of teachers that will be involved. Whilst this project specifically involves 3 schools in the Trust, there will be opportunity to cascade this information and work to other schools.</p>	Director of Ed
5.	<p>Chair's Business</p> <p><u>Succession planning</u></p> <p>The chair of the Board has spoken with each Trustee to identify a succession plan for the roles of Chair and Vice Chair. It is anticipated that Mrs A Firth will take the role of Vice Chair allowing for a hand over period enabling her to be ready to take on the role of Chair when the current Chair stands down. At the point Mrs A Firth takes on the Chair role, it is anticipated Mr J Dunn will take over the role of Vice Chair.</p> <p>This is a succession plan and will be subject to elections taking place at the relevant times.</p> <p>Training and support for the Chair and Vice Chair roles will be sourced.</p>	Gov Officer

6.

Chief Executive's Report

Trustees **DISCUSSED** the previously circulated report with the following highlights:

Teaching School Hubs

Trustees were **INFORMED** of the arrangements for the two teaching school hubs in Cornwall, as a Trust we will be working with the hubs on the Early Careers Framework – this replaces the current newly qualified teacher route and is 2 year training for graduate teachers.

Covid update

Trustees were **INFORMED** that the health and safety team are continuing to work with schools and further guidance has been received.

10.25am – Mr J Dunn arrived.

School Improvement review

Trustees **DISCUSSED** the previously circulated information with the following highlighted:

The review has been completed and has been evaluated, the majority of the comments are very supportive of the existing structure, however there is a call for more specialised guidance, support and resourcing across the curriculum for primary and secondary phases.

The plan is to move to Trust-wide specialist and curriculum support whilst developing closer working between schools in their geographic hubs alongside the hub primary executive lead roles (PELs).

The individuals currently undertaking specific responsibilities will remain the same.

Trustees were **INFORMED** that whilst the responsibility of disadvantaged pupils is crucial, this is a theme across all areas so it's deemed unnecessary to separate this into a separate role.

Trustees **QUESTIONED** how the 2 new roles will be filled and were **INFORMED** that expressions of interest would be invited from across the Trust. It will be an internal MAT process as these are not new roles, but are opportunities for individuals to have time out of class to work on the specific areas.

The Trust will be looking to move to more virtual meetings and delivery of sessions in order to use time efficiently.

The **RECOMMENDATION** is that in order to fund the recovery from the pandemic and establish lead practitioner roles across the Trust, the MAT Central reserve should support this focus on school leaders, teachers and support team development – translation of this into the funding is dealt with under item 10.

Proposed ARB at Hayle Academy

Trustees **DISCUSSED** at length the previously circulated reports regarding the proposed ARB provision at Hayle Academy.

A consultation with the community has been started with initial feedback showing parents are largely in favour and see the ARB fitting with the

School ethos of inclusivity. The LGB have also been consulted and have given their support.

The previously circulated finance model was **DISCUSSED** and clarification was sought over building and set up costs which would be met by the Local Authority. The staffing model would involve teachers to teach the students and Learning Support Assistants (LSAs) to support the plans in place for each child.

Trustees **QUESTIONED** the funding arrangements in place for individual students and were **INFORMED** that block funding would be in place – this would mean the ARB will be funded for the number of commissioned places, irrespective of whether the places are filled.

Trustees **QUESTIONED** how recruitment of staff would take place as it can be difficult to recruit to specialised provision and were **INFORMED** that whilst this is difficult plans will be in place to source appropriate staff members.

Trustees **STATED** that there is a moral imperative to have this provision for the students that require it and that clarity over the complex needs that will be catered for is necessary.

Trustees were **INFORMED** that approval for an ARB in the new Free School has been given.

Trustees **APPROVED** the application for a significant change at Hayle Academy to include a resource base at the school for SEND students from 2022.

Nursery Provision

Trustees **DISCUSSED** and **APPROVED** the transfer of the two external nurseries at Alverton and Gulval subject to due diligence, together with the need to amend the age ranges to 3-11 and Berrycoombe to establish a new nursery (previously approved) and the change to age range to 3-11.

Risk Management Update

Additional bank holiday

Trustees **DISCUSSED** the issues surrounding awarding staff with an additional day off to cover the bank holiday, after discussion it was **DECIDED** to follow the Local Authority advice to award this extra day to staff.

Risk Register

This document has recently been updated with an additional risk to cover teacher assessed grading arising from the cancelled exams due to Covid. The risk register will be circulated out to all Trustees.

Gov
Officer

<p>7.</p>	<p>Schools Update</p> <p><u>Hub Review Group report</u></p> <p>Trustees NOTED the previously circulated report and were INFORMED that all schools within the Trust are discussed and reflected upon to minimise the risk of any school falling under the radar.</p> <p><u>Report: Schools receiving targeted support</u></p> <p>Trustees NOTED the previously circulated report summarising where addition support has been provided.</p> <p>Currently there are 5 red schools, overall there have been a number of positives with regards to leadership and staffing improvements but schools causing concern are still categorised as red.</p> <p>Bodriggy Academy and Cape Cornwall School have both recently appointed new Heads. Both of these appointments were external processes with rigorous recruitment practices.</p> <p>Trustees NOTED the number of schools categorised as red seems to be lessening but understand that once they join the Trust, Trewirgie are likely to be red as they are currently a Requires Improvement school.</p>	
<p>8.</p>	<p>Regular Updates</p> <p><u>8.1 Health, Safety and Estates Update</u></p> <p>Trustees NOTED the previously circulated report and were INFORMED that this continues to be an extremely busy period with both Covid and contractors. The delivery and cost of materials due to the pandemic is a significant issue.</p> <p>Trustees were INFORMED that health and safety audits are now underway, there have been no major concerns and any issues are being picked up and addressed.</p> <p>Trustees were INFORMED that the St Dennis Nursery building is due to be handed over on Monday.</p> <p>Trustees QUESTIONED whether the Trust have sufficient supplies of PPE, with the assumption that some Covid measures will still be in place for the next academic year and were INFORMED that there are both good supplies and suppliers.</p> <p><u>8.2 Safeguarding and vulnerable children update including Section 175 compliance</u></p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Some schools appear red on the report due to the fact they either didn't submit the S175 or didn't provide a copy to the Trust. This does not necessarily mean there are issues with safeguarding within the school but is a cause for concern as the S175 is a mandatory return. Late submissions are highlighted to the Local Authority.</p> <p>The S175 report was an amended format this year, the Trust safeguarding lead is part of a working party who will be looking at the form for next year as well as the timing of the submission.</p>	

	<p>Trustees QUESTIONED how the red schools are held to account and were INFORMED this is picked up by the PELs, the safeguarding lead for the Trust and also through performance management.</p> <p>Thanks were expressed to JH for her report.</p>	
<p>9.</p>	<p>Policies</p> <p><u>9.1 Scheme of Delegated Authority (SODA)</u></p> <p>The SODA has been updated to reflect the requirement for additional parent governors on LGBs that are covering 3 or more school together with some tweaks to formatting.</p> <p>Trustees APPROVED the updated SODA for adoption in all TPAT Schools.</p> <p><u>9.2 Staff leave policy</u></p> <p>Trustees were INFORMED that the staff leave policy requires reviewing as part of the regular review cycle.</p> <p>It was HIGHLIGHTED to Trustees that an additional item had been added at 1.3 to reflect a reference to wellbeing and unforeseen emergencies.</p> <p>Trustees QUESTIONED whether there should be a limit to the number of days an employee can take time off for interviews and were INFORMED that Headteachers are able to use their discretion around this area. However, it was agreed to add a sentence to say: the expectation is that this would not be used to excess.</p> <p>With the addition of this sentence, Trustees APPROVED the staff leave policy.</p>	<p>Dir of HR</p>
<p>10.</p>	<p>Financial reports (see attached)</p> <p><u>10.1 Management accounts, balance sheet, cashflow projections and performance indicators as at 31st March 2021</u></p> <p>Trustees were INFORMED that the majority of schools have set very tight budgets for the year. Schools and LGB's are monitoring their budgets and related spend on a regular basis.</p> <p>Schools have had to contribute a lot of revenue to capital works, the significant one being St Dennis but there are others with regards to IT in others school.</p> <p>Trustees NOTED that given the difficulties of the last year, the outcome is as positive as it could have been.</p> <p>Trustees QUESTIONED the rationale for listing IT as a separate line and were INFORMED that this is due to IT becoming a larger proportion of spend and so therefore it is useful to track this alongside the digital transformation work of the Trust.</p> <p>Trustees NOTED the position for the period ending 31st March 2021 and the Balance Sheet, Cash Flow and school performance indicators.</p>	

	<p><u>10.2 Capital monitoring report as at 31st March 2021</u></p> <p>Trustees RECEIVED the previously circulated reports and NOTED the summary financial position for Capital for the Trust in the period ending 31st March 2021.</p> <p>Trustees NOTED the report.</p> <p><u>10.3 MAT Central Budget – forward budget updates</u></p> <p>Trustees were INFORMED the MAT central budget is being looked at earlier than normal due to the decisions that need to be made regarding appointments.</p> <p>Trustees APPROVED the MAT central budget for 2021/22, to enable the recruitment of the Digital Transformation lead, a new Health and Safety apprentice and notification of the school improvement funding for schools.</p> <p>Trustees NOTED the 2022/23 and 2023/34 forecast MAT central budgets.</p> <p><u>10.4 Purchases over £25k approval</u></p> <p>Trustees were INFORMED that Since April 2017, businesses have been able to choose their water and sewerage retailer under the Government led initiative called Open Water. A review of water and sewerage supplies has been undertaken by Zenergi. Following the review, Zenergi have identified an alternative supplier to South West Water which if we moved would provide an estimated overall saving to the Trust.</p> <p>Trustees QUESTIONED whether a benchmarking exercise is undertaken and were INFORMED that this is what happens.</p> <p>Trustees APPROVED the change of suppliers for water and sewerage for the Trusts schools and authorise the Director of Business and Finance to sign the appropriate undertakings.</p>	
11.	<p>Report from Audit Committee</p> <p>The Audit committee met on 4th May and looked at the audit strategy and annual internal audit plan, Trustees QUESTIONED whether the audit of HR processes should be wider areas of policy such as equality and diversity. It was DECIDED that the Director of Business and Finance would speak to the internal auditors (TIAA).</p> <p>The audit committee also REQUESTED a further risk be identified on the risk register to cover teacher assessed grading arising from the cancelled exams due to Covid. This has been completed and the updated risk register will be circulated to all Trustees.</p> <p>Trustees AGREED that Mr S Cryer would join the Audit Committee.</p>	<p>Dir Business + Finance</p> <p>Gov Officer</p> <p>Gov Officer</p>

12.	Any Other Business None	
13.	Date of Next Meetings Audit Committee - Wednesday 23 rd June 2021 at 4pm Full Board - Wednesday 14 th July at 9.30am.	