

TRUST BOARD – MINUTES

Minutes of the Board of Trustees held virtually on Wednesday 24th March 2021 at 10.30am.

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

Also Present: 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 (Safeguarding Lead – item 8 only) and Mrs B Couch (Governance Officer)

Apologies: Mrs J Keyes (Trustee), Mrs S Flack (Trustee Designate).

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.</p> <p>Apologies were also RECEIVED and ACCEPTED from Suzanne Flack (Trustee designate).</p>	
2.	<p>Declaration of business and pecuniary interests</p> <p>Mrs E Winser declared an additional interest as she has now taken on the role as Governor at Cornwall College, the register will be updated accordingly.</p>	Gov Officer
3.	<p>Minutes of the meeting held on 19th January 2021</p> <p>The minutes of the meeting held on 19th January 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>RCHT laptop provision</u></p> <p>Trustees were INFORMED that an interview had taken place with BBC Spotlight and was a good opportunity to promote the Trust and the partnership with RCHT.</p>	
5.	<p>Chair's Business</p> <p><u>Memorandum of Understanding (MOU)</u></p> <p>The previously circulated MOU between the Trust and Truro and Penwith College was DISCUSSED.</p>	

	<p>Trustees were delighted with the progress made with the relationship between the two organisations and were pleased to see the MOU will be reviewed regularly (every two years).</p> <p>Trustees APPROVED the MOU.</p>	
6.	<p>Chief Executive’s Report</p> <p>Trustees DISCUSSED the previously circulated report with the following highlights:</p> <p><u>Covid update</u></p> <p>All schools have returned to being fully open – this has overall been a seamless process and the Recovery Working party have been kept fully informed throughout this period of time. Headteacher support and wellbeing monitoring is ongoing.</p> <p>One school within the Trust (Lanivet) has had to close for a deep clean, following a number of positive cases. The advice from PHE has been inconsistent, the Trust has taking a precautionary approach where necessary.</p> <p><u>School Improvement</u></p> <p>One school (Liskeard Hillfort) has received a virtual Ofsted inspection, this was a positive experience overall but added pressure on a school trying to improve at this difficult time.</p> <p>A review of the Trust’s school improvement strategy is underway, one of the identified aspects has been the need for greater support for a breadth of curriculum specialisms in order to ensure teachers have the appropriate professional knowledge and skills to teach the curriculum. Further information will be reported to Trustees on this work during the summer term.</p> <p>Trustees were INFORMED that Claire Fortey, Director of Education will be leaving the Trust at the end of the Academic Year. An external recruitment process will be undertaken.</p> <p><u>Trewirgie Infant School – Due Diligence</u></p> <p>A thorough due diligence process has been undertaken, the report from this was shared with Trustees in advance of the meeting.</p> <p>Trustees were INFORMED that the vision and ethos of the school is a good fit with the Trust.</p> <p>Trustees NOTED the need for the school to align their expenditure with income – work with the TPAT finance team is already underway to support with this. Increasing pupil numbers would help the budget, Trustees DISCUSSED the local demographic and the need to enhance the reputation of the school.</p> <p>Trustees DISCUSSED aspects of the report including the curriculum, performance and potential HR issues.</p> <p>Based on the due diligence report compiled, Trustees APPROVED the transition of Trewirgie Infant School into TPAT during the Summer Term 2021.</p>	

	<p>Trustees COMMENTED that they are pleased and impressed with the comprehensive due diligence process and report.</p> <p><u>Free School</u></p> <p>An initial meeting for the free school has taken place and an additional application for the ARB has been needed, this is likely to be an officer approval process. The initial meeting focussed on the detail of the process needed, there was no clarification around timeline, location of the new school or the funds available. It is expected that after Easter there will be some further details around possible sites.</p> <p>The Trust will receive the £30k grant once the MOU and conditions have been met - once the land is bought and the site is approved, the £300k grant can be accessed – this will be used to pay for the headteacher and other set up costs.</p> <p>Trustees will be kept informed with progress.</p> <p><u>Bodriggy Headship</u></p> <p>The Bodriggy headship is currently being advertised, there has been significant interest from both in county and out of county applicants. The interviews are taking place before the end of April with an anticipated start date of September 2021.</p>	
7.	<p>Digital Transformation: funding a lead for the strategy</p> <p>Trustees DISCUSSED the previously circulated paper which was an outcome of the Trustee away day at the beginning of March.</p> <p>Trustees were INFORMED that the lead recommended in the paper would work alongside the current IT and Technical Services Team to provide an educational input into the strategy – an individual within the Trust will be sought to ensure they have experience of using the current IT provision available.</p> <p>Trustees were INFORMED that donation funds received over the last couple of years will be used to fund this.</p> <p>After DISCUSSION, Trustees APPROVED the appointment of a fixed-term Digital Transformation Lead from a school leadership role in order to lead the development and implementation of the digital transformation strategy for the Trust.</p>	
8.	<p>Regular Updates</p> <p><u>8.1 Health, Safety and Estates Update</u></p> <p>Trustee's NOTED the content of the health, safety and estates update paper and thanked the team for all their hard work over the last 12 months.</p> <p>Trustees were INFORMED that St Ives School will need to close during the G7 summit and will revert to remote learning during this period of time – this is due to security of the school site as it backs onto the hotel where the summit is taking place.</p>	

	<p>8.2 Safeguarding and vulnerable children update</p> <p>Trustees were provided with an UPDATE with regards to safeguarding. Cornwall has a new LADO, the Trust safeguarding lead will be looking to meet with them to ensure good working relationships going forward.</p> <p>A virtual meeting of DSL's has taken place, this allows an opportunity to share practice and ensure there is a good picture of our schools across the Trust.</p> <p>An audit of school websites has taken place, with regards to safeguarding content – all schools within the Trust are now compliant.</p> <p>The safeguarding policy has been updated and circulated to schools.</p> <p>Trustees ASKED whether schools will be ready for the updated KCSIE and were INFORMED that there is a work plan surrounding role changes and this will be rolled out in the Summer term. The KCSIE consultation has not yet been published by the government.</p> <p>Trustees were INFORMED that section 175 compliance will be reported to the next board meeting.</p>	Gov Officer
9.	<p>Report from Search and Governance Committee</p> <p>The Search and Governance committee reported that they have met with Mr Andy Venter – an outline of his experience as a digital transformation specialist was shared.</p> <p>It was RECOMMENDED by the Search and Governance Committee that Mr Andy Venter be appointed as a co-opted Trustee. Trustees AGREED to this appointment.</p> <p>The board were updated with the following:</p> <p>Andy Stittle is retiring and will be looking to stand down from the end of the Academic Year.</p> <p>Alan Livingston will be looking to stand down as vice chair in March 2022.</p> <p>Ellen Winser will be looking to stand down from the board in September 2022.</p> <p>The Search and Governance committee will meet to start succession planning for these roles.</p>	Gov Officer
10.	<p>Report from Recovery Working Party</p> <p>The working party have been meeting on a regular basis to respond to political and pandemic changes. No decisions are made at the working party and it's been a useful way of keeping Trustees informed.</p> <p>The working party will now step down to see how the reopening roadmap progresses.</p>	
11.	<p>Wellbeing</p> <p>Trustees DISCUSSED the previously circulated staff wellbeing strategy and were INFORMED that as a Trust the focus on wellbeing has been a strength and there is now the need to demonstrate and reinforce this.</p>	

	<p>As a Trust there have been regular headteacher wellbeing surveys and in turn headteachers have been supporting their staff. There is a proactive wellbeing group promoting mental health first aid training.</p> <p>At school level every school is doing specific projects, the strategy will help to pull this together and ensure we are working towards the strategic goals as a Trust.</p> <p>Trustees APPROVED the staff wellbeing strategy.</p>	
<p>12.</p>	<p>Gender Pay Gap report</p> <p>Trustees RECEIVED the previously circulated report which reflects the position from April 2019 until March 2020. There has been an increase in the gender pay gap, this is due to a larger number of male staff joining the Trust in higher positions.</p> <p>Within education there is generally a higher number of female staff in support staff roles – these roles are lower paid so can skew the figures significantly.</p> <p><i>12:18 – Andy Stittle left the meeting.</i></p> <p>Trustees THANKED the Director of HR for her report and APPROVED it.</p>	
<p>13.</p>	<p>Financial Reports</p> <p><u>13.1 Management Accounts, Balance Sheet, Cash Flow and Performance Indicators – February 2021</u></p> <p>Trustees ACCEPTED the previously circulated reports and NOTED variance figures for specific schools.</p> <p><i>12.28 – James Green left the meeting</i></p> <p>Trustees NOTED the position for the period ending 28th February 2021 from the papers provided.</p> <p>Trustees APPROVED the retrospective date amendment to the TPAT Financial Procedures Manual (ref 2.57 – 2.62) following the end of the January – March 2021 lockdown.</p> <p><u>13.2 Forward Budget 2021- 2024</u></p> <p>Trustees RECEIVED the previously circulated report regarding early information of the budget settlement for TPAT schools in accordance with the individual school funding allocation statement for 2021/22.</p> <p>Trustees NOTED that budget assumptions have been worked out based on a 0% pay increase.</p> <p>Trustees NOTED the school funding position for 2021/22 and the pupil numbers upon which the figures are based.</p> <p>Trustees APPROVED the assumptions to be used in setting school budgets for 2021/22 to 2023/24.</p>	

13.3 Capital Monitoring and Allocation Requests - February 2021

Trustees **DISCUSSED** the previously circulated reports and **APPROVED** the following:

- St Just School – Phase 2 - Fencing and gate automation - £7,500
- St Ives School – Toilets upgrade - £50,000
- Alverton School – Toilet replacement - £10,000
- Liskeard Hillfort School – Home room & Yr6 toilet replacement - £20,000
- St Ives School – Science lab upgrade (shared cost scheme) - £135,000
- Berrycoombe – Urgent repairs to Nursery building (shared cost scheme) - £25,000

Trustees **NOTED** the summary financial position for capital for the Trust for the period ending 28th February 2021.

13.4 School Condition Allocation (SCA) 2021-22

Trustees **DISCUSSED** the previously circulated report and **NOTED** the requirements for 3 significant projects.

Trustees **APPROVED** the following 3 majority projects and **NOTED** that these will utilise the estimated 2021/22 Capital Allocation:

- Hayle – rear elevation full window walling – estimated £455,500
- Kehelland – hall and classroom safety upgrade works phase 1 – estimated £230,000
- Nancledra – school electrical upgrade and hall fire improvement works – estimated £100,050.

Trustees **APPROVED** to inform Headteachers of the decision to support the three major projects with the 2021/22 Capital Allocation, highlighting that this will fully commit the year's SCA funding. Headteachers will, therefore, need to consider the priority school resources such as DFC to support any short term or urgent repairs or improvements required. Where possible this should be planned as part of their budget setting process

Trustees **QUESTIONED** what contingency would be in place for emergency works, given that the budget is now allocated. Trustees were **INFORMED** that all schools receive DFC funding which will cover smaller projects/issues.

Trustees **DISCUSSED** the issue of limited funds to cover conditional improvement across the 28 schools and **REQUESTED** that this issue be addressed with the RSC where possible.

	<p><u>13.5 School Resource Management Assessment Return</u></p> <p>Trustees DISCUSSED the previously circulated documents and APPROVED the checklist and outcome responses for submission to the ESFA.</p>	
14.	<p>Amended Complaints Policy</p> <p>Trustees NOTED the changes to the complaints policy and APPROVED the amended policy.</p>	
15.	<p>Any Other Business</p> <p>Trustees were INFORMED that the Trust were successful in the Paul Hamblyn Trust bid for teacher development funding, work on this is being undertaken with Newlyn School and James Green.</p> <p><u>Secondary Governance</u></p> <p>Further to the Trustee away day, subsequent work and conversations have taken place with the 2 secondary LGBs, some concerns have been raised with regards to the workload of the proposed LGB, timescales and sufficient focus on Hayle to sustain its development.</p> <p>Trustees DISCUSSED the proposal to merge the LGBs resulting in 1 LGB for the 3 secondary schools and acknowledged further work needs to take place regarding the details, logistics and timescales. Trustees APPROVED in principle the merger of the LGBs. The SODA will need amending and bringing to the next Trust Board meeting.</p>	Gov Officer
16.	<p>Date of Next Meetings</p> <p>Full trust board – Thursday 20th May – 9.30am Audit Committee – Tuesday 20th April – 4pm</p>	