



TRUST BOARD – MINUTES

Minutes of the Board of Trustees held virtually on Wednesday 14th July at 9.30am.

Trustees: Mrs E Winsor (Chair), Prof A Livingston (Vice Chair), Mrs A Firth, Mr S Cryer, Dr J Blunden (Chief Executive), Mr T Lister, Mrs S Flack, Mr D Austin and Mr A Venter.

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 (Trust Safeguarding Lead), Mrs J Woodhouse (Secondary Executive Headteacher), Mrs B Couch (Governance Officer) and Mrs C Fortey (Director of Education).

Apologies: Mr A Stittle, Mr J Green.

Item	Decision	Action
1.	<p>Welcome, Introductions and Apologies</p> <p>Apologies were RECEIVED and ACCEPTED for Mr A Stittle and Mr J Green.</p> <p>Trustees NOTED that Mrs J Harvey would arrive in time for item number 7.2 and that Mr A Venter would be approx. 30 minutes late due to a work emergency.</p>	
2.	<p>Declaration of business and pecuniary interests</p> <p>Trustees in attendance had no changes to declare, it was NOTED that Mr J Green no longer has children attending a TPAT school.</p>	
3.	<p>Digital Transformation</p> <p>Mr M Higgs shared a presentation outlining the Trust digital transformation work. It was DISCUSSED and highlighted that significant change is needed which has been emphasised by the pandemic.</p> <p>The following points were raised and discussed:</p> <p>Digital transformation is part of everyday life and needs to drive the needs of schools, strategic planning for the use of technology is required rather than schools being led by technology</p> <p>The Trust spend on IT is significant and the need for strategy and plans behind this is essential, clear action planning with goals and milestones are required.</p> <p>The curriculum in each school is largely tipped towards school based decisions, the digital transformation work needs to be balanced, Trust expectations need to outweigh school based decisions.</p>	

	<p>There are 5 core strands to the digital transformation plan:</p> <ol style="list-style-type: none"> 1. Digital readiness 2. Teaching and learning 3. Training and CPD 4. Digital citizenship and safety 5. Digital community <p>The need for partners, both locally and nationally was highlighted.</p> <p>Trustees ASKED whether there are any pockets of resistance from staff not wishing to embrace digital transformation and were INFORMED that from a strategic point of view there has been really positive feedback. Staff within schools are frustrated around the credibility of what's promised and what's delivered, they simply want the IT infrastructure to work. The digital transformation work is looking to overhaul provision within each school but it's important that the Trust do not over promise on what can be provided.</p> <p>Trustees DISCUSSED the challenge of ensuring digital transformation is not just about the front loaded equipment, investment in the infrastructure is crucial.</p> <p>Trustees ASKED what we would like to have achieved by this time next year and were INFORMED the expectation is to have partners in place, strong cpd plans, digital community safety and programmes in place.</p> <p>Trustees DISCUSSED the significance of online safety and the need to engage with the wider community around this area.</p> <p>Thanks were EXPRESSED to Mr A Venter for his support with the digital transformation process.</p> <p>Trustees THANKED Mr M Higgs for his presentation and work on the digital transformation so far.</p>	
4.	<p>Minutes of the meeting held on 20th May 2021</p> <p>The minutes of the meeting held on 20th March 2021 were ACCEPTED as a true and accurate record of proceedings and will be signed at the next opportunity.</p>	
5.	<p>Matters Arising</p> <p><u>Paul Hamlyn foundation</u></p> <p>Trustees ASKED for an update on this work and were INFORMED that Isabelle Stephens at Newlyn School is taking a lead on this project and work is now being undertaken with the foundation on CPD and training developments.</p> <p><u>Free school</u></p> <p>Trustees were INFORMED meetings have been taking place regarding the Free School, various sites are being looked at and it is hoped that a site will be identified soon. The DfE are undertaking the scoping work.</p>	

	<p><u>Nursery provision at Alverton and Gulval</u></p> <p>Trustees were INFORMED that the final sign off has not happened yet and is still underway with the DfE. Trustees QUESTIONED whether there will be any financial implications and were INFORMED that both nurseries have healthy numbers and financial information will be provided to Trustees going forward.</p> <p><u>Hayle ARB</u></p> <p>Trustees were INFORMED that this has now been approved by the RSC.</p>	
6.	<p>Election of Chair and Vice Chair 2021/22</p> <p>Nominations for the Chair and Vice Chair of the Board were invited, Ellen Winser was nominated as Chair and Anita Firth as Vice Chair – they were unanimously elected for the 2021/22 academic year.</p> <p>Trustees EXPRESSED their thanks and appreciation to Mr A Livingston for his hard work as Vice Chair over the last few years.</p>	
7.	<p>Regular Updates</p> <p>7.1 Health and Safety Update report</p> <p>Trustees NOTED the previously circulated report with the following items highlighted:</p> <p>Covid has had a significant impact on pupil numbers in schools with a significant number of Key Stage 1 children being affected by the variant currently circulating.</p> <p>Trustees ASKED whether the Trust are having any issues with the numbers of staff being told to isolate through the track and trace system and were INFORMED that the system has been frustrating for the Trust as it has not always been consistent. Advice is sought from Public Health England on a regular basis.</p> <p>7.2 Safeguarding Update</p> <p>Trustees DISCUSSED and NOTED the previously circulated report.</p> <p>Two areas requiring further work were IDENTIFIED to Trustees – the development of the TPAT website for safeguarding and the need to undertake a lessons learnt study – these areas will be prioritised next year.</p> <p>Trustees were taken through the parental questionnaire outcomes and the need to focus on types of bullying and how these were responded to in order to ensure good support is in place.</p> <p>The previously circulated report highlighted the changes to Keeping Children Safe in Education, this shows a significant number of changes in the document. Support and advice is being provided to schools ensuring these changes are implemented as soon as possible.</p> <p>Trustees DISCUSSED the information recently covered by the review of sexual abuse in schools and colleges and ASKED how this is being addressed within the Trust. Trustees were INFORMED that primary schools are picking this up as part of their relationship, sex education and</p>	

	<p>the secondary schools are working on a sexual harassment policy, asking schools to do a self-evaluation exercise and ensuring the curriculum covers the required areas.</p> <p>Trustees DISCUSSED the issue of situations that happen outside of schools and how schools can deal with these situations. The DfE guidance is largely written from a prospective of boys assaulting girls, schools are going to need to ensure that boys do not get painted as demons as there are already lots of issues with a number of boys having self-esteem issues.</p> <p>Thanks were expressed to Mr J Harvey for her report.</p>	
8.	<p>Chair's Business</p> <p><u>Resource pooling working party</u></p> <p><i>See confidential minutes.</i></p> <p><u>MOU between TPAT and Truro and Penwith College</u></p> <p>Trustees DISCUSSED the previously circulated amended MOU and NOTED the additional information</p> <p>Trustees APPROVED the amended MOU and DISCUSSED the requirement to update the Articles of Association.</p>	
9.	<p>Chief Executive's Report to include risk management</p> <p>Trustees NOTED the previously circulated report with the following highlighted:</p> <p>The Academies Financial handbook is being renamed the Academy Trust Handbook, over recent years the reporting expectations have increased significantly with the same information being requested in slightly different ways. The Trust have fed this back to the CST who have responded to the DfE regarding the situation.</p> <p>Exciting developments have become available through the One Cornwall Teaching School Hub with Trust schools eligible for NPQ programme funding and some Heads facilitating the NPQ and Early Careers framework training.</p> <p>The school improvement team for 21/22 was outlined to Trustees with some small adaptations to personnel – 3 new headteacher colleagues will be joining the school improvement team.</p> <p>The RSC and Headteacher board has given the approval for the new ARB at Hayle.</p> <p>A peer review exercise is currently underway and shows the strong collaborative ethos of the Trust, Trustees EXPRESSED their thanks and congratulations for this work.</p> <p>Trustees were INFORMED that in terms of risk management there are currently two schools in the Trust where leadership is causing a concern, this is being managed.</p> <p>The Trust will welcome two new headteachers in September – David Hick to Chacewater and Daniel Simons to Bodriggy.</p>	

<p>10.</p>	<p>10.1 – Review of Trust Development Plan 2020-21</p> <p>Trustees NOTED the previously circulated development plan and were INFORMED that a new development plan for 21/22 will be presented at the next meeting.</p> <p>Attendance across the schools will be reported at the next meeting – this has been very closely monitored throughout the pandemic.</p> <p>Trustees were INFORMED that a TCAF bid has been submitted to support the digital transformation project, the outcome of this bid will hopefully be known by the end of term.</p> <p>10.2 – Schools Update</p> <p><u>Primary</u></p> <p>Trustees NOTED the previously circulated report and were INFORMED of the following:</p> <p>Bodriggy – the headteacher designate has been able to experience a number of handover days in order to ensure a smooth transition</p> <p>Liskeard Hillfort – the Ofsted monitoring visit was surprising but the positive outcome has been well received and will mean that a full section 5 inspection will be brought forward.</p> <p>Lanivet and Cardinham – Trustees were updated and assured that leadership across both schools is being managed well.</p> <p>Trustees were INFORMED that Roche are due inspection, a positive outcome is anticipated.</p> <p>Trustees were INFORMED that going forward data will continue to be monitored, the youngest pupils within our schools are the furthest behind but due to small cohorts; the data is less reliable. Trustees ASKED if this is the national picture and were INFORMED that whilst limited data is available, the early years, year 1 and 2 pupils have been dramatically affected by the disruption of the pandemic. Trustees QUESTIONED whether there are any plans to amend the year 1 curriculum and were INFORMED that the Trust doesn't have a set curriculum but that information has been shared with early years leads across the Trust.</p> <p><u>Secondary</u></p> <p>Trustees were INFORMED that all teacher assessed grades for GCSE and BTEC students have been submitted, the processes for this have absorbed a significant amount of staff time.</p> <p>The processes and procedures have been thoroughly followed to allow good management of any appeals received and staff have attended a number of legal seminars in order to ensure they are well informed.</p> <p>Trustees were INFORMED that a number of collaborative projects with subject leads across the secondary schools have taken place to ensure support and consistency.</p> <p>The heads across the three secondary schools have been working closely together to support and learn from one another.</p>	
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11	<p>Financial Reports</p> <p>11.1 Management Accounts, Balance Sheet, Cashflow and Performance Indicators as at 31st May 2021</p> <p>Trustees were INFORMED that there is minimal change from the last reports received.</p> <p>Trustees NOTED the special permission to carry forward sports premium funding into the next financial year.</p> <p>Trustees NOTED the position for the period ending 31st May 2021.</p> <p>11.2 School Budgets 2021/22, 2022/23 & 2023/24</p> <p>Trustees RECEIVED the previously circulated reports and were INFORMED that currently it is assumed there will be no pay award, there will be an impact if one is awarded – Trustees QUESTIONED whether further schools would be pushed into a deficit budget position if an award were to be given and were INFORMED that this could be an issue but it will be closely monitored.</p> <p>Trustees were INFORMED that a significant increase in the NOR at Sennen School has taken place, this is really positive for the school but due to the increase an ESFA funding audit has been triggered which has produced a lot of work for the school.</p> <p>Following DISCUSSION Trustees:</p> <ul style="list-style-type: none"> • APPROVED the TPAT budget for 2021/22, including those schools proposing in year deficit budgets • APPROVED the MAT Central and MAT ICT budgets for 2021/22 • NOTED the 2022/23 and 2023/24 forecast budgets • APPROVED that the Trust is a going concern given the current budget projections • APPROVED the 3 month budget for Trewirgie Infant School <p>11.3 Capital Monitoring Report to May 31st 2021</p> <p>Trustees DISCUSSED the Trust financial position for Capital and APPROVED moving the two roofing schemes at Berycoombe and Pensans to the 2021/22 SCA scheme funding</p>	

	<p>Trustees NOTED the urgent approval of the SCA funding bid against the 2021/22 SCA funds for St Ives School boilers replacement and associate works – at a cost of £146,700.</p> <p>Trustees NOTED the summary financial position for Capital for the Trust – for the period ending 31st May 2021.</p>	
12.	<p>Audit Committee Update</p> <p>Trustees NOTED the previously circulated minutes and NOTED that the audit committee is no longer simply looking at money, but is covering audit of other areas ie HR, governance.</p> <p>A further Trustee is needed to sit on the Audit Committee, a request for this will be circulated to all Trustees.</p> <p>Trustees DISCUSSED the need for a further Search and Governance Committee meeting to be arranged towards the end of September.</p>	<p>Gov Officer</p> <p>Gov Officer</p>
13.	<p>13.1 – Policy Review Group</p> <p>Trustees DISCUSSED the previously circulated report and agreed to a policy review group being set up.</p> <p>Anita Firth volunteered to sit on this group – further members are needed; a request will be circulated to all Trustees.</p> <p>13.2 – Health and Safety policy update</p> <p>Trustees APPROVED the updated Health and Safety Policy.</p>	<p>Gov Officer</p>
14.	<p>14.1 Schedule of Meetings 2021/22</p> <p>Trustees NOTED the schedule of meetings.</p> <p>14.2 Berrycoombe School session time changes</p> <p>Trustees APPROVED the updated times of the school day for Berrycoombe Primary School.</p> <p>14.3 Liskeard Hillfort School session time changes</p> <p>Trustees APPROVED the updated times of the school day for Liskeard Hillfort School.</p>	
15.	<p>Date of Next Meetings</p> <p>Monday 18th October at 9.30am – Academy House</p>	