



TRUST BOARD – MINUTES

Minutes of the Board of Trustees held on Monday 18th October at 9.30am in Academy House.

Trustees: Mrs E Winser (Chair), Mrs A Firth (Vice Chair), Prof A Livingston, Mr S Cryer, Dr J Blunden (Chief Executive), Ms A Bull, Mr J Dunn, Mr T Lister (via Microsoft Teams), Mrs S Flack (via Microsoft Teams for item 9), Mr D Austin (via Microsoft Teams) and Mr A Venter (via Microsoft Teams)

Also Present: Mrs J Brinson (Director of Business and Finance – for item 12 only), Mrs H Andrew (HR Director – until item 8), Mr J Eddy (Estates and Health and Safety Manager), Mrs J Harvey (Trust Safeguarding Lead – via Microsoft Teams), Mrs B Couch (Governance Officer) and Mr C Gould (Director of Education).

Apologies: Mrs J Woodhouse (Secondary Executive Headteacher), Mrs S Flack (except item 9) and Mr J Green.

Item	Decision	Action
1.	<p>Welcome, Introductions and Apologies Apologies were RECEIVED and ACCEPTED from Mrs J Woodhouse, Mr J Green and Mrs S Flack. Trustees introduced themselves and the Chair welcomed all to the meeting, Ms A Bull was welcomed to her first meeting as a Trustee.</p>	
2.	<p>Minutes <u>2.1 Minutes of the meeting held on 14th July 2021</u> The minutes of the meeting held on 14th July 2021 were ACCEPTED as a true and accurate record of proceedings and were signed by the Chair with two minor typing errors. <u>2.2 Confidential minutes of meeting held on 14th July 2021</u> The confidential minutes of the meeting held on 14th July 2021 were ACCEPTED as a true and accurate record of proceedings and were signed by the Chair.</p>	
3.	<p>Matters Arising <u>Digital Transformation</u> Trustees were INFORMED that Martin Higgs is making good progress with digital transformation and will be invited to the next board meeting in order to report to Trustees. <u>Free School</u> Trustees QUESTIONED the progress of the free school and were informed that the DfE are nearing agreement of the land. Trustees DISCUSSED the progress of the Free School and ACKNOWLEDGED the project is being led and managed by the DfE. It is now anticipated that the opening of the school is likely to be September 2025. Trustees ASKED whether predicted pupil numbers have changed and were INFORMED that they have not. Trustees ASKED whether the Trust have access to the initial £30k funding yet and were INFORMED that this money is already accessible, progress on the project is needed before any spend takes place.</p>	Gov Officer

	<p><u>TCAF Bid</u> Trustees were INFORMED that the Trust were successful with the TCAF bid amounting to £300k with a focus on digital transformation and school improvement.</p> <p><u>St Ives School end of year review</u> Trustees QUESTIONED whether this had taken place and were INFORMED that the review had now taken place.</p> <p><u>Audit Committee</u> Trustees were INFORMED that volunteers to sit on the Audit Committee are still needed – a follow up email will be sent to Trustees.</p> <p><u>Resource pooling working party</u> A further meeting of this group is needed and will be set up as soon as possible.</p> <p><u>Cape Cornwall update</u> See confidential minutes</p>	<p>Gov Officer</p> <p>Gov Officer</p>
4.	<p>Declaration of business and pecuniary interests Declaration forms were provided to all Trustees with completed forms requested by 1st November 2021.</p>	Gov Officer
5.	<p>Keeping Children Safe in Education 2021 Hard copies of the document were provided to Trustees and will be provided to those not in attendance or attending virtually – Trustees are REQUIRED to read the document and confirm via email (by 1st November 2021) that the information has been read and understood.</p>	Gov Officer
6.	<p>Regular updates 6.1 Health, Safety and Estates Update Trustees NOTED the previously circulated report with the following highlights:</p> <ul style="list-style-type: none"> • Covid related work has been significant so far this term with secondaries being impacted the most but primaries still dealing with a number of cases. Trustees were INFORMED that where classes have needed to be shut, this has generally been due to staffing numbers – the lack of availability of supply teachers has been a factor in having to shut some classes. • Public Health England have provided advice when required but this has not always been consistent. • Trustees were INFORMED that numbers of cases across Trust schools is much higher now than it has been for any other time during the pandemic. • Some staff members are now dealing with long-Covid which is an additional strain on schools. <p>Trustees QUESTIONED whether individuals choosing not to take up the vaccine has caused any issues and were INFORMED that there have been some staffing issues due to the fact that unvaccinated individuals are required to isolate; if these individuals had been vaccinated, they wouldn't necessarily have to isolate.</p> <p>Trustees were INFORMED that all schools have action plans and outbreak management plans in place.</p> <p>Trustees QUESTIONED how Ofsted are reacting to the continuing issues with the pandemic and were INFORMED that Ofsted are expecting schools to be back open and operating as normally as possible. Trustees EXPRESSED concern around the expectations for school going through inspection when they are already dealing with the disruption that Covid is causing – the Trust will have a better idea of this once one of its</p>	

	<p>schools has been through the inspection process. Trustees EXPRESSED their support to the Trust in dealing with any situation that might arise around this area.</p> <p>In response to the report, a Trustee QUESTIONED whether schools are doing more than they need to in terms of some reverting back to bubbles etc and was INFORMED that different practices are being used across different school in response to the specific situation.</p> <p>Trustees were INFORMED that the 5-year capital plan has some trends in terms of roofing, boilers and fencing as these are issues with a number of schools.</p> <p>A photo of the completed St Dennis Nursery was shared with Trustees to show the success of the long term project now coming together.</p> <p>6.2 Safeguarding Update Trustees RECEIVED the previously circulated reports covering the safeguarding action plan and work schedule, safeguarding development plan and actions for the Trust safeguarding lead. Trustee training on Safeguarding will be offered and dates will be circulated.</p> <p>Trustees were taken through the work schedule and informed what will be happening and work to expect, the development plan shows the actions which will be taken around key areas.</p> <p>Trustees were INFORMED that 3 reviews are booked for this term, the schools chosen have been prioritised due to either complaints being received or the need for Ofsted readiness – the chosen schools are not targeted as there are concerns regarding them, the review is a tool to identify and support areas that the school may need support with.</p> <p>The Trust Safeguarding lead will be working in partnership the Cornwall Council Safeguarding Lead, Natasha Davey-Diop, as she is often the link with Ofsted and safeguarding complaints.</p> <p>Trustees were INFORMED that Governor safeguarding training is part of the Trust offer this year, whilst not compulsory, safeguarding governors across the Trust are being encouraged to attend.</p>	Gov Officer
7.	<p>Teacher and support staff pay</p> <p><u>Support Staff</u> Trustees RECEIVED the previously circulated report and were INFORMED that there is currently no agreement nationally with trade unions with regards to support staff pay award, therefore a final recommendation will need to be brought to the Board towards the end of the calendar year.</p> <p>Trustees AGREED:</p> <ol style="list-style-type: none"> a. To apply the National Joint Council (NJC) recommended pay awards of 2.75% for points 1-5 and 1.75 % for point 6 and above. If these rates are agreed by the Unions and subsequently implemented nationally. This would take effect from 1 September 2021. b. In the event that the pay offer is rejected by the Unions and a new increase is agreed, Trustees will be asked to consider this revised increase in advance of any implementation. c. That the National Living Wage be implemented from 1st April 2022. <p><u>Teachers</u> As per the previously circulated report, Trustees were REMINDED that there will be no pay uplifts for teachers in 2021-22 but as per the School Teachers Pay and Conditions</p>	

	<p>Document (STPCD) there is a pay uplift of £250 for unqualified teachers earning less than £24,000 per annum.</p> <p>Following DISCUSSION Trustees APPROVED the £250 uplift for unqualified teachers earning less than £24,000 in line with the STPCD recommendation and as provided for within school budgets.</p>	
8.	<p>Chair's Business</p> <p><u>Governance Officer</u> Congratulations were EXPRESSED to Bex Couch for her recent designation as National Leader of Governance.</p> <p><u>Safer Recruitment Training</u> The Trust are running safer recruitment training sessions; interested Trustees need to contact Harriet Andrew for details.</p>	
9.	<p>Chief Executive Report to include</p> <ul style="list-style-type: none"> • Risk management • Trust development plan • Data reporting on exclusions, attendance and admissions <p>Trustees NOTED the content of the previously circulated reports with the following highlights:</p> <p>Exams are planned to go ahead this academic year and Ofsted have undertaken a number of inspections in recent weeks across Cornwall, not within TPAT but mainly in the West Cornwall area.</p> <p>Trustees DISCUSSED admission numbers and the need to enhance the number on roll of some school, housing costs and availability in Cornwall has caused significant issues for some schools – ie 22 families in Newlyn have been evicted from their homes and have struggled to find alternative accommodation locally.</p> <p>Trustees were INFORMED that a Trust wide exclusions policy is currently being worked on, primary exclusions remain very low but numbers are on the increase. A clear message has been shared with Heads to ensure communication with the Trust takes place regarding those at risk of exclusion.</p> <p>Trustees were INFORMED that with regards to special educational needs the main areas for development are speech and language communication at primary level and moderate learning difficulties are secondary. Chris Wilson, the Trust SEND lead, is working alongside the secondary schools as well as the primaries with clear strategies in place for this year.</p> <p>Trustees DISCUSSED the Trust Development Plan and NOTED the priorities for 2021 – 22:</p> <ul style="list-style-type: none"> • High quality teaching for all, focusing on pedagogy and practice, supporting all pupils with SEND and to support inclusion • Continuing the implementation phase of Curriculum Development, targeting new capacity for curriculum support • Enhance Early Years and KS1 provision to ensure a coherent strategy to support post-Covid recovery and enhance outcomes • Workforce development and a review of HR related policies to reflect our commitment to wellbeing and manageable workloads 	

	<ul style="list-style-type: none"> Develop and implement a Digital Transformation strategy, improving access to high quality technology to support learning <p>Trustees NOTED that Headteacher positions are currently being advertised at both Cardinham and Lanivet Schools.</p> <p>Trustees DISCUSSED the maths hub and NOTED that Truro and Penwith College are leading on this project and receive the funding; the Trust is delivering the projects.</p> <p>Trustees NOTED the areas reported under risk, in particular the ESFA request for assurance around a parental complaint at St Ives and an ESFA funding audit that was undertaken at Sennen; following a significant number of new pupils joining the school.</p> <p>Trustees DISCUSSED the need for the Trust to continually firefight various situations and QUESTIONED whether there is enough support for Trust Leaders – Trustees NOTED that the team working approach of Headteachers across the Trust is really useful in building capacity.</p> <p>Trustees expressed their THANKS to the Chief Executive for her report.</p>	
10.	<p>10.1 Schools Update</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the Director of Education has now visited every primary school. Strategies are now in place for curriculum, SEND and PE leads to ensure the work is sufficiently focused. The Director of Education has been meeting with governors and will continue to do so for the rest of term.</p> <p>The significant areas in term of Ofsted are reading and curriculum; all schools must have a defined strategy in place and schools are being supported with this.</p> <p>The Trust have run an Ofsted training day and the Director of Education will have finished his Ofsted training by the end of the calendar year. Paul Hodson has been undertaking work with schools to provide an external view and feedback on work being undertaken.</p> <p>Targeted schools continue to be supported and a focus on ensuring schools understand what a good school looks like has been a specific area of work – this is especially important given that data is less of a drive for inspections.</p> <p>The Trust will be putting together a curriculum review group and volunteers were sought for this group – Anita and Adele volunteered, those not in attendance at the meeting will also be asked. The review group will meet termly and will look at how the Trust is developing a cohesive approach to reading in the first instance.</p> <p><u>Secondary</u></p> <p>Trustees EXPRESSED their thanks to the Secondary Executive Headteacher and ASKED whether there were any issues with the teacher assessed grading last academic year. Trustees were INFORMED that the processes were thorough and very carefully managed, meaning that issues were easily dealt with.</p>	Gov Officer
11.	<p>Trust Governance Strategy</p> <p>Trustees were taken through the Trust Governance strategy and were INFORMED that this is being communicated with LGBs in meetings this term.</p>	

<p>12.</p>	<p>Financial Reports <u>Management Accounts, Balance Sheet, Cashflow and Performance Indicators as at 31st July 2021</u></p> <p>Trustees NOTED the previously circulated reports setting out the position for the period ending 31st July 2021 including balance sheet, cash flow and school performance indicators.</p> <p>Trustees were INFORMED that the drop in number on roll of some of the Trust schools will need monitoring going forward as a drop in number of pupils inevitably means a drop in funding coming into the Trust.</p> <p><u>Capital monitoring report to 31st July 2021</u></p> <p>Trustees NOTED the previously circulated report and RATIFIED the approval given by email by Trustees for the St Ives Science Labs (SCA 2020) and Kehelland School Hall Improvements (SCA 2021) schemes as part of Confidential Contract Approval of 6th September 2021.</p> <p>Trustees NOTED the reduced allocation required for Electrical Supply Upgrade to Nancledra.</p> <p>Trustees APPROVED the urgent approval of SCA funding bid against the balance of 2020 SCA funds for:</p> <ul style="list-style-type: none"> • Berrycoombe School – Safeguarding Fencing £22,750 • Lanivet School – Safeguarding Fencing £7,000 <p>Trustees NOTED the summary financial position for Capital for the Trust for the period ending to 31st July 2021.</p> <p>Trustees THANKED and congratulated the team for the work contained within these reports.</p>	
<p>13.</p>	<p>Academy Trust Handbook (ATH) 2021 Trustees were provided with a hard copy of the newly published ATH 2021 and INFORMED that they need to read the MUSTS – key changes in the document were highlighted to Trustees.</p> <p>The ATH now mentioned that Trusts should consider having a separate finance committee – Trustees DISCUSSED the merits of this and DECIDED that the Board would continue to discuss finances as a whole but will monitor this going forward.</p> <p>Monthly accounts are currently shared with the Chair, going forward these will be shared with all Trustees.</p> <p><u>Annual review of financial procedures</u> Trustees NOTED the contents of the previously circulated report and APPROVED the updated Financial Procedures Manual 2021.</p>	<p>Director Business and Finance</p>
<p>14</p>	<p>Policy Review Group Recommendations</p> <p>Trustees were INFORMED that the policy review group met on 12th October, following thorough discussion and review the following policies are RECOMMENDED to the full board for adoption:</p> <ul style="list-style-type: none"> • Child protection policy • Peer on peer abuse policy • Grievance policy 	

	<ul style="list-style-type: none"> • Staff code of conduct • Teachers appraisal policy • Performance management • Anti bribery • Fraud and corruption • Freedom of information • Gifts and hospitality • Complaints • Parent and visitor code of conduct • First aid • Management of contractors <p>Trustees THANKED the Trustees who form the policy review group and APPROVED the above named policies.</p>	
15.	<p>Trustee Skills Audit and Self-Reflection form Trustees DISCUSSED the requirement to complete individual skills audits and were ASKED to also complete a self-reflection form – these forms need completing and returning to the Governance Officer.</p>	All
16.	<p>Any other business</p> <p><u>Search and Governance Committee</u> A date for this committee will be arranged, the outcome of the skills audit will be used to frame the conversation.</p>	Gov Officer
17.	<p>Date of Next Meetings</p> <p>Audit committee – Thursday 25th November, 4.00pm - 6.00pm</p> <p>Full trust board – Wednesday 8th December, 10.00am – 1.00pm – Trustees are asked to note the change of time for this meeting.</p> <p>Remuneration committee – Wednesday 8th December, 1.00pm – Trustees are asked to note the change of time for this meeting. Lunch will be provided to the remuneration committee members.</p>	