



## TRUST BOARD – MINUTES

**Minutes** of the Board of Trustees held on Wednesday 8<sup>th</sup> December 2021 at 10am on Microsoft Teams.

Trustees: Mrs E Winsor (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, 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 B Couch (Governance Officer), Mr C Gould (Director of Education) and Mrs J Woodhouse (Secondary Executive Headteacher).

Apologies: Mr J Green

Item	Decision	Action
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>The Chair welcomed all to the meeting, apologies were <b>RECEIVED</b> and <b>ACCEPTED</b> from Mr J Green.</p>	
2.	<p><b>Digital Transformation Update</b></p> <p>Martin Higgs, the Trust lead on digital transformation presented Trustees with an outline of the work being undertaken, in order to give a strategic overview of the project and progress made this term, to highlight key achievements and challenges so far and address any specific questions.</p> <p>Trustees <b>DISCUSSED</b> the need for change to be driven by teaching and learning rather than the technology being the driver. It was also highlighted that the transformation project must be future proofed to ensure it is fit for purpose going forward.</p> <p>Trustees were <b>INFORMED</b> that the strategic group containing a number of stakeholders from across schools and the Trust executive team, have met twice and are acting as a sounding platform as well as a challenge group.</p> <p>The Trust digital transformation KPI roadmap was shared with Trustees and information was provided with regards to the RAG rating of each area, Trustees were also <b>INFORMED</b> that action plans sit behind each statement in order to monitor progress.</p> <p>Trustees <b>DISCUSSED</b> the merits of a single device strategy in terms of simplifying the support provided and streamlining the training and support needs.</p> <p>Trustees were <b>INFORMED</b> that there are challenges around finances and the IT support service capacity. Training is taking place for both the digital leaders across the Trust and the IT support service.</p>	



	<p><u>Working Parties</u> The Trust Board are now involved in a number of working parties, a full list of these and the members will be circulated to all Trustees.</p>	Gov Officer
5.	<p><b>Declaration of business and pecuniary interests</b></p> <p>The previously circulated register of interests was <b>DISCUSSED</b>, Ellen Winser <b>DECLARED</b> she is no longer involved with the Cornwall Air Ambulance Trust and all other Trustees <b>DECLARED</b> no further interests – this will be updated on the Trust website.</p>	Gov Officer
6.	<p><b>Regular updates</b></p> <p><u>6.1 Health, Safety and Estates Update</u> Trustees <b>NOTED</b> the previously circulated report and were given the following highlights:</p> <p>Covid has continued to cause lots of disruption with significant numbers of cases in our schools. 4 schools have had to close for short periods of time, this has helped to stop the spread and has only been for 2 or 3 days at a time. All schools have good measures in place to protect staff and pupils but are unable to control activities happening outside of school, ie birthday parties. Where schools are needing to shut for a short period, this is down to safeguarding coming from low staffing numbers.</p> <p>The Health and Safety Team will be working in the new year with schools to start to bring the following aspects of compliance testing and monitoring in to the Trust.</p> <ul style="list-style-type: none"> <li>• Fire risk assessment</li> <li>• Fire extinguisher servicing and replacement programme</li> <li>• Fire door and compartmentation surveys</li> <li>• Legionella risk assessment and monitoring</li> <li>• P.A.T Testing</li> <li>• Electrical 5-year servicing and testing</li> <li>• Fire and intruder alarm monitoring, servicing and replacement programme</li> </ul> <p>Trustees were <b>INFORMED</b> that the new health and safety apprentice, Marjan Richards, started with the team on 6<sup>th</sup> December.</p> <p>Trustees <b>NOTED</b> that the Trust have undertaken work on behalf of the council and <b>QUESTIONED</b> whether there are any charging mechanisms for this work – Trustees were <b>INFORMED</b> that as this work appears to be increasing; charging will take place going forward.</p> <p><u>6.2 Safeguarding Update</u> Due to technical issues, the Trust Safeguarding Lead was unable to join the meeting – a report will be circulated to all Trustees.</p>	Gov Officer
7.	<p><b>Chair's Business</b></p> <p>Nothing to report.</p>	
8.	<p><b>Chief Executive Report to include risk management</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated and <b>DISCUSSED</b> the following highlights:</p> <p><b>OfSTED</b> are currently active in Cornwall and have inspected a number of schools in other Trusts. If any of our schools are contacted, the levels of Covid and staff absence will be taken into account and it may be an option to defer an inspection.</p> <p>The DfE announcements around uniform and affordability is currently being looked into and a Trust policy being produced.</p>	

	<p>The Chief Executive Officer has been working with other Trusts which has been really useful in a number of areas, specifically around digital transformation.</p> <p>Trustees <b>DISCUSSED</b> further growth of the Trust and <b>NOTED</b> that additional capacity would be needed before any further significant growth could take place. <i>See confidential minutes.</i></p> <p>Trustees were <b>UPDATED</b> on the free school progress and were <b>INFORMED</b> that an opening date in 2025 now looks likely.</p> <p><i>11.31 – Suzanne Flack left the meeting.</i></p> <p>Trustees were <b>INFORMED</b> that a positive RSC MAT review had taken place; this involved the CEO, Chair and Vice Chair of the Trust.</p> <p>Trustees <b>NOTED</b> the requirement to add capacity to the Health, Safety and Estates Team; specifically, around project management – funding for this would come from specific school projects.</p> <p><i>Risk reporting – see confidential minutes.</i></p>	
9.	<p><b>Gender Pay Gap</b></p> <p>Trustees <b>DISCUSSED</b> the previously circulated report and <b>NOTED</b> the requirement for employers with over 250 employees to publish gender pay gap information.</p> <p>Trustees <b>NOTED</b> the slight increase in gender pay gap and <b>DISCUSSED</b> the issue of large numbers of female staff members in lower paid roles and <b>NOTED</b> this figure is increasing. Trustees <b>NOTED</b> this is line with other Trusts and reflects both the local and national picture.</p> <p>Trustees <b>DISCUSSED</b> the workforce strategy currently being worked on and the need to ensure all staff are encouraged to think about leadership opportunities.</p> <p>Trustees <b>APPROVED</b> the report and <b>AGREED</b> for it to be published in accordance with the 2017 Gender Pay Gap regulations.</p>	
10.	<p><b>10.1 Audit and Risk Committee report</b></p> <p>Trustees <b>NOTED</b> the previously circulated minutes.</p> <p><b>10.2 Trustees Annual report and financial statements</b></p> <p>Trustees <b>NOTED</b> the previously circulated reports and following discussion; agreed to <b>APPROVE</b> the Trustees report and financial statement for the year ending 31.08.2021 with some minimal typing corrections.</p> <p>Trustees <b>DISCUSSED</b> the audit completion report (KIDD) and were pleased to <b>NOTE</b> the positive report. Trustees <b>APPROVED</b> the audit completion report (KIDD).</p> <p>Trustees expressed their <b>THANKS</b> and <b>CONGRATULATIONS</b> to the team for all the hard work this year.</p>	

11.	<p><b>Financial Reports</b></p> <p><u>11.1 Management accounts, balance sheet, Cashflow and KPI:s 2020/21 outturn</u> Trustees <b>NOTED</b> the previously circulated reports and the overall outturn position for the Trust for the period ending 31<sup>st</sup> August 2021, the balance sheet appendix, Cashflow appendix and school performance indicators.</p> <p><u>11.2 Management Accounts, Balance Sheet, Cashflow and KPI's 31<sup>st</sup> Oct 21</u> Trustees <b>NOTED</b> the previously circulated reports and the overall outturn position for the Trust for the period ending 31<sup>st</sup> October 2021, the balance sheet appendix, Cashflow appendix and school performance indicators.</p> <p><u>11.3 Purchases over £25k in 2020/21</u> Trustees <b>NOTED</b> the previously circulated report listing purchases over £25k and <b>NOTED</b> the best practice requirement for this information to be provided to them.</p> <p><u>11.4 Confidential Contract Approval</u> <i>See confidential minutes.</i></p> <p><u>11.5 Capital monitoring 2020/21</u> Trustees <b>DISCUSSED</b> the previously circulated report and <b>NOTED</b> the summary financial position for capital for the Trust for the year ending 31<sup>st</sup> August 2021.</p> <p><u>11.6 Capital monitoring to 31<sup>st</sup> October</u> Trustees <b>NOTED</b> the summary financial position for capital for the Trust; period ending 31<sup>st</sup> October 2021.</p>	
12.	<p><b>Working party updates</b></p> <p><u>12.1 – Resource Pooling</u> Trustees were <b>INFORMED</b> that the resource pooling working party had recently met to continue the discussion regarding resource pooling. The group have discussed and researched various pooling options and feel that the most appropriate first step would be to look to pool capital/premises funding; this wouldn't cover PFI Schools. Going forward looking at pooling IT funds would be the next logical step. Trustees <b>APPROVED</b> the plan to begin pooling the capital/premises funds.</p> <p><u>12.2 Search and Governance</u> Trustees were <b>INFORMED</b> that a meeting of the Search and Governance group has been held, the group are mindful that 3 Trustees terms of office are due to finish in the next few months. Trustees <b>NOTED</b> the group had identified areas of need in terms of experience, skills and background – contacts will be used and the full board will be informed when potential Trustees have been identified.</p> <p><i>13.08 Jeremy Dunn left the meeting</i></p>	
13	<p><b>Secondary Admissions</b></p> <p><i>See confidential minutes</i></p>	
14.	<p><b>Local Governing Body update</b></p> <p><u>Lanivet and Cardinham</u> Trustees <b>DISCUSSED</b> the previously circulated report and <b>AGREED</b> to the Lanivet and Cardinham Local Governing Body splitting in order to allow an individual Local Governing Body for each school.</p> <p><u>Gulval Chair</u> As per the Scheme of Delegated Authority, Trustees <b>APPROVED</b> the appointment of Liz Brewer to the position of Chair of the Local Governing Body at Gulval.</p>	

15.	<p><b>Any other business</b></p> <p><u>Parent code of conduct</u> Trustees <b>AGREED</b> to add the word Vape/Vaping to the parent code of conduct.</p> <p><u>Thank you for Terry Lister</u> Trustees <b>NOTED</b> this is Terry Lister's last meeting as a Trustee, <b>THANKS</b> were expressed to Terry for all his hard work and contribution as a Trustee over a number of years.</p>	
17.	<p><b>Date of Next Meetings</b></p> <p>Tuesday 25<sup>th</sup> January 2022 at 9.30am</p>	