



TRUST BOARD – MINUTES

Minutes of the Board of Trustees held on Friday 20th May 2022 at 9.30am at Academy House.

Trustees: Mrs E Winsor (Chair), Mrs A Firth (Vice Chair), Prof A Livingston, Mr S Cryer, Dr J Blunden (Chief Executive), Mr J Dunn, Mrs S Flack, Mr J Green, Mr D Austin, Mrs A Bull and Mr A Milliner.

Also Present: Mrs H Andrew (HR Director), Mrs B Couch (Trust Governance Lead), Mrs J Brinson (Director of Business and Finance), Mrs J Harvey (Trust Safeguarding Lead – for item 11.1 only), Mr R Malyon (DfE Free Schools Team – for item 3 only).

Apologies: Mr A Venter (Trustee) and Mrs J Woodhouse (Secondary Executive Headteacher).

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 Venter and Mrs J Woodhouse.</p>	
2.	<p>Declaration of Business and pecuniary interests and approval of register</p> <p>The previously circulated register of interests was DISCUSSED, Trustees DECLARED no additional interests.</p> <p>Mr A Milliner, recently appointed Trustee, completed his form at the meeting and these details will be added to the register.</p>	Gov Officer
3.	<p>Free School Update</p> <p>Trustees were provided with an UPDATE on the new free school by Richard Malyon from the DfE free schools team with the following points:</p> <p>The site has now been secured and contracts have been exchanged, completion will take place once planning permission has been obtained. Consultation with Cornwall Council's planning department is underway.</p> <p>The feasibility study is now underway in order to ensure an appropriate design and cost deliverable scheme – the feasibility study will be completed in July. It is anticipated that work on site will start next summer or autumn.</p> <p>Trustees were INFORMED that the scheme is moving forward with no major sticking points highlighted as this stage.</p>	

	<p>Trustees QUESTIONED the anticipated opening date and were INFORMED that the scheme is on course to open in September 2025 – it is anticipated that the building will be completed by the time the first children start, temporary accommodation will be a last resort. Year 7 will join and the school will gradually grow with additional year groups.</p> <p>Trustees REQUESTED to see a copy of the feasibility once completed and ASKED what the major threats are to deadlines being met – they were INFORMED that the feasibility study is in the early stages and it is not clear yet what the risks are but that these are likely to be things like planning permission, mining in the area etc.</p> <p>Trustees ASKED how inflation is in the market place and whether these is a risk to the scheme and were INFORMED that the scheme will continue and costs will need to be covered – the risk around this sits with the DfE.</p> <p>Trustees were INFORMED that there has been and will continue to be input from our secondary school team with the early design phase.</p> <p>Thanks were expressed to Richard Malyon for his time.</p> <p><i>Richard Malyon left the meeting</i></p> <p>Trustees continued to discuss the project and QUESTIONED whether good consideration will be given to areas such as running costs and were INFORMED that it is intended for the new build to be carbon neutral.</p> <p>Trustees QUESTIONED the funding of staffing due to the fact the school will need to deliver a broad curriculum but initially will have limited children on roll and were INFORMED that there will be a sliding pot of funding initially in order to allow the school to operate successfully. Trustees were INFORMED that detailed financial modelling was initially undertaken and will need to be regularly reviewed.</p> <p>Trustees ASKED what the target population for the school would be and were INFORMED that the target is 1350 pupils, plus the ARB.</p>	
4.	<p>Minutes</p> <p><u>4.1 Minutes of the meeting held on 23rd March 2022</u></p> <p>The minutes of the meeting held on 23rd March 2022 were ACCEPTED as a true and accurate record of proceedings and were signed by the Chair.</p> <p><u>4.2 Confidential minutes of meeting held on 23rd March 2022</u></p> <p>The confidential minutes of the meeting held on 23rd March 2022 were ACCEPTED as a true and accurate record of proceedings and were signed by the Chair.</p>	
5.	<p>Matters Arising</p> <p><u>Safeguarding training</u> This will be covered under 11.1.</p> <p><u>Union update</u> Trustees were INFORMED that a further meeting will take place after May half term.</p> <p><u>Free School Working Party</u> Mrs E Winsor and Mr J Dunn are currently part of this working party, Mrs A Firth to join in the new academic year.</p>	

	<p>Confidential Matters Arising</p> <p>See confidential minutes.</p>	
6.	<p>Digital Transformation – staffing model for IT services</p> <p>Trustees RECEIVED the previously circulated report and DISCUSSED the issues raised previously around the quality of service provision and the staffing levels currently used to run the service.</p> <p>Trustees RAISED the fact that they feel the service should be a provision of TPAT and should not be a service that schools choose to buy into or otherwise, the service needs to be high quality and an automatic provision of schools within the Trust.</p> <p>Trustees APPROVED the move to the new support model and charging structure and the 22/23 cost of service for both primary and secondary schools. Trustees DISCUSSED and APPROVED the future IT provision outlined in the report and the funding mechanism for charging schools.</p> <p>Trustees DISCUSSED the importance of high quality service provision and APPROVED the use of central reserves to subsidise the service for 2022/23 to a maximum of £21k.</p>	
7.	<p>Chairs Business</p> <p><i>See confidential minutes.</i></p>	
8.	<p>Chief Executive’s report to include risk management</p> <p>Trustees RECEIVED the previously circulated report with the follow points to NOTE:</p> <p><u>New schools and growth</u> <i>See confidential minutes.</i></p> <p><u>Secondary Leadership Structure</u> <i>See confidential minutes.</i></p> <p><u>Cape Cornwall School</u> <i>See confidential minutes.</i></p> <p><u>Risk register</u> Trustees NOTED the previously circulated risk register.</p> <p><i>11.50 Mrs S Flack left the meeting.</i></p>	
9.	<p>Financial Reports</p> <p><u>9.1 Management Accounts as at 3st March 2022</u></p> <p>Trustees RECEIVED the previously circulated reports and NOTED that 18 schools are showing a worsening financial position, the declining NOR is contributing to worsening financial situations.</p> <p>Trustees DISCUSSED specific schools and NOTED the position for the period ending 31st March 2022, the balance sheet, cash flow and school performance indicators.</p> <p>Trustees APPROVED the use of £8k from Bodriggy’s reserves for a canopy providing a covered outside play area.</p>	

	<p><u>9.2 Capital monitoring report as at 31st March 2022</u></p> <p>Trustees RECEIVED the previously circulated report and discussed the various schemes underway. Trustees APPROVED the details of the expenditure of all schemes that have been achieved using the 2020/2021 SCA allocation as the basis of the DfE capital portal return.</p> <p>Trustees NOTED the summary financial position for capital for the Trust for the period ending 30th March 2022.</p> <p><u>9.3 Debt write off</u></p> <p>Trustees NOTED the previously circulated report outlining unpaid debts at Blackwater School and also NOTED the school have gone to lengths to get this debt settled. Trustees APPROVED the write off of two debts totalling £1819.38 in line with TPAT financial procedures.</p> <p><i>Mr S Cryer and Mrs A Bull left the meeting.</i></p>	
10.	<p>Professional Growth/Performance Management</p> <p>The Director of HR outlined the ‘Growing Great People’ policy for professional growth across the Trust, Trustees NOTED a working party of Headteachers had contributed to the policy.</p> <p>Currently the Trust has separate Performance Management processes for Headteachers, Teachers, Support Staff and the Central Team. These processes are based on a traditional appraisal model and in the cases of Headteachers and Teachers, there is a direct link between appraisal and pay.</p> <p>Following consultation with Headteachers and separately with Trade Unions, it was agreed that a new approach to the performance management of staff should be considered. The preferred approach was to adopt a policy that focuses on the professional growth of staff and is centred on a coaching model.</p> <p>The term ‘Professional Growth’ focuses on gaining new experiences and skills to positively impact on an individual’s career. This more positive approach to performance management is being increasingly used in Education, and is being used effectively by some other leading Trusts elsewhere in the UK.</p> <p>Trustees QUESTIONED the mechanisms to deal with those not performing and were INFORMED that the appropriate policies would be used to deal with this.</p> <p>Trustees APPROVED the ‘Growing Great People’ policy.</p>	
11.	<p>Regular updates</p> <p><u>11.1 Safeguarding Update</u></p> <p>The Trust Safeguarding Lead attended the meeting and tabled her report to Trustees. An UPDATE was given to Trustees on the work undertaken to complete the section 175/157 in schools with quality assurances of the process taking place by the SHIP process.</p> <p>Additional Trustee safeguarding training dates were shared – these will be circulated to all Trustees with the expectation that everyone, who has not already this year, attends.</p>	Gov Lead

	<p>Trustees were INFORMED that the Trust have made the decision to ensure all staff are DBS'd every 5 years. A Trustee QUESTIONED whether this applied to the governance and were INFORMED that it does.</p> <p>Trustees were NOTIFIED that due to capacity issues, Vanessa Greenaway from Liskeard Hillfort will be picking up some Trust wide safeguarding work.</p> <p>Trustees THANKED the Safeguarding Lead for her report and she left the meeting.</p> <p><u>11.2 Health, Safety and Estates</u></p> <p>Trustees NOTED the previously circulated health and safety update and QUESTIONED information around the number of acts of violence being reported. Trustees were INFORMED that these were generally acts of violence on adults by children and issues with behaviour since the disruption of Covid has seen a rise in these numbers. The new Trust Behaviour Lead role is being appointed to this week and will look to address a number of issues of behaviour across the Trust.</p> <p>Trustees QUESTIONED whether schools are picking up many situations where children are not being fed and were INFORMED that this is an area that schools are focussing on with different arrangements in place – ie free breakfast clubs in some schools and good working relationships between schools and the local foodbank. Trustees would like further information on how much of an issue this is for the schools and what the picture looks like across TPAT.</p>	Dir of Ed
12.	<p><u>12.1 Primary Performance, Ofsted & SI</u></p> <p>Trustees RECEIVED the previously circulated reports with the following areas highlighted:</p> <p>Those schools receiving focused school improvement support are being closely monitored and supported where necessary.</p> <p>Plans for next year are underway with additional capacity being brought in to the school improvement work, a large proportion of Trust schools are likely to have their OfSTED inspections next year.</p> <p>Year 6 SATs have taken place for the first time in 2 years, the results of which will be interesting, particularly also looking at the national picture. Trustees ASKED if these results would be compared with the 2019 results and were INFORMED that this has not yet been made clear by the DfE.</p> <p>All primary schools will be finalising their School Development Plans before the end of term in order to ensure effective planning and strategy can be in place.</p> <p>The work of the PELs has been really helpful this year as they have been able to focus on what's happening in each of the schools.</p> <p><u>12.2 Confidential Hub Review & Categorisation</u></p> <p>Trustees RECEIVED the previously circulated report, QUESTIONED the rationale for the RAG rating and were INFORMED that information from all parties across the Trust are taken into account to ensure there is a clear picture of the strengths and areas for development of each school.</p> <p><u>12.3 Primary forecast data – summer outcomes</u></p> <p>Trustees NOTED the previously circulated report and NOTED the schools where data is causing concern.</p>	

	<p><u>12.4 Secondary forecast data – summer outcomes</u></p> <p>Trustees RECEIVED the previously circulated report and NOTED the change in leadership at St Ives School.</p> <p><u>12.5 Secondary Ofsted Report – Hayle Academy</u></p> <p>Congratulations were EXPRESSED to Hale Academy for the recent Ofsted Inspection – Trustees were DELIGHTED to read the positive report.</p>	
13.	<p>Risk and Audit Committee report</p> <p>The Chair of the Risk and Audit Committee gave a brief outline of the last meeting – the minutes will be circulated to all Trustees.</p>	Gov Lead
14.	<p>Reports from working parties</p> <p><u>14.1 Policy Review Group</u></p> <p>Following a meeting of the policy review group, Trustees APPROVED the RECOMMENDATION of the working party to approve the Probation and Professional Growth Policies.</p> <p><u>14.2 Curriculum Review</u></p> <p>A further meeting of the curriculum review working party will be held in the next couple of months – dates will be sent out to those Trustees sitting on the group.</p>	Dir of Ed
15.	<p>Any other business</p> <p>Trustees REQUESTED that the CEO contact the West Briton in order to have a schools celebratory article published.</p>	CEO
16.	<p>Dates of next meetings</p> <p>Thursday 7th July 2022 – Risk and Audit Committee Thursday 21st July 2022 – Full Trust Board -</p>	