

Trust Board - Minutes

Minutes of the Board of Trustees held on Wednesday 23rd March 2023, 10.30am at Academy House.

Trustees: Mrs A Firth (Chair), Mr J Dunn (Vice Chair), Dr J Blunden (Chief Executive), Mrs S Flack (Remotely), Mr J Green, Mr D Austin, Mr A Milliner

Also Present: Mrs J Brinson (Director of Business and Finance), Mrs B Couch (Head of Corporate Governance), Mrs E Burley (Minute Taking), Mrs H Andrew (HR Director – item 5), Mr C Wilson (SEND Lead – item 2), Ms A George (Observing)

Not in attendance: Mrs A Bull

Item	Decision	Action
1.	Governance Business	
1.1	Apologies No apologies were RECEIVED for the meeting, Mrs A Bull was not in attendance.	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register of interests and DECLARED no additional interests.	
1.3	Public and confidential minutes of meeting held on 25th January 2023 The minutes and the confidential minutes of the meetings held on 25 th January 2023 were ACCEPTED as a true and accurate record of proceedings.	
1.4	Matters arising (not otherwise covered in the agenda) <i>For confidential matters arising, see confidential minutes.</i>	
1.5	Chair's Business Trustees were INFORMED that Mr A Venter had resigned as a Trustee due to increased work pressure. Trustees were INFORMED that the Trust will be having an external review of governance funded by the DFE. This is good practice as a growing Trust. Trustees may be approached to complete a questionnaire. Trustees were INFORMED that the CEO and Trust Behaviour Lead presented to the regional Chairs group. The Trust's strategic approach to the management of behaviour was shared, with a specific focus on post pandemic. They have been asked to present to a larger forum nationally.	
1.6	Policy Review Group report (verbal)	

	Trustees APPROVED the recommendation from the Policy Review Group to adopt the following amended policies; <ul style="list-style-type: none"> • GDPR • Capability • Pay • Governance code of conduct 	
2.	Officer reports	
2.1	<p>Safeguarding (written report only – no attendance from Lead)</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees were INFORMED that the Trust safeguarding lead role was increasing to 3 days a week and the current lead would be leaving their Headteacher post to fulfil this.</p> <p>Trustees NOTED the recommendation to secure a Trustee training date for September 2023 to ensure all Trustees meet the KCSIE 2023 expectations.</p>	Head of CG
2.2	<p>SEND</p> <p>Trustees RECEIVED and NOTED the previously circulated report with the following highlighted:</p> <p>Trustees NOTED that the data for pupil premium and attendance for SEND pupils across the Trust is in line with the national average.</p> <p>Trustees AGREED that it would be useful to have data reports presented in the 4 areas of SEN.</p> <p>Trustees NOTED the current difficulties with Educational Psychologists and DISCUSSED the proposal for the Trust to employ two part time Education Psychologists. A Trustee QUESTIONED if it could have a negative impact on the EHCP application in a Trust school if the referral was made by a TPAT employed Educational Psychologist. Trustees were INFORMED that the Trust would look at options for quality assurance to ensure that this would not be the case.</p> <p>Trustees NOTED that the SEND lead would be increasing capacity in role to 0.4 FTE from September 2023.</p>	
2.3	<p>Corporate Governance Report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees DISCUSSED the amendment to the SoDA to allow for Interim Board arrangements to be put in place. Trustees AGREED and APPROVED the amendments.</p> <p>Trustees DISCUSSED the recommendation that the LGB at Pensans School be disbanded and an Interim Board put in place. A Trustee raised concerns that the proposed Interim Board has a majority of internal staff members and suggested another external member be recruited for the board. Trustees APPROVED an Interim Board be put in place.</p> <p>Trustees NOTED the outcome of the skills and diversity audit of the Trust Board. Trustees AGREED to share the recent advertisement for new Trustees with their networks.</p>	
3	Chief Executive’s Report to also include:	

	<p>Trustees RECEIVED the previously circulated report with the following points to NOTE:</p> <p><u>Executive Leadership Review</u></p> <p>Trustees had a robust DISCUSSION about the pros and cons of the new central team structure proposed as part of the executive leadership review following news of the retirement of the Director of Business and Finance.</p> <p>Trustees APPROVED the proposed structure</p> <p><u>Digital Transformation</u></p> <p>The Advantage Programme enables the vision to roll out one to one devices across the Trust. It is anticipated that this would start with upper KS2 and secondary schools. The Digital Transformation Lead will continue to oversee the learning and teaching transformation. Financial modelling has taken place and it is anticipated that the Trust will need to phase roll-out over at least two academic years.</p> <p>A Trustee QUESTIONED whether this could potentially overload the IT team and was INFORMED that the team are working closely with other MATs where a roll out has already occurred which is proving very useful to the team.</p> <p>A Trustee QUESTIONED the security on devices and was INFORMED that the Trust are looking at procuring a Trust wide broadband and security filtering system.</p> <p>Trustees APPROVED in principle the recommendation to use up to £500k MAT Central surplus and grant donations towards the Advantage Programme of digital transformation.</p> <p><u>OFSTED</u></p> <p>Trustees were INFORMED of recent OFSTED successes at St Dennis Academy and Trewirgie Infants School. St Dennis Academy remains 'Good' and Trewirgie Infants School has moved from 'Requires Improvement' to 'Good'. Feedback was very positive for the leaders and whole staff teams in both schools.</p> <p><u>Educational Psychologists</u></p> <p>Trustees APPROVED the recruitment of up to 1FTE Education Psychologist(s) to support Trust schools based on a budget of up to £60,000 including on-costs.</p> <p><i>Mrs S Flack left the meeting at 12:29pm</i></p>	
3.1	<p>Risk Management</p> <p>Trustees NOTED the previously circulated risk register.</p> <p>Trustees NOTED that Cape Cornwall School is continuing to show strength in pupil numbers, the Trust will continue to monitor the size of the school.</p>	
4.	<p>Education</p>	
4.1	<p>Director of Education report to include attendance, exclusions and suspensions</p> <p>Trustees NOTED the previously circulated report with the following highlighted:</p>	

	<p>Trustees NOTED that attendance continues to be a focus for the Trust and an Attendance and Inclusion Lead has been recruited to start with the Trust in May.</p> <p>Trustees were INFORMED that the Behaviour Lead recruited to the Trust in September 2022 has been an asset in supporting schools with behaviour using preventative approaches.</p> <p>Trustees NOTED that one challenge for schools is the lack of alternative provision. Trustees were INFORMED that the Trust had met with the Local Authority and discussions were taking place with the potential to put an in house provision in place.</p> <p>Trustees were INFORMED that there is also provision for a Trust direction in place where a child spends time in a different school within the Trust which gives them a fresh prospective.</p>	
5.	HR	
5.1	<p>Support Staff Annual Leave entitlement</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees APPROVED the recommendation to apply the NJC one additional day holiday from 1 September 2022 for all support staff.</p> <p>Trustees APPROVED that from 1 September 2022, staff on less than 5 years' service should move from 23 to 26 days leave per annum to reduce risk of a claim arising from the Harpur case.</p> <p>Trustees were INFORMED that there will be a review of the staff leave of absence policy at the next policy review group. The review includes the 'time off for dependants' section where currently there is a discrepancy between the new joining schools from Southerly Point where they have one week paid leave in a rolling year compared to current TPAT policy which is two days allowance.</p> <p>Trustees APPROVED pending the policy review that Headteachers may agree one week paid leave for time off for dependants to bring in line with the new joining schools.</p>	
6.	Finance	
6.1	<p>Management accounts, balance sheet, Cashflow and KPI's 31st January 2023</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the overall position for the Trust for the period ending 31st January 2023 – taking onto account the balance sheet, cash flow and KPIs.</p> <p>Trustees NOTED that these were the first reports to include the schools that joined in January and February 2023.</p> <p>Trustees APPROVED the budgets for Helston College, Mullion School, Mullion Primary School and Landewednack Primary School.</p>	

<p>6.2</p>	<p>Capital monitoring to 31st January 2023</p> <p>Trustees NOTED the previously circulated reports and APPROVED the removal of the Nancledra Electrical Works project from the 2022/23 allocation and the use of the remainder of 2022/23 Capital Allocation for the following projects with any balance being funded from the new year allocation that will be announced in March:</p> <p>Berrycoombe Roof Replacement, Mousehole Toilet refurbishment & Safeguarding Fencing, Alverton Toilet Refurbishment, Bodriggy Safeguarding Fencing and Tywardreath Safeguarding Fencing.</p> <p>Trustees NOTED the summary financial position for Capital for the Trust for the period ending 31st January 2023.</p> <p>Trustees NOTED the current position for TPAT schools regarding the Government Concrete Panel Surveys.</p> <p>Trustees AGREED the submission to the DFE of the Capital Spend Survey detailing the projects undertaken with the 2021/22 SCA allocation.</p>	
<p>6.3</p>	<p>School Resource Management self-assessment</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED that the ESFA have introduced the School Resource Management Self-Assessment Tool as an annual return and the return this year was 15th March 2023.</p> <p>Trustees APPROVED in retrospect, the return set out in Appendix A as submitted to the ESFA on 15th March 2023.</p>	
<p>6.4</p>	<p>Forward Budget Assumptions 2023 – 2026</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED the school funding position for 2023/24 and the pupil numbers which figures are based.</p> <p>Trustees APPROVED the assumptions to be used in setting school budgets for financial years 2023/24 through to 2025/26.</p> <p>Trustees NOTED that price inflation is coming down which has meant the assumptions are better than expected.</p> <p>Trustees NOTED the changes previously discussed in regards to the new central team posts and APPROVED these new posts along with other changes to the MAT central team as described in the report.</p>	
<p>6.5</p>	<p>Estate Management Strategy and Plan</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>A Trustee ASKED if the report could include Carbon and was INFORMED that this would be built in.</p> <p>Trustees APPROVED the Estate Management Strategy for the Trust with this amendment.</p>	

<p>6.6</p>	<p>Confidential contract approval</p> <p>Trustees RECEIVED the previously circulated report.</p> <p><i>For confidential contract approval, see confidential minutes.</i></p> <p>End of meeting 13:05pm</p>	
	<p>Date of next meetings:</p> <p>Full Board – Tuesday 23rd May 2023, 9.30am – 12.30pm</p> <p>Audit and Risk Committee – Wednesday 10th May 2023, 4pm</p>	