



Truro and Penwith Academy Trust

Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) held on 16 May 2018 at Truro College

Directors: Dr J Blunden (Chief Executive), Mrs S Dickinson, Mrs A Firth, Mr T Lister, Prof A Livingston (left after item 18/41), Ms S Roby, Mr A Stittle, Mrs E Winser (Chair) and Mr P Wroe

In attendance: Mrs H Andrew (HR Manager), Mrs J Brinson (Director of Business and Finance), Mrs C Fortey (Director of Education) and Mrs A Winter (Company Secretary)

Apologies: Mr R Crossland and Mr D Williams

Item	Decision	Action
18/36	Declarations of Interest Trustees were reminded of the requirement to disclose any potential interest, financial or otherwise, and to withdraw if a matter under consideration could give rise to a conflict of interest. None were declared.	
18/37	Minutes The Minutes of the meeting held on 13 March 2018 were APPROVED and signed as a correct record.	
18/38	Matters Arising 38.01 Audit Tenders (Minute 18/18.01) Trustees noted that three tenders to provide audit services had been received and interviews would take place on 18 June 2018. 38.02 Teacher Innovation Grant (Minute 18/20 (iii)) The CEO confirmed that a Teacher Innovation Grant scheme was being developed and would be launched in the summer. The opportunity would be publicised to staff in the fortnightly bulletin. She hoped the scheme would attract positive publicity. 38.03 Payment Practices Reporting (Minute 18/21) The Director of Business and Finance confirmed that the required information had been published by the March deadline. Under the new regulations, reports were required every six months. Trustees noted that 74% of invoices had been paid within 30 days and recognised the difficulties in a large, complex organisation. The importance of timely payments had been highlighted to schools and it was hoped that delays would be minimised.	

	<p>38.04 Gender Pay Gap Reporting (Minute 18/23)</p> <p>Trustees noted that TPAT data was typical for the school sector and asked that next year comparative data and the proposed commentary was provided at an earlier stage for consideration before publication.</p> <p>38.05 Potential School Sponsorship (Minute 18/15)</p> <p>This confidential item is separately minuted.</p>	<p>Director of Business & Finance to note</p>
<p>18/39</p>	<p>Chair's Business</p> <p>39.01 Chair's Action – Appointments</p> <p>The Chair reported the following appointments approved on behalf of the Board:</p> <ul style="list-style-type: none"> • Headteacher, St Just - Nicola Rogers (currently St Erth) • Executive Head, Blackwater and Kennall Vale Schools – Chris Wilson (from 1 September for fixed term) • Head of School, Kennall Vale - Rob Chirgwin (from 1 September for fixed term) • LGB Chair, Kennall Vale - Jeremy Williams <p>39.02 Shared Local Governing Boards</p> <p>The Board noted that schools within the Wheal Prosper Federation (Lanivet and Cardinham) would be joining TPAT on 1 June. The two schools currently operated as a federation with one governing body and an Executive Headteacher. In order to continue with a single LGB, the TPAT Articles of Government and Scheme of Delegated Authority (SoDA) would need to be changed.</p> <p>Following consideration, the Board APPROVED amendments to the SoDA and RECOMMENDED amendments to the Articles.</p> <p>39.03 Annual General Meeting</p> <p>The Board noted that as a result of new appointments, a means of keeping the Members informed about the Board's activities was needed. Trustees AGREED that Members should be invited to an AGM in early spring each year. Also, Members should be notified of the availability of minutes on the TPAT website.</p> <p>39.04 Governance Review</p> <p>Trustees were reminded to complete and return the Skills Audit and Self-Assessment Questionnaires.</p> <p>39.05 Search and Governance Group</p> <p>Further to discussion at the previous meeting, the Board APPROVED the establishment of a Search and Governance Group to meet on an ad hoc basis to oversee Board membership and succession planning; to monitor the effectiveness of governance arrangements and to consider governance policy. The membership of the Group would be: Ellen Winsler, Alan Livingston, Anita Firth and Jenny Blunden.</p>	<p>Company Secretary to take forward</p> <p>Company Secretary to make arrangements</p> <p>ALL to note</p> <p>Company Secretary to set up S&G Group</p>

	<p>39.06 Headteacher Remuneration</p> <p>This confidential item is separately minuted.</p> <p>39.07 Company Secretary/Clerk to the Board of Trustees</p> <p>Trustees noted that the current postholder would be relinquishing the role in the summer and that recruitment for 2018/19 was underway.</p>	<p>HR Manager to take forward recruitment</p>
<p>18/40</p>	<p>Chief Executive's Report</p> <p>The Chief Executive presented a confidential report highlighting national, regional and local issues as well as developments within the Trust. A range of issues were discussed, including:</p> <ul style="list-style-type: none"> • Staffing/Restructuring – the various staffing changes, restructuring and new appointments in a number of schools were explained • Professional Development - a wide range of activities were facilitated by Cornwall Teaching School and a bespoke, TPAT leadership programme to support new leaders in schools was being developed with the TPAT Director of Education • INSET Day - all teachers and support teams would come together for a programme of activities on 29 October 2018 • HR – the handover of responsibilities from Neo to the TPAT HR Manager was underway and schools would have access to a full suite of recruitment and performance management documents and guidance from 2018/19 • School Improvement - the current framework based on peer review by trios of Headteachers supported by Primary Executive Leads would be further refined and developed • Central Capacity - subject to affordability, school improvement support would be expanded (focusing particularly on Mathematics, English and Vulnerable Groups). New posts were also proposed to provide Marketing and IT Services. • Schools Causing Concern – a sharp focus on monitoring and supporting relevant schools was continuing in order to address weaknesses and drive improvements • Growth – Lanivet, Cardinham and Berrycoombe primary schools were due to join TPAT in June, with Bodriggy in October and Nanstallon in November 2018 • School Expansion – the PAN (planned admission number) at Chacewater had been increased for 2017/18 with a building extension funded by the local authority (LA) and Kennall Vale had accepted a large intake for 2018/19 with some additional LA funding • School Standards – schools were preparing for the SATs test in summer with guidance and recommendations issued to all headteachers in line with DfE/STA procedures. 	

	<p>In response to questions about school improvement funding, the Chief Executive highlighted the input from Cornwall Teaching School and potential to benefit from its recent bid for additional funding. An award from the MAT Development and Improvement Fund of £79k to support growth in the next 12months had been confirmed. Also, the possibility of engaging a part time fundraiser to generate further income was being explored.</p> <p>Trustees asked about school provision for the new housing development on the outskirts of Truro and noted that contact was being maintained with the LA about a possible new free school. The potential for growth at Threemilestone was also being reviewed.</p> <p>The Board sought assurance about preparation for Ofsted visits/inspections and the Chief Executive explained which schools were most likely to be inspected in coming months (eg. St Dennis), and the preparation to ensure they remained ready for inspection.</p>	
<p>18/41</p>	<p>HR Matters</p> <p>41.01 Professional Support Staff Pay Policy</p> <p>This confidential item is separately minuted.</p> <p>41.02 Professional Support Staff Pay Award 2018/19</p> <p>This confidential item is separately minuted.</p>	
<p>18/42</p>	<p>Management Accounts</p> <p>The Board received and considered a summary of the revenue position for the period from 1 September 2017 – 31 March 2018 for individual schools, the MAT Central activity and overall position for the Trust. The project outturn figures for 2017/18 were also presented.</p> <p>Trustees noted the current revenue position had improved whilst the projected outturn had declined. This was largely due to the better planned use of reserves for capital items.</p> <p>During discussion, a number of queries were raised about variances for specific schools and the Director of Business and Finance provided clarification. Trustees noted that a couple of schools would be considering redundancies at the end of the summer term.</p> <p>The Board noted that the combined reserves were retained in a cash account and that it might be possible to achieve a better return if invested.</p> <p>Following discussion Trustees NOTED the current position and AGREED to consider cashflow requirements and investment options at the next meeting.</p>	<p>Director of Business & Finance to produce cashflow</p> <p>Company Secretary to check regulatory position re investments</p>

<p>18/43</p>	<p>School Performance Dashboard with Forecasts</p> <p>The Director of Education presented a school performance dashboard summarising the NARE (National Age Related Expectations) and EYFS (Early Years Foundation Stage) forecasts for each primary school (based on internal assessments with benchmarking and review at hub level). Forecasts for the two secondary schools were also provided.</p> <p>Trustees noted that the data did not include progress measures and that a specific cohort could be starting from a particularly low position. Also, some cohorts were very small and individual pupil performance could impact on data.</p> <p>The Board discussed the schools and cohorts where forecasts were below national averages and noted the areas prioritised for additional support and development. Performance was being monitored to ensure schools remained on track to meet targets.</p> <p>In response to questions, the Director confirmed that low attendance and persistent absences were a concern in a number of TPAT schools – this was a general problem in Cornwall. Schools were continuing to work on strategies to improve attendance.</p>	
<p>18/44</p>	<p>Primary Hub Review Group – Spring Term Report</p> <p>Trustees considered a report setting out the hub school performance and improvement monitoring process to review and risk assess each school. The review process had identified eight schools where there were some shortfalls and the key issues for each school were summarised in the report. This resulted in a package of targeted support and intensive input from executive leads. In order to provide a similar level of support to secondary schools, external expertise had been commissioned as necessary.</p> <p>The Director of Education explained the school improvement model which included working with the whole staff team in a school to ensure full engagement with the improvement process. Performance was closely scrutinised to focus on specific areas of concern and address weaknesses. Extra support was provided where needed to build capacity through additional development activities (such as lesson observations and learning walks). Close monitoring helped to maintain progress.</p> <p>The report also provided an assessment of the achievement of Pupil Premium funded pupils and actions to accelerate their progress. The outcome of the Hub Review Group work on Pupil Premium funded pupils would inform the content of the TPAT INSET day in October 2018.</p> <p>Trustees asked about maintaining progress and the Chief Executive explained that in addition to close monitoring by the Hub Review Group she undertook spot checks at schools.</p> <p>Trustees were interested to know whether any schools or individuals were not making the necessary improvements and noted that a number of individual capability issues were being addressed.</p>	

<p>18/45</p>	<p>School Condition Allocation (SCA) Bids</p> <p>Following approval of a Capital Allocation Process by the Board in March 2018 and confirmation of the SCA allocation for 2017/18, schools were invited to bid for funding.</p> <p>Bids submitted by schools included projects identified by the Estates and Facilities Manager. Each bid was evaluated against the assessment criteria and prioritised, taking account of health and safety concerns, fire risks and compliance issues.</p> <p>The Board considered the importance and costs of each project as well as the overall funding allocation (to ensure funding retained for additional projects later in the year). In reply to questions, the Director of Business and Administration confirmed that PFI schools would not be included in the SCA process, schools were supported with the bidding process and the availability and use of reserves had been taken into account as part of the assessment. She also indicated that an appeal had been made to the ESFA to fund the essential upgrade to toilet facilities at Newlyn.</p> <p>After careful consideration, the Board APPROVED the following projects, all deemed high priority:</p> <ul style="list-style-type: none"> • St Erth Primary School - classroom extension • Newlyn School - toilet refurbishments • Hayle Academy - kitchen refurbishment • St Ives School - boiler cylinder replacement • Sennen School - environmental and safety works • St Ives School - contribution towards CIF project. 	<p>Director of Business and Finance to take forward projects</p>
<p>18/46</p>	<p>Contract Approval</p> <p>This confidential item is separately minuted.</p>	
<p>18/47</p>	<p>Governance Matters</p> <p>47.01 Scheme of Delegated Authority (SoDA)</p> <p>The Board considered the revised Scheme of Delegation which had been updated to reflect current practice and to provide greater clarity. Consultation with local governing boards and headteachers had been undertaken and their suggestions incorporated as appropriate. The new SoDA was due to be introduced on 1 June, 2018 when a number of additional schools were joining TPAT.</p> <p>Following discussion, Trustees APPROVED the revised SoDA, subject to amendments to allow for a shared LGB to oversee more than one school.</p> <p>47.02 Use of Personal Emails</p> <p>Trustees noted the advice from the Information Commissioner's Office about official information held in private email accounts and the data protection implications.</p> <p>In order to ensure compliance with the Data Protection Act and General Data Protection Regulations the Board AGREED that Trustees should use a Trust email address to use for TPAT business.</p>	<p>Company Secretary to amend and circulate for implementation</p> <p>Company Secretary/DPO to make arrangements</p> <p>ALL Trustees to take action</p>

18/48	<p>General Data Protection Regulations (GDPR) Update</p> <p>The Data Protection Officer provided a brief update on data protection arrangements that were being rolled out to schools. Procedures relating to CCTV had been developed as this was in use at a small number of schools. The retention periods and other issues were being addressed in consultation with Michelmores.</p> <p>The Board was satisfied that appropriate action was being taken with regards to GDPR compliance.</p>	
18/49	<p>Safeguarding Update</p> <p>The Safeguarding Lead Trustee reported on the on the annual Section 157 self-assessment which was being co-ordinated by the Safeguarding Lead Headteacher. Responses from schools were being collated and new headteachers were being supported with the audit process.</p> <p>Proposals to strengthen Safeguarding communication within the hubs were put forward and the need for external FGM training for a staff member to cascade to colleagues was identified. During discussion it was suggested that a broader range of issues (eg. forced marriages) should be encompassed by external training.</p> <p>The Board SUPPORTED the development of hub networks for Safeguarding leads and external training on FGM (and other issues) for a member of the Safeguarding team.</p>	Safeguarding Lead Headteacher to take forward
18/50	<p>SEND Update</p> <p>Trustees noted that the process of collecting data from schools was ongoing in order to produce an accurate overview and assess requirements across the whole Trust.</p>	
18/51	<p>Reports from Operational Forums</p> <p>51.01 Clerks' Forum – 24 April 2018</p> <p>The Company Secretary reported that attendance continued to be disappointing with only four out of ten LGB Clerks at the meeting.</p> <p>As well as self-assessing key competencies (against the DfE Framework), the meeting discussed governor recruitment, the revised SoDA, GDPR and training needs. Access to the DfE-funded Clerks Development Programme was being investigated.</p> <p>51.02 Headteachers' Group – 24 April 2018</p> <p>The Chief Executive reported that discussions were primarily focused on professional development and the INSET Day on 29 October 2018. There had also been discussion of GDPR and the new School Condition Allocation bidding process.</p>	<p>Chair to remind LGB Chairs about Clerks' Forum</p> <p>Company Secretary to explore training opportunities</p>
18/52	<p>Member and Trustee Appointments</p> <p>The Board noted recent changes to Members and Trustees and AGREED that Andy Stittle would join the Audit Committee.</p>	
18/53	<p>Date of Next Meeting</p> <p>The Board would meet at 9.30am – 12.30pm on Tuesday 10 July 2018 (at Truro College).</p>	ALL to note