



Trust Board - Minutes

Minutes of the Board of Trustees held on Thursday 8th December, 9.30am at Cape Cornwall School.

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

Also Present: Mrs J Brinson (Director of Business and Finance), Mrs B Couch (Trust Governance Lead), Mr C Gould (Director of Education), Mr C Wilson (Trust SEND lead – item 2.2).

Apologies: Mr S Cryer and Ms A Bull.

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were RECEIVED and ACCEPTED from Mr S Cryer and Ms A Bull.	
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.	Gov Lead
1.3	Minutes and Confidential minutes of meeting held on 11th October 2022 and extraordinary meeting on 7th November 2022 The minutes and the confidential minutes of the meetings held on 11 th October and 7 th November 2022 were ACCEPTED as a true and accurate record of proceedings.	
1.4	Matters arising (not otherwise covered in the agenda) <u>Estates visit</u> James Green INFORMED Trustees that he had visited Helston School and had found the visit incredibly useful. <u>Support staff pay award</u> Further to the approval from Trustees at the meeting of 11 th October to award support staff a 3% pay increase ahead of the national pay award being agreed - the NJC pay settlement for support staff has now been agreed. Trustees APPROVED the implementation of the NJC Pay Settlement for Support Staff with effect from 1 st September 2022. Trustees AGREED that the difference between the 3% pay increase already awarded to staff and the new national pay award of £1925 be paid to all support staff, backdated to 1 st September 2022. A Trustee RAISED concerns that the NJC agreement is for implementation from April and was INFORMED that the Trust previously agreed that all pay awards would be from 1st September . The Trustee wished their concerns to be NOTED .	

	<p>Trustees AGREED that all allowances, including the First Aid allowance be increased by 4.04%.</p> <p>Trustees AGREED that from 1 April 2023, all Support Staff receive an additional one day to their annual leave entitlement.</p> <p><i>For confidential matters arising, please see confidential minutes.</i></p>	
1.5	<p>Chair's Business</p> <p>Trustees were INFORMED that Alan Milliner has agreed to take on the role of Safeguarding Trustee – Alan has already met with the Trust safeguarding lead. Trustees EXPRESSED their thanks to Alan for taking on this role.</p> <p>The Chair informed Trustees that she had completed the CEO's performance management – this would be discussed further at the Performance and Remuneration Committee.</p>	
1.6	<p>Skills and Diversity Board audit</p> <p>Trustees NOTED the previously circulated audit forms and were ASKED to complete and return the information at their earliest convenience in order for the Search and Governance Committee to meet early in the new term.</p>	Gov Lead
1.7	<p>Report from Risk and Audit Committee – Trustees Annual report and financial statements 2021/22</p> <p>Trustees NOTED the previously circulated reports and RECEIVED a verbal update from the Risk and Audit committee.</p> <p>Trustees APPROVED the recommendation from the committee for the approval of:</p> <ul style="list-style-type: none"> the Draft Annual Trustees Report and Financial Statements for the year ended 31st August 2022; the Audit Completion Report (KIDD) for the year ended 31 August 2022. <p>Trustees expressed their THANKS to the Finance Team and school admin staff for all their hard work to ensure a clean audit.</p> <p>Trustees DISCUSSED the cost for the Trust auditors and the need to undertake a retendering process as the current auditors have been in place for 5 years.</p>	
2.	<p>Officer reports</p>	
2.1	<p>Safeguarding</p> <p>Trustees RECEIVED the previously circulated report and NOTED the plan presented ensures consistency across the Trust.</p> <p>Trustees NOTED the use of some additional resource in order to provide capacity in the quality assurance of the single central records (SCRs) across a number of schools.</p> <p>Trustees QUESTIONED whether the Trust feel that the SCR in each school is robust and compliant and were INFORMED that work has been put into this, guidance is available on the intranet and training has been rolled out – Trustees were ASSURED that good processes are in place to ensure robust SCR compliance across the Trust.</p> <p>Trustees REQUESTED assurance of a consistent approach to safeguarding in schools – this will be done as part of the hub review process and fed into the RAG rating.</p>	Dir of Ed

<p>2.2</p>	<p>SEND</p> <p>Trustees RECEIVED the previously circulated report and NOTED the strain to school budgets in meeting the first £6k funding for SEND children.</p> <p>Trustees QUESTIONED whether the number of EHCPs within schools are a reflection of need and NOTED the delay in the EHCP process is unhelpful in ensuring the needs of schools are resourced sufficiently.</p> <p>Trustees NOTED that the Trust are working with the Local Authority to address issues within the system and are continuing to build upon the positive working relationships.</p> <p>Trustees THANKED the SEND lead for his thorough report.</p>	
<p>2.3</p>	<p>Local Governance Report</p> <p>Trustees RECEIVED the previously circulated report and were pleased to NOTE the attendance of 14 chairs at the most recent chairs forum. Trustees QUESTIONED how engagement is ensured with all governors across the Trust and NOTED a significant number of full LGB training sessions have taken place this term – a significant number of governors have recently been engaged in training and/or discussion with the Trust.</p> <p>Trustees NOTED the issue with clerk recruitment and DISCUSSED various ways to address the issue – the Governance Officer will continue this piece of work.</p> <p>Trustees NOTED a review of the secondary governance model is underway – further information will be shared at future meetings.</p>	
<p>2.4</p>	<p>Health, Safety and Estates</p> <p>Trustees RECEIVED the previously circulated report and NOTED that schools had very recently received guidance on dealing with the Strep outbreak currently being experienced.</p> <p>Trustees QUESTIONED whether the additional asbestos training was in response to an issue and were INFORMED that the training is about building upon the existing awareness and is not due to any specific issues.</p> <p><i>10.25 – Mr A Venter left the meeting</i></p>	
<p>3</p>	<p>Chief Executive’s Report to also include risk management</p> <p>Trustees RECEIVED the previously circulated report and NOTED the following:</p> <p>Reporting from the Regions Group to the MAT development group shared the concern that the South West is experiencing a decline in standards particularly at KS2 where the disadvantaged gap has widened. The local Cornwall Education Partnership (CEP) formed as a partnership between the LA and School Trusts including alternative and specialist trusts is addressing the data from Cornwall in relation to the rest of the region. The operations group, the ‘doing’ arm of the partnership, are focussing on attendance and bringing national learning to the Cornwall strategy.</p> <p>The Headteacher for Pensans School is retiring at the end of this term and an appointment process has taken place. Nichola Rogers will be taking up the role of Headteacher of Pensans from January. An interim arrangement will be in place at St Just School where she is currently Headteacher, involving the Deputy head acting up to Headteacher for one term supported by the Primary School Improvement team. <i>See confidential minutes.</i></p> <p>There is no significant update on the Free School, other than there has been the need to go back for ministerial approval as the costs have gone up by 29%. Trustees QUESTIONED when the initial costs were agreed and were INFORMED that it was 3 years ago.</p>	

	<p>Trustees NOTED the information regarding the ICO breaches and the training being rolled out to staff across the Trust in order to mitigate the risk of these happening in future.</p> <p>Trustees NOTED the change of date for Nanpean joining the Trust – it is anticipated that the school will join the Trust in February 2023.</p> <p>Trustees NOTED the funding available to schools from the Rotary Clubs and ASKED the chair to write a letter of thanks.</p> <p>Trustees NOTED the information provided regarding the support individual schools are giving to their vulnerable families. They also NOTED the strong links that Trust schools have with their individual communities and the positive impact these links have on those most vulnerable.</p> <p>Trustees NOTED the information regarding The National School Breakfast Programme (NSBP) and QUESTIONED the numbers of schools providing breakfast to children – Trustees were INFORMED that most schools within the Trust run breakfast provision. Trustees NOTED 15 schools within the Trust are eligible for the NSBP.</p> <p>Trustees RECEIVED and NOTED the current Trust risk register.</p>	Chair
4.	Education	
4.1	<p>Report from Director of Education (DoE)</p> <p>Trustees RECEIVED and NOTED the previously circulated reports, the DoE reported the key headlines. Trustees QUESTIONED the terminology now used for Ofsted inspections and were INFORMED that an ungraded inspection, previously referred to as a section 8, is a short inspection with a letter and no new grade. A graded inspection, previously referred to as a section 5, is a longer more in-depth inspection resulting in a grade outcome for the school.</p> <p>Trustees NOTED the positive outcomes for the 4 inspections so far this term and NOTED a further 14 schools are likely to receive OfSTED visits this academic year.</p> <p>The DoE reported that significant curriculum development work has been done in schools across the Trust ensuring curriculum provision is strong.</p> <p>It was REPORTED to Trustees that behaviour is a challenge across the Trust, the new behaviour lead is working well to support Headteachers.</p> <p>Trustees NOTED that there has been an increase in suspensions and exclusions across Trust schools – lots of support is given to schools in this area.</p> <p>Trustees NOTED attendance is an issue across the Trust, there has been a significant number of absences through illness this term and it is anticipated that this will improve in the new year.</p> <p>Trustees DISCUSSED the work currently underway to look at attendance – unpicking the data and getting a full picture of where the issues are will result in a Trust wide strategy to address attendance, particularly with our disadvantaged children.</p> <p>Trustees REQUESTED further information on attendance in order to see the patterns and trends across the Trust.</p> <p>Trustees THANKED the DoE for the very detailed data report shared in advance of the meeting and DISCUSSED the ways in which the Trust ensure sharing of good practice takes place.</p>	DoE

5.	Finance	
5.1	<p>Capital monitoring 2021/22 outturn</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the summary financial position for Capital for the Trust for the period ending 31st August 2022.</p>	
5.2	<p>Capital monitoring to 31st October</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the summary financial position for Capital for the Trust for the period ending 31st October 2022.</p> <p>Trustees NOTED that the government have announced funding for energy efficiency schemes, work is currently underway with schools to look into a Trust wide approach to making schools more energy efficient.</p>	
5.3	<p>Management accounts, balance sheet, Cashflow and KPI's 2021/22 outturn</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the overall position for the Trust for the period ending 31st August 2022 – taking into account the balance sheet, cash flow and school performance indicators papers.</p> <p>Trustees DISCUSSED the deficit positions of both Pensans and St Ives Schools and were ASSURED that work is underway to address the situation at both schools.</p>	
5.4	<p>Management accounts, balance sheet, Cashflow and KPI's October 2022</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the position for the period ending 31st October 2022 – taking into account the balance sheet, cash flow and school performance indicators papers.</p> <p>Trustees CONFIRMED that the Trust is a going concern given the current budget projections.</p> <p>Trustees NOTED budgets had all be reworked to take into account the pay awards for both teaching and non-teaching staff.</p> <p>Trustees NOTED that the pay awards will affect school budgets in different ways as individual school staffing structures are very different.</p>	
5.5	<p>Confidential contract approval</p> <p><i>See confidential minutes</i></p>	
	<p>Date of next meetings:</p> <p>Full Board – Wednesday 25th January 2023, 9.30am – 12.30pm</p> <p>Remuneration Committee – Wednesday 14th December at 4pm</p>	