

Trust Board - Minutes

Minutes of the Board of Trustees held on Wednesday 11th October, 9:30am at Academy House.

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

Also Present: Mrs J Brinson (Director of Business and Finance), Mr C Gould (Director of Education), Mrs B Couch (Head of Corporate Governance), Mrs Rita Rowson (item 3), Mrs J Woodhouse (item 4), Mrs J Harvey (item 5), Mrs H Andrew (item 6), Mrs E Burley (Minute Taking)

Apologies: None

Item	Decision	Action
1.	Governance Business	
1.1	Apologies No apologies were RECEIVED for this meeting.	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register of interests. Mrs A Bull DECLARED that she had stepped down from her role as Governor at Goonhavern School.	
1.3	Public and confidential minutes of the meeting of 6th July 2023 The minutes and confidential minutes of the meeting held on 6 th July 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> <u>Growth Update</u> Trustees were INFORMED that the proposed ARB at Pensans School had been APPROVED by the regional director and the Trust are anticipating a Spring Term opening for the unit. <u>CFO Recruitment</u> Trustees were INFORMED that this position was being re-advertised with a recruitment company with long listing taking place imminently. <u>OFSTED</u> Trustees were INFORMED that Liskeard Hillfort Primary School had RECEIVED a Good rating from OFSTED.	

<p>1.5</p>	<p>Chair's Business</p> <p>The Chair INTRODUCED Mrs A George to her first meeting as a newly appointed Trustee and Callum Waldie observing the meeting as a prospective Trustee.</p> <p>Trustees were INFORMED that the Chair and CEO had recently met the new Head of OFSTED at the Queen Street Group launch of their Annual Report. Trustees were INFORMED that the Head of OFSTED had been invited to visit the Trust with the aim to help give an understanding to the Geographic isolation of schools in Cornwall.</p> <p><i>Mr A Milliner joined the meeting at 09:43am</i></p>	
<p>1.6</p>	<p>Corporate Governance report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED the external review of governance action plan progress.</p> <p>Trustees DISCUSSED the risks associated with LGBs electing their own chairs without approval from the board. Trustees QUESTIONED what mechanisms could be put in place to mitigate risk and were assured that the Trust have strong mechanisms in place to be managing the Chairs within the Trust well.</p> <p>Trustees AGREED to maintaining the current position of LGBs electing their own chairs.</p> <p><i>Mr D Austin joined the meeting at 10:02am</i></p> <p>Trustees NOTED that following the process for Trustee recruitment there are four potential Trustees interested in becoming a Trustee with a variety of backgrounds.</p>	
<p>2.</p>	<p>Chief Executive's report to also include risk management</p> <p>Trustees RECEIVED the previously circulated report with the following points to NOTE:</p> <p><u>Strategic Development Plan</u></p> <p>Trustees NOTED the Trust Strategic Development Plan with key focus areas in the most vulnerable (disadvantaged and SEND).</p> <p><u>Advantage Program</u></p> <p>Trustees NOTED the progress of the project and were INFORMED that both Teachers and Pupils have received the program well and the Trust are looking at the impact of teaching and learning in the classroom.</p> <p><u>Schools Causing Concern</u></p> <p>Trustees NOTED the schools currently causing concern and subject to regular progress groups to be Pensans Primary School and Mullion School.</p> <p>Trustees DISCUSSED the concerns at Pensans School and NOTED that the schools are expecting an OFSTED inspection imminently.</p>	

	<p><u>CPD</u></p> <p>Trustees NOTED that the Trust have invested in professional development leads to better coordinate and facilitate leadership development through initial teacher training trainees and mentors, early career teachers and teachers involved in NPQs in leadership.</p>	
<p>3.</p>	<p>Attendance and Inclusion presentation</p> <p>Trustees RECEIVED a presentation from Rita Rowson – Trust Attendance and Inclusion Lead reporting on her first 6 months in post at the Trust, the changes made and the progress to date.</p> <p>Trustees were INFORMED of the proposed next steps to improve attendance across the Trust to include a Trust alternative provision for pupils not attending school, ensuring they are still accessing learning and taking part in school daily. Trustees DISCUSSED this in depth and ASKED for a proposal to be brought forward to a meeting.</p>	
<p>4.</p>	<p>Director of Education’s report:</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees RECEIVED a presentation from Chris Gould – Director of Education reporting on both primary and secondary schools, incorporating a review of the progress in terms of data analysis, attendance, exclusions and SEND.</p> <p>Trustees NOTED that in the past 2 years 17 OFSTED inspections have been carried out in Trust Schools, all receiving a ‘good’ rating.</p> <p>Trustees NOTED that as a Trust the primary performance for reading, writing and maths as a combined measure was just above national average.</p> <p>Trustees NOTED that SEND data is a concern and a priority for the academic year is to improve outcomes for all disadvantaged pupils including SEND.</p> <p>Trustees NOTED the vulnerable schools which the School Improvement Team are working with include Pensans, Mullion Primary and Secondary, Landewednack, Nanpean and St Dennis. One particular focus area for a high proportion of these schools being on improving data.</p> <p>A Trustee QUESTIONED how a school on a good OFSTED rating receives poor data results and how the Trust will ensure that the curriculum reflects good data results across the Trust.</p> <p>Trustees were INFORMED that the Trust are working with the South West 100 group which has been discussing ways to address this. Trustees were assured that it is a focus for the school improvement team to ensure that schools with a good OFSTED are not complacent.</p> <p>Trustees were INFORMED of the progress of the planning stages of the Perranporth Free School and layout plans were shared.</p>	
<p>5.</p>	<p>Safeguarding Lead Report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED the safeguarding development plan for 2023-2024.</p> <p>Trustees NOTED the external audit outcomes and were assured that actions were in place to address any concerns.</p>	

	Trustees NOTED the Trust are working towards one reporting platform for safeguarding in all schools which will enable Trust wide monitoring.	
6.	<p>Director of People and Strategy report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED that the number of Trust employees has grown from 1,117 last year to 1,537 this year. At school level, 8 schools have increased their staffing generally due to additional Teaching Assistants meeting pupil needs. 15 schools have reduced their staffing numbers.</p> <p>The Trust Central Team have grown by 5 members of staff following the growth of the Trust with the new 5 schools.</p> <p>A Trustee QUESTIONED if it is due to a drop in PAN for the schools who have a reduction in staffing in the school – Trustees were INFORMED that it is mainly due to support staff reduction when individual children with SEND needs are no longer at the school.</p> <p>Trustees NOTED the results of the Staff Survey carried out in June 2023. Trustees NOTED that a key issue highlighted from the results showed support staff felt more could be done to support their wellbeing both at school and central level.</p> <p>The HR team are working with the Trust wellbeing lead to consider what might be done to address this. Initial thoughts are a Wellbeing focus at a Trust wide INSET day and further research into an employee benefit scheme.</p> <p>Trustees NOTED that the HR Team have arranged for Healthy Cornwall to offer free staff health checks to TPAT workforce.</p> <p>Trustees NOTED that the HR Team are looking into Mental Health Awareness Training to support wellbeing in schools.</p>	
7.	Chief Finance Officer's report	
7.1	<p>Management accounts, balance sheet, Cashflow and KPI's 31st July 2023</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the overall position for the Trust for the period ending 31st July 2023 – taking into account the balance sheet, cash flow and KPIs.</p> <p>Trustees APPROVED the 2023/24 Teachers Pay award of 6.5% for grades other than M Scale and for M1 to move to £30,000 and for other M grades to increase up to M6 at £41,333.</p> <p>Trustees APPROVED the revised budget position for 2023/24 to 2025/26 in line with the additional funding for the Teachers Pay Grant and revised figures for the reserves relating to the joining schools in 2022/23.</p>	
7.2	<p>Capital monitoring to 31st July 2023</p> <p>Trustees RECEIVED the previously circulated reports.</p> <p>Trustees NOTED the summary financial position for Capital for the Trust for the period ending 31st July 2023.</p> <p>Trustees APPROVED the use of 2023/24 Capital Allocation for the following projects:</p>	

	<p>a) Lanivet – Additional Toilet Requirement - £110,000</p> <p>Trustees APPROVED the use of the unspent former Southerly Point 2022/23 Capital Allocation for the following projects:</p> <p>a) Mullion Secondary Asbestos Removal - £21,000</p> <p>b) Mullion & Landewednack Primary – Safeguarding Gate Automation - £30,000</p>	
7.3	<p>Confidential contract approval</p> <p><i>See confidential minutes</i></p>	
7.4	<p>Annual review of financial procedures and academy Trust handbook 2023</p> <p>Trustees RECEIVED the previously circulated report and NOTED the ‘musts’ schedule to ensure adherence to the handbook as a condition of the Trusts funding agreement with the Secretary of State.</p> <p>Trustees APPROVED the changes to the Academy Trust Handbook 2023 and the Trusts Financial Procedures 2023.</p>	
8.	<p>Director of Operations report</p> <p>Trustees RECEIVED the previously circulated reports.</p> <p>Trustees also RECEIVED the exception report.</p> <p>Trustees NOTED that the construction fabric of Hayle Academy Roofing is not RAAC. However, it is expected to be confirmed as a local construction material used mainly in Cornwall for reinforced concrete planking.</p> <p>Trustees NOTED that the new boiler at Hayle Academy has exposed issues with the old pipework.</p> <p>Trustees APPROVED a tender waiver to enable the urgent new pipework to be installed at Hayle Academy to ensure heating is in place for the winter.</p> <p>Trustees APPROVED to add the replacement of the old reinforced concrete decking in the identified areas at Hayle Academy as a highest priority scheme in 2023/24 asset plan with estimated costs still to be identified.</p>	
	<p>Date of next meetings:</p> <p>Full Board – Thursday 7th December 2023, 9.30am</p> <p>Audit and Risk Committee – Wednesday 29th November 2023, 4pm</p>	