



Truro and Penwith Academy Trust

Minutes of the Board of Directors of Truro and Penwith Academy Trust (TPAT) meeting held on 6 December 2017 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr R Crossland, Mrs S Dickinson, Mrs A Firth, Prof A Livingston, Ms S Roby, Mrs E Winser (Chair), Mr D Walrond – left after item 17/47, Mr D Williams and Mr P Wroe

In attendance: Mrs J Brinson (TPAT Business Manager), Mr J Eddy (Estates and Facilities Manager – for item 17/44), Ms J Harvey (Safeguarding Lead Headteacher – for item 17/50), Mr T Lister (Trustee Designate – left after item 17/53), Mrs A Winter (Company Secretary) and Miss J Wright (TPAT Administration Assistant)

Item	Decision	Action
17/43	<p>Welcome and Introductions</p> <p>The Chair welcomed Terry Lister (Trustee Designate) to his first meeting and introduced those present.</p>	
17/44	<p>Estates and Facilities Condition Report</p> <p>John Eddy (Estates and Facilities Manager) presented the outcome of his compliance and condition review which included an assessment of statutory requirements (e.g. electrical condition, fire risk, legionella risk) as well as an evaluation of the general condition of the Trust's estate and facilities. The review would provide baseline information and enable action plans to be developed. A Red/Amber/Green (RAG) compliance summary was also provided highlighting areas requiring attention.</p> <p>In reply to questions, the Manager confirmed that each Headteacher had received a copy of their school report for action. Since the RAG summary had been compiled, many items had received attention and were now rated Green. Some issues related to inadequate record keeping rather than more serious non-compliance problems. Any remaining defects were being addressed urgently.</p> <p>A 5-year programme of planned maintenance was being drawn up to assist schools to schedule and budget for necessary work as well as informing the deployment of School Condition Allocation (SCA) funding.</p> <p>Safesmart software was being implemented to record and monitor health and safety processes, incident reporting and training. This would help to ensure compliance and a systematic approach across schools.</p>	

	<p>Contracts for necessary external testing/risk assessments were also being reviewed to ensure the most cost effective solutions.</p> <p>Trustees welcomed the progress made on estates and facilities matters and were pleased to note that schools had responded positively to the advice and support offered.</p>	
17/45	<p>Minutes</p> <p>The Minutes of the meeting held on 26 September 2017 were APPROVED and signed as a correct record, subject to a number of minor typographical corrections .</p>	
17/46	<p>Matters Arising</p> <p>46.01 School Websites (Minute 17/29.02)</p> <p>Trustees agreed that school websites should continue to be closely monitored to ensure compliance.</p> <p>46.02 Trustee Link Scheme (Minute 17/29.06)</p> <p>Further to discussion at the previous meeting a number of trustees had visited schools. Headteachers and staff were keen to provide opportunities for visits. Trustees were invited to indicate availability so that further visits could be arranged and were asked to provide feedback on their observations.</p> <p>46.03 Schools Admissions Data (Minute 17/35)</p> <p>Further to concerns raised at the previous meeting, the Chief Executive assured trustees that appropriate steps were being taken by schools where admissions numbers were falling or were below the planned admission number (PAN). Both Pendeen and Pensans primary schools were working closely with their on-site nursery provider to increase recruitment.</p>	<p>Chief Executive to note</p> <p>Trustees to indicate availability and complete feedback forms.</p>
17/47	<p>Confidential HR Report</p> <p>This confidential item is separately minuted.</p>	
17/48	<p>St Dennis STA Investigation</p> <p>This confidential item is separately minuted.</p>	
17/49	<p>Potential School Sponsorship</p> <p>This confidential item is separately minuted.</p>	
17/50	<p>Safeguarding Autumn Term Report</p> <p>The Safeguarding Lead Headteacher (Joanna Harvey) provided an update on recent developments and presented a summary of the safeguarding activity for each school.</p> <p>A review of the safeguarding policies and procedures for the new schools that had recently joined the Trust identified a number of areas requiring attention which were being urgently addressed to ensure full compliance with statutory obligations and consistency with Trust arrangements.</p>	

	<p>Trustees discussed the summary and considered the variations between the schools which were largely due to local issues and specific cohorts. It was noted that two schools had not provided data in time for the meeting and this was being followed up.</p> <p>The Board also noted that:</p> <ul style="list-style-type: none"> • Operation Encompass - a number of schools had signed up and been trained to use the police/education partnership to support children exposed to domestic abuse • Hub Safeguarding Leads – plans were in place to establish hub leads to co-ordinate safeguarding activities • Parent View – the Ofsted Parent View questionnaire was being used to research parent concerns in order to anticipate potential safeguarding issues and mitigate risks • Safeguarding Lead Trustee - Anita Firth had completed the tier 3 training and best practice recommendations arising from the recent training had been shared with the Chief Executive. 	<p>JH to obtain relevant data</p> <p>Chief Executive to take forward recommendations</p>
<p>17/51</p>	<p>Chair’s Business</p> <p>(a) Chair’s Action Trustees noted that on behalf of the Board, the Chair had approved the following appointments:</p> <ul style="list-style-type: none"> • Cheryl MacLeod as Chair at St Erth (re-appointment) • Shelley Brennan as Chair at Kehelland (re-appointment) • John Burnett as Chair at Roche • Charlotte Sweet as Headteacher at Pendeen • Isobel Stephens as Headteacher at Newlyn • Alan Livingston as Audit Committee member (on a temporary basis) <p>(b) Audit Committee Vice Chair Trustees noted the Audit Committee had appointed Sarah Roby as Vice-Chair.</p> <p>(c) Regional Schools Commissioner SW MAT Conference Feedback was provided from the conference attended by the Chair and Chief Executive on 20 November 2017 in Exeter.</p> <p>(d) General Data Protection Regulations Trustees noted that Michelmores solicitors was in the process of drafting protocols and would be working with the Trust’s designated Data Processing Officer (Judy Brinson) to ensure appropriate processes were in place, in accordance with new legislation which would come into effect in May 2018.</p> <p>e) Board Away Day The Annual Away Day would take place on Thursday 22 February 2018 at Callywith College, providing an opportunity to consider longer term strategy.</p>	<p>ALL to note</p>

17/52	<p>Chief Executive's Report</p> <p>The Chief Executive presented her report and trustees discussed:</p> <ul style="list-style-type: none"> (i) Growth Mousehole School (primary) and Hayle Academy (secondary) had joined TPAT on 1 November 2017. It was expected that the cluster of primary schools in Bodmin seeking to join TPAT would be re-considered by the Headteacher Board in the New Year. A MAT Development and Improvement Fund (MDIF) application had been submitted for funding to build capacity. (ii) School Improvement The Chief Executive had joined a regional MAT School Improvement Strategy Group and the Trust was piloting a new self-assessment tool. (iii) Strategic School Improvement Fund (SSIF) The Trust had collaborated in the submission of three proposals. The outcome was expected in January 2018. (iv) School Visits An Ofsted short inspection visit to Newlyn school in November 2017 had been positive and the school had retained its grading of 'Good'. Executive leaders were visiting schools to review aspects of performance causing concern – in many instances this was linked to deprivation and disadvantage. Improving communication and language for children on entry was a key focus. (v) Cornwall Council Multi-Academy Trust The Council had indicated an intention to establish a MAT - the Board discussed the potential implications. 	
17/53	<p>Audit Committee Report</p> <p>53.01 Trustees Report and Audited Accounts for 2016/17</p> <p>The Audit Committee Chair reported on the meeting held on 27 November 2017 when the Committee had scrutinised the Trustees Report and Audited Accounts for 2016/17.</p> <p>Trustees noted that overall the Auditor had concluded that the Trust was in a sound financial position, that systems and controls were good, the Trust was well run with good financial procedures in place. Procedures were far more uniform across the Trust and significant progress had been made to ensure consistent processes since the previous year. Overall a clean, unqualified audit was confirmed.</p>	

	<p>Following discussion, trustees APPROVED the Audit Committee's recommendations as follows:</p> <ul style="list-style-type: none"> (i) a note should be added to the accounts to explain that an enhanced salary was paid to one headteacher in respect of temporary, additional leadership responsibilities (ii) an increase to the capitalisation level from £500 to £1,000 (iii) that comparisons with similar sized, rural multi academy trusts would be useful in future and benchmarking might be a useful exercise in terms of information sharing (iv) schools to be reminded of the necessity to publish and maintain the required website information in a timely manner (v) schools to be reminded of the correct procurement procedures and repeated breaches of the financial procedures should be monitored and addressed by the central team (vi) payments to the Eden Project should be disclosed in the related party transactions due to Peter Wroe's directorship of the Eden Project. <p>53.02 Auditor Resignation</p> <p>The Board noted that once all audit processes for the 2016/17 financial year had been completed, Robinson Reed Layton would be resigning as the Trust's external auditors. The rationale for this decision was explained.</p> <p>The Committee noted the resignation and AGREED that a tender process, overseen by the Audit Committee, to select a new audit firm should be conducted in the New Year.</p>	<p>Chief Executive/ Business Manager to take forward recommendations</p> <p>Business Manager/Company Secretary to take forward tender process</p>
17/54	<p>Trustees Report and Audited Accounts for 2016/17</p> <p>The Board considered the draft Trustees Report and Audited Accounts which had already been reviewed in detail and recommended for approval by the Audit Committee. Trustees noted the audit findings and observations set out in the auditor's discussion memorandum.</p> <p>Following consideration, the Board APPROVED the Trustees Report and Audited Accounts for 2016/17.</p>	
17/55	<p>Management Accounts</p> <p>55.01 Management Accounts 2016/17 (final)</p> <p>Trustees received a report detailing the final outturn position for the financial year ending on 31 August 2017 and final cash flow statement.</p> <p>Most schools had improved on their original budget position and an explanation was provided for the schools where an improvement had not been achieved. Two schools had ended the year with a small deficit and in both cases this was related to essential, urgent premises work.</p> <p>Trustees acknowledged the improvements made by individual schools and was pleased to note a positive end of year position overall.</p>	

	<p>55.02 Management Accounts 2017/18 and Cashflow</p> <p>The Board reviewed the income and expenditure for the first two months of the 2017/18 financial year from 1 September 2017 – 31 October 2017 compared to the budget forecast. It was noted that some schools had set budgets dependent on the use of reserves. LGBs were aware of the need to bring expenditure into line with revenue funding. It was hoped that the position could be improved as the year progressed.</p> <p>Following discussion, in accordance with cashflow requirements, trustees APPROVED an increase in the amount held in the 30-day notice account from £750,000 to £1m.</p> <p>Trustees NOTED the position of each school at this early stage.</p>	
17/56	<p>Purchases Over £25,000</p> <p>Trustees reviewed the contracts for the provision of goods, works or services over £25,000 which had been entered into during 2016/2017. The tendering process or appointment arrangements for the company supplying goods or services in each case was summarised in the report.</p> <p>Payments included the re-charges by Truro and Penwith College for services and staffing provided ‘at cost’ in accordance with the Academies Financial Handbook requirements. The Board suggested that the basis for payroll payments should be reviewed.</p> <p>The Committee NOTED the various transactions detailed in the report.</p>	Business Manager to review payroll payments
17/57	<p>Proposed Budgets for New Schools</p> <p>The Board noted the requirement to submit budget figures for Mousehole School and Hayle Academy which had joined TPAT on 1 November 2017. Each local governing board had reviewed and agreed the relevant budget.</p> <p>Following consideration, trustees APPROVED the proposed budgets for Mousehole and Hayle for 2017/18 as well as the related changes to the overall TPAT budget.</p>	
17/58	<p>TPAT Policies</p> <p>58.01 Summary of Policies</p> <p>The Board noted the range of TPAT policies and procedures that had been approved and were being developed to encompass governance, finance, HR, safeguarding and other processes. Relevant policies and procedures had been distributed to local governing boards for implementation and would continue to be regularly reviewed and updated as appropriate.</p>	Company Secretary to note review dates

	<p>58.02 Gifts and Hospitality</p> <p>Trustees were invited to consider a draft Gifts and Hospitality Policy which had been drafted in line with prevention of fraud guidance and the requirements of the Bribery Act 2010. The revised policy was more comprehensive than the current version and included more detailed procedural guidance for schools.</p> <p>Following consideration, the Board APPROVED the revised Gifts and Hospitality Policy for implementation throughout the Trust.</p> <p>58.03 Child Protection and Safeguarding</p> <p>The Board considered a draft Child Protection and Safeguarding Policy based on a model policy developed by Cornwall Association of Primary Heads (CAPH) and revised in September 2017.</p> <p>In response to questions the Chief Executive confirmed that each school would customise the Key Information to provide the named individuals specific to their own school.</p> <p>Trustees suggested that where appropriate (eg. section 6.7 p17) advice should be provided about where to go for advice. It was noted that online safety was a core requirement within the national curriculum and that a TPAT e-safety policy was being developed.</p> <p>Subject to the suggestion raised, the Board APPROVED the Child Protection and Safeguarding Policy.</p>	<p>Business Manager/ Company Secretary to implement</p> <p>Chief Executive to amend as appropriate</p>
17/59	<p>Special Educational Needs and Disabilities (SEND) Report</p> <p>The SEND Lead Trustee (Bob Crossland) provided an update on recent developments and presented a summary of the SEND activity for autumn 2017.</p> <p>The Board noted that Nadia Lampier (Perranporth School) had been appointed as the Lead SEND Co-ordinator for TPAT and for the Truro Hub. She would be working with Nicola Rogers (St Erth School), Lead SENDCo for the Penwith Hub.</p> <p>The Board considered the action plan highlighting priorities and areas for development in 2017/18. Further data was being collated in order to identify the issues, challenges and solutions on a Trust-wide basis. This would help to ensure a consistent approach across all schools, inform further discussions about the most effective strategies, use of resources and specialist provision.</p> <p>The Board welcomed the update and proposed actions.</p>	
17/60	<p>Governance Matters</p> <p>60.01 Lead Trustee for SEND</p> <p>The Board APPROVED the proposed role description.</p> <p>60.02 Scheme of Delegated Authority (SoDA)</p> <p>The Chair reported that a review of the TPAT SoDA was underway in order to streamline the document and ensure it remained appropriate as a result of the expansion of the Trust, national policy developments and changes to governance arrangements. A revised SoDA would be considered at a future meeting.</p>	

	<p>60.03 Membership Update</p> <p>The terms of office of six trustees were due to come to the end in Feb/March 2018. All six trustees had confirmed their willingness to be re-appointed. Following consideration of their skills and commitment, the Board APPROVED the following re-appointments:</p> <ul style="list-style-type: none"> • David Walrond from 6 February 2018 - 5 February 2022 • Bob Crossland from 6 February 2018 - 5 February 2022 • Sue Dickinson from 6 February 2018 - 5 February 2022 • Alan Livingston from 1 April 2018 – 31 March 2022 • Peter Wroe from 1 April 2018 – 31 March 2022. <p>Also, the Board APPROVED a recommendation from the Vice-Chair for Ellen Winser to be re-appointed for a second term of four years from 6 February 2018 - 5 February 2022.</p>	AW to update governance records, notify Companies House etc.
17/61	<p>Reports from Operational Forums</p> <p>61.01 Chairs' Forum</p> <p>The Chair reported on the meeting held on 19 October 2017 which had focused on governance structures and the role of the local governing board (LGB).</p> <p>Trustees noted that the training for governors new to TPAT and the Governance Conference in October had been well received.</p> <p>61.02 Headteachers' Group</p> <p>The Chief Executive reported on the meeting held on 9 November 2017 when assessment moderation processes, the outcome of the School Testing Agency investigation at St Dennis School and the Estates and Facilities Condition Assessment and Safesmart system had been discussed.</p> <p>61.03 Clerks' Forum</p> <p>The Company Secretary reported on the meeting held on 7 November 2017 when a presentation on the governance implications of the new General Data Protection Regulations had been provided by Michelmores. The Forum had also discussed the maintenance of statutory governance records, clerking cover arrangements and the DfE's Clerking Competency Framework.</p>	
17/62	<p>Schedule of Meetings for 2018/19</p> <p>The Board APPROVED the dates of meetings for 2018/19.</p>	ALL to note
17/63	<p>Date of Next Meeting</p> <p>The Board would meet at 4 – 7.00pm on 22 January 2018 (Truro).</p>	ALL to note
	<p>PART II: Confidential Business</p> <p>Confidential items 17/64 – 17/66 are separately minuted.</p>	