



Trust Board - Minutes

Minutes of the Board of Trustees held on Thursday 6th July, 9:30am at Academy House.

Trustees: Mrs A Firth (Chair), Dr J Blunden (Chief Executive), Mr J Green, Mr M Tucker, 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)

Apologies: Mr J Dunn (Vice Chair), Mrs A Bull, Mrs S Flack, Mr D Austin

Item	Decision	Action
1.	Governance Business	
1.1	Apologies Apologies were RECEIVED and ACCEPTED from Mr J Dunn (Vice Chair), Mrs A Bull, Mrs S Flack, Mr D Austin	
1.2	Declaration of business and pecuniary interests and approval of register Trustees APPROVED the previously circulated register of interests where one amendment had been made adding Mr M Tucker to the register and DECLARED no additional interests.	
1.3	Election of Chair and Vice Chair 2323/24 Nominations for the Chair and Vice Chair of the Board were invited, Anita Firth was nominated as Chair and Jeremy Dunn as Vice Chair – they were unanimously elected for the 2023/24 academic year. Trustees NOTED that a succession plan of the Chair role should be considered.	
1.4	Public and confidential minutes of meeting held on 23rd May 2023 The minutes and confidential minutes of the meeting held on 23 rd May 2023 were ACCEPTED as a true and accurate record of proceedings.	
1.5	Matters arising (not otherwise covered in the agenda) <i>For confidential matters arising, see confidential minutes.</i> Trustees were INFORMED that since the last meeting the Cabinet Office has approved the finances to go ahead with the Perranporth Free School. The DFE are now managing the tender process and putting steering groups into place.	
1.6	Chair's Business	

	Trustees were INFORMED that the Trust had RECEIVED a generous private donation, the Trust are exceptionally grateful as this will be hugely beneficial to the children in the Trust – thanks were EXPRESSED by Trustees.	
1.7	<p>Report from Risk and Audit Committee (verbal)</p> <p>Trustees were INFORMED that a committee meeting had been held and attended by Mrs S Flack, Mr A Milliner and Mr J Dunn.</p> <p>Trustees were INFORMED that during the meeting the Director of Business and Finance presented the external audit proposal and ASKED Trustees to NOTE that the auditors would be looking particularly at sustainability this year.</p> <p>Trustees were INFORMED that the Trust require an action plan on how the Trust will become carbon zero by 2050 and AGREED that this would become an item as part of the Trust Board away day.</p> <p>Trustees were INFORMED that reports on data breaches and subject access requests had also been presented and a pattern of increase in numbers had been discussed.</p> <p>Trustees were INFORMED that the minutes from the meeting will be uploaded to the group area on the intranet.</p>	Head of CG
2.	Officer reports	
2.1	<p>Safeguarding (written report only – no attendance from lead)</p> <p>Trustees RECEIVED the circulated report.</p> <p>Trustees NOTED that as part of the Trust Board away day the Safeguarding lead will be delivering safeguarding training to the Trustees to support KCSIE knowledge and Trustee role development.</p>	
2.2	<p>SEND</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees were INFORMED that a positive relationship continues between the Local Authority and the SEND Lead.</p> <p>Trustees NOTED that the Trust were unable to appoint for an Educational Psychologist and that the opinion of the SEND lead is that on reflection the package offered will need to be increased to recruit somebody in that field.</p> <p>The SEND Lead is working on a solution to ensure schools have the support required.</p>	
2.3	<p>Corporate Governance Report</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees were INFORMED of work underway to align policies across the Trust and APPROVED the recommendation of the delegation of policy approval to the Policy Review Group.</p> <p>Trustees NOTED that since the pandemic there has been an increase in the numbers of complaints received, there has also been an increase in the number of parents who send their complaints to the ESFA and/or Ofsted.</p>	

	<p>Trustees NOTED that the Trust receives communication from either the ESFA and/or OFSTED to ask for assurances regarding issues that have been sent to them. These are responded to with assurances given, the Trust then receives information back to say that the ESFA or Ofsted are assured of Trust processes and policies.</p> <p><i>Mr A Milliner joined the meeting at 9:57am.</i></p> <p>Trustees NOTED the External Review of Governance report which was undertaken by Matt Miller, A National Leader of governance.</p> <p>Trustees EXPRESSED that they felt it was a positive report with constructive recommendations.</p> <p>Trustees DISCUSSED the review and the AGREED that a working party of Trustees should be put together to look at the action plan.</p>	Head of CG
3.	<p>Chief Executive's Report to also include:</p> <p>Trustees RECEIVED the previously circulated report with the following points to NOTE:</p> <p><u>Attendance and Absence</u></p> <p>Trustees NOTED the slides extracted from the recent Regions Group roundtable (DfE data, June 2023) which indicates the South West as a region with one of the highest absence rates in the country.</p> <p>Trustees NOTED that attendance and absence data has been a concern for the Trust especially for the most vulnerable disadvantaged pupils and this is a priority for 2023-24.</p> <p>Trustees NOTED that the Trust are looking at how they continue to develop as an 'anchor institution' in Cornish communities in order to overcome the disadvantaged gap which exists in the outcomes for children in many schools.</p> <p>Trustees DISCUSSED the current concerns regarding attendance and NOTED that it is a priority for 2023-24 and the Attendance and Inclusion lead has made a good start with this.</p> <p><u>Growth Update</u></p> <p>Trustees NOTED that the final approval for the ARB at Pensans School will be a decision of the Regional Director and all information has been provided to the team to support the process.</p>	
3.1	<p>Review of Trust Development Plan 2022-23</p> <p>Trustees RECEIVED the previously circulated report and NOTED the evaluation that overall the Trust has met and achieved in the areas prioritised for the academic year 2022-23 with the outcomes of pupils at KS2, KS4 and KS5 being reviewed in the Autumn.</p> <p>Trustees NOTED that the 12 OFSTED inspections carried out at the Trust schools during the academic year all received a Good result.</p> <p>Trustees NOTED the Trust priorities for 2023-24:</p> <ul style="list-style-type: none"> • Assessment, Feedback & Direct Instruction • Our People – Recruitment, wellbeing, equality, professional development • Attendance, Inclusion & Behaviour • Financial Sustainability 	

<p>3.2</p>	<p>Risk Management</p> <p>Trustees RECEIVED the previously circulated report.</p> <p>Trustees NOTED that Cape Cornwall has continued to engage with the wider community with above PAN recruitment expected for September 2023. Trustees NOTED that the school will potentially be eligible for some additional funding due to being over PAN.</p> <p>Trustees NOTED that the Chief Finance and Operating Officer role had been re-advertised with one current application.</p> <p>Trustees NOTED that the current Director of Business and Finance has amended her anticipated retirement date to 31st December to allow the audit process to be led consistently in the Autumn Term.</p> <p>Trustees NOTED that Pensans School continues to present a high degree of risk. A team of support including leads on attendance, inclusion, SEND and behaviour regularly work with the school and the community.</p> <p>Concerns were raised by Trustees on the pressure on a Headteacher during an OFSTED inspection, however Trustees acknowledged the support given to all Headteachers through the process from the Trust.</p>	
<p>4.</p>	<p>Education</p>	
<p>4.1</p>	<p>Update on Schools Causing Concern</p> <p>Trustees NOTED the previously circulated report.</p> <p>Trustees NOTED the ongoing concerns and vulnerability at Pensans School particularly the behaviour issues which the Trust Behaviour Lead is supporting with.</p> <p>Trustees were INFORMED that a key concern at Liskeard Hillfort is the data results and low predictions. The school is due a OFSTED before January 2024 and the previous 2 OFSTED results were 'Requires Improvement'.</p> <p>Trustees DISCUSSED the consequences that the Trust could face if the school was to receive a required improvement status for the third time. Trustees were ASSURED that the Trust are providing the School with additional support.</p> <p>Trustees NOTED the concerns from the report regarding 3 of the Southerly Point joining schools Landewednack, Mullion Primary and Mullion Secondary School.</p> <p>Trustees NOTED that since joining the Trust Mullion Primary and Secondary Schools have new leadership and support is being provided to all 3 schools.</p>	
<p>5.</p>	<p>Finance</p>	
<p>5.1</p>	<p>Management accounts, balance sheet, Cashflow and KPI's 31st May 2023</p> <p>Trustees RECEIVED the previously circulated reports and NOTED the overall position for the Trust for the period ending 31st May 2023 – taking into account the balance sheet, cash flow and KPIs.</p> <p>Trustees NOTED that the assimilation for the Southerly Point joining schools were now showing which has had an impact.</p> <p>Trustees NOTED that the cash flow is healthy with a good overnight investment rate.</p>	

<p>5.2</p>	<p>School budgets 2023-2026</p> <p>Trustees RECEIVED the previously circulated reports.</p> <p>Trustees NOTED that this year's budget process has proved to be very challenging due to the great uncertainty over pay increases for both Teaching and Support Staff.</p> <p>Trustees DISCUSSED the dropping number of pupils in the Penwith area affecting the Schools in the area.</p> <p>Trustees APPROVED the overall budget for 2023/24, including those schools proposing in year deficit budgets, which reflects an assumed Teachers Pay Award of 6.5% and associated funding.</p> <p>Trustees APPROVED the MAT Central and MAT ICT budgets for 2023/24.</p> <p>Trustees APPROVED the three year budgets for the submission of the Budget Forecast Return to the ESFA by 31st August 2023.</p> <p>Trustees APPROVED that the Trust is a going concern given the current budget projections for 2023/24.</p> <p>Trustees THANKED The Director of Business and Finance and the Management Accountant Team for their hard work on producing the budgets.</p>	
<p>5.3</p>	<p>Capital monitoring to 31st May 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 May 2023.</p> <p>Trustees APPROVED the use of 2023/24 Capital Allocation for the following projects:</p> <ul style="list-style-type: none"> a) Pensans Classroom Refurbishment – Estimate £30,000 b) Nanledra Safeguarding Fencing – Estimate £20,000 c) Lanivet Oil Line Replacement – Estimate £10,000 <p>Trustees APPROVED the use of the unspent former Southerly Point 2022/23 Capital Allocation for the following projects:</p> <ul style="list-style-type: none"> a) Mullion Secondary Main Hall & Fire Door Replacement Works - £60,000 b) Mullion Secondary – Roof replacement to North facing B Block - £40,000 c) Helston College South Site Quad Improvements – Estimate £75,000 <p>Trustees NOTED the RAG Rating information for Health & Safety across the Trust.</p>	
<p>5.4</p>	<p>Confidential contract approval</p> <p>Trustees NOTED there were no confidential contracts for approval but APPROVED to delegate authority to the Chair & Vice Chair to jointly approve any urgent contract approvals arising before the next Trustee meeting in October 2023.</p>	
<p>5.5</p>	<p>Report on Advantage Project</p> <p>Trustees RECEIVED the previously circulated report and NOTED the progress of the project.</p>	

	<p>Trustees APPROVED the use of a 3 year, quarterly payment lease where leasing is the chosen option for a school for c 900 iPads and related peripherals for September 2023.</p> <p>Trustees APPROVED the use of circa £230,000 primary school reserves and circa £64,750 Primary Devolved Formula Capital to fund the purchase of c1100 iPads and related peripherals in the current financial year.</p> <p>Trustees APPROVED the use of Central Reserves to support the most vulnerable schools based upon deprivation and financial vulnerability.</p> <p>Trustees EXPRESSED their gratitude to the Director of Business and Finance and Management Accountants for their time and hard work in supporting the project.</p> <p>Meeting ended 11.53am</p>	
	<p>Date of next meetings:</p> <p>Trustee Development Day – Thursday 14th September, 9.15am – 2.30pm</p> <p>Full Board – Wednesday 11th October, 9.30am – 12.30pm</p> <p>Audit and Risk Committee – Wednesday 29th November 2023, 4pm</p>	