



Truro and Penwith Academy Trust

Minutes of the Board of Directors of Truro and Penwith Academy Trust (TPAT) meeting held on 26 September 2017 at Truro College

Directors: Dr J Blunden (Chief Executive), Mr R Crossland, Mrs S Dickinson, Prof A Livingston, Mrs E Winser (Chair), Mr D Walrond and Mr D Williams

In attendance: Mrs J Brinson (TPAT Business Manager), Mr R Gill (Penwith Hub Lead – for item 17/34), Ms J Harvey (Safeguarding Lead Headteacher – for item 17/34 & 17/35), Mr C Wilson (Truro Hub Lead – for item 17/34), Mrs A Winter (Company Secretary) and Mrs J Woodhouse (Headteacher, St Ives – for item 17/34)

Apologies: Mrs A Firth, Ms S Roby and Mr P Wroe

Item	Decision	Action
17/28	<p>Minutes</p> <p>The minutes of the meeting held on 11 July 2017 were APPROVED and signed as a correct record.</p>	
17/29	<p>Matters Arising</p> <p>29.01 St Ives School Tennis Facilities (Minute 17/14.01)</p> <p>The Board was disappointed that an appeal relating to the unsuccessful bid for Condition Improvement Funds (CIF) to upgrade hard play areas had been rejected.</p> <p>29.02 School Websites (Minute 17/14.02)</p> <p>Directors noted that school websites were continuing to be improved and updated and there was now greater confidence in the quality of the information published. A member of the central team was maintaining an oversight and was working with schools to ensure compliance with external requirements.</p> <p>A review of IT services had been completed and it was hoped that a common management information system would be introduced across the whole Trust in due course.</p> <p>29.03 Admissions Arrangements (Minute 17/14.05)</p> <p>The Chief Executive confirmed that the published admission number (PAN) for Chacewater Primary School had been increased from 25 to 30 and the local authority would be funding capital works to accommodate the larger intake. Trustees welcomed this development.</p>	

	<p>29.04 Trustee Recruitment (Minute 17/15.02)</p> <p>The Chair provided an update on trustee recruitment – following discussions with a number of potential candidates, individuals with relevant expertise had been invited to join the new Audit Committee and to act as external advisor to a Hub Review Group. Enquiries regarding other potential trustees were ongoing.</p> <p>The Board APPROVED the appointment of Andrew Knott as a non-trustee member of the Audit Committee.</p> <p>29.05 Regional Schools Commissioner (RSC) (Minute 17/16)</p> <p>The Board noted that the Chief Executive (CE) was continuing to work on the RSC’s recommendations to enhance central capacity and support further growth. The CE summarised key developments which included the introduction of a Trust-wide pupil progress/tracking systems and increasing the budget topslice to further develop school improvement activities.</p> <p>29.06 Trustee Link Scheme (Minute 17/17.01)</p> <p>As raised at the last meeting, trustees welcomed proposals to enable them to develop closer links with schools in a particular hub through a programme of link visits. The CE would be suggesting visit dates for 2017/18.</p> <p>29.07 Condition Improvement Fund (CIF) (Minute 17/17.02)</p> <p>The Board was pleased to note that as well as St Ives School, Pendeen had also secured CIF funding, following an appeal.</p> <p>29.08 Trustee Lead Roles (Minute 17/18.01)</p> <p>In order to enhance Board oversight of provision for pupils with special educational needs and disabilities (SEND) it was proposed that a lead trustee should be nominated to work with the designated SENco (Nadia Lampier, Perranporth).</p> <p>Following discussion, the Board APPOINTED Bob Crossland as the Designated Lead Trustee for SEND.</p> <p>29.09 Safeguarding Update (Minute 17/20)</p> <p>The Chief Executive assured trustees that outstanding actions from 2016 and 2017 section 175/157 self-assessments were being addressed by schools.</p>	<p>AW to action appointment</p> <p>Chief Executive to circulate link visit information</p> <p>AW to draft role description</p>
17/30	<p>Chair’s Business</p> <p>30.01 Headteacher Recruitment</p> <p>Trustees noted that the posts of Headteacher at Pendeen and Clerk to the TPAT Board of Trustees were being advertised.</p> <p>The Board AGREED to delegate responsibility for appointments to the Chair, in consultation with the relevant selection panel.</p>	

17/31	<p>Chief Executive's Report</p> <p>The Board received a report from the Chief Executive providing an update on national and regional issues, reporting on the growth of the Trust, as well as summarising progress with the development of the central team, HR matters, Estates and Facilities.</p> <p>In addition to the matters covered in the report, the Chief Executive indicated that she would be meeting with the new Regional Schools Commissioner (RSC) for the South West, Lisa Mannall, on 6 October 2017. However, it was expected that most of the regular contact and continuity would be provided by her deputy, Hannah Woodhouse.</p> <p>The Chief Executive also reported that she had recently joined the Maths Strategy Group for the region to develop greater consistency and improve maths delivery in association with the Maths Hub. She had also joined a SW MAT Improvement Strategy Group which was developing a self-assessment toolkit which would be piloted in MATs. Following discussion, the Board AGREED to be involved with the pilot – further discussion would take place at the TPAT Board Away Day in February 2018.</p> <p>Trustees were very pleased to note a successful mathematics bid for Strategic School Improvement Funds (SSIF) of £500k by a partnership of thirty schools, led by Cornwall Teaching School, which would benefit a number of TPAT schools. A further SSIF bid for the second phase of funding was being prepared.</p> <p>The Board considered the Chief Executive's update and noted recent developments with interest.</p>	
17/32	<p>Proposed Budgets for New Schools</p> <p>The Board noted the requirement to submit budget figures for Sennen Primary School which had joined TPAT on 1 September 2017.</p> <p>Following consideration, trustees APPROVED the proposed budget for 2017/18 which projected a breakeven position.</p>	
17/33	<p>Financial Procedures Manual</p> <p>Trustees noted that the TPAT Financial Procedures Manual needed to be reviewed annually and updated as necessary.</p> <p>Although no amendments were necessary as a result of the new Academies Financial Handbook for 2017, a number of updates were required to reflect current governance arrangements and to bring the Schools Financial Procedures Manual into line with the main Financial Procedures Manual. Amendments were detailed in a covering paper.</p> <p>The Board noted and APPROVED the proposed amendments.</p>	

17/34	<p>School Performance 2016/17 and Trust Development Plan</p> <p>The Board considered the summer examination results for St Ives Secondary School and Key Stage 1 and 2 summary data across the Trust's 16 primary schools, with comparisons to national benchmarks.</p> <p>The St Ives Headteacher explained that as this was the first year of the new maths and English GCSEs and numerical grading system it had been very difficult to accurately predict performance. A shift in emphasis around grade boundaries and lack of clarity from Government in the lead up to exams had created further uncertainties. However, at this stage the data for St Ives (particularly in maths) was looking strong, but official county and national data was still awaited which would provide a better insight.</p> <p>Each of the hub leads for Penwith and for Truro explained the local factors and the performance of the primary schools in their areas. The hub leads responded to questions from the Board.</p> <p>Overall, reading and writing progress was good whereas maths performance appeared to be slightly below national averages. The outcomes would lead to closer monitoring and detailed action planning in relevant schools. Lead practitioners were being deployed to provide peer-to-peer support as appropriate – the additional input had been well received.</p> <p>Improving maths performance had been identified as a key focus across the Trust and would be the top overarching priority for 2017/18. A Trust-wide INSET day on 30 October would be focusing on maths leadership as well as developing the maths knowledge and confidence of teachers.</p> <p>New schools that had recently joined the Trust were broadly strong with good KS1 and KS2 results.</p> <p>The Board reviewed reports from Headteachers which summarised the overall strengths and weakness in each school and outlined the improvement actions and key priorities for 2017/18.</p> <p>Trustees considered and ADOPTED the Trust Development Plan for 2017/18.</p>	
17/35	<p>Safeguarding Update</p> <p>The Safeguarding Lead Headteacher reported that the Trust's annual return had been independently moderated by the Cornwall Safeguarding Children Board for nine TPAT schools and feedback was very positive. The development of the TPAT template had helped Headteachers to complete the annual return. The Safeguarding Lead Headteacher also reported that:</p> <ul style="list-style-type: none"> • the Lead Safeguarding Trustee had completed refresher training and was in the process of drawing up recommendations in response to the training • two new model policies had been developed by the Cornwall Association of Primary Headteachers to meet latest guidance 	

	<ul style="list-style-type: none"> • a review of the Single Central Record (SCR) indicated that MAT trustees should be included on the SCR for each school • the content of Prevent training had been revised and some updates were needed • a new 'Encompass' system was being introduced by the police to share domestic abuse information with schools more quickly. 	Lead Headteacher and Lead Trustee to take forward actions as appropriate
17/35	<p>Schools Admissions Data</p> <p>A summary of school admissions numbers compared to PAN for each school was considered by the Board.</p> <p>Trustees expressed concern about a significant fall in roll for some schools and intake below PAN which would have a corresponding impact on income and potential implications for the learning experience. The reasons for the decline were not clear and the Board requested an explanation from relevant Headteachers.</p>	Chief Executive to request explanation for the Board
17/36	<p>Governance Matters</p> <p>36.01 Membership Update</p> <p>The Board considered the current membership and noted that several trustee appointments were due to end early in 2018.</p> <p>On behalf of the Board, the Chair asked those approaching the end of their term of office to confirm their willingness to be considered for re-appointment.</p> <p>36.02 Declarations of Interest</p> <p>Trustees were reminded of the requirement to declare any potential conflicts of interest and were invited to notify the Company Secretary of any changes to the current register.</p>	<p>AW to seek confirmation of willingness to be re-appointed</p> <p>Trustees to notify AW of amendments</p>
17/37	<p>Any Other Business</p> <p>37.01 Standards and Testing Agency (STA)</p> <p>The Chief Executive informed trustees of the recent decision by the STA to annul the results of particular national curriculum SAT assessments at a TPAT primary school due to concerns about the accuracy of results.</p> <p>The Board noted that parents had been informed of the decision and to support the transition to secondary school, alternative progress data (based on teacher assessments) for the affected Year 6 pupils had been shared with relevant secondary schools.</p> <p>Trustees were concerned to note this decision and would await further details from the STA.</p>	
17/38	<p>Date of Next Meeting</p> <p>The Board would meet at 9.30am – 12.30pm on Wednesday 6 December 2017 at Truro College.</p>	ALL to note
	<p>PART II: Confidential Business</p> <p>Confidential items 17/39 – 17/42 are separately minuted.</p>	