

# TRUST BOARD - MINUTES

**Minutes** of the Board of Trustees held on Tuesday 25<sup>th</sup> January 2022 at 9.30am on Microsoft Teams.

Trustees: Mrs E Winser (Chair), Mrs A Firth (Vice Chair), Prof A Livingston, Mr S

Cryer, Dr J Blunden (Chief Executive), Ms A Bull, Mr J Dunn, Mr A Venter

and Mr J Green

Also Present: Mrs J Brinson (Director of Business and Finance), Mrs H Andrew (HR

Director), Mrs B Couch (Governance Officer), Mr C Gould (Director of Education), Mrs J Woodhouse (Secondary Executive Headteacher) and

Mrs J Harvey (Trust Safeguarding Lead).

Apologies: Mrs S Flack and Mr D Austin

Item	Decision	Action
1.	Welcome, Introductions and Apologies	
	The Chair welcomed all to the meeting, apologies were <b>RECEIVED</b> and <b>ACCEPTED</b> from Mrs S Flack and Mr D Austin.	
2.	Minutes	
	2.1 Minutes of the meeting held on 8 <sup>th</sup> December 2021	
	The minutes of the meeting held on 8 <sup>th</sup> December 2021 were <b>ACCEPTED</b> as a true and accurate record of proceedings and will be signed by the chair at the next opportunity.	
	2.2 Confidential minutes of meeting held on 8th December 2021	
	The confidential minutes of the meeting held on 8 <sup>th</sup> December 2021 were <b>ACCEPTED</b> as a true and accurate record of proceedings and will be signed by the chair at the next opportunity.	
3.	Matters Arising	
	<u>Digital Transformation</u> Trustees <b>ASKED</b> whether there was an update on the website provision and were <b>INFORMED</b> that the majority of primary schools will be going with eSchools for their websites.	
	<u>Union update</u> Trustees <b>ASKED</b> if there has been further update from the unions with regards to the support staff pay award and were <b>INFORMED</b> that an agreement has yet to be made.	
	Math Hub	

	Trustees <b>ASKED</b> how the work with the Maths hub is progressing and were <b>INFORMED</b> that the work is progressing well and there have been applications for the recently	
	advertised administrator role. Conversations are continuing with the organisation running	
	the maths hub to ensure smooth working practices.	
	Health and Safety	
	Trustees were <b>INFORMED</b> that the members of the health and safety team are currently absent and the new apprentice is settling in well.	
	See confidential minutes for matters arising from the confidential minutes of 8 <sup>th</sup> December 2021.	
4.	Declaration of business and pecuniary interests	
	The previously circulated register of interests was <b>DISCUSSED</b> , Trustees <b>DECLARED</b> no further interests.	
5.	Regular updates	
	5.1 Safeguarding Update	
	Trustees <b>NOTED</b> the previously circulated report and <b>NOTED</b> all but one issue has been	
	addressed, this is concerning Mousehole and their website and will be completed as a matter of priority.	
	A further safeguarding for Trustees training session will be organised, Trustees were <b>URGED</b> to ensure they attend this if they are not already fully safeguard trained. A further	Gov Officer
	date will be circulated.	Ciliodi
	The consultation for next year's update of KCSIE is open and the Trust Safeguarding lead is feeding into this process.	
6.	Chair's Business	
	The Chair <b>REPORTED</b> to Trustees that a meeting between the Trust and Truro and	
	Penwith College has taken place, this is part of the regular dialogue and was a successful	
	catch up. The Articles of Association were discussed and the requirement to sign off on updated Articles before a funding agreement for the new school can be signed, this will be	
	addressed when required.	
7.	Chief Executive Report to include risk management	
	Trustees <b>RECEIVED</b> the previously circulated report and <b>DISCUSSED</b> the following	
	highlights:	
	Congratulations were <b>EXPRESSED</b> to Judy Brinson for her MAT Finance Leader of the Year award.	
	Covid	
	Covid continues to create disruption for schools, cases are on the increase for a number of our schools. Where closure is needed, this is due to safeguarding from a lack of staffing available.	
	Free School	
	Trustees were <b>INFORMED</b> a further meeting is due to take place soon, no further information is currently available.	
	Peer Review Update	

The peer review process was a positive experience for both teams and involved a number of organisations from across the Trusts. The report will be circulated once finalised.

# Risk reporting

See confidential minutes.

### Mental health and wellbeing

Trustees **NOTED** the previously circulated summary document and were heartened to see the number of well qualified practitioners across the Trust who have been trained in the mental health and wellbeing area. Work is underway to harness this experience and ensure practice is shared across the Trust.

## <u>OfSTED</u>

Communication has been received from OfSTED to ask for an initial discussion with the Trust; Trustees will be updated when further information is available.

CEO

CEO

### 8. HR Report – Annual review of workforce information

The previously circulated report was **DISCUSSED** with the following **NOTED**:

As an overview, the HR team have dealt with settlement agreements, TUPE of staff into the Trust, staffing and leadership restructures at some schools, disciplinary matters and trade union discussions.

Trustees **QUESTIONED** whether there is data on the number of staff across the Trust who have been vaccinated against Covid-19 and were **INFORMED** that this is not information we are permitted to ask staff.

In terms of the workforce headcount, currently there are 1111 staff across the Trust and 84% of these are female.

Over the last year there have been 31 staff on maternity leave and 4 on paternity leave.

Staff absence is slightly up on last year – the absence rate for the Trust was 2.23%. As a comparison, Trustees were **INFORMED** that the NHS staff absence for the same period was 4.1%.

Trustees **NOTED** the content of the report and **THANKED** the Director of HR for the work in putting together the report.

## 9. Primary phase Spring Term report

### 9.1 Hub review group report

Trustees **NOTED** the previously circulated report and were **INFORMED** that curriculum auditing is taking place across the Trust.

#### 9.2 Phonics data

Trustees **NOTED** the year 2 phonics test results across the schools and **DISCUSSED** the mixed set of results. Trustees **QUESTIONED** the significance of 32% and were **INFORMED** that this is the pass rate.

Work is underway with all schools across the Trust to ensure appropriately approved programmes are in place.

### 9.3 School Improvement – Targeted school summary

Trustees **NOTED** the previously circulated report and the following key issues:

School leaders have faced many operational challenges in the Autumn term as a result of Covid.

Attendance has been collected weekly and varied greatly with temporary closures of Blackwater, Alverton, Chacewater, Pensans, Nancledra, Newlyn, Mithian, Trewirgie schools due to cluster outbreaks.

Sequencing of curriculum is a priority for all our schools currently alongside reading development.

Continued focus is required on the Good schools just outside the OfSTED window as well the schools carrying an existing RI judgement.

The Director of Education has attended a governors meeting of each school in the Trust.

Trustees **NOTED** that 90% of the 26 primary schools within the Trust are likely to be OfSTED inspected in the next 2 years. A review of the school improvement team is taking place to ensure the right skills and capacity are available to support schools.

## 10. Secondary phase Spring Term report

Trustees **NOTED** the previously circulated report and **QUESTIONED** the role of a general teacher – Trustees were **INFORMED** that these roles are for supply work within the schools to cover absence of teachers.

Trustees **DISCUSSED** the 3 secondary schools – see confidential minutes.

Trustees **NOTED** the Hayle ARB project is progressing well and is still on track to open in September 2022.

# 11. Admission arrangements 2023/24

Trustees **DISCUSSED** the previously circulated report and **QUESTIONED** the different criteria and the need to meet local needs and differences.

Following **DISCUSSION**, Trustees **APPROVED** the admissions arrangements 2023/24.

## 12. Financial Reports

12.1 Management Accounts, Balance Sheet, Cashflow and KPI's – November 2021
Trustees **NOTED** the previously circulated reports and the position for the period ending 30th November 2021, the Balance Sheet, Cash Flow and school performance indicators.

Trustees **APPROVED** the increase in the National Living Wage to £9.50, effective from 1st April 2022 and the application of an uplift of 0.5% to the pay points 2-5 with effect 1st April 2022 – this is to maintain a pay differential for these pay points.

### 12.2 Capital update

Trustees APPROVED the 2021/22 Capital Allocation request for the Gulval School dry stone wall rebuild at a cost of £12,800 Trustees **NOTED** the summary financial position of Capital for the Trust for the period ending 30th November 2021. Trustees were INFORMED that an additional 300 ipads have been secured for the Trust from the government. 13. Working party updates 13.1 Policy Review Group Trustees were **INFORMED** that the policy review group have recently met, following thorough discussion and review the following policies are **RECOMMENDED** to the full board for adoption: Recruitment Complaints Trustees **THANKED** the Trustees who form the policy review group and **APPROVED** the above named policies. 13.2 Curriculum Review Group Trustees were INFORMED that this group had met for their first meeting and feedback will be given to Trustees at the development day on 10<sup>th</sup> February. 14. Any other business Nancledra term dates As per the SODA, Trustees were **ASKED** to **APPROVE** the slight change in terms dates for Nancledra – finishing on 20th December and starting the Spring Term from Thursday 5th January 2023. Trustees APPROVED this change and INDICATED this change would be acceptable if other schools wished to do this. 15. **Date of Next Meetings** Trustee Development day – Thursday 10<sup>th</sup> February 2022 AGM and Trust Board meeting – Wednesday 23rd March 2022