



## TRUST BOARD – MINUTES

**Minutes** of the Board of Trustees held on Wednesday 23<sup>rd</sup> March 2022 at 10.30am at Academy House.

Trustees: Mrs E Winsor (Chair), Mrs A Firth (Vice Chair), Prof A Livingston, Mr S Cryer, Dr J Blunden (Chief Executive), Mr J Dunn, Mrs S Flack, Mr A Venter and Mr J Green.

Also Present: Mr A Milliner (prospective Trustee) Mrs J Brinson (Director of Business and Finance), Mrs H Andrew (HR Director), Mrs B Couch (Governance Officer), Mrs J Woodhouse (Secondary Executive Headteacher) and Mrs J Harvey (Trust Safeguarding Lead).

Apologies: Mrs A Bull, Mr C Gould.

Item	Decision	Action
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>The Chair welcomed all to the meeting, apologies were <b>RECEIVED</b> and <b>ACCEPTED</b> from Mrs A Bull and Mr C Gould.</p>	
2.	<p><b>Digital Transformation</b></p> <p>Martin Higgs, Trust lead for digital transformation, shared a presentation with Trustees and <b>UPDATED</b> on the digital transformation progress with the following highlighted:</p> <p>The 6 strands of the road map continue to be progressed and monitored; an additional colour of blue has been added to show completion of items.</p> <p>Kennall Vale School have been added to the list of trailblazer schools.</p> <p>The TCaF funding can be used for labour costs but the cost of equipment is a challenge and must be met from outside the TCaF funding.</p> <p>The IT support team is in the process of being restructured and technicians are enrolled on training with continuous professional development taking place.</p> <p>The Trust are working towards Cyber Essential accreditation; this entails a lot of work but it is an important milestone for the Trust.</p> <p>The Trust website and intranet projects are underway as is a review of the management information system.</p> <p>Trustees <b>DISCUSSED</b> cyber security insurance – <i>see confidential minutes</i>.</p> <p>Trustees <b>EXPRESSED</b> their thanks to Martin for his report.</p>	

3.	<p><b>Minutes</b></p> <p><u>3.1 Minutes of the meeting held on 25<sup>th</sup> January 2022</u></p> <p>The minutes of the meeting held on 25<sup>th</sup> January 2022 were <b>ACCEPTED</b> as a true and accurate record of proceedings and were signed by the Chair.</p> <p><u>3.2 Confidential minutes of meeting held on 25<sup>th</sup> January 2022</u></p> <p>The confidential minutes of the meeting held on 25<sup>th</sup> January 2022 were <b>ACCEPTED</b> as a true and accurate record of proceedings and were signed by the Chair.</p>	
4.	<p><b>Matters Arising</b></p> <p><u>Unions</u> Trustees <b>ASKED</b> for an update on the unions and were <b>INFORMED</b> that one union has balloted for industrial action.</p> <p><u>Safeguarding training for Trustees</u> An additional date for this will be organised and circulated to Trustees.</p> <p><u>Peer review report</u> This will be circulated once it's finalised.</p> <p><u>Ofsted</u> Sarah McGuinness is now the Trust Ofsted strategic contact.</p> <p>Trustees <b>REQUESTED</b> a timeline to show where each school is on its Ofsted journey.</p>	<p>Gov Officer</p> <p>CEO</p> <p>Dir of Ed</p>
5.	<p><b>Declaration of business and pecuniary interests</b></p> <p>The previously circulated register of interests was <b>DISCUSSED</b>, Trustees <b>DECLARED</b> no additional interests.</p> <p>Ellen Winser <b>DECLARED</b> that she is no longer involved with Truro 3 arts – the record will be updated accordingly.</p>	<p>Gov Officer</p>
6.	<p><b>Regular updates</b></p> <p><u>6.1 Safeguarding Update</u> The Trust Safeguarding lead was unavailable for the meeting, an update will be requested for the next meeting.</p> <p><u>6.2 Health, Safety and Estates</u></p> <p>Trustees <b>NOTED</b> the previously circulated report with the following points to note:</p> <p>Schools are continuing to have Covid issues, many schools across the Trust have had high numbers of positive cases. Where children are isolating at home and are well enough to do so they revert to home learning – unless staffing numbers are too low to allow for this.</p> <p>Trustees <b>ASKED</b> how well staff are coping with the continuous disruption and were <b>INFORMED</b> that lots of wellbeing support is being needed within schools to support staff.</p> <p>Trustees <b>EXPRESSED</b> their thanks and appreciation to staff across the Trust for the hard work and dedication in providing as much stability for the education of children as possible.</p>	<p>Gov Officer</p>

<p>7.</p>	<p><b>Financial Reports</b></p> <p><u>7.1 Management Accounts as at January 2022 update and support staff pay award</u></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>DISCUSSED</b> with the following:</p> <p>Trustees <b>NOTED</b> the position for the period ending 31st January 2022, the balance sheet, cash flow and school performance indicators</p> <p>Trustees <b>APPROVED</b> the support staff pay award of 2.75% for points 1- 5 and 1.75% for points 6 and above, to be backdated to 1st September 2021</p> <p>Trustees <b>APPROVED</b> the application of the 4.5% top slice to the supplementary grant receivable by schools for the Health and Social Care levy and wider costs pressure.</p> <p>Trustees were <b>INFORMED</b> that the Trust benchmarking data from Bishop Fleming will be circulated.</p> <p>Trustees <b>NOTED</b> the drop in NOR across the Trust and <b>QUESTIONED</b> whether this looks to continue. Trustees were <b>INFORMED</b> that the prediction is for the NOR to continue to drop further, this is due to a demographic dip in pupil numbers with the cost and availability of housing in the county being a reason for this.</p> <p><u>7.2 Forward Budget Assumptions 2022 – 2025 to include review of Central Contribution</u></p> <p>See confidential minutes.</p> <p><u>7.3 Capital Monitoring and allocation</u></p> <p>Trustees <b>RECEIVED</b> and <b>DISCUSSED</b> the previously circulated reports with the following outcomes:</p> <p>Trustees <b>NOTED</b> the summary financial position of capital for the Trust for the period ending 31st January 2022.</p> <p>Trustees <b>NOTED</b> the approvals sought in the confidential contract paper that request the use of 2021/22 Capital Allocation funding for:</p> <ul style="list-style-type: none"> <li>• Cardinham – Replacement Boiler - £28,874</li> </ul> <p>and the request to use of the 2022/23 Capital Allocation funding for:</p> <ul style="list-style-type: none"> <li>• Hayle – Replacement Boilers - £211,713</li> <li>• Berrycoombe - Fire Improvement Works - £27,753</li> </ul> <p><u>7.4 Confidential Contract Approval</u></p> <p>See confidential minutes.</p> <p><u>7.5 School Resource Management Assessment return</u></p> <p>Trustees <b>APPROVED</b> in retrospect, the circulated return as submitted to the ESFA.</p>	<p>Gov Officer</p>
<p>8.</p>	<p><b>Chairs Business</b></p> <p>None</p>	

<p>9.</p>	<p><b>Chief Executive’s report to include risk management</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report with the follow points to <b>NOTE</b>:</p> <p>The new “education investment areas” will form part of the government’s levelling-up white paper and will see resources focused on schools in the north, the Midlands, the east of England and the south-west, including Cornwall, for the next decade.</p> <p>Three regional schools commission areas have been subject to review and alignment to current regional structures in government and associated organisations such as Ofsted. The South West is the only region not impacted. Advisory board elections took place in December and our Chief Executive has been elected as one of the four regional representatives.</p> <p>Trustees were given a growth update, see confidential minutes.</p> <p>Trustees were <b>INFORMED</b> that the free school is moving forward, a site has been secured and individuals were <b>ASKED</b> to consider being part of a free school working party and to contact the Chief Executive if interested.</p> <p>Trustees were <b>INFORMED</b> of really positive Headteacher appointments at both Kehelland and Mousehole Schools.</p> <p>Trustees <b>NOTED</b> the previously shared risk register.</p>	<p>All Trustees</p>
<p>10.</p>	<p><b>Reports from working parties</b></p> <p><u>10.1 Policy review</u></p> <p>Following a <b>RECOMMENDATION</b> from the policy review group, Trustees <b>APPROVED</b> the following policies:</p> <ul style="list-style-type: none"> <li>• Capability</li> <li>• Disciplinary</li> <li>• Equality</li> <li>• Staff attendance</li> <li>• Uniform</li> <li>• Whistleblowing</li> </ul> <p>Trustees <b>APPROVED</b> the Trust equality statement for publication on the website.</p> <p>Trustees were <b>INFORMED</b> that following legal support, the Trust were advised that when dealing with exclusions, the DfE statutory guidance should always be used. Therefore, a policy has not been created, but support for school to interpret the statutory guidance and model letters has been produced. Trustees <b>APPROVED</b> this way ahead.</p> <p><u>10.2 Curriculum</u></p> <p>Trustees <b>RECEIVED</b> the previously circulated report and <b>NOTED</b> the really positive things happen in Trust schools.</p> <p><u>10.3 Cape</u> See confidential minutes.</p>	

11.	<b>Any other business</b>  <u>Timings of Trust Board meetings</u> Trustees <b>DISCUSSED</b> the timings of meetings and following a thorough debate made the decision to keep the Trust Board meetings at a 9.30am start for the immediate future.	
12.	<b>Dates of next meetings</b>  4 <sup>th</sup> May 2022 - Audit and Risk 20 <sup>th</sup> May 2022 - Full trust board	