



## Trust Board - Minutes

**Minutes** of the Board of Trustees held on Thursday 7<sup>th</sup> December, 9:30am at Academy House.

Trustees: Mrs A Firth (Chair), Mr J Dunn (Vice Chair), Dr J Blunden (Chief Executive), Mr J Green, Mr A Milliner, Mrs S Flack, Mrs A Bull, Mrs A George, Mr D Austin, Mr C Waldie

Also Present: Mrs J Brinson (Chief Financial Officer), Mrs B Couch (Head of Corporate Governance), Mrs J Harvey (item 4), Mrs H Andrew (item 5), Mr C Pickles (item 6), Mrs E Burley (Minute Taking), Mr R Malyon (Project Director, DfE - item 1), Mr A Baker (item 1), Mr M Collins (item 1), Ms A Hutchinson

Apologies: Mr M Tucker

Item	Decision	Action
1.	<p><b>Free School update</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated proposal.</p> <p>Trustees were <b>INFORMED</b> that the Free School consultation evening had been successful and that the majority of feedback was good with just a few objections.</p> <p>Trustees were <b>INFORMED</b> of the current risks that are being explored including the proposal of a lane leading to Bollingey Road and the drop off and pick up where a plan is being explored for a one-way system.</p> <p>A Trustee stated that the materials being proposed for the build must be fit for coastal environments.</p> <p>Trustees were assured that the Trust team have been working closely with the <b>project team</b> with regular meetings and communication. the team are confident with the proposal.</p> <p>Trustees <b>APPROVED</b> for the project to proceed with the assurance that their next update will be prior to planning applications and with at least 5 working days allowance for feedback to be provided at the next meeting.</p> <p><i>Mr A Milliner joined the meeting at 09:50am</i></p>	
2.	<b>Governance Business</b>	
2.1	<p><b>Apologies</b></p> <p>Apologies were <b>RECEIVED</b> and <b>ACCEPTED</b> from Mr M Tucker.</p>	
2.2	<p><b>Declaration of business and pecuniary interests and approval of register</b></p> <p>Trustees <b>APPROVED</b> the previously circulated register of interests with the amendment of declarations made by Mr C Waldie.</p>	

2.3	<p><b>Public and confidential minutes of the meeting of 11<sup>th</sup> October 2023</b></p> <p>The minutes and confidential minutes of the meeting held on 11<sup>th</sup> October 2023 were <b>ACCEPTED</b> as a true and accurate record of proceedings.</p>	
2.4	<p><b>Matters arising (not otherwise covered in the agenda)</b></p> <p><i>For confidential matters arising, see confidential minutes.</i></p> <p>Trustees were <b>INFORMED</b> of the successful appointment of a new Chief Financial Officer – Sam Davis who will be joining the Trust in January 2024.</p>	
2.5	<p><b>Chair’s Business</b></p> <p>The Chair introduced Abi Hutchinson to the meeting as an observer as a prospective Trustee.</p> <p>The Chair <b>INFORMED</b> Trustees that the Search and Governance Committee had also met with another prospective Trustee – all Trustees will be contacted regarding both appointments.</p> <p>The Chair <b>INFORMED</b> Trustees that she had recently had a meeting with the Chair of the South West Regional Group, it was reported that concerns regarding both SEND and disadvantaged are a theme across the region.</p>	
2.6	<p><b>Corporate Governance report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees were reminded that the Local Governing Board within the Trust are committees of the Trust Board with the Scheme of Delegated Authority in place to provide clarity around decision making.</p> <p>Trustees <b>NOTED</b> that Clerk recruitment is currently a concern. The Head of Corporate Governance is looking at a whole Trust approach to improve the clarity of the role and improve recruitment.</p> <p>Trustees <b>NOTED</b> the information regarding recruitment and to consider those put potential Trustees put forward by the Search and Governance committee.</p>	
2.7	<p><b>Report from Risk and Audit Committee – Trustees Annual Report &amp; Financial Statements 2022/23</b></p> <p>Trustees were <b>UPDATED</b> on the outcomes of the Risk and Audit Committee and <b>APPROVED</b> the recommendations of:</p> <ul style="list-style-type: none"> <li>• the Draft Annual Trustees Report and Financial Statements for the year ended 31st August 2023;</li> <li>• the Audit Completion Report (KIDD) for the year ended 31 August 2023.</li> </ul> <p>Trustees <b>NOTED</b> the internal auditing for 2023/24 will be covering:</p> <ul style="list-style-type: none"> <li>• key financial controls</li> <li>• admission and enrolments</li> <li>• business continuity plans</li> </ul> <p>Trustees <b>APPROVED</b> the risk register policy recommended from the Risk and Audit Committee.</p>	

<p>3.</p>	<p><b>Chief Executive’s report to also include risk management</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p><u>Regional Update</u> Trustees <b>NOTED</b> the regional performance data graphs which show the provision outcomes for disadvantaged pupils indicate a concern that in Cornwall, there is a worsening position for our most vulnerable young people. This continues to be a key focus for the Trust looking at attendance and the most vulnerable pupils in all schools.</p> <p>Trustees <b>NOTED</b> that the Trust CEO is chairing a meeting with all Cornwall CEOs and the new OFSTED Lead.</p> <p><u>Risk Register</u> Trustees <b>NOTED</b> the new model template for the risk register. The new template includes the ‘Tonkin Deck’ issues emerging in school construction.</p> <p>Trustees <b>NOTED</b> that Cape Cornwall continues to be a school of concern with discussions continuing with the ESFA to make a case for special financial support.</p> <p>Trustees <b>NOTED</b> that Pensans School continues to be a school in trust special measures. The Trust primary school improvement team continue to work closely with the school.</p> <p><u>OFSTED</u> Trustees <b>NOTED</b> that since the last meeting the following schools have been inspected; Mullion School, Bodriggy Academy and Kehelland Village School all of which had a ‘Good’ result.</p> <p><u>Trust High Needs Group</u> Trustees <b>NOTED</b> that a high needs group has been put together by the CEO to bring together strategic oversight, monitoring and action for the most vulnerable pupils with SEND.</p> <p><u>Advantage Program</u> Trustees <b>NOTED</b> the Advantage Program roll out so far has been successful. The programme has eight core expectations linking to the use of technology to transform teaching, learning and assessment to improve outcomes for all pupils but especially those from more disadvantaged backgrounds and those with SEND.</p> <p>A Trustee <b>REQUESTED</b> a presentation from a school where the program is in place and it was <b>AGREED</b> to plan a visit by Trustees to a school in January.</p>	<p>Head of CG</p>
<p>4.</p>	<p><b>Safeguarding Lead report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees <b>NOTED</b> the draft safeguarding 5 year strategic plan with a review being presented in the first Spring meeting for adoption alongside the KPI document which will RAG rate school positions for safeguarding.</p> <p>Trustees <b>NOTED</b> the focus this term for DSL support in schools was in 4 key areas; training plans, prevent, CPOMS alignment and SCR support.</p> <p>Trustees <b>NOTED</b> the transfer for all school to go onto CPOMS is progressing well and will enable the Trust to look into data in more detail at Trust level.</p>	

5.	<p><b>Director of People and Strategy report</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated report.</p> <p>Trustees <b>NOTED</b> the Gender Pay Gap Report showing that over the last 5 years the number of females in some of the lowest paid roles is increasing. As a Trust, 83% of the total workforce are female and therefore it is inevitable that there are more female employees working in every quartile pay band across the Trust. This is the trend in education generally across the UK.</p> <p>A discussion took place around how the Trust can try to improve the situation and a suggestion was made to change the shortlisting process for the Trust to include a front page which removes any gender information including names at the shortlisting stage.</p> <p>Trustees <b>NOTED</b> that recruitment is an issue across education in particularly with support roles.</p> <p>A Trustee requested information to be presented at the next meeting in more detail on recruitment.</p> <p>Trustees <b>APPROVED</b> the Gender Pay Gap report for publication.</p> <p>Trustees <b>NOTED</b> the approval that was undertaken over email to <b>APPROVE</b> the support staff pay award for 2023.</p> <p>This award had been agreed at national level and was for a flat rate increase of £1925 with a 3.88% uplift for those on a salary above £49,590. This award was effective from 1 September 2023 in accordance with the Trustees decision in 2017 to move the payment date from April to September each year.</p>	
6.	<p><b>Director of Operations report</b></p> <p>Trustees <b>RECEIVED</b> and <b>NOTED</b> the previously circulated report.</p> <p><i>Please see confidential minutes</i></p>	
7.	<p><b>Chief Finance Officer's report</b></p>	
7.1	<p><b>Management accounts, balance sheet, Cashflow and KPI's 2022/23 outrun</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>NOTED</b> the overall position for the Trust for the period ending 31<sup>st</sup> August 2023 – taking into account the balance sheet, cash flow and KPIs.</p>	
7.2	<p><b>Management accounts, balance sheet, Cashflow and KPI's as at 31st October 2023</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>NOTED</b> the overall position for the Trust for the period ending 31<sup>st</sup> October 2023 – taking into account the balance sheet, cash flow and KPIs.</p> <p>Trustees <b>CONFIRMED</b> that the Trust is a going concern given the current budget projections.</p>	
7.3	<p><b>Capital monitoring 2022/23 outturn</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>NOTED</b> the summary financial position for Capital for the Trust for the period ending 31<sup>st</sup> August 2023.</p>	

7.4	<p><b>Capital monitoring to 31st October 2023</b></p> <p>Trustees <b>RECEIVED</b> the previously circulated reports and <b>NOTED</b> the summary financial position for Capital for the Trust for the period ending 31<sup>st</sup> October 2023.</p> <p><b>Trustees APPROVED the following capital allocation:</b></p> <ul style="list-style-type: none"> <li>a. The use of 2023/24 Capital Allocation for Helston College Courtyard Refurbishment - Estimate £60,000</li> <li>b. The use of the balance of unspent former Southerly Point 2022/23 SCA Capital Allocation - Helston College Courtyard Refurbishment - Estimate £140,000</li> <li>c. The use of the balance of Southerly Point efficiency grant of £89,982 towards the planned LED lighting works.</li> </ul>	
7.5	<p><b>Confidential contract approval</b></p> <p><i>For confidential contract approval – see confidential minutes</i></p>	
7.6	<p><b>AOB</b></p> <p>The Trustees <b>THANKED</b> the Chief Financial Officer for all of their hard work for the Trust and wished them a very happy retirement.</p>	
	<p><b>Date of next meetings:</b></p> <p>Full Board – Tuesday 30<sup>th</sup> January 2024, 9.30am</p>	