



# Truro and Penwith Academy Trust

## Minutes of the Board of Trustees of Truro and Penwith Academy Trust (TPAT) meeting held on 03 October 2018 at Truro College

**Directors:** Dr J Blunden (Chief Executive), Mr R Crossland, Mr T Lister, Mr A Stittle, Mr D Williams, Mrs E Winser (Chair) and Mr P Wroe

**In attendance:** Mrs H Andrew (HR Manager), Mrs J Brinson (Director of Business and Finance), Mr E Burns (**Company Secretary**) and Mrs C Fortey (Director of Education), Joanne Harvey and C Harper

**Apologies:** Mrs S Dickinson, Prof A Livingston and Mrs Anita Firth

Item	Discussion/Decision	Action
18/68	<p><b>Chairs Business</b></p> <p><b>68.01 Use of Personal Emails Reporting</b></p> <p>The Chair <b>REQUESTED</b> that the Email relating to the setting up and using of the TPAT email account should be resent to all Trustees by the Director of Finance.</p> <p><b>68.02 TPAT Academy Growth</b></p> <p>The Board was <b>INFORMED</b> by the Chair that Nanstallon School would not be seeking to become an Academy in the near future to focus on its Ofsted reported performance.</p> <p><b>68.03 Central Capacity</b></p> <p>The Central Team have been strengthened with the appointment of a term-time HR Assistant and a Senior Finance Technician (Temp). A part-time Fundraising Officer will be appointed after the longer term TPAT occupancy issues are resolved.</p> <p><b>68.04 St Just Budget 2018/19</b></p> <p>The Chair attended the Sept 2018 St Just Local Governing Body (LGB) and <b>AGREED</b> savings of £30,000 (approx) to reduce the budgeted deficit in 2018/19 to £2000 (approx). The Academy will also be provided with additional support from the Central Finance Team to help them manage their in year financial position. It was also <b>AGREED</b> by the Board that a Trustee will attend the October LGB meeting.</p>	<p>All to Note</p> <p>All to Note</p> <p>Chair</p>
18/69	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 10th July 2018 were <b>APPROVED</b> and signed as a correct record.</p>	

18/70	<p><b>Matters Arising</b></p> <p><b>70.01 Shared Local Governing Boards (Minute 18/39.02)</b></p> <p>The Board <b>APPROVED</b> amendments to the SoDA and amendments to the Articles that would enable single LGB's to be established covering more than one Academy. The amendments would be <b>ADOPTED</b> by the Board once Michelmore had received formal approval from the DfE.</p> <p><b>70.02 Reserves Policy (Minute 18/62.02)</b></p> <p>The Board <b>AGREED</b> to carry forward discussions regarding the Reserves Policy to the December Board meeting.</p> <p>The Board <b>AGREED</b> to put on hold the establishment of an Investment Committee.</p>	<p>All</p> <p>Director of Finance &amp; Business Development</p>
18/71	<p><b>Chief Executive's Report</b></p> <p>The Chief Executive presented a confidential report highlighting national, regional and local issues as well as developments within the Trust. A range of issues were discussed, including:</p> <ul style="list-style-type: none"> <li>• <b>Integrated Curriculum</b> - TPAT is commissioning all schools to be reviewed for Integrated Curriculum and Financial Planning to meet the requirements of the MDIF Award from the RSC. The cost of the work would be completed within existing budgets.</li> <li>• <b>Teachers Pay Awards</b> - The Government announced teachers' pay awards of 3.5% to the main scale, and variable awards for other teachers and leaders.</li> <li>• <b>Growth</b> - The Trust welcomed Cape Cornwall and Bodriggy Academies on the 1<sup>st</sup> Sept 2018.</li> <li>• <b>Central Capacity</b> - Office space has been a concern and the support for 25 schools requires excellent communication within the team. The College are currently looking at the option of purchasing an adjoining property which could be converted into office space for TPAT to rent.</li> <li>• <b>Estates</b> - Newlyn School had a health and safety incident which was not investigated by the HSE but did trigger an investigation for the Trust by the College H&amp;S Officer. Actions from this investigation have been implemented and the school position has improved significantly.</li> <li>• <b>Risk Monitoring</b> - A parental complaint regarding Hayle Academy was made to Ofsted and included an allegation about a staff member. The incident was investigated as per Trust Policy and both the LADO and the police were involved. It was concluded that the LADO and the police are taking no further action and the internal investigation will make recommendation regarding additional training for staff. The member of staff involved in the incident has remained in post and the student is no longer at the school.</li> <li>• <b>Other</b> - The Audit Committee will receive an updated risk register to include the lessons learnt from the Hayle incident.</li> </ul> <p>The Board <b>NOTED</b> the ongoing progress and latest developments.</p>	

18/72	<p><b>School Performance 2017/18 &amp; Development Plan</b> The Board was presented with papers by the Chief Executive and the Director of Education relating to the TPAT School Performance Results (provisional) for 2017/18.</p> <p><b>Primary School Performance</b> – The 2017/18 Primary School results (unvalidated) indicate that seven schools (including Bodriggy Academy which is new to TPAT) will require targeted support in 2018/19 in order to improve schools performance. Support will be required in both Maths and English and also School Leadership.</p> <p><b>Secondary School Performance</b> – Cape Cornwall and St Ives Schools performance was relatively good in 2017/18 but Hayle (which is relatively new to TPAT) was below expectations. It was <b>NOTED</b> that the changes in exams for 2017/18 made this an unusual year for results. The final results table for secondary schools will be published in October 2018.</p> <p>The Board <b>ARGEED</b> that the targeted support of Hayle in the areas of Leadership and inter trust moderation, as outlined by the Director of Education, would be important in improving performance.</p> <p><b>Trust Development Plan 2018/19</b> The Board <b>NOTED</b> the Trust Development Plan for 2018/19.</p>	<p>Director of Education</p> <p>Director of Education</p> <p>Director of Education</p>
18/73	<p><b>School Improvement Priorities &amp; Hub Performance Reviews</b></p> <p><b>School Improvement Programme</b> - The Director of Education presented the TPAT School Improvement Support Programme to the Board which outlined the core offering and additional/targeted support that they will be providing to all Primary and Secondary schools in 2018/19. The Board <b>APPROVED</b> the School Improvement Support Programme for 2018/19.</p> <p><b>Hub Performance Review</b> – The Director of Education presented a paper on the TPAT Hub Performance Review which included key strengths, risks and targets for each school. The Board <b>NOTED</b> the paper.</p>	<p>Director of Education</p> <p>Director of Education</p>
18/74	<p><b>School Admissions Data &amp; Incoming Pupils Levels</b> The Board <b>RECEIVED</b> the TPAT School Admissions as at September 2018 and <b>NOTED</b> that the Trust now has 5000+ (approx) students on its roll.</p>	All
18/75	<p><b>Proposed Budgets for New Schools</b> The Board <b>APPROVED</b> the proposed budgets from 1<sup>st</sup> Sept 2018 - 31<sup>st</sup> August 2019 for Bodriggy Academy and Cape Cornwall School which joined the Trust on 1 June 2018.</p>	All
18/76	<p><b>Review of Financial Procedures</b> The Board <b>RECEIVED</b> a copy of the revised Financial Procedures Manual and they were updated by the Director of Finance on the main changes to the procedures. The Director of Finance confirmed that the summary results go out to all academies 6 times per year. A</p>	Director of Finance & Business Development

	letter will also be sent to all the Academies on the management of 'surpluses'. The Board <b>APPROVED</b> the new Financial Procedures Manual.	
18/77	<p><b>Policies Reviewed</b></p> <p><b>Safeguarding Update</b> - A Safeguarding paper was presented to the Board and <b>CONFIRMATION</b> was provided by the Safeguarding Lead that the new Safeguarding Policy would be implemented in all schools. The Safeguarding Lead also <b>CONFIRMED</b> that a check would be made of all the schools in November 2018 to ensure that the current policy is being displayed on their websites.</p> <p><b>Redundancy Procedure</b> - The HR Manager presented the Whole School Redundancy Procedure to the Board and confirmed that the procedure had been reviewed and agreed to by the Trust lawyers. The Board discussed the procedure and <b>APPROVED</b> the procedures subject to the following amendment being made:</p> <ul style="list-style-type: none"> <li>To remove the 'Whole' from the title of the draft procedures.</li> </ul> <p>The Board <b>REQUESTED</b> that all the Professional Bodies receive a copy of the final procedures.</p>	<p>Safeguarding Lead</p> <p>HR Manager</p> <p>HR Manager</p>
18/78	<p><b>SEND Update.</b></p> <p>The Board received a verbal update on the current SEND from the Chief Executive and <b>NOTED</b> that the dates for the Hubs were still to be agreed and then linked to the relevant Governors.</p>	All
18/79	<p><b>Governance Matters</b></p> <p><b>Search and Governance Committee</b> – The Chair provided the Board with verbal feedback on the first Search &amp; Governance Committee held in Sept 2018. The Board was informed of the discussions held regarding the need to recruit up to 3 new Trustees with specific skills in order to replace recent Trustee resignations. The Board <b>APPROVED</b> the decision of the Search and Governance Committee to begin the recruitment process and advertise for new Trustees.</p> <p><b>Declaration of Interests</b> – The Company Secretary reminded all Trustees of the need maintain the Declaration of Interests register.</p>	<p>Chair</p> <p>Company Sec to Update register</p>
18/80	<p><b>Reports from Operational Forums</b></p> <p><b>Chairs Forum</b> - A verbal update was provided by the Chair to the Board regarding the June 2018 forum at which the main item of discussion was Staff Pay and Head Teachers' performance. The Board <b>NOTED</b> the update.</p> <p><b>Headteachers Group</b> - A verbal update was provided by the Chief Executive regarding the July 2018 Headteachers Group which was <b>NOTED</b> by the Board.</p>	<p>All</p> <p>All</p>

<b>18/81</b>	<b>Any Other Business</b>  None	
<b>18/82</b>	<b>Date of Next Meeting</b>  Tuesday 11th December 2019 at Truro College at 9.30am – 12.30pm	All to Note