



MINUTES of the BOARD MEETING

29 May 2020, 9.30 a.m. – virtual meeting held using Zoom

Item	Subject	Action
	<p>Trustees present: Brett Elliott (BE) Tom Briant-Evans (TBE) Mike Hosking (MH) – Chair Nick Lake (NL) Keith Tipler (KT) John Whetter (JW)</p> <p><i>Also present:</i> Jem Alder (JA) – Trust Secretary Mike England (ME) – Finance Director Simon Hague (SE) – CEO Tamsin Lamb (TL) – Director of Education</p>	
1	Apologies: none.	
2	Conflicts of Interest: KT declared an interest in item 5.2.	
3	Previous minutes of the 12 May 2020 were accepted as an accurate record.	
4	Matters arising: none.	
5	Delegated Decisions since last meeting	
5.1	Staff with asthma who take daily medication (<i>weekly Trust Leadership meeting 21/5/20</i>). Agreed cannot work directly with children and must maintain social distancing at all times.	
5.2	Investments (<i>weekly Trust Leadership meeting 21/5/20 confirmed earlier decision made 25/2 and due to be reported 17/3 at postponed Board meeting</i>). Agreed to adopt the Flagstone client banking facility to receive a higher rate of interest than current arrangements. JA to share documentation with Trustees.	JA
6	Extended opening of schools - plans	
6.1	Risk Planning Framework. SH shared the version used by each school to draw up their own plan. He highlighted it included operational risk assessments as well as H&S – for example updated safeguarding policy, new attendance monitoring systems. He stressed that staff rotas need to be sustainable as potentially they may run through into the autumn term, and must take into account staff wellbeing, workload and working hours.	

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	<p>He also shared an example version completed by one school and highlighted the 'live' status of the plan with actions to be completed during the first week as more staff return to work.</p>	
6.2	<p>H&S Assessment.</p> <p>SH explained it had taken a while to find a template which worked for our education settings. Together with the Estates Manager and input from the Heads additional measures had been added for this Crofty version (for example avoiding use of communal areas such as the dining hall).</p> <p>Government advice on protective measures had been included and then each Head was asked to double-check their own school plan against the government advice.</p> <p>SH stressed the importance of being able to demonstrate we followed government advice should any issues subsequently arise, and confirmed he has written confirmation from our insurers that our existing employer liability cover will apply.</p> <p>He confirmed that Heads have risk assessed individual staff for their suitability to be in school, and the Trust has made a decision that staff in the vulnerable category and currently taking daily medication (eg for asthma) will have a restricted role if working in school.</p> <p>SH explained that it had been decided not to complete the final column of the risk assessment ("residual risk") due to the large number of unknowns. He confirmed he is confident all risks will be reduced by the actions listed in the risk assessment.</p>	
6.3	<p>Trustees asked the following questions:</p> <p><i>Q: Has the Behaviour policy been updated?</i></p> <p>Yes. Discussion identified this was a key document and a significant addendum to this was signed-off yesterday which covers various new routines and risks, and the need for alternative sanctions.</p> <p>Trustees were shown the template version with items each school needed to complete locally. Advice has been received from Cornwall Council around SEND including working with parents and any use of exclusions. Avoiding the use of any physical intervention (Team Teach) may mean a child cannot remain in school.</p> <p><i>Q: Have we updated our safeguarding arrangements?</i></p> <p>Yes. In line with government advice an addendum to the current policy has been completed.</p> <p><i>Q: Will there be a First Aid kit for each bubble?</i></p> <p>All schools will already have a kit for each classroom and the playground and an enhanced kit for whole school so this should be sufficient.</p> <p>Every school will have a first aider on duty, and there will be one adult per bubble and a 'floating' adult to step in and take over if required.</p>	
6.4	<p>Equality Impact Assessment.</p> <p>Trustees were shown the completed assessment. SH highlighted that all Heads had been asked to look in particular at the concept of any 'cumulation of vulnerabilities.'</p>	
6.5	<p>Monitoring arrangements.</p> <p>MH confirmed that at the weekly meeting Trustees had requested each school has a system in place to record all incidents and these are shared across the Trust to improve</p>	

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	<p>learning. These weekly meetings will also be an opportunity for governance to receive regular updates.</p> <p>SH confirmed he will meet at least weekly with Heads to review progress and update procedures as required. Urgent amendments will be shared as soon as possible.</p>	
6.6	<p>Extended opening timetable:</p> <ul style="list-style-type: none"> • All 9 schools open from 1 June for key worker children • All schools (with the exception of Portreath) will open to Reception / Y1 between 3rd June and 8th June using a phased return plan where appropriate • Portreath only able to offer places to a maximum of 30 key worker's children • If demand for key worker places at Portreath exceeds 30 provision can be available at Illogan and Pennoweth schools. • All schools will provide some contact time for year 6 before the end of the Summer term, this may be part time or for a fixed period depending on the capacity of individual schools. <p><i>Trustees asked if it was known what transition arrangements are in place at the local secondary schools?</i></p> <p>Redruth – delayng sharing tutor group information until July and have phased transition days (one tutor group at a time).</p> <p>Pool – virtual transition day. Y6 getting their iPads this term to allow a Zoom meeting with tutor and a virtual tour of schools.</p> <p>Camborne – not yet known.</p>	
6.7	<p><i>Q: What factors will require a review and / or change to our current plans?</i></p> <p>SH confirmed there is a procedure in place – based on latest government advice - which will be followed if a child or adult shows symptoms of the virus. The scale of the incident could potentially lead to a decision to close.</p> <p>Trustees noted that the government's new 'test and trace' scheme may lead to new advice and if there is a local outbreak potentially a direction from Public Health England to close a school.</p> <p><i>Q: If any staff rotored to work are absent will we use supply staff as cover?</i></p> <p>No decision has been made about this yet though the additional risk of this has been identified. However each bubble has two adults sharing responsibility so the second could provide short term cover.</p> <p>Trustees noted that the current plans for re-opening vary between schools and do not include the use of supply staff where staffing capacity is low.</p> <p>MH reported he has asked for a press statement to be drafted in readiness should we have any incidents.</p> <p><i>Q: How are the Heads feeling about the coming weeks?</i></p> <p>SH reported they are confident in the plans put in place and have been reassured that the Trust has not pressurised them into going beyond what they feel can be delivered safely at their school.</p>	
6.8	<p>Trustees noted the significant amounts of work which staff had completed in producing the plans for each school.</p> <p>They confirmed they were reassured by the detail and comprehensive nature of the risk assessments and had not identified any concerns or omissions.</p>	

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7	Extended opening of schools - decision	
7.1	Trustees confirmed that based on the comprehensive documentation made available to them, and the answers to questions raised today, that they agreed with the plan to extend opening of schools next week in line with DfE guidance.	
7.2	Next steps. MH confirmed the weekly meetings with senior managers will continue and in light of the uncertainty over what else may change the Board may need to meet again before the 14 July.	
7.3	MH asked that the minutes record the thanks of the whole Board to SH and all staff across the Trust for their dedication and hard work.	
8	AOB	
8.1	Members meeting. JA confirmed he would be checking everyone's availability for a virtual meeting on 19 June.	
9	Items for next agenda	
9.1	MH will work with JA on a rough draft then share with management.	
10	Agree Confidential items: none.	
	Date of next meeting: 14 July	
	Meeting finished at 10.40	

Signed	Date
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