



## MINUTES of the BOARD MEETING

10 December 2019, 1.00 p.m. at Tolvaddon Business Park

### Part A Public

Item	Subject	Action
	<p><b>Trustees present:</b></p> <p>Tom Briant-Evans (TBE)  Brett Elliott (BE)  Mike Hosking (MH) – Chair  Nick Lake (NL)  Keith Tipler (KT)  John Whetter (JW)</p> <p><b>Also present:</b></p> <p>Jeremy Alder (JA) – Trust Secretary  Mike England (ME) – Finance Director  Simon Hague (SE) – CEO  Sarah Uren (SU) – Teacher, Treloweth <i>item 1 only</i></p>	
	Before the start of the meeting MH passed on thanks from the Board and all headteachers to Tamsin Lamb for going 'above and beyond' to support them during the recent run of Ofsted inspections.	
<b>1</b>	<b>Read Write Inc / Phonics update</b>	
1.1	<p>Trustees received a lively presentation from Sarah Uren, Y1 teacher and lead on RWInc at Treloweth school. This covered a range of topics including:</p> <ul style="list-style-type: none"> <li>• Importance of reading outside of school and book ownership</li> <li>• Explanation of Phonic Screening</li> <li>• Reading resources used and how RWInc works</li> <li>• Video clips of the scheme in action</li> <li>• Role of the Phonics Lead</li> </ul> <p>SU explained how at Treloweth children are put in ability groups to give them just the right level of challenge. The size of these varies from 1:1 upto 16-20.</p> <p>Desired outcome from phonics is confident, happy readers ready for Y2. For RWInc want children leaving the scheme towards end of Y2 and interventions are in place for those who need more time.</p> <p>Video clips are on school website with aim of helping parents understand the scheme as well.</p>	
1.2	<p>Trustees discussed with SU the need to ensure all staff are trained, there is a consistent approach across the whole school and the challenge of managing her lead role whilst p/time.</p> <p><i>Trustees asked what extra resources would make a difference?</i></p>	

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	Leadership time, followed by more materials. Trustees thanked SU for her enthusiasm and her presentation.	
<b>2</b>	<b>Apologies:</b> Tamsin Lamb (TL)	
<b>3</b>	<b>Conflicts of Interest:</b> no additional interests declared.	
<b>4</b>	<b>Previous minutes</b> of the 7 October 2019 were accepted as an accurate record.	
<b>5</b>	<b>Action Tracker / Matters arising</b>	
5.1	<i>Action Tracker:</i> 18.48 DPO arrangements. TBE reported an increase in volume of Subject Access Requests nationally – mainly from parents. Agreed to re-visit option of sharing role with another trust.	
5.2	19.01 Vice Chair role profile – to be issued.	
5.3	19.03 Attendance data. SH confirmed improving access has been added to development plan.	
5.4	19.04 Cash flow reporting. Still in progress.	
<b>6</b>	<b>Budget Monitoring</b>	
6.1	ME reported the Trust is in a strong position and trading ahead of budget. Staffing cost overspends are the main area to monitor closely. Central budget is slightly overspent but this is due primarily to timing, and following some accruals ME expects this to be back on track. No concern with any of our KPIs and these will be part of the quarterly reviews with Headteachers which will commence in January. ME reported he expects them to bring ideas forward for using reserves to improve pupil outcomes.	
6.2	Tendering for catering contract is starting shortly. New photocopying contract has achieved £15K saving across the Trust. Initially 5 schools are included – the remainder will join when their current arrangements complete.	
6.3	NL confirmed he was very content with the position and reported that the November figures are looking positive too. <i>Trustees asked ME if he expected the Trust to be better off after the election?</i> Indicative funding figures based on Conservative budget pledge is a significant increase. In addition the LGPS pension figures have been released and these will stay the same for the next 3 years.	
7	Confidential item	
<b>8</b>	<b>Approve Audited Accounts</b>	
8.1	Trustees approved the accounts.	
8.2	Audit Completion report. Trustees noted the content which had been discussed at Audit Committee.	

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8.3	Tendering. ME confirmed that a tender process will commence early in the new year and the Trust will seek an auditor who can provide additional value.	
<b>9</b>	<b>Audit Committee meeting</b> 18 November	
9.1	Trustees noted the minutes from the inaugural meeting of the committee. KT confirmed the next meeting will focus on risk management.	
10/11	Confidential items	
<b>12</b>	<b>Trust Development Plan</b>	
12.1	SH confirmed that the key areas were identified prior to Ofsted but inspections have helped us clarify what we need to focus on. Plan has same 4 areas but changes include: <ul style="list-style-type: none"> <li>• One page summary at the start</li> <li>• Governance has been brought back into this plan</li> <li>• Vision and Values section has benefited from MBA programme input</li> <li>• Impact column now shows contribution from all areas of the Trust on Teaching &amp; Learning – not just frontline staff</li> </ul>	
12.2	Central services. Conscious decision to rename as “Shared Services” team. SH summarised current position: <ul style="list-style-type: none"> <li>• HR not where we need it to be – not lack of funds but struggling to find the best model. Need a CFO equivalent – someone who can help us with creating a workable system for Crofty. Lot of risk here if things go wrong.</li> <li>• Advertised internally for a Communications Manager.</li> <li>• Premises biggest risk area.</li> <li>• Spare capacity in finance is focusing on procurement and VFM but want to do more.</li> </ul> TBE offered to make enquiries outside of Cornwall for a potential solution for HR.	TBE
<b>13</b>	<b>MBA programme feedback</b>	
13.1	PESTLE analysis. SH explained his course asks this is shared with your board. He had found it a useful way of clarifying and assessing risks and what we are doing to minimise them. He highlighted the environment as an aspect he expects to feature more in future development plans – especially as this may help attract new staff.	
13.2	MH reported he and NL had discussed the need for another strategy day post-election, and this analysis may be a useful framework for the next session. SH confirmed he had not yet compared this with our current risk register, and it would be useful to review current Development Plan post-election too.	
<b>14</b>	<b>Admission arrangements 2021.22</b>	
14.1	SH presented draft arrangements for 2021.22 for the Board to approve. He confirmed that there is an increase in PAN for Treloweth but there is no requirement to formally consult on this.	

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14.2	Letter from parent. SH explained the circumstances of the letter and the meeting discussed some of the issues it raised.	
14.3	Following was agreed: 1. Arrangements for 2012.22 were agreed. 2. Trust will review current arrangements and the options for making any changes later in the year in readiness to formally consult in the autumn term if necessary.	JA/SH
15	Confidential item	
<b>16</b>	<b>Policy approval procedure</b>	
16.1	SH confirmed previous proposals just need drafting into a formal procedure.	
<b>17</b>	<b>External Review of Governance</b>	
17.1	MH confirmed the report had now been received but not yet circulated. It contains no surprises for the Board but the range of comments from LGB Chairs need to be reviewed. Item for next agenda.	JA
<b>18</b>	<b>Members meeting 1 November 2019</b>	
18.1	MH reported it had been a very positive meeting. Trustees had no questions from the minutes and noted the Members will review their role and impact at their next meeting.	
<b>19</b>	<b>Agree Audit and Risk Committee ToR</b>	
19.1	Draft Terms of Reference were agreed.	
<b>20</b>	<b>AOB</b>	
20.1	MH and NL fed back from a national conference they had attended. Our decision to keep LGBs was clearly a positive one as the reports from other trusts who have taken a different route were not positive. Overall they were re-assured Crofty is doing all the right things.	
<b>21</b>	<b>Items for next agenda</b>	
21.1	Curriculum Development - TL. Governance Review. Investment strategy (circulate by email when draft available). March– invite new Head at Pennoweth to share her experiences of working for Crofty.	
<b>22</b>	<b>Agree Confidential items / papers.</b>	
22.1	CEO. Growth. KIDD. Pool. Ofsted.	
	Dates of next meetings: 11 Dec LGB Chairs 4 Feb Board 18 March Members	
	Meeting finished at 4.13	

<b>Signed</b>	<b>Date</b>
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