



## MINUTES of the BOARD MEETING

9 February 2021, 1.00 p.m.

Virtual meeting held using Zoom

### Part A Public

Item	Subject	Action
	<p><b>Trustees present:</b>            Tom Briant-Evans (TBE)            Mike Hosking (MH) – Chair            Nick Lake (NL)            Keith Tipler (KT)            John Whetter (JW)</p> <p><b>Also present:</b>            Jem Alder (JA) – Trust Secretary            Mike England (ME) – Finance Director            Nic Furniss (NF) – Headteacher <i>items 1-2 only</i>            Simon Hague (SE) – CEO            Tamsin Lamb (TL) – Director of Education            Charlene Sargent (CS) – Headteacher <i>item 8 only</i></p>	
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	MH welcomed NF to the meeting.	
1.2	Apologies: none.	
<b>2</b>	<b>Safeguarding</b>	
2.1	<p>NF provided an update to the most recent safeguarding development plan issued to Trustees:</p> <ul style="list-style-type: none"> <li>• Safeguarding policy now on all websites</li> <li>• Safer recruitment checking in progress</li> <li>• The process being followed should any historical gaps in references be discovered</li> <li>• Very small number of outstanding records being sought</li> </ul> <p>Training.            Supervision training booked for April after which Trust will develop a new policy.            Statutory training is monitored centrally to ensure all schools have the minimum required trained staff, and refresher training is booked in advance. NF confirmed this is working well.</p>	
2.2	<p><i>Q: Will the central team be audited as well?</i>            Yes but we are establishing best person to complete this.</p> <p><i>Q: Is the policy regularly reviewed?</i>            Yes and all school versions have the standard Trust frontpage. NF carries out the annual review.</p>	SH

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2.3	Confidential item	
2.4	<p><i>Q: Will the RAG rating approach being used result in more / many 'greens'?</i></p> <p>NF confirmed it would but acknowledged she was using Amber to mitigate against any complacency that an action was finished as many will repeat year on year.</p> <p>Trustees noted that Red status was used differently in other internal processes and suggested items either in progress or scheduled for later in the year could be Amber instead?</p> <p>Trustees thanked NF for her input and requested an update on progress next term.</p>	SH/JA
<b>3</b>	<b>Conflicts of Interest</b>	
3.1	JW reported a family member is working for Portreath.	
<b>4</b>	<b>Previous minutes</b> of the 8 December 2020 were accepted as an accurate record.	
<b>5</b>	<b>Matters arising / Tracker</b>	
5.1	<p><i>Matters arising:</i></p> <p>5.1 De-Carbonisation bid update. Still waiting to hear outcome of the bid.</p>	
5.2	<p>7.4 Expansion. Trust has been informed Trewirgie Infants have chosen to join TPAT.</p> <p>Asked for feedback on our presentation and awaiting a response.</p>	
5.3	8.1 OneTab proposal. Looking at an alternative approach.	
5.4	<p><i>Action Tracker:</i></p> <p>19.14 Skills Review – closed as superceded by new skills audit.</p>	
5.5	20.03 Benchmarking – await publication of next report.	
5.6	20.18 Banking arrangements – closed as no timetable for progressing a review.	
<b>6</b>	<b>Delegated Decisions since last meeting</b>	
6.1	Trustees noted the Trust Leadership meeting notes of 12 <sup>th</sup> and 26th January.	
6.2	<p>Delegated Decisions:</p> <p>Updated Whistleblowing Policy approved.</p>	
<b>7</b>	<b>Teaching &amp; Learning update</b>	
7.1	<p>Spring 2021 Learning offer overview.</p> <p>TL highlighted the following points from the detailed report issued to Trustees:</p> <p>Attendance.</p> <ul style="list-style-type: none"> <li>• Attendance ranges between 30-40% with daily variations due to some parents working parttime.</li> <li>• Demand for places is increasing suggesting pressure of home schooling is telling on some parents.</li> <li>• Heads feel sustainable position at present if we need to extend beyond Easter. <p>Devices.</p> <ul style="list-style-type: none"> <li>• Significant change from previous lockdown with much improved position assisted by laptops from DfE.</li> <li>• Provided additional support too – eg increased data allowance for some families.</li> <li>• This 'windfall' of additional devices may reduce need for further capital investment to replace existing IT issued to families. <p>Feedback.</p> <ul style="list-style-type: none"> <li>• Our use of remote learning means we can easily meet statutory requirement to provide feedback to children.</li> </ul> </li></ul></li></ul>	

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	<ul style="list-style-type: none"> <li>Usually takes place in 'real time' and where staff ID common issues can provide a swift whole class response.</li> </ul> <p>Receiving very positive feedback from grateful parents with a 'phenomenal' improvement in relations overall.</p> <p>Aware we are asking a lot for many parents so have tried hard to react to negative responses – for example timetabling PE differently to help multi-child households.</p> <p>TL highlighted the significant difference in utilising our TAs who have been 'amazing' – leading groups of learning in classrooms, delivering phonics, providing online feedback, pastoral support.</p> <p>Trustees asked that this effort be formally acknowledged.</p>	MH
7.2	<p><i>Q: Have pupils managed better this lockdown?</i></p> <p>Yes – latest data shows all schools range between 82-90% engagement. This is defined as either being in school or logging in and uploading at least 5 pieces of work for feedback every week. In contrast the first lockdown requirement was just one piece of work.</p> <p>Schools have been incredibly creative in using staff to achieve this level.</p> <p><i>Q: How big a challenge is this for parents?</i></p> <p>Huge. However we have limited live lessons to just one or two per week with the main focus on teachers uploading pre-recorded lessons to give families the freedom to access their learning when most suitable for their own circumstances.</p> <p><i>Q: Report shows schools are using a plethora of remote platforms – do we have any plans to align these?</i></p> <p>No pressure placed on them yet and most have used what they had and / or parents were familiar with for communications. By coincidence some schools had just received Google Classrooms training and this may be the best option for the future as a learning platform.</p>	
7.3	<p>Attendance and Exclusions summary.</p> <p>TL explained that some significant variations between schools is due to the guidance on statutory codes having been interpreted differently.</p> <p>Large increase in eligible 'critical workers' reflects our local economy with many parents employed in service industries.</p> <p><i>Q: Does the Persistent Absence figure also reflect this issue?</i></p> <p>Yes so expect it will improve going forward.</p> <p><i>Q: What is being done to ensure attendance / engagement of our Disadvantaged pupils?</i></p> <ul style="list-style-type: none"> <li>Every child with a social worker is in school</li> <li>For those with a EHCP Heads have completed a risk assessment with the parents and in some instances agreed remote learning is more suitable</li> <li>If child not in school having daily contact via combination of phonecall / visit / 121 lesson with TA</li> </ul> <p>TL explained the Trust has also identified a vulnerable cohort and staff have worked hard to get these children into school. Where parent has refused to send them in we put them on a watch list and speak direct to the child at least twice a week. A protocol is in place to request a police welfare check if we have any concerns – to date has been used once.</p>	
7.4	<p>Looking ahead.</p> <p>Trustees agreed both reports should be shared with Chairs / LGBs.</p> <p><i>Q: Will it be easier if/when schools re-open on 8 March?</i></p>	JA

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	<p>Will not be re-opening 'restriction free' – so will be more like it was in September than 12 months ago.</p> <p><i>Q: Will providing a broad and balanced curriculum be a challenge alongside catchup work?</i>            Feel we have done better this time. Aware some subjects have missed out as harder to teach remotely eg art/DT/creative subjects. Anticipate needed to pick up on wider issues around social / emotional / physical wellbeing.</p> <p><i>Q: Will it take 12 months to catch up as reported in the media?</i>            Impossible to say. We will have a huge diversity in individual circumstances but the highly accelerated progress we measured in the autumn term after initial lockdown is very reassuring for the future.</p>	
7.5	<p>Lead Trustee report – SIP process.</p> <p>JW highlighted the many positives of the Trust's approach including:</p> <ul style="list-style-type: none"> <li>• mix of support and challenge</li> <li>• focus on three priorities</li> <li>• level of practical detail</li> <li>• the need to provide evidence</li> </ul> <p>Although all schools are looking at the same things he felt there was still individual school input into the process.</p> <p>He reminded Trustees that the reports went straight to the LGB Chair and now included suggested 'lines of enquiry' local governors could pursue through monitoring and questions at their meetings.</p>	
7.6	<p>SIP recruitment.</p> <p>TL reported that the Trust had completed the internal recruitment process and the Heads at Roskear and Pennoweth had been appointed to join the Head at Treloweth.</p> <p>JW added he had been involved with the process and welcomed the additional capacity and support for TL these appointments will bring.</p> <p>Trustees asked for their congratulations to be recorded and welcomed them both to the Trust's senior leadership team.</p>	
<b>8</b>	<b>Communication's update</b>	
8.1	<p>CS explained her role with leading on this priority and provided an update to the report circulated in advance:</p> <ul style="list-style-type: none"> <li>• Completed interviews with two marketing companies one of whom performed very well and showed a good understanding of what we need and want including importance of stakeholder feedback</li> <li>• Progressing our plans with just virtual meetings isn't ideal but we are adapting as required</li> <li>• Focus on upskilling our current staff is important as will help make this affordable / sustainable</li> <li>• Expect an initial investment in software and training will be required – but Heads are very supportive of this</li> </ul>	
8.2	<p><i>Q: Will there be any rebranding?</i>            No this is not seen as important / necessary – focus is more on our approach at present.</p>	

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	<p>Trustees noted that this was a good opportunity to consider if they wanted to make any changes to the name or give greater emphasis to charitable status. SH agreed and felt it was more about 'branding' than rebranding?</p> <p><i>Q: What happens next?</i></p> <p>Action plan will be developed.</p> <p>Trustees confirmed they would support investment in this area – particularly the Trust's website given the potential influence it had on recruitment, expansion and engagement. ME advised that retaining website maintenance inhouse would probably save a significant amount compared to outsourcing. SH confirmed this was the current intention.</p>	
<b>9</b>	<b>Finance</b>	
9.1	<p>Budget monitoring.</p> <ul style="list-style-type: none"> <li>• Overall in good shape and currently ahead of target for income.</li> <li>• Staffing budget figures will be more robust once following full implementation of new payroll – but no concerns to report.</li> <li>• Expect a loss of parental income (preschools / Breakfast Clubs) due to Covid.</li> <li>• Reserves and cash balance still strong.</li> </ul>	
9.2	<p>Chartwells update.</p> <p>Meeting with them this week to discuss issues around billing and how they propose to handle their furlough credits.</p> <p>We get 100% FSM funding so we will not pay more than 20% whilst furloughing in place. Need a model for how this will work so anticipate either a credit note or some form of rebate.</p>	
9.3	<p>Budget projections.</p> <p>ME still predicting a £100K surplus but will revisit after Chartwells meeting and first payroll run.</p> <p>SH confirmed issues with old payroll have made previous forecasting problematic so he welcomes the expected improvements.</p> <p>Capital expenditure forecast is dependent on how successful our CIF bids are.</p> <p>Trustees commented that any sort of surplus is a positive result in the current circumstances.</p> <p>NL welcomed the opportunity to review school budgets monthly again and identify any issues the board needed to be aware of.</p>	
9.4	<p>CIF bids / capital expenditure.</p> <p>Trustees noted the list of bids submitted.</p>	
<b>10</b>	<b>Admission Arrangements 2022.23</b>	
10.1	<p>SH explained these arrangements incorporated minor amendments (based on county's guidance) from the previous version.</p> <p>Trustees approved the arrangements.</p>	
10.2	<p><i>Q: When will Pennoweth's PAN change?</i></p> <p>September 2022. SH confirmed no consultation is required for an increase in PAN.</p>	

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<b>11</b>	<b>Audit Committee – 4 February</b>	
11.1	<p>KT provided a verbal summary of the meeting.</p> <p>Draft minute 5.1 was shared on screen and Trustees noted the advice received from the Trust’s external auditors. NL confirmed he supported the recommended approach.</p> <p>Trustees agreed to the following response to the query raised in the external autumn term Financial Assurance report:</p> <p>“The duties of CFO are currently being performed satisfactorily by a Contractor, and are appropriate to the strategic, operational and economic needs of the Trust for the foreseeable future.”</p>	
<b>12</b>	<b>Health &amp; Safety</b>	
12.1	<p>Trustees noted the two briefing notes from the meetings of 3 November 2020 and 27 January 2021 – including the 99.5% compliance score.</p> <p>KT reported an external audit is due later this term.</p>	
<b>13</b>	<b>Governance</b>	
13.1	<p>Recruitment update.</p> <p>MH reported that the recruitment exercise – a combination of externally with the Academy Ambassadors programme and internally with schools / LGBs - has so far identified 6 potential candidates.</p> <p>Informal interviews will be arranged with a panel comprising Chair, Vice Chair, CEO and Carol Green from the Members. First should be held next month.</p>	
<b>14</b>	<b>Governance meetings feedback</b>	
14.1	<p>LGB Chairs 26 January.</p> <p>Trustees noted the items discussed at the meeting and the updates received.</p> <p>MH confirmed the review and update of the Governance Scheme of Delegation and creation of a training programme will assist with the continued development of the Chairs and the focus of future meetings.</p>	
<b>15</b>	<b>AOB</b>	
15.1	<p>Whole trust staff training event 22 February.</p> <p>Trustees / other governance roles can attend if they wish - details were emailed earlier in the day.</p> <p>SH will check if recording of any of the sessions can take place.</p>	
<b>16</b>	<b>Items for next agenda</b>	
16.1	Strategic update.	
	Meeting finished at 3.25	
	<p><i>Dates of next meetings:</i></p> <p>23 Feb Clerks</p> <p>26 Feb Members</p> <p>16 March LGB Chairs</p> <p>30 March Board</p> <p>22 April Audit</p> <p>18 May Board</p>	