



MINUTES of the BOARD MEETING

9 July 2019, 1.00 p.m. at Tolvaddon Business Park

Part A Public

Item	Subject	Action
	<p><i>Trustees present:</i> Tom Briant-Evans (TBE) Brett Elliott (BE) Mike Hosking (MH) – Chair Nick Lake (NL) Keith Tipler (KT) John Whetter (JW)</p> <p><i>Also present:</i> Jeremy Alder (JA) – Trust Secretary Mike England (ME) – Finance Director Simon Hague (SE) – CEO</p>	
1	Apologies: Tamsin Lamb (TL)	
2	Conflicts of Interest	
2.1	JW – his son has been appointed to a TA post at Portreath School from September. TBE – wife now working for Babcocks solicitors governance team. MH – appointed to the board of his local Residents Association which is close to one Trust school.	
3	Previous minutes of the 14 and 21 May 2019 were accepted as accurate records.	
4	Action Tracker / Matters arising	
4.1/2	Confidential items	
4.3	18.11 Lead Trustee Role profiles. Outstanding.	JA
4.4	18.42 Pencoys 'grooming' accusation. SH reported the actions taken: <ul style="list-style-type: none"> • Forwarded original email to LADO • Re-checked with former chair who had nothing to add Both LADO and the Trust agreed there is no evidence that the 'grooming' term was used in the correct context on this occasion.	
4.5	18.44 Lanner LGB Chair. Potential chair identified so anticipate filling the vacancy during the next academic year.	
5	School Improvement	
5.1	SH shared a report on outcomes headline figures for 2018.19, including the KS2 attainment results issued earlier today.	

	EYFS, Phonics and KS1 is final data and has been submitted. SH reminded Trustees that the overall position is not complete until progress data is made available in the autumn.	
5.2	EYFS. <ul style="list-style-type: none"> The percentage who achieve GLD is the benchmark. Up from 61 to 67% - feel this builds on previous year's improvement. Trustees noted the context of local levels of deprivation. Encouraging and positive as achieving sustained improvement is key. 	
5.3	Phonics. <ul style="list-style-type: none"> 'Standards maintained following significant improvements last year (13% increase in 2017.18). All schools to continue raising outcomes with phonics. SH stressed a consistent approach in how this is taught leads to better outcomes – and those schools who made changes this year have seen the benefit. <p><i>Trustees asked if there needs to be a switch to looking at 3-5 year trends?</i> SH confirmed TL is beginning to compile this data but with schools having joined the Trust at different times analysis is not straightforward.</p>	
5.4	KS1. <ul style="list-style-type: none"> Reading – average increase from 62 to 69% which reflects phonics progress last year. Writing – increase from 54 to 63% Maths – more modest increase. Increases at Greater Depth as well. <p>SH commented that the most significant increase is the Combined Score rising from 49 to 56%. However he reminded Trustees this does not yet meet the national average and the Trust needs to be careful it does not appear to “celebrate mediocrity”.</p> <p>Trustees noted this was the third year with a continuing upward trend. SH agreed it suggests the model we have put in place for school improvement is working.</p> <p>Trustees commented positively on showing the % increases as the number of children impacted by the improved outcomes.</p> <p>JW pointed out that Treloweth's results reflect their decision to take out a small group from Y1 and assign their best teacher to them. SH added it was unusual to intervene at Y1 but it was the right decision and he was confident the school will make up the small decline elsewhere.</p> <p>The continuing growth in pupil numbers including those with English as an additional language was discussed. The meeting noted they are often quick learners and have good behaviour, and there was scope to involve the parental group to assist schools. Trustees were informed that Roskear have a multilingual TA.</p>	
5.5	KS2. SH provided some initial thoughts on these results: <ul style="list-style-type: none"> No real concerns with exception of Illogan. Lanner a good example of putting a good Head into a school who have not had strong leadership. Foundations in place for Pennoweth. Reading already back under the spotlight for Heads as noticeable variations between schools. Now want to see the improvements made at KS1 begin to have an impact on KS2 outcomes. 	SH

6	Pupil Premium Strategy	
6.1	<p>MH explained this was on the agenda to raise the Board's awareness of recent guidance from the DfE that schools should develop a longer term strategy. SH reported that TL and Linda May have already worked on this during the year. The meeting noted that finding examples of proven impact are hard to find and it can be difficult to make comparisons when the context for Crofty is so different from other parts of the country.</p> <p>JW is Pupil Premium lead for the board. Agreed to put on a future agenda.</p>	JA
7	Safeguarding	
7.1	<p>Updated response to external review.</p> <p>SH confirmed the most recent actions were highlighted and provided details of progress with appointing admin support.</p> <p>The Trust cannot justify funding a 'standalone' Educational Psychologist but Trustees noted buying in this service across the Trust offers several benefits.</p> <p>Governor training has been arranged for 11 September.</p>	
7.2	<p>Roles and responsibilities.</p> <p>SH requested one amendment to the opening introduction section to make it clear that responsibility of ensuring a DSL is appointed for every school rests with the Board (<i>and not LGBs as currently shown</i>).</p> <p>Responsibilities listed for the DSL role are taken from KCSIE, and those for the LGB from latest Ofsted framework.</p> <p>SH stressed the new role is to support heads and their staff – the accountability still remains at school level.</p> <p>MH thanked everyone involved in producing this and it was agreed it should be reviewed annually.</p>	SH / JA
8	Approve Budget 2019.20 / 3 year budget	
8.1 -8.4	Confidential items	
8.5	<p>Three year budget plan.</p> <p>ME reminded Trustees that this was another return they needed to approve and it was due with the ESFA by the end of the month.</p> <p>He drew their attention to the assumptions made in drawing up the options presented and confirmed he had taken a cautious approach to any future increase to NOR and income.</p> <p>SH commented these projections are likely to be favourable to those which many other trusts will produce.</p> <p>Trustees discussed various aspects of the plan including:</p> <ul style="list-style-type: none"> • <i>Should we consider bearing down on any other staffing costs given it is around 80% of costs?</i> • <i>Income generation / sponsorship</i> – potentially scope to attract a five figure amount but not enough to offset all the predicted pressures • Potential savings from new areas including IT and supply staff • Heads are aware that many have the option of changing staffing structures to achieve further savings • Income generation of selling expertise in the central team to others • Schools now more receptive to opportunities to share staffing eg SENDCos for small schools. <p>Taking note of the ESFA guidance to be 'candid' in making these projections Trustees agreed that the future forecast for schools should be shown without any additional teacher pay grant in years 2 and 3.</p>	

	They also expressed confidence in the work undertaken to produce the projections and the minutes would reflect a robust and informed discussion. They noted the Trust's recent successes in reducing expenditure and the evidence from the earlier discussion that there was significant scope for this to continue.	
8.6	Trustees agreed to delegate final sign-off of the return to MH and NL.	MH/SH
9	Confidential item	
10	Vice Chair appointment	
10.1	NL was appointed unanimously for the next year.	
11	Chair's Governance update	
11.1	MH highlighted the following from the briefing note circulated with the papers: <ul style="list-style-type: none"> Vice Chair role. Explained his desire to explore having a more active partnership between Chair and Vice Chair which included formal delegation of agreed responsibilities. Draft being prepared by MH and JA and Trustees agreed to sign-off via email.	JA
11.2	<ul style="list-style-type: none"> Governance Review. Still to agree the timing but expect this to be October or November. Draft leaflet for governance recruitment being reviewed. Two clerks completing national training this year, two more have signed up for next year. 	
11.3	Meeting discussed how the Trust can and should celebrate the results? SH reported he and TL had already visited schools to thank them for KS1 results. Trust website is another option and SH commented there is now a 'greater appetite' to celebrate the Trust's role and impact than previously. MH reported the mention at LGB Chairs of the local network meetings for elected representatives (MPs and local government) and the opportunity this presented to promote the Trust. SH stressed the importance of countering the negative view about MATs given by the media.	
12	Meetings 2019.20	
12.1	Trustees agreed to retain 6 meetings scheduled towards the end of each half term. JA to email specific dates. MH explained the thinking behind starting the year with a review and strategy session to which he would like to invite all the Heads as well. Trustees welcomed this approach and SH confirmed there could be a draft Trust Development plan available. Date was agreed as Tuesday 10th September with a morning review session 10-12 followed by lunch and planning session from 1-3.	JA SH ALL
13	Governor training	
13.1	Trustees welcomed the detailed proposal which had been prepared, and noted sessions are due to start in September.	
14	Academies Financial Handbook briefing	
14.1	Trustees noted the new requirements and in particular those for internal scrutiny, risk management and an audit committee. The scope and potential membership of the latter was discussed and the need for a separate meeting agreed. Time and attendees was agreed as Wednesday 24 July at 2pm.	

15	AOB	
15.1	Trustee roles. Following changes and additions were agreed: <ul style="list-style-type: none"> • Likely need for a chair and members of an audit committee • BE to work with JW on data and outcomes – subject to his availability • TBE become Trading Arm Director so MH could step down 	
15.2	SH reported he had accepted an invitation from the NAHT General Secretary to enrol on the first ever MAT CEO MBA course created by the Leadership Institute. It is a two year course with six two day residentials and the net cost to the Trust will be £7K. Trustees congratulated him on the opportunity and recognised this would be very good for the Trust.	
15.3	Confidential item	
15.4	Trustee monitoring. Health & Safety - NL and KT gave verbal feedback from their recent meeting with the premises manager. GDPR - TBE had met with trust lead Martin Post. He confirmed that elsewhere some trusts are beginning to be inspected and suggested the Trust may wish to consider commissioning an external audit and re-visit arrangements for the DPO role?	SH/MH
15.5	MH reported the NGA have arranged two sessions with the governor recruitment service <i>Inspiring Governance</i> in September: 24/9 6-8 Truro College 25/9 6-8 Bodmin	
16	Items for next agenda	
16.1	Benchmarking Audit Committee Planning	
17	Agree Confidential items	
17.1	MH explained he had requested this be a standing item for future agendas so a collective decision was taken at each meeting as to which papers should be marked as Confidential. Identification and agreement of which minutes are confidential takes place when clerk's initial draft is presented to Chair and CEO. Agreed that Budget spreadsheet (8) and Response to external safeguarding review (7a) should be marked as Confidential.	JA
	Meeting finished at 4.48	

Signed	Date
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