



MINUTES of the BOARD MEETING

29 June 2021, 2.00 p.m.

Virtual meeting using Zoom

Part A Public

Item	Subject	Action
	<p>Trustees present:</p> <p>Tom Briant-Evans (TBE) Karen Brokenshire (KB) Mike Hosking (MH) – Chair Nick Lake (NL) Keith Tipler (KT) John Whetter (JW)</p> <p><i>Also present:</i></p> <p>Jem Alder (JA) – Trust Secretary Mike England (ME) – Finance Director Simon Hague (SE) – CEO Tamsin Lamb (TL) – Director of Education</p>	
1	Appointment of Chair	
1.1	MH was re-appointed as Chair for the next 12 months.	
1.2	Vice Chair appointment process will be completed at 13/7 Board meeting.	JA
2	Apologies: none.	
3	Conflicts of Interest: KB and JW reported they have temporarily taken on additional roles as Chair and Governor respectively at Illogan LGB.	
4	Previous minutes of the 18 March 2021 were accepted as an accurate record.	
5	Matters arising / Tracker	
5.1	<p>Matters arising:</p> <p>7.1 SRHE policy. <i>Trustees asked if this is a whole Trust or a school policy?</i> TL explained that it is a statutory requirement for each school to draft this policy in collaboration with their parental community – so each will have their own policy. However all Crofty schools have chosen to start with the same Trust template.</p>	
5.2	<p>Tracker 20.38: Parental Behaviour policy to be marked as ‘in progress’.</p>	
6	Finance update	
6.1	<p>Budget monitoring.</p> <p>ME reported there were no specific concerns and the Trust is still on track to produce a year end surplus of £250-300K. Reserves would be at least £1.4m minus any remaining capital expenditure, but school budgets had also included a 1.5% saving as well.</p>	

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	<p>Capital expenditure plans had been impacted by Covid so this will also affect final outturn.</p> <p>Trust was waiting to hear the size of next FSM grant so taking a cautious approach to projecting catering costs.</p> <p>NL reported that the new accounting system is working very well and by the autumn Trustees will have access to improved reporting on whole MAT performance including KPIs and cash flow.</p>	
6.2	<p>Solar project update.</p> <p>Scheme is underwritten by Cornwall Council. The Trust is confident it will be included in their final scheme as it includes academies and will potentially provide upto £300K investment.</p> <p>Trust would receive a small proportion of any surplus income but will benefit from energy savings and no associated maintenance costs. Trustees also noted this would further enhance the Trust's growing environmental credentials.</p>	
6.3	<p>LED lighting update / Delegated Decision.</p> <p>ME reported projected costs would be recovered within first 5 years. Decision has been taken to extend beyond the first two schools previously identified.</p> <p>MH reported he and NL had met to discuss and then agree request to increase capital spend from £75K to £100K to avoid delay to extending the project.</p> <p>Trustees acknowledged this investment would deliver long term savings, improve school environments and therefore learning outcomes too.</p>	
6.4	<p>Draft Budget 2021.22.</p> <p>ME presented the draft budget for 2021.22 and invited comment. He highlighted the following:</p> <ul style="list-style-type: none"> • Previously discussed with NL as Lead Trustee • Balanced budget • Cautious approach to overhead costs – expecting a rise in utility prices • Staffing structures have been optimised so limited opportunity for further savings • Based on 2.75% pay increase across the board so further savings likely here • Further work needed to agree final budget for one school • Excludes additional income streams which are decided externally – eg SEND • Not yet calculated figure for overall savings • Includes investment contingency and shared services allocation for each school • Identified six KPIs for future monitoring <p>ME explained the Trust is once more required to provide 3 year forecasts to ESFA.</p>	
6.5	<p>NL commented how revealing it was to see the differences in core funding between the 9 schools – and the clear correlation between those who struggle to set a budget and lowest per pupil rates.</p> <p>SH added that this year's budget setting process had confirmed why we need to change things from next year. Sharing the KPIs with Heads had influenced their thinking – and the process for 2022.23 will effectively start in September as we shift the conversation to 'equity' for every pupil.</p> <p>NL commented he would welcome a new approach where each school identified what they needed and this was then costed at the centre and checked for affordability. He</p>	

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	<p>suggested this was the ideal route to achieving further pooling of the Trust's resources.</p> <p>MH requested that in future the budget shows totals as percentages as well.</p> <p>ME explained the system put in place for Heads to bid for a share of the shared reserve / contingency fund from September.</p> <p>SH confirmed that a panel made up from Heads and others will make awards based on need, taking account of both the Trust's values and statutory requirements including Health & Safety. This approach means those schools with little or no reserves are not disadvantaged.</p> <p>SH stressed it was a conscious decision to call this an investment fund rather than 'reserves' as it implied a proactive approach. Trustees noted that with an expected tightening of public spending it was prudent to ensure reserves were shown as ring-fenced for specific projects wherever possible.</p> <p>It was agreed that final approval of the budget would take place on 13 July to allow Trustees more time to raise any questions.</p>	
6.6	Confidential item	
7	Confidential item	
8	CPR MAT meeting feedback	
8.1/3	Confidential items	
8.4	<p>Representation.</p> <p>MH explained it had been agreed that each institution look to increase their representation at future meetings to two Trustees plus CEO.</p> <p>Trustees agreed with the proposal that TBE join MH and SH as his knowledge of the national picture and practical academy experience would be invaluable.</p>	
9	Pay Policy – Support Staff	
9.1	<p>SH confirmed this version included proposed pay scale changes but was otherwise identical to previous version.</p> <p>Trust has enhanced lowest scale but is maintaining some differential with the next steps up. Agreeing this proposal will continue path towards putting lowest paid staff on the national Living Wage, although the number involved is very small.</p>	
9.2	<p><i>Q: How do these rates compare with 'market rates'?</i></p> <p>Slightly above.</p> <p>Trustees approved the updated policy.</p>	
10	AOB	
10.1	<p>CST CEO pay benchmarking survey.</p> <p>MH reported that the Trust has agreed to take part in this independent survey as it should provide more upto date data than that currently obtained from published accounts. Access to the results will assist with the next review of SH's pay and conditions.</p>	
10.2	<p>Changes to email accounts.JA explained that role-based accounts for Chairs and Clerks would be withdrawn shortly and everyone just have a firstname.lastname@-</p>	

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	style account. Trustees will be informed when accounts for Chair and Trust Secretary are changed.	JA
10.3	Board meetings 2021.22. It was agreed to schedule 8 meetings across the three terms to reflect the anticipated workload and practical experience of the current year. Trustees confirmed that 1pm starts on a Tuesday worked for all.	JA
10.4	LGB training 22/6. MH reported this went very well – with 44 governors/ trustees/ clerks/ leaders attending. He thanked TL for her work in organising this and confirmed a report and copy of the materials used will be issued shortly.	
10.5	Latest Covid position. SH reported that at least 49 staff are away from school self-isolating, and 7 bubbles have been closed with c.240 children involved. Difficult time for Heads with lots of end of term plans disrupted / uncertain. Trustees noted that these numbers are higher than at any previous point of the current pandemic.	
11	Items for next agenda	
	Following confirmed as essential: <ul style="list-style-type: none"> • CEO / MATDP update • Set budget for 2021.22 • DoE report • Safeguarding update • GSoD update • Appoint Vice Chair • Meeting dates 21/22 MH confirmed this meeting will be held virtually.	
	<i>Dates of next meetings:</i> 29 June Chairs 13 July Board	
	Meeting finished at 3.52	