



MINUTES of the BOARD MEETING

21 May 2019, 1.15 p.m. at Tolvaddon Business Park

Part A Public

Item	Subject	Action
	<p>Trustees present: Tom Briant-Evans (TBE) (by telephone conference) – <i>joined meeting at item 5</i> Mike Hosking (MH) – Chair Nick Lake (NL) Keith Tipler (KT) John Whetter (JW)</p> <p><i>Also present:</i> Lynne Dove - clerk Mike England (ME) – Finance Director <i>items 1-3 only</i> Steve Eva (SE) – Premises Manager <i>item 4 only</i> Simon Hague (SH) – CEO Tamsin Lamb (TL) – School Improvement Officer</p>	
1	<p>Apologies: Jeremy Alder (JA) – Trust Secretary. MH confirmed that Karen Bond had resigned as a Trustee since the previous meeting.</p>	
2	<p>Conflicts of Interest none.</p>	
3	<p>Budget 2019.20</p>	
3.1	<p>ME reported on work towards setting budgets for next year and confirmed all schools include a 1.5% contingency fund. Teachers pay rise and additional government funding has been included. He reminded Trustees of the prudence of building reserves as a protection against risks and future shortfalls in income (eg decrease in NOR / annual intake, decrease in PP funding). The meeting discussed the need to ensure schools understood there was some flexibility if balancing the budget is difficult. Trustees noted they had previously agreed additional funding to support an individual school.</p>	
3.2	<p>ME reminded Trustees that work is underway to review current arrangements for IT support and one option under consideration is having more of this delivered by an external provider remotely. Trustees highlighted the need for a trust IT strategy. ME confirmed the IT Manager would be moving to working fulltime at the centre and would report in due course on those schools who have underinvested in their IT.</p>	
3.3	<p>Budget for 2019.20 to be approved at the July Board meeting. Trustees requested they had the necessary papers well in advance of the meeting.</p>	ME

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4	Health & Safety	
4.1	<p>SE explained on the procedures in place to monitor health and safety compliance across the Trust, and shared examples of the documentation used:</p> <ul style="list-style-type: none"> • compliance spreadsheet with RAG ratings based on timescales • overall compliance is at 97.33% • each school has an overview plus a more detailed worksheet • relevant documents held in team drive • regular monthly discussions with the Heads – more frequent when there are outstanding issues • reporting is by exception • work underway to identify all the costs of compliance, contractors and remedial work • termly H&S review document accessible by all including the LGB <p>The system is evolving and SE confirmed it helps Heads focus on any H&S issues. <i>Trustees asked if LGBs know what questions they should be asking?</i> SE suggested they needed more guidance in this area.</p>	
4.2	<p>Risk assessment. SE is developing a risk assessment database for use by all schools with the aim of sharing best practice. The database is a starting point for teaching staff to steer and provoke thought.</p>	
4.3	<p>H&S policy. Trustees approved the policy which will then be shared with all Heads to sign. MH thanked SE for his report.</p>	SH
5	Safeguarding	
5.1	<p>Safeguarding Strategy. TL took Trustees through the strategy which has been written following the recent external safeguarding review which the Trust had commissioned. TL explained the strategy will feature prominently on Trust and school websites to emphasise our commitment to the children, with links to relevant documentation. Three key responsibilities are:</p> <ol style="list-style-type: none"> 1. Monitor/ensure compliance SG requirements 2. Safer recruitment 3. Single Central Record (SCR) <p>TL stressed the following:</p> <ul style="list-style-type: none"> • Responsibility stays with Headteachers • Monitoring means ensuring mechanisms are in place • Each school must have an appointed lead 	
5.2	<p><i>Trustees asked how the SCR deals with members of staff who work at more than one school</i> They need to be on individual SCRs. Supply teachers are on MAT SCR and hold 'letters of assurance'. Potentially this approach could be extended to all staff. <i>Do LGBs know how to meet their monitoring responsibilities?</i> TL confirmed more training is required. <i>KT asked if all schools have a deputy Safeguarding lead?</i> TL confirmed schools are fully aware of this requirement and this is being arranged.</p>	
5.3	<p>External report and action plan. TL highlighted the following actions which have been raised following the external report:</p>	

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	<ul style="list-style-type: none"> Websites. – information to be added Safeguarding Leads – Headteacher recommends then they meet with Trust Lead Nic Furnish. Role description being drafted, monthly meetings planned. Use of Team Drive by each school and progress against local action plan monitored by Nic and TL Central admin safeguarding post to be created, aim to recruit in September Safer Recruitment training is updated within 3 years and all schools to have a trained member of staff More sharing of best practice and network meetings Induction training. Trust-wide induction programme to be followed by all schools. All new staff to have Safeguarding induction in the autumn term, including meeting the MAT core team. <p>TL commented that the Trust is not large enough to justify having a centralised pastoral support team but is looking into the possibility of an Education Psychologist being used across all schools</p>	
5.4	<p><i>Trustees asked if safeguarding is part of every school improvement plan?</i> Yes. <i>Trustees asked that the plan include an action of ensuring secure and consistent practice across the Trust.</i> Agreed.</p>	SH
5.5	<p>Governance recommendations. SH stated he felt that the current Governance Scheme of Delegation is very clear and challenges at both LGB and Board level are evidenced through minutes. Trustees agreed that having safeguarding as a main agenda item once per term was sufficient, with actions recorded and monitored via the existing Action Tracker. Governance training. It was agreed this was required for both Board and LGBs with an emphasis on clear and concise guidance on the governance role with regard to safeguarding.</p>	JA/SH MH
6	Confidential item.	
7	Feedback from LGB Chairs 7 May	
7.1	<p>Governor training. Two priorities identified – Safeguarding and Induction. Agreed KT and TL to prepare a plan for delivering this.</p>	KT/TL
7.2	<p>Governor recruitment. Concerns about recruiting and retaining governors had been raised. Trustees suggested seeking assistance from the central team with advertising.</p>	
8	Governance Due Diligence plans	
8.1	<p>Removing conflicts of interest. NL, KT and JW all confirmed they are stepping down from their current roles with LGBs.</p>	
8.2	<p>TL highlighted the need for training for all the new LGB Chairs taking up the role next year, and confirmed this could be delivered by the Trust. Trustees heard that succession plans are in place for Illogan, Pennoweth, Roskear, Rosemellin and Pencoyls (where additional support will be needed). MH to speak to Barbara McGuire about position at Lanner.</p>	MH
9	Trustee recruitment	
9.1	SH and MH to pursue this.	SH/MH

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10	Governance Handbook briefing	
10.1	Trustees noted the briefing.	
11	AOB	
11.1	Governance Lead Trustee. KT agreed to take on this vacant role. Trustees discussed need to have a clear schedule for reporting and move to 'by exception' reporting for school visits.	
11.2	Former trustee and chair. Board agreed to arrange for a thankyou card and flowers in recognition of Karen Bond's valuable contribution to the Trust and its schools over several years.	
11.3	Confidential item	
12	Items for next agenda	
12.1	<ul style="list-style-type: none"> • Finance • Governance • Issues around SILC reports 	
	Dates of next meetings: 7 June Members 2 July LGB Chairs 9 July Board	
	Meeting finished at 16.50	

Signed	Date
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