



MINUTES of the BOARD MEETING

7 December 2021, 1.00 p.m.

Part A Public

Item	Subject	Action
	<p>Trustees present: (V = virtual attendance) Tom Briant-Evans (TBE) V <i>items 1-12.2 only</i> Karen Brokenshire (KB) V Nik Butcher (NB) V Mike Hosking (MH) – Chair Nick Lake (NL) <i>item 5 onwards</i> Keith Tipler (KT) John Whetter (JW)</p> <p><i>Also present:</i> Jem Alder (JA) – Trust Secretary V Mike England (ME) – Finance Director V Simon Hague (SE) – CEO Tamsin Lamb (TL) – Director of Education</p>	
1	Apologies: none	
2	Conflicts of Interest: no additional interests were declared.	
3	Previous minutes of the 19 October 2021 were accepted as an accurate record subject to amending one action: change MH to SH.	JA
4	Matters arising / Tracker	
4.1	Tracker: 20.47 Complaints Policy – change to spring term.	
4.2	20.63 Explore new funding opportunities - in progress.	
4.3	20.66 Executive Pay – confirmed spring term.	
5	Delegated Decisions.	
5.1	Yes - Print tender for 4 schools plus Trust office approved. Cost savings estimated as 44% overall - more schools could be added to this contract in the future. Documentation to be shared for information.	SH
6	Trust development update	
6.1	SH highlighted the following from his written report: <ul style="list-style-type: none"> • First decisions will need to be taken in the new year regarding initial investments – current thinking is not to set a limit at this point • Linda May taken on role of SIP for Shared Services team / admin across the Trust • Culture – SH continuing with school visits 	

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	<ul style="list-style-type: none"> Communications - Phil Glover just concentrating on this area now. Establishing a link with each school other than the Head. 	
6.2	<p><i>Q: Is Linda May stepping down from SIP team?</i> No – just a change of focus. Want to use her experience with our CPPD approach with another part of the Trust.</p> <p><i>Q: Has the Trust been successful in filling the vacancies mentioned previously?</i> Yes – most are now filled.</p>	
6.3	<p>Covid update. Similar position to that reported to the last meeting – significant fluctuations over both time and between schools eg Roskear needed to close nursery due to too few staff (12 off in total). Staff absences:</p> <ul style="list-style-type: none"> 2 long Covid 5 Covid-related anxiety 13 isolating 20+ other sickness <p>Covering TA absence is very difficult – easier with teachers.</p>	
6.4/5	Confidential items	
6.6	<p>MH congratulated on being awarded his MBA in Education Management. SH thanked Trustees for their support, adding he felt it had helped him in his role in developing the Trust.</p>	
7	Confidential item	
8	Approve draft audited accounts	
8.1	<p>KT confirmed the Audit Committee were happy to recommend these draft accounts. ME added they showed the Trust had ended the year in a strong position having achieved a surplus which was a significant turnaround from the previous year. The auditors had confirmed we have very good controls in place.</p>	
8.2	Trustees approved the draft accounts for 2020.21.	
9	Finance	
9.1	<p>Budget monitoring. ME explained that after just 2 month it was too early to make any projections about variations – a detailed review will take place in January. He confirmed there were no significant concerns at this stage.</p>	
9.2	<p>Investment update. £1.3m currently invested – interest received to date of almost £2.4K. Will need to make some decisions in February / March – and we also need to look at opportunity to invest more of our reserves.</p>	

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10	School Improvement	
10.1	Data drop is next week so review of this will be shared at the next meeting. TL confirmed she has been able to spend more time on this but will also take over the SIP role for Rosemellin. TL reported she has also done some school improvement work with other trusts and this provides both a useful insight into our own systems and the opportunity to learn from mistakes elsewhere.	
10.2/3	Confidential items	
11	Governance	
11.1	Committee proposal. MH outlined a proposal to consider reinstating two committees now that the Board had greater capacity and stability – covering School Improvement and Finance and Resources respectively. Membership of the former could be extended beyond Trustees to potentially include LGC representation. JA summarised the differences between formal and informal committees. Agreed MH/JA will prepare paper for next Board meeting.	MH/JA
11.2	Training update. Trustees noted the summary of this term’s training programme and plans for the rest of the academic year including improving feedback process to help us improve the programme and content. SH commented it felt like we are at a tipping point with governance of a single organisation. <i>Q: Do we need a separate session on pupil outcomes?</i> TL explained this was being threaded through several of the planned sessions.	
11.3	Updated LGC Terms of Reference. Trustees approve this update subject to re-wording one reference to Academy in section 2.2 Staff Governors.	JA
12	Meetings feedback	
12.1	Audit Committee 23 November. Trustees noted the minutes and the topics covered.	
12.2	LGC Chairs 30 November. KB summarised the meeting as very positive adding that the Chairs seemed more engaged with the agenda topics and several areas to develop further had been discussed including: <ul style="list-style-type: none"> • Parental surveys • Governor induction checklist • Informal 121s with new governors • Lead governor networks groups eg Safeguarding, SEN Several Chairs had raised a concern about IT / email problems which will be looked at in more detail.	

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	NL had chaired this meeting and backed this up – adding the Chairs seemed very appreciative of KB’s new role.	
12.3	Members 12 November. Minutes of the meeting were noted in particular their views on a CPR MAT and positive response to the developing culture of a single organisation (pooling budgets, CPPD programme).	
13	AOB	
13.1	Trustees welcomed the news that two senior leaders were now board members of two local community organisations – SH with Heartlands and Linda May with Carn Brea Leisure Centre.	
14	Items for next agenda	
14.1	Admission arrangements.	
15	Agreed Confidential items	
	Dates of next meetings: 25 Jan LGC Chairs 8 Feb Board tba Audit Committee	
	Meeting finished at 3.15	