



MINUTES of the BOARD MEETING

14 September 2021, 1.00 p.m.

Part A Public

Item	Subject	Action
	<p>Trustees present:</p> <p>Tom Briant-Evans (TBE) V</p> <p>Karen Brokenshire (KB)</p> <p>Nik Butcher (NB)</p> <p>Mike Hosking (MH) – Chair V <i>items 1-10.3 only</i></p> <p>Nick Lake (NL) – <i>Chaired meeting</i></p> <p>Keith Tipler (KT)</p> <p><i>Also present:</i></p> <p>Jem Alder (JA) – Trust Secretary</p> <p>Mike England (ME) – Finance Director</p> <p>Simon Hague (SE) – CEO</p> <p>Tamsin Lamb (TL) – Director of Education</p>	
1	Welcome and Apologies	
1.1	Apologies: John Whetter (JW)	
2	Conflicts of Interest : no additional interests were declared.	
3	Co-opt new Trustee	
3.1	Trustees agreed to co-opt NB onto the Board.	
4	Previous minutes of the 13 July 2021 were accepted as an accurate record.	
5	Matters arising / Tracker	
5.1	<p><i>Previous minutes:</i></p> <p>5.3 Enquiry to ESFA. No objections to our investment plans.</p>	
5.2	6.2 Trust Development Plan. Phil Glover is being seconded to lead on the Communications strategy.	
5.3	12.3 Complaints Policy will be shared via email when work completed.	
5.4	<p><i>Action Tracker:</i></p> <p>20.35 Budget reports. ME expects to have new format ready for end of autumn term.</p>	
6	Delegated Decisions	
6.1	Investment strategy was discussed by Finance group and approval to proceed given to officers.	
6.2	Updated Trustee Code of Conduct approved.	

Item	Subject	Action
7	Strategic update	
7.1	<p>Covid / back to school.</p> <p>SH confirmed risk assessments have been updated in line with latest DfE guidance but due to current levels in Cornwall some restrictions are being maintained (eg use of masks, no assemblies). Have increased bubble sizes as this allows better teaching and helps with mixed age ranges.</p> <p>SH confirmed a new requirement to have a contingency plan for how we would re-escalate measures if a local outbreak occurred is in place for all schools. This has tiered measures right upto remote learning for all.</p> <p>Parental response has varied eg mask wearing varies between 50-90% plus but trust in what we are doing is still high.</p> <p>Changes have been shared with all staff and with parents as FAQs.</p>	
7.2	<p>Strategic plans.</p> <p>SH took Trustees through the latest plan and the risk assessment of implementing individual actions.</p> <p>SH commented Heads do not have the same opportunity to have the same type of strategic level discussion as the Board does. Meeting discussed this and their key role in growth of the Trust.</p> <p>Inviting attendance as observers at a Board meeting was suggested, as well as a reciprocal approach where a Trustee attends a CPD session for SLT, which could also be mirrored at a local governance level with middle leaders.</p>	
7.3	<p>Strategy Day.</p> <p>Following discussion it was agreed to postpone planned event to ensure fuller attendance by Trustees and to reschedule after next CPR MAT meeting so outcomes from this could be fed back to all.</p>	SH
8	CPR MAT update	
8.1	<p>Next meet is 1/10 – each interested party to send CEO and two Trustees / governors. SH confirmed those planning to remain involved are three standalone primaries, two secondaries and Crofty.</p>	
9	School Improvement update	
9.1	<p>Data report to follow later this term.</p> <p>School Development Plans (SDP) and Pupil Premium (PP) plans are being drafted. TL confirmed there is no longer a requirement for a separate 'Covid catch up' plan this year.</p> <p>Trust has identified 4 key priorities:</p> <ol style="list-style-type: none"> 1. Writing 2. Catch-up / Covid recovery (£145 per PP child) 3. Curriculum development – especially staff subject knowledge. Potentially we will make this the focus of our all Trust training day. Pupils' retention of knowledge is really important as it can apply across subjects. 4. Staff – new CPPD strategy launched at Illogan. Started with the Heads who will now cascade same approach in their own school. 	

Item	Subject	Action
9.2/3	Confidential items	
9.4	<p><i>Q: What support is there for TL whilst also leading at Illogan?</i></p> <p>SH is monitoring this closely and confirmed work is in progress to make a permanent appointment by the spring term.</p> <p>He reminded Trustees that TL receives support for school improvement work from our internal SIP team.</p>	
10	Finance	
10.1	<p>Budget monitoring</p> <p>ME reported that the end of August actuals will be available next month.</p> <p>Following will impact on final outturn:</p> <ul style="list-style-type: none"> • catering • final capital expenditure – lot of projects underway during the summer • any late invoices from schools <p>ME anticipated feedback from external audit whether any further adjustments will be required.</p> <p>Overall position is that delivering a surplus after all the Covid-related extra costs will be a good result.</p>	
10.2/3	Confidential items.	
10.4	<p>Finance policy update – reserves.</p> <p>ME and SH summarised changes being made to how the Trust will manage reserves in the future.</p> <p>A new school investment reserve is being introduced which individual schools can make a bid for. The process to be used and the criteria by which bids will be evaluated were created by a group of staff.</p> <p>SH stressed the aim of developing a culture of clear strategic thinking when making decisions about use of resources.</p> <p><i>Q: Will it link to their school development plan?</i></p> <p>Yes.</p> <p><i>Q: Is there a timetable for bids?</i></p> <p>Not yet – and SH expects initial scheme to change over time in light of practical experience of applying it.</p> <p><i>Q: When are you launching this?</i></p> <p>Later this week.</p> <p>Trustees welcomed this further move towards a wider sharing of resources and confirmed their approval of this update to policy.</p> <p>Trustees also agreed to the suggestion that the Audit Committee could review the effectiveness of this new approach at the end of the first year of operation, and this could include getting stakeholder feedback from Headteachers.</p>	
10.5	Premises update – agreed to defer to next meeting.	JA
11	ESFA letters	
11.1	Trustees noted the content of the two letters.	

Item	Subject	Action
	SH suggested the change to giving a Notice to Improve rather than a <i>Financial</i> Notice to Improve may signal the ESFA/DfE will look at wider areas of performance in the future?	
	Meeting finished at 3.37	

Signed	Date
--------	------