

Minutes of a Trust Board meeting held on Thursday 13th July 2023 at 8am in person at Head Office and online via Microsoft Teams

Present		In attendance		Apologies	
Maria Ashurst (Chair of Trustees)	MA	Matthew Symonds (Chief Financial Officer)	MS		
Judith Goodchild	JG	Julia Stoneman (Clerk)	JS		
Jane McFall (Vice Chair of Trustees)	JM	Keith Howdle (Chair of Members)	KH		
Adrian Massey (Chief Executive)	AM				
Sally Crabb	SC				
Nick Hart	NH				
Rebecca Evans	RE				

Acronyms: GAG – General Annual Grant SRMA – School Resource Management Advisor ESFA – Education and Skills Funding Agency TES – Times Education Supplement	KCSIE – Keeping Children Safe in Education RI – Requires Improvement CIF – Condition Improvement Fund DFC – Devolved Formula Capital LGPS – Local Government Pension Scheme
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		Action
1. Welcome and apologies for absence	There were no apologies. JG, SC, RE and MA joined virtually via Teams.	
2. Appoint chair and vice-chair	Trustees agreed for Maria Ashurst to continue as chair and for Jane McFall to continue as vice-chair.	
3. Opportunity to declare an additional interest	The register of interests had been previously circulated. RE pointed out that her role needs to be changed to vice-chair of the hub LGB.	
4. Minutes of the last meeting	There was one section to delete as the wording did not reflect what was said. Subject to this change, the minutes of the meeting held on 18 th May were taken as a true and accurate record of proceedings.	
5. Matters arising/action tracker	There were none.	
6. Committee minutes	Trustees had received the Ethos Committee minutes. It was clarified that church school governors will be invited to Ethos meetings.	
7. Finance	Trustees confirmed that they had received the P9 finance update (May) and the proposed budget 2023-24. MS went through these and trustees were invited to ask questions. The Audit and Risk Committee had been through the proposed budget in detail and had recommended approval to the full board. <i>See appendix.</i> Trustees approved the budget.	
8. Chief Executive's Report	Trustees confirmed that they had received the CE Report, Labour Turnover and Absence Document, Summer Parent Questionnaire, Summer Census, Wadebridge Ofsted Report and Headline Data. The CE Report included a health and safety update with reportable incidents and a statutory compliance table, showing that all the checks and service visits are in date and an update on CIF for each school. It also included a safeguarding update and stakeholder feedback. <i>See appendix.</i>	
9. Documents for approval	Trustees reviewed and approved the terms of reference for the Ethos Committee, Audit and Risk Committee and Education and Standards Committee. The Scheme of Delegation had been updated in line with the Education and Standards TORs. The clerk to produce TORs for the new People and Pay Committee for the September meeting.	3 Clerk
10. Trustee visibility	a. Pen portraits need refreshing on the website and it was suggested that trustees provide a photo. b. AM told trustees that he had attended all of the LGB hub meetings, and they are working well and are very well chaired. It would be useful for trustees to attend some of these meetings if possible, especially now that there is no longer a link trustee for the schools.	

	It was agreed for trustees to let the clerk know if they are able to attend a meeting. The yearly planner for dates was shared to help to plan attendance.	
11. AOB	<ul style="list-style-type: none"> a. Skills audits and an annual 360 review for LGB chairs has been circulated. To be looked at for the next meeting. b. Trustees discussed AI and how this could impact on schools. c. AM thanked trustees for another year of support and challenge. 	
In order to evidence that trustees are providing challenge to the leaders, these questions are highlighted in the minutes		

The meeting was closed at 12pm

Action Point	Governor/Clerk	Action point to be addressed	When	Action update
Actions from this meeting: 13th July 2023				
1	Nick Hart	Congratulatory email to heads of school		
2	Adrian Massey	An extra column to be put in the statutory compliance table to provide context on when the checks are to take place		
3	Clerk	TORs for People and Pay Committee	Next meeting	