

Minutes of a Trust Board meeting held on Thursday 22<sup>nd</sup> September 2022 at 8am online via Microsoft Teams

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

<b>Acronyms:</b> GAG – General Annual Grant ESFA – Education and Skills Funding Agency DFC – Devolved Formula Capital	TOR – Terms of Reference KCSIE – Keeping Children Safe in Education CIF – Condition Improvement Fund FTE – Fixed Term Exclusion
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		Action
1. Welcome and apologies for absence	Apologies were received and accepted from Nick Hart.	
2. Election of chair and vice-chair	There were no prior nominations. It was agreed for MA to continue as chair and JM as vice-chair.	
3. Annual declaration of interests	The clerk had circulated 2022-23 forms to trustees to be completed and returned.	
4. Minutes of the last meeting	The minutes of the meeting held on 7 <sup>th</sup> July were taken as a true and accurate record of proceedings.	
5. Any matters arising/action tracker	<ul style="list-style-type: none"> <li>a. Trustees to complete the self-evaluation form. Results to be looked at in the next meeting.</li> <li>b. In terms of the inset days, a trustee asked whether sometimes these might not tie in with the communities and whether this could affect attendance. AM explained that the Friday before the Royal Cornwall Show is always an inset day for that reason. This will be taken into consideration when setting the inset days.</li> </ul>	1 Clerk
6. To review and confirm the code of conduct	Trustees confirmed the Code of Conduct which had been previously circulated.	
7. Finance update	Trustees had received the P12 summary report and 2021/22 indicative outturn. MS went through it and trustees were invited to ask questions. <i>See appendix.</i>	
8. Chief executive's update	<p>AM went through his report and the supporting documents. From this:</p> <ul style="list-style-type: none"> <li>a. <i>See appendix.</i></li> <li>b. Impact reports will be discussed at the next meeting along with the data.</li> <li>c. AM explained that the main rationale of the LGB restructure is to address the difficulty in recruiting and retaining chairs and governors.</li> <li>d. The original plan had been to group the schools together geographically. At the LGB chairs' meeting it had been suggested that it could make more sense to group them together according to size.</li> <li>e. Delaware and Gunnislake are going through a change in age range, so will stay separate until that has gone through.</li> <li>f. The new structure should enable discussions to be more streamlined and strategic.</li> <li>g. Trustees agreed that the new structure will be a big improvement and will address succession planning and spread expertise of governors. It might even help with the more pressing question of diversity which can be difficult in a small organisation. With fewer LGBs chairs could be invited to Trust Board meetings.</li> </ul>	

	<ul style="list-style-type: none"> <li>h. Trustees approved the restructure.</li> <li>i. The Trust has reinvested into CIF and bids have been very successful. A trustee pointed out that the improvements that the Trust has made to the buildings should be celebrated.</li> </ul>	
9. Safeguarding	<p>Trustees had received KCSIE 2022 and the summary of changes, the updated Child Protection Policy. SS went through these. From this:</p> <ul style="list-style-type: none"> <li>a. The relevant policies have been updated in line with the changes to KCSIE.</li> <li>b. Basic safeguarding training is available for all staff and training for trustees and governors is on the portal.</li> <li>c. The recent Ofsted inspections have shown that safeguarding is effective and robust.</li> <li>d. FTEs and behaviour incidents will be tracked this year.</li> <li>e. Governor induction will be tightened up with safeguarding.</li> <li>f. Pupil voice will be used more to ensure that safeguarding is not too adult driven.</li> </ul>	
10. Data analysis	<p>Trustees had received the data analysis for the Trust. From this:</p> <ul style="list-style-type: none"> <li>a. Generally, the Trust has performed well and data has been improving over time Schools taken on by the Trust that were historically low have been brought in line with the other schools.</li> <li>b. Early years baseline will replace KS2 and there is no score for this. Only the DfE will hold this data.</li> <li>c. The Year 1 phonics check was positive.</li> <li>d. Years 1 and 2 were the most affected by Covid as they have not had a normal year.</li> <li>e. KS1 and KS2 data is very close to the national average. KS2 greater depth was very positive.</li> <li>f. The final data will be released in October.</li> </ul>	
11. Trust Development Plan	<p>AM went through the TDP which had been previously circulated. From this:</p> <ul style="list-style-type: none"> <li>a. Success have been put at the beginning of the plan and there are now 2 full pages of these.</li> <li>b. A trustee commented that the head's blog is popular in the wider community.</li> <li>c. <a href="#">A trustee asked whether it is worth thinking about recognition schemes for staff to encourage them.</a> AM said that Michele Spencer at St Cleer has done some work on this and some of these ideas will be shared around other schools.</li> </ul>	
12. Documents for approval	<ul style="list-style-type: none"> <li>a. Trustees approved the admission arrangements for 2024-25. SS pointed out that they may need to change for Delaware and Gunnislake and advice will be sought on this.</li> <li>b. The scheme of delegation had been circulated with some more updates following feedback from trustees. This was approved.</li> <li>c. The terms of reference for the Audit and Risk and Remuneration Committees had been updated in line with feedback from trustees and were approved.</li> <li>d. The complaints procedure was approved.</li> </ul>	
13. To approve the curriculum	<p>Trustees had received examples of the information that staff use. It was noted that this curriculum has taken 4 schools through successful Ofsted inspections. Ofsted have commented that it is a good structure.</p> <p>There was some discussion on how trustees triangulate information. The LGBs monitor on the ground and the trustees have an overview of this and ensure that all is in line. Trustees approved the curriculum.</p>	
14. Correspondence update	<p>MA told trustees that a letter had been received from the new regional director's office seeking assurances from a complaint submitted to Ofsted. They have confirmed that they are happy with the processes and that there is nothing to be concerned about.</p>	
15. Immersive technology	To be carried forward to the next meeting when NH is present.	2 Clerk
16. AOB	MA passed on a message from the members' meeting thanking the trustees for all of the hard work that has been done.	

In order to evidence that Trustees are providing challenge to the leaders, these questions are highlighted in the minutes

Action Point	Governor/Clerk	Action point to be addressed	When	Action update
<b>Actions from this meeting: 22<sup>nd</sup> September 2022</b>				
<b>1</b>	Clerk	Self- evaluation results to be looked at for next meeting	Next meeting	
<b>2</b>	Clerk	Immersive technology to be carried forward	Next meeting	