



**Minutes of a meeting of the Board of Trustees of Venture Multi Academy Trust.
Held at Trevithick Learning Academy on Wednesday 14th September 2016 at 5pm**

Present	Sean Powers (SP) Jo Long (JL) Philip Robinson (PR) Alan Honeybone (AH) Andrew Mercer (AM) Annemarie O'Neill (AO) Jo Osborne (JO) Esther Pollard (EP)
In attendance	Wendy Randle (WR) (Clerk)

Item	Minutes	Action
1	Apologies and Introductions	
1.1	Apologies were received and accepted from Ian Raggett, Harry Hart and Mark Perry.	
1.2	JO and EP were welcomed to the Board of Trustees.	
1.3	It was noted that a quorum was present.	
2	Election of the Chair and Vice Chair A suggested process, guided by National Governors Association (NGA), for the election of the chair and vice chair roles had been circulated to trustees prior to the meeting. Trustees agreed to adopt this process for future elections of the chair and vice chair. It was noted that one person had nominated themselves for the role of chair of the board of trustees; PR. No further nominations were put forward. PR was elected to the role of the chair, for the term of one year. The trustees requested that the clerk source training to support the new role of chair of the board of trustees. The chair followed the process to elect the vice chair. No nominations prior to the meeting were received for vice chair, at the meeting AM nominated AH for this role. No further nominations for this role were received. AH was elected to the role of vice chair of the board of trustees.	
3.	Declaration of Pecuniary Interests of Trustees	
3.1	Each Trustee present completed and signed the register of interests document declaring the nature and extent of their interest in the business to be transacted at the meeting, in accordance with the requirements of section 177 of the Companies Act 2006 and the Company's Articles of Association, or confirmed they had no such interest which they were required to disclose.	
3.2	It was noted that those trustees not present would be contacted by the clerk to provide this updated information.	WR

<p>4. 4.1</p>	<p>Review of Local Governing Board Minutes Trevithick Learning Academy (TLA) 06.07.16</p> <p>A copy of the above minutes had been circulated to trustees in advance of the meeting. These were agreed to be a true and accurate record of this meeting and were signed by the chair. SP updated on the matters arising from these minutes.</p> <p>SP will attend MAT governance training this term, he will feedback to trustees.</p> <p>TLA Nursery places - a Facebook campaign resulted in an increase of numbers. Current pupils enrol is 34, with 22 of these paying top ups to stay for further hours. A further intake in January will result in meeting expected targets by the summer term.</p> <p>An assistant head for TLA has been appointed. Trustee asked if this had been an internal recruitment process. Yes, this will be a temporary position for 1 year to be reviewed alongside with how the MAT develops and how the role supports TLA's Senior Leadership Team (SLT).</p> <p>Reception classes have gone over by 1. There are 402 pupils enrol from reception to Year 6.</p> <p>Action 11 will be considered at the board of trustees meeting on 7th December 16.</p>	<p>c/f</p>
<p>5. 5.1</p>	<p>Venture MAT update</p> <p>The new Venture MAT website has gone live www.venturemat.co.uk. SP showed trustees the website, explaining the deliberate decision for it not to look corporate. Trustees were positive in their feedback. Trustee asked who will approve the information contained about individual schools? This responsibility will be held with local governing boards (LGBs), with the aim for all schools to use the same website developer. There will be no information about individual schools on the Venture MAT website, instead there will be a link to each schools' website. Trustees asked who will ensure the MAT website is compliant? The MAT team, specifically JL.</p> <p>JL will create a 3-5 year risk anticipation plan.</p> <p>Venture MAT priorities. Once SP has attended training a Trust Development Plan will be handed out to trustees for consideration. It is envisaged the priorities for the first year will be guided by the DfE's 7 Trust Priorities. For TLA the first year priority will be a focus on Pupil Premium (PP). At St Issey the priority will be to put a strong curriculum in place with teaching to match. For Venture MAT the priority will be to ensure school to school support is embedded.</p> <p>Venture MAT will continue to link with local, regional and national networks; a strength of TLA. It is hoped that up to 5 schools will join the MAT in the first year. SP stated that there are skilled individuals who wish to join the MAT at SLT level once required. Trustee asked are there schools ready to join? There have been conversations with two schools, neither came forward, yet this was at a similar time to when the government did their "u-turn" on academisation.</p> <p>SP has requested a national PP auditor from Indian Queens school to complete a PP audit. Trustee asked what does this entail? Unsure at present, SP is awaiting a planning meeting. Trustee asked is this a statutory requirement? No, however for TLA it is a developing priority. It was noted that although the reading SAT was high, it was lower than previous years, with all who achieved a lower mark in receipt of PP. The audit is a direct result of TLAs SATs result.</p> <p>Trustee asked do you have a view of local/ not local, growth? A scattered MAT with no restrictions, potentially considering out of county. Trustee asked what are the implications on resources if a</p>	

	<p>disparate MAT? This was not considered a problem due to good transport links. It was noted that trustees preferred the option to spread out to generate different resources/ opportunities.</p> <p>SP informed Trustees that the prospectus for Venture MAT is looking good, the prospectus and logo for TLA will be started soon.</p> <p>5.2 Data Data for TLA was reported as good, data for St Issey has not yet been received, this will be reported to trustees at the next meeting. SP explained the new reading assessment for TLA stating it is in line with the national average for reading and writing and maths, progress is ok. Additionally, attendance is good with great progress made with persistent offenders; there were 13 pupils in 14/15 this has now reduced to 6 pupils in 15/16.</p> <p>5.3 St Issey Update This is contained within the confidential minutes.</p> <p>5.4 TLA Update Learning to Learn week last week was held at TLA. Information was provided on the various trips the different year groups had taken part in so far this term, along with the links with school topics.</p> <p>SP stated a parent complaint had been received, the Head of School had addressed this.</p> <p>A new programme called Helicopter stories is being implemented in the Nursery.</p> <p>Super ARB unit – this will have 3 large classes, each with its own outside area. SP showed trustees the plans for this facility. The project will come under County’s basic needs programme. TLA may need to contribute to ensure the design elements of the build match existing buildings. Trustee asked how many pupils will this facility cater for? It is anticipated that 30 children could access this unit. Trustee asked about levels of staffing for this facility, encouraging the Venture MAT team to create flexibility to ensure TLA can meet pupil needs. Trustee asked are there still plans to use the community room as an after school facility? Potentially. Trustee asked who will manage the facility and who would source additional funding if required? SP stated that the priority was on the completion of the build. JL stated there is £10,000 for each higher needs place. Trustee asked will children need to travel to the facility? There is a need within this locality. Trustee highlighted that this facility will not impact on the school dashboard.</p> <p>Trustee informed the board that on the 27th September a TLA staff member and one another will visit Reach Farm to identify how the ethos of the facility could be transferred to TLA.</p>	
6	<p>Venture MAT Scheme of Delegation The scheme of delegation had been circulated to the board prior to the meeting, along with the varying appendices that would be included dependent on a joining school’s Ofsted grading. It was noted that the original document had been provided by Browne Jacobson. Trustees approved the scheme of delegation.</p> <p>It was noted that the Church scheme of delegation would be circulated when St Issey join the MAT.</p>	
7 7.1	<p>Governance Structure and review Allocation of Committee Roles A draft of suggested committee roles had been distributed prior to the meeting. All present trustees agreed their roles. WR to contact those trustees not present regarding their suggested roles.</p>	WR

7.2	<p>Local Governing Body (LGB) Membership & constitution</p> <p>TLA LGB</p> <p>JL will feedback to TLA regarding placing an advert to recruit a parent governor. It was noted the LGB should have 2 parent governor places, in accordance with the articles. Should HH take on the role of link between the board and TLA then he will remain as a parent trustee/ governor.</p> <p>An existing staff member of the full governing board will remain on the LGB, along with the head of school.</p> <p>Trustees approved the membership and constitution of the TLA's LGB.</p>	
8	<p>CFO's update</p> <p>The CFO's update was circulated at the meeting, this will be circulated with the minutes.</p> <p>8.1 Staffing</p> <p>Three new teachers have been recruited. A receptionist is being recruited for front of house at TLA, with a view to release a member of the office to become support for the Venture MAT team. This person will also begin studying the Certificate in School Business Management (CSBM) in January to support the development and growth of Venture MAT.</p> <p>There are 2 new SKITT teachers.</p> <p>8.2 Budget</p> <p>The latest budget report, attached with the distribution of the minutes. This was the preliminary end of year report. There would be an approximate carry forward of £790k. This figure excludes the balance in the Sponsor Capacity Grant (51k) which will be re-allocated in 2016/17. The Nursery carry forward is £92k and there is also £200k allocated to the development of the ARB. There were some underspends in budget cost centres which will need to be re-allocated into the 2016/17 budget. Trustee asked do you have a Reserves policy? No, this will be created. TLA always held a healthy budget; inherited funds along with pupil growth have resulted in retrospective funds received. Trustee asked when is the financial year? September to August.</p> <p>JL noted there were no concerns. The auditors, Francis Clark who have been the auditors since academisation, will visit after half term, with the accounts published and returned by the 31st December. Originally auditing requirements had been put out to tender, yet school have not looked elsewhere since as Francis Clark know the school so well. Trustee stated that Francis Clark also do governance reviews.</p> <p>8.3 Premises for TLA</p> <p>Windows - The windows and doors on the remaining 2 ground floor elevations were installed over the summer holidays.</p> <p>A new vinyl wall display has been installed in the Year 1 corridor. A new archway at the entrance to the corridor will be done shortly. It is intended to continue the design down to the year 1 classrooms.</p> <p>Internal accommodation - The meeting room has been cleared and painted.</p> <p>Allowance has been made in the new budget to develop the library into a more research based, multi-functional space. TLA's SLT will meet to begin planning this development shortly.</p> <p>Venture MAT Office is now set up.</p> <p>New Classroom - The ICT Suite was successfully converted back to a classroom. Much of the work was done in-house and consequently, the costs were kept to a minimum (decoration, carpet and furniture).</p> <p>Playground Improvements - The climbing 'boulder' has not yet been ordered. The funds allocated in 2015/16 have been set aside in 2016/17 to allow this to take place this year. Trustee asked when will the boulders in the playground get actioned? As soon as possible.</p>	

9	<p>Support Staff/ Living Wage</p> <p>JL updated on the living wage and decisions previously taken by TLA’s directors. Trustees were asked to decide whether to implement the National Living Wage Foundation’s living wage to all support staff. Discussion took place over Cornwall County Council’s collective agreement, the National Joint Counsel’s pay award, incremental payments made by TLA and the 2 different living wage figures.</p> <p>Discussion took place around whether staff would be worse or better off. Due to the time taken and time still required to make this decision, the trustees agreed to delegate the power of this decision to the Pay and CEO Performance committee to allow sufficient time to make a considered decision. Once this meeting has been scheduled, WR will inform all trustees of the date, should they wish to attend.</p>	WR
10 10.1 10.2 10.3	<p>Safeguarding</p> <p>Safeguarding return</p> <p>SP updated that the Section 175 for TLA had been submitted with great feedback received. SP is currently chasing St Issey’s safeguarding return feedback. SP and trustees wished to thank JL and MP for their involvement in this and their excellent support with safeguarding.</p> <p>Keeping Children Safe in Education (KCSIE)</p> <p>Trustees are required to sign to say they have read the relevant sections of this document. WR to forward this via email.</p> <p>Child Protection Policy</p> <p>County are not updating the child protection policy. JL has updated this policy in light of Caroline Brixton’s recommendations.</p>	WR
11	<p>Pupil Premium</p> <p>Discussed within CEO’s report.</p>	
12. 12.1 12.2	<p>Policy review</p> <p>Teachers Pay Policy</p> <p>This policy was circulated to trustees prior to the meeting. JL informed trustees the policy had been supported by Browne Jacobson, acknowledging that Venture MAT are doing what has been recommended, there had been no reason to consult this year. Trustees agreed to adopt the policy, JL will ensure a letter is sent to staff and unions.</p> <p>Child Protection Policy</p> <p>This policy was circulated to trustees prior to the meeting Trustees agreed to approve the policy.</p>	
13.	<p>Correspondence</p> <p>None received</p>	
14.	<p>Confirm Dates & Times</p> <p>The meeting dates and times had been circulated prior to the meeting. WR to contact those trustees who will form the Pay and CEO Performance committee to schedule a date.</p>	WR
15.	<p>AOB</p> <p>The Code of Conduct, that had been circulated prior to the meeting was agreed by the trustees. All trustees agreed to adhere to the code of conduct. WR to contact those trustees not present for confirmation that they agree to adhere to the Code of Conduct.</p>	WR
16.	<p>Confidential matters</p> <p>None.</p>	

There being no further business the Chairman closed the meeting at 7:08pm

Signed.....

Dated.....

Please note these are Draft Minutes until signed by the Chair at the next meeting