



**Minutes of a meeting of the Board of Trustees of Venture Multi Academy Trust.
Held at Trevithick Learning Academy on Wednesday 7th December 2016 at 5pm**

Present	Sean Powers (SP) Jo Long (JL) Alan Honeybone (AH) Ian Raggett (IR) Harry Hart (HH) Mark Perry (MP) Annemarie O’Neill (AO) Jo Osborne (JO) Esther Pollard (EP)
In attendance	Wendy Randle (WR) (Clerk) Samantha Good (SG) Francis Clerk

Item	Minutes	Action
1	Apologies and Introductions Apologies were received and accepted from Philip Robinson. AH chaired the meeting. It was noted that a quorum was present.	
2	Declaration of Interests Jo Osborne declared she is now Chair of Governors of St Issey school. There were no further interests to declare.	
3	<p>Accountants (Francis Clark) presentation SG presented the following financial highlights;</p> <ul style="list-style-type: none"> • Income is split between restricted and unrestricted funds. • Trustees were informed of the closing balances and unspent funds. It was noted there was a healthy surplus. JL informed trustees that due to growth, although lagged, the MAT is in a fortunate financial position. When growth becomes more stagnant this will change the financial position of the trust. • Pension liability has increased significantly; the discount has come down. • The figures trustees view in the management reports reflect the restricted funds and unrestricted general funds combined. • GAG funding has increased to £75k. • It was noted that the breakfast bar and late@TLA have generated an income. • There are 2 key movements <ol style="list-style-type: none"> 1. Staff costs have increased by £75K, yet head count has gone down. This is because the on costs of pension and NI have increased. 2. Cleaning costs in the premises line. <p>Audit report The audit report is unqualified which is good news, there were no issues found.</p> <p>SG suggestions;</p> <ul style="list-style-type: none"> • 3.2 reflected an allocation of costs against GAG funds, XX suggested trustees monitor surplus and deficit should other schools join the MAT. 	

	<ul style="list-style-type: none"> ensure that all procurement rules are met, trustees need to ensure 3 quotes are provided; if this cannot be achieved this needs two be recorded at BT level. In future, should there be any severance payments, ensure the report from the legal advisor is received and noted. <p>The below judgement areas were highlighted; Documentation of expenses; staff need to be obtaining full VAT receipts, the VAT cannot be claimed back without receipt. Staff need to ensure all delivery receipts detail schools address.</p> <p>SG the accountant left the meeting. Trustees thanked JL for her work.</p>	
4	<p>Minutes and Matters arising of the last meeting (14/09/16) Trustees agreed these were a true and accurate reflection of the meeting, they were signed by the Vice Chair, AH. Any other matters arising would be covered under agenda items.</p>	
5 5.1	<p>Review of local governing body minutes Trevithick Learning Academy (05/12/16) This meeting had recently been held and the minutes had not been approved, they will go to the next Board of Trustees (BT) meeting.</p> <p>HH will take on the role of Vice Chair. AM was considering the role of Chair yet required further guidance from Trustees on what this would entail. Trustees stated should the chair not be able to support the LGB school in certain situations, i.e. an urgent issue, then a trustee may be able to support this. It was noted this role is new. Trustees were assured there were no issues of concern.</p>	WR
6 6.1 6.2	<p>Review of committee minutes School Improvement Committee (18/10/16) Trustees had no further questions.</p> <p>Finance and General Purposes Committee (16/11/16) 12 – JL updated the criteria for the funding stream for the high level windows had not changed significantly since TLA’s previous application had been rejected. JP did not feel that TLA would be successful in this application and therefore it would not be worth the time to write and submit this bid. Governor suggested using the DFC instead. JL said the DFC would have been used for a contribution, but will now be used for a rolling programme of maintenance.</p> <p>15.2 JL updated this meeting had been rescheduled. Litmus are advising TLA on this; a decision will need to be made with all members of the agreement. JL updated that Chartwells have pulled out of the LA maintained schools, trustee stated the need for security around the contract. Trustees agreed to JL following the group decision on whether to remain with Chartwells.</p>	
7	<p>Venture MAT update and working party SP requested the creation of a working party to be convened each time a school wishes to join the MAT, enabling SP to react quickly. EP, SP and AH will form this committee and will go through the due diligence completed by SP and JL, proposing a recommendation of decision to the trustees. It was noted that JO and IR may be able to support this working party if needed. Additionally, two extra BT meetings will be scheduled to ensure quick decision making at Trustee level.</p>	
8	<p>Key Performance Indicators (KPIs) SP presented on the KPIs, acknowledging this data reflects TLA.</p> <ul style="list-style-type: none"> It was noted that numbers on roll are high, supporting a healthy budget. FSM and PP in comparison to national level were quite low. It was noted the PAN for 17/18 is an estimate; it is expected school will be oversubscribed. SP highlighted the foundation stage profile is a weak assessment; SP shared a section of a Radio 4 programme. It was noted that school assessment is accurate due to the teachers DfE experience. Trustees were informed the data will improve later in the year. 	

	<ul style="list-style-type: none"> • Yr 6 SAT results for attainment were good. • There are no staff vacancies, schools staff ratio to children is higher and the quality of teaching is good. • There is an excess of income over expenditure from set budget, forecasting a surplus, discussed at FGP. • Safeguarding; there had been 5 full referrals to MARO, 1 to the LADO. These have all been dealt with. Trustee asked if this data is higher in comparison to previous years. The LADO data is higher than normal yet there has only been one case. • There had been 2 reported accidents; these took place on the age appropriate apparatus under full supervision, there were no concerns. There was 1 near miss. • Teacher sickness absence is very low. It was noted there is one person on long term sickness. • It was noted that absence of children is lower than normal. 	
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>CEO Update</p> <p>TLA staffing structure</p> <ul style="list-style-type: none"> • A staff member will remain with St Issey until the end of academic year. A supply teacher will cover this class on a supply basis. • The standards remain high and the results of the annual parent survey are looking positive. • Contribution related pay appraisal meetings are currently taking place. HH referred to the LGB meeting and informed SP there had been a miscommunication at the communication meeting and WJ will be raising this with staff. <p>ARB</p> <p>The LA have provided a completion date of May 18; school have been assured this will happen. Trustee asked what had been the reason for the delay? No explanation though it was noted that the Gant chart reflected a drawn out process. Instead of being 3 classes, there will be 3 areas that support different levels of need, dependent on the needs of the children. SP has visited Barrowfarm to review TEACH, a programme of teaching, TLA will become a hub for them.</p> <p>The school library has been scaled down.</p> <p>Venture MAT growth</p> <p>A telephone conference was held whereby SP tried to identify how sponsoring of schools works. The original promise of the DfE placing schools with the MAT has not happened. SP has sent promotional information to all schools and clerks of the schools in the local area.</p> <p>SP updated that St Issey received Requires Improvement in their recent Ofsted. A member of TLA has supported the creation of an action plan.</p> <ul style="list-style-type: none"> • St Mary's of Falmouth. <u>Subsequent to the meeting it was clarified this was St Mary's of Penzance.</u> They have contacted school to visit and review literacy as they are looking for consistency and have asked if SP will do a learning walk to support this. Trustee asked do we charge for this? Not yet as we are developing partnerships. • St Hilary have requested that TLAs EWO support their school, it was noted school charge for this. TLA staff have gone to review St Hilary's IT delivery. A two way learning opportunity. • Cornwall SCITT, SP has delivered some training on for SCITT. Will is Senior Leader in Education through Truro and Penwith. <p>Trustee clarified that Venture MAT still works closely with St Issey, asking for the long term objective. St Issey are paying for their support, they are a good advert for the MAT.</p> <p>Further information contained in the confidential minutes.</p>	

10	Safeguarding Discussed under item 8.	
11	Pupil Premium SP updated that attainment is 5 or 6 % below the national average for reading and writing. HH updated what will happen at LGB level, informing trustees of the PP audit.	
12	Policy review	
12.1	Trustees approved the following policies that had been circulated prior to the meeting. <ul style="list-style-type: none"> a. Charging policy b. Health & Safety policy c. SEN policy d. Admissions Policy It was noted that the Leave of absence policy had already approved at Pay Committee.	
12.2	The complaints policy & training was deferred to the next meeting.	SP/JL
13.	Expectations of TLA LGB (SP) This is outlined in the scheme of delegation and terms of reference. It is hoped that effective communication between the two boards will develop.	
14.	Correspondence Union request Unions use to get funding from county to support union reps in schools and to deliver training to union reps within schools. The letter has come back asking would we reconsider paying a set amount per person. Trustees rejected this proposal. It was noted that there is no Union rep in the school. Trustee noted that it should be stressed to staff that there should be a representative amongst the staff.	
15.	Confirm Dates & Times The next Board of Trustee (BT) meeting will take place on 28/03/17 5-7pm. Two new BT meetings have been scheduled to consider due diligence completed on schools wishing to join the MAT. Monday 20 th February 5-7pm Monday 15 th May 5-7pm	
16.	Confidential matters None.	

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