



Minutes of a meeting of the Board of Trustees of Venture Multi Academy Trust. Company Number 7535379. Held at Trevithick Learning Academy on Wednesday 12th July 2017 at 4pm

Present	Philip Robinson (PR) Chair of Trustees Alan Honeybone (AH) Vice Chair of Trustees Sean Powers (SP) CEO Harry Hart (HH) Trustee Esther Pollard (EP) Trustee Jo Osborne (JO) Trustee Annemarie O'Neill (AON) Trustee Bethany Ince (BI) Member Sarah Alexander (SA) Mounts Bay Academy (MBA) Governor Jackie Eason (JE) Chair of the Five Islands School (FIS) Interim Executive Board (IEB) Robin Webb (RW) Chair of Mounts Bay Academy (MBA) Governors Sara Davey (SD) Executive Principal of Mounts Bay Academy (MBA) via mobile phone
In attendance	Jo Long (JL) (CFO/ Business Manager) Wendy Randle (WR) (Clerk)

Item	Minutes	Action
1	Apologies and Introductions	
1.1	Invites to this meeting had been sent to Mounts Bay Academy (MBA) governors and Jackie Eason Chair of Five Islands School (FIS) Interim Executive Board (IEB).	
1.2	JE would facilitate this meeting.	
1.3	It was noted the meeting was unlikely to follow the agenda previously forwarded.	
1.4	The meeting was quorate.	
1.5	Apologies were received and accepted from Ian Raggett due to a conflict of interest.	
2	Declaration of Interests There were no further interests to declare.	
3	Minutes of the previous meeting 15/05/17 These minutes were approved by trustees at a meeting on the 11/07/17. The minutes were circulated to all invited for reference.	
4	JE thanked SP and SD for their work on the Five Islands School. Trustee noted that SD and SP had been tasked to put forward a proposal to outline the aims, ethos and what the MAT hopes to achieve along with information on the organisational structure of the central team and leadership roles. SP distributed copies of this proposal.	
4.1	Leadership roles within the MAT Part of the proposal outlined the proposed job titles for SD and SP; SD as Director of Education Secondary with SP as Director of Education Primary. JE asked if there was one single point of accountability? SD would be the accounting officer. It was confirmed SD would be responsible for the line management of SP. Trustee expressed the need for there to be one person in charge. JE asked who would be in charge of FIS? Operationally they will go to SP as the current head of school has no primary experience. Trustee asked if there was a safeguarding issue who would be responsible? The head of school would be the DSL. JE asked who would carry out Performance Management within this structure? A committee of trustees would carry this out as they are the accountable body. It was noted there was no accountability at LGB level. Trustee noted the most appropriately skilled trustees would support this process, with consideration given to an external person if identified, potentially through the	

	<p>challenge partners, to guide the trustee performance committee.</p> <p>It was felt from a strategic governance point of view one person will need be in charge, “the hirer/ firer”. It was noted that FIS presented a unique scenario. The accounting officer, would line manage both the Director of Education Primary role and the Finance Director. Trustees agreed SD and SP would not be trustees of Venture MAT, SP would stand down as trustees of Venture MAT upon conversion, yet both SD, SP and the Finance Director would always be required to attend the board of trustee meetings.</p> <p>4.2 Governance structure</p> <p>JE clarified the current members and the role of the members of Venture MAT, noting the aspiration for the future would be independent members. Trustee noted the steps previously agreed to be actioned upon conversion, to improve the independence of the members, trustee stated that BI and PR had completed members training. It was noted a Venture MAT governance development plan was being created in which a review of the members was included to ensure further independence. Trustee noted Venture MAT had previously agreed to accept the Diocese’s offer to support the identification of the independent members.</p> <p>It was acknowledged that MBA governors needed to identify which roles within Venture MAT they were interested in; Member, Trustee or LGB governor. The information concerning trustee numbers contained within the proposal from SP and was SD was incorrect. Trustees agreed there were potentially 4 vacancies on the trustee board, yet this could be flexible. SA to contact MBA governors to request which roles they were interested in, SA to copy WR in to this communication. It was proposed the Venture MAT board be increased from the 1st September. MBA governors have recently been sent the NGA MAT Trustee Skills Audit for their completion.</p> <p>4.3 Conversion Dates</p> <p>Trustee reported the DfE have agreed to stop pressurising for an artificial conversion date, it has been agreed that no date is now in place. Trustees stated they will need to have a realistic date to work towards. Trustees agreed the 1st November as a proposed date for conversion for MBA and FIS, noting the FIS legal issues were causing time delays.</p> <p>4.4 Due Diligence</p> <p>MBA governor requested whether all redundancies on the FIS were complete. It was confirmed there is a balanced budget on the FIS, with all redundancies completed. Primary staffing has been set, MBA governor asked if secondary staffing been set? SD confirmed there is a timetable going forward. JE confirmed there were no compulsory redundancies for 17/18.</p> <p>Trustees agreed that the due diligence of both MBA and Venture MAT could come to the autumn meeting. Trustee asked how will the IEB be funded until the time that FIS joins Venture MAT? The RSC have been asked to support this. The LA are responsible for the land issues and therefore they are responsible for the delay.</p> <p>4.5 Chair of the Board of Trustees</p> <p>SD proposed JE could take on the role of chair of the board of trustees. It was noted that trustees follow their previously agreed procedure for the election of chair and vice chair of the trustees. Normally this process would be completed at either the first or second meeting in the Autumn term. It was noted that should JE wish to be considered for the role of chair that she would need to consider applying for a trustee position to enable this. It was noted the role description for the Chair of the board of Trustees was circulated prior to this meeting. Trustees will review and adopt this at the next meeting.</p>	<p>SA</p> <p>MBA govs</p>
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4.6	<p>Future Training needs Trustees supported the suggestion of reconvening the training previously arranged, yet then cancelled, due to a conflict of interest. Timings and requirements for this will be agreed at the first meeting of the Autumn term with an external trainer sourced.</p> <p>JE stated there had been no welcome from Venture MAT to the IEB of FIS, trustee noted that SP, a trustee, was regularly with FIS. SD and SP agreed they were forced to be operational very quickly.</p> <p>Trustee stated the need for all involved going forward, to be mindful in ensuring no “them” or “us” scenarios, all agreed, with the understanding that trustee skills would be the determiner in trustee/member appointments. It was acknowledged the broad range of current trustee skills sets, with no specific gaps/ weaknesses, was a strength going forward and allowed a degree of flexibility for future appointments from within MBA FGB and FIS.</p> <p>Actions going forward</p> <ul style="list-style-type: none"> • It was agreed that the MBA governors consider meeting before the end of term to identify four potential trustees. • A meeting of the Members will be required to appoint the new trustees • Trustees requested job descriptions for SP and SD in time for the board of trustees meeting scheduled for the 13th September, trustees requested SP and SD seek HR guidance in achieving these. <p>All agreed that communication via skype etc. was proving difficult, noting this needed to improve.</p> <p>JE, SA and RW left the meeting.</p>	
11	<p>Item 11 on the original agenda CFO/ Business Managers report A copy of this report had been circulated prior to the meeting, the report summarises the TLA Budget and latest management report, the TLA 17/18 budget and SLA agreements, providing information on PFS Financials. It was noted that the budget is primarily a TLA budget, with the full costs of JL and SP included at present.</p> <p>The F&GP committee have reviewed the 17/18 budget and recommended this budget be approved by trustees. Trustees agreed to approve the 17/18 budget.</p> <p>Trustee asked if any assets had been disposed? It was confirmed Venture MAT have not disposed of any assets over £5k, a recent asset audit has been completed.</p> <p>Trustees were satisfied with the information received at the meeting and in the report.</p>	
All agenda items from this meeting will be carried forward to the next academic year.		
11	<p>Confidential items None</p>	
14	<p>Date of next Board of Trustee meeting Wednesday 13th September 5-7pm at Mounts Bay Academy.</p>	

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

Signed.....

Dated.....

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