



Venture Multi Academy Trust. Company Number 7535379
Meeting of the Board of Trustees
Monday 25th September 5-7pm held at Trevithick Learning Academy

Present	Jo Osborne (JO) Chair of Trustees Philip Robinson (PR) Vice Chair of Trustees Alan Honeybone (AH) Sean Powers (SP) CEO/ trustee Annemarie O'Neill (AON) Trustee Harry Hart (HH) Trustee
In attendance	Jo Long (JL) (CFO/ Business Manager) Wendy Randle (WR) (Clerk)

Item	Minutes	Action
1	Apologies and Introductions	
1.1	The meeting was quorate.	
1.2	Apologies were received and accepted from Ian Raggett (IR) and Esther Pollard (EP) due to work commitments.	
2	Election of the Chair of the Board of Trustees One person had nominated themselves for the role of chair of the board of trustees; JO. No further nominations were put forward. JO was elected to the role of the chair, for the term of one year.	
3	Election of Vice Chair of the Board of Trustees The chair followed the agreed process to elect the vice chair. One person had nominated themselves prior to the meeting; PR. No further nominations for this role were received. PR was elected to the role of vice chair of the board of trustees.	
4	Declaration of business & pecuniary interests Trustees present completed and signed the register of interests document in accordance with the requirements of section 177 of the Companies Act 2006 and the Company's Articles of Association. It was noted that those trustees not present would be contacted by the clerk to provide this updated information. Once completed the register of interest will be uploaded to the Venture MAT website.	WR
5 & 6	Minutes and matters arising of the previous meetings The draft minutes were reviewed, trustees highlighted sections to go in the Confidential Minutes. Trustees agreed the minutes were a true and accurate record of the meeting and for WR to reorganise and liaise with JO for signing.	WR
7	Scheme of Delegation JO suggested meeting with the TLA Chair Local Governing Body (LGB) to review the scheme of delegation and identify if some of the financial responsibilities could be delegated to the LGB. The governance structure will be reviewed to ensure the best of use of trustees and LGB governors time. WR to schedule a meeting with WJ, JO, AM, JL, SP and WR. JO raised the need for an Audit committee, this will be considered when reviewing the SOD. JL stated the Finance policy requires updating, this will be completed once the delegation of	WR

	financial responsibilities have been reviewed.	
8	MAT Governance	
8.1	Governance Structure/ Committee Roles/ Roles and Responsibilities Review in consultation with LGB and leaders, as discussed in item 7.	
8.2	Chair of Trustees Role Description and Chair Attributes <i>Trustees approved</i> the Chair of Trustees role description circulated prior to the meeting.	
8.3	Trustee Role Description <i>Trustees approved</i> the trustee role description circulated prior to the meeting.	
8.4	Venture MAT Members KH has resigned as a member of Venture MAT. WR to write to KH thanking her for her contribution. The Diocese will support with the identification of a new member.	JO
8.5	LGB Terms of Reference This document will be reviewed at the consultation meeting referred to in item 7.	
8.6	Trustee Code of Conduct <i>Trustees approved</i> the code of conduct.	
8.7	LGB Code of Conduct WR to review the LGB code of conduct with JO and the Chair of the LGB.	WR
8.8	LGB Membership review Trustees discussed the need to appoint more governors to the LGB. WR to complete a skills audit of the LGB to identify the skills desired, it was noted that a LGB role description was required. JL to liaise with WJ re governor recruitment.	WR WR JL
8.9	Election of Chair and Vice Chair process <i>Trustees reviewed and agreed</i> the Election of Chair and Vice Chair process	
8.10	LGB Election of Chair and Vice Chair process and appointment process <i>Trustees reviewed and agreed</i> the Election of Chair and Vice Chair process	
8.11	Academies Financial Handbook Updates Trustees had received a copy of the 2017 updates prior to the meeting. JO will read this document. It was noted that Annex c outlines the 'musts'. Audit committee; HH, AH and PR, remit and terms of reference will be agreed.	JO
9	Core Competencies Framework and Venture MAT Governance Development Plan <i>Trustee raised</i> the need for trustees to consider the DfE core competencies and their role with developing the MAT. <i>Trustee suggested</i> the board consider a section of this document at a time. <i>Trustee noted</i> it provides a framework on how the members can hold the trustees to account. In house training can be develop some of the core competencies.	
10	Review of 16/17 trustee training log & review of skills audit It was noted the training log will include a column to include the impact of training and future actions identified for the MAT as a result of attending training. It was noted that trustee training needs may be identified through the core competency framework. <i>Trustees agreed</i> to identify and receive training at the start of the trustee meetings or as an add on to the meeting.	JO
11	Venture MAT Development Plan SP presented the MAT Business plan for 17/18. TLA holds National Support School status and has now holds videoed lessons to share with other schools. TLA have developed a strong team of leaders. TLA reserves could be used to grow capacity within school to enable them to support other schools. SP felt the growing of the MAT should focus on its uniqueness in delivering outdoors education, TLA continue to develop this aspect of the MAT. SP relayed the aims of the MAT, noting these remain the same.	

	<p>JL requested putting in place the PFS Financials, previously discussed, using the original sponsorship capacity grant, of which there is approximately £40k, noting part of this grant was for a financial system. Trustees asked JL to request a quote from PFS Financials for a single school for consideration at the next meeting. Trustee asked if they offer training to trustees? JL to ask PFS Financials. Trustee questioned should other academies join the MAT would they be able to join the finance system, yes.</p> <p>School to school support; SP stated the requirement to support FIS will be reviewed by FIS after Christmas. SP noted the need to develop potential school improvement support and explore what this would look like, trustees suggested considering creating SLA offers. WR to add to the next trustee agenda.</p> <p>SP referred to David Carters nine key points that had been used to create the Venture MAT Business Plan, SP provided further detail on the objectives linked to achieving the steps of the Business Plan.</p> <p>TLA have signed up to Challenge partners, noting this will enable the MAT to work out of county. Trustee asked how much does Challenge Partners costs? This was agreed in the last financial year. SP stated Challenge Partner Teams will come to school and carry out an inspection and report back. It was noted there are costs associated with this for example travel and accommodation costs for when WJ completes his visits. SP felt this could be a good school improvement tool for the MAT. Trustee noted the need to include the impact in the Business plan for trustees to assess effectiveness.</p> <p>Trustee noted under the Management of Risk step, that a more detailed plan needs to be built in to identify due diligence processes, noting some of these processes could start earlier than in previous scenarios.</p> <p>Succession planning; trustee asked if school have considered paid secondments of staff to develop their CPD? It was noted the development of the middle leaders was included as part of the sponsor capacity grant bid, there could be potential to develop teachers. SP was aware of ensuring development opportunities for staff to retain them with the MAT. Trustee asked why does SP feel that staff could leave? Due to the ambition of staff and potential life changes, i.e. starting families.</p> <p>SP is investigating the development of the video conferencing to remove the barriers to VMAT in supporting schools within a larger geographical area.</p> <p>Trustee suggested applying for a DfE award to gain recognition of a school strengths, JO to forward the information to SP and JL. Trustee suggested a teacher could investigate these awards as this would provide a development opportunity for the teacher.</p> <p>Planning permission has been granted for the mega ARB at TLA.</p>	<p>JL JL</p> <p>WR</p> <p>JO</p>
12	<p>FIS School Improvement update</p> <p>SP updated that an SLA has been created with guidance from Browne Jacobson. The SLA was shared with the IEB whose modifications have been negotiated with realistic outcomes. One amendment was the integration of the primary development plan into the school development plan. The SLA is for SP's time for two days per week for the academic year 17/18, with a review at Christmas. Trustees approved this secondment SLA with FIS IEB.</p>	
13	<p>Finance update (JL)</p> <p>JL reported there was a £32k balance of the FIS Sponsor grant remaining, trustee asked is there</p>	

	<p>any other expenditure anticipated? No this is the final figure that has been submitted to the DfE; expenditure was in line with the grant conditions. The DfE have responded to say they will invoice the trust for the balance remaining, provide the declaration for signing and confirmation for our auditors that we were entitled to spend the grant even though the sponsorship did not go ahead.</p> <p>SP and SD are currently writing a funding bid to cover costs associated with providing school improvement support on FIS, it was noted that there will need to be formal guidelines agreed with the IEB that VMAT would be the holder of this grant and responsible for its expenditure.</p> <p>JL updated that the projected carry forward balance equated to £936k, noting some cost centres had not fully spent and that additional income had been received. The budget position will be discussed in detail at the next F & GP meeting. Trustee asked if the MAT holds a reserves policy? Yes, there are restricted reserves within that figure; £200k for TLAs contribution to the ARB project, £150k Premises reserves, £50k ICT reserve. The policy indicates the general reserves should be no less than £200k. Additionally there is an investment policy; JL is currently in discussions with Lloyds regarding combining the restricted reserves and placing them in a higher interest account (this will be discussed at the next F & GP committee meeting). Audit are due in after half term, with a presentation of the accounts to trustees on the 5th December.</p> <p>Trustees will review the need for committees and whether they could be combined into trustee meetings or more responsibility for Finance delegated to TLA LGB. Whilst this review takes place trustees agreed to schedule a F&GP committee at 5-6pm on the 10th October.</p> <p>St Issey; A three year secondment arrangement has been drawn up; one day of SPs time and two days of Mel Wells' time. This secondment agreement ensures that employees and the MAT receive greater protection. Trustees supported this secondment agreement and asked if St Issey could apply to join Venture MAT? The St Issey FGB will consider their decision January, it is anticipated St Issey will receive an Ofsted monitoring visit, that may provide quantifiable evidence of Venture MATs impact.</p>	
14	Safeguarding	
	TLA are considering implementing an electronic system to record data. The TES version is being investigated, school currently use provision mapper, this system will be a bolt on.	
14.1	Keeping Children Safe in Education (KCSIE)	
	Due to the election KCSIE updates were delayed, trustees continue under the September 2016 guidance until new guidance is published.	
15	Pupil premium (SP)	
	No update, an update will be provided at the next meeting.	
16	Policy review	
16.1	Complaints	
	It was agreed that JO, JL and WR compile a draft for the Complaints Policy and Procedure, in line with recent DfE recommendations, for consideration at the next Trustee meeting.	JO,JL, WR
17	Correspondence	
	None received.	
18	AOB	
	Health & Safety	
	The Climbing Boulder is in TLA; Rasto have completed their risk assessment on the climbing boulder, advice from an external play advisor has also been sought.	
	A complaint appeals panel needs to be formed for TLA. Two trustees were identified.	
19	Confidential Items	
	None.	

20	Date of next Board of Trustee meeting	
20.1	F&GP committee 5-6pm 10 th October	
20.2	WR to create a meeting schedule of trustee meetings and suggest LGB meeting dates prior to the trustee meetings.	WR

There being no further business the Chair closed the meeting at 6:45pm

Signed.....

Dated.....

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