



**Venture Multi Academy Trust. Company Number 7535379**  
**Minutes of a meeting of the Board of Trustees**  
**Thursday 12<sup>th</sup> July 2018, 5-7pm held at Trevithick Learning Academy**

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| <b>Present</b>       | Jo Osborne (JO) Chair of Trustees<br>Philip Robinson (PR)<br>Annemarie O'Neill (AON)<br>David Allison (DA)<br>Sean Powers (SP) |
| <b>In attendance</b> | Wendy Randle (WR) (Clerk)  |

| Item       | Minutes  | Action                       |
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|            | Trustees received a presentation from TLA Head of School, Will Johnson (WJ), on Safeguard My School, an online system for reporting safeguarding concerns in school. <b>Trustee asked</b> if the LGB could receive a report on this information? WJ stated a report had been presented at the last meeting with the first set of data. <b>Trustee asked</b> if data could be collected as a MAT to enable the trust board to compare and receive an overview of the data? Potentially, this would be investigated when required. It was noted that the data can be shared with other agencies.<br><br>A video was shown on the nursery provision at Trevithick Learning Academy, the numbers for September were the best yet.  |                              |
| <b>1</b>   | <b>Apologies and Introductions</b>   |                              |
| <b>1.1</b> | Apologies were received and accepted from Jo Long (JL) (Business Manager), Harry Hart (HH) and Ian Raggett (IR).<br>Alan Honeybone (AH) was not present.<br><b>Trustees agreed</b> to review the provision of apologies at the second trust board meeting of the Autumn term.  |                              |
| <b>1.2</b> | The meeting was quorate in accordance with article 117.  |                              |
| <b>2</b>   | <b>Declaration of business &amp; pecuniary interests</b><br>There were no further interests to declare than those already uploaded to Venture MAT's website.   |                              |
| <b>3</b>   | <b>Minutes and matters arising of the previous meeting (22/05/18)</b>  |                              |
| <b>3.1</b> | <b>Trustees agreed</b> the minutes and confidential minutes of the last board of trustees meeting (22/05/18) were a true and accurate record, they were signed by the chair.   |                              |
| <b>3.2</b> | <b>Matters arising</b> not covered under agenda items (updates provided in italics).<br>PR to arrange a demo on how to use Safeguard my School with CS or WJ; <i>completed</i> .<br>2 – WR to update the declaration of interests record with DA's new interest; <i>completed</i> .<br>3.2 - Complete the suggested amendments to the strategic aims and strategic priorities and bring to the next meeting in July; <i>completed, circulated prior to the meeting</i> .<br>5 – JL to investigate the old nursery website link of St Issey; <i>ongoing</i> .<br>5.5 – request that the Diocese warrant they have kept St Issey buildings in a good state of repair; <i>information provided as part of due diligence</i> .<br>9.2 - WR to forward skills audits to trustees for completion in time for the next meeting; <i>returns outstanding from AH, IR, PR and SP</i> .<br>9.2 - A role profile for new trustees to support the standards committee to be generated and circulated for trustees to share with prospective candidates; <i>completed and circulated</i> . | JL<br><br>AH,<br>IR,PR<br>SP |

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| <p><b>4</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p>   | <p><b>Committee minutes/ decisions required;</b><br/>Committee minutes;</p> <p>TLA LGB minutes 26/06/18: received. <b>Trustees acknowledged</b> the request from the LGB about receiving support from the trust board with completing monitoring visits and reports. <b>Trustee stated</b> that a clear advert and role description would support governor recruitment, it was reported that the LGB were planning a parent governor recruitment drive in September yet were struggling with attracting co-opted governors.</p> <p>F&amp;GP committee minutes 12/06/18: received, no questions.</p>   |  |
| <p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.2.1</b></p> <p><b>5.2.2</b></p> <p><b>5.3.3</b></p> | <p><b>CEO/ Business Manager’s Report</b></p> <p><b>Business Manager’s Report</b> – this had been circulated prior to the meeting, there were no further questions.</p> <p><b>CEO’s report</b> - this had been distributed on the day of the meeting.</p> <p><b>St Barnabas; SP</b> updated that assessment and standards in St Barnabas were as expected and Safeguarding My School has been put in place. <b>Trustee stated</b> the board need to agree the KPIs to enable the board to assess what the mark of success of SPs involvement at St Barnabas would be at second autumn term meeting.</p> <p><b>Trustee asked</b> if there had been an update regarding the contract between St Barnabas and Venture MAT? SP stated that St Barnabas have agreed the contract from January to December 19 – this contract will be attached to a plan. <b>Trustee asked</b> if Venture had received written confirmation of this decision? Not yet, though the minutes of the St Barnabas board meeting have reflected this decision. <b>Trustee requested</b> written confirmation of this contract. It was noted that one of St Barnabas’ concerns was that the CEO role could not be fulfilled by anyone else in Venture MAT.</p> <p><b>St Issey;</b> the school were similarly positive in terms of school improvement. The TUPE meeting was recently held and the due diligence process continues.</p> <p><b>Trevithick Learning Academy</b> - results were similarly positive, progress was positive.</p> <p><b>Trustees discussed</b> the reasons behind why Venture MAT trustees’ attendance had fallen? On reflection it was considered it might be because the trust board did not hold a clear purpose at present which therefore made it difficult for the trust board to hold the leaders to account. <b>Trustee stated</b> the importance in identifying the KPIs in order to know how to assess the progress of the MAT. <b>Trustee stated</b> the board need a realistic plan that warrants the need for the MAT. SP would create this and present to the board in the Autumn term.</p> | <p><b>WR</b></p> <p><b>SP</b></p> <p><b>SP</b></p> |
| <p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>   | <p><b>Self-review and development</b></p> <p><b>Self-review of the board and its impact</b><br/>Although the full board were not present the board continued with the self review exercise on the trust board. Further information contained in the confidential minutes.</p> <p>The outcome of the self review was that the first Autumn term meeting would consider one agenda item, the structure and direction of Venture MAT. The election for the roles of Chair and Vice Chair will take place at the second meeting of the Autumn term.</p> <p><b>Skills Audits results/roles</b><br/>Deferred to the next meeting due to not all returns being submitted.</p> <p><b>Governance Development Plan review</b><br/>Deferred.</p>   | <p><b>SP</b></p> <p><b>SP</b></p>                  |

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| <b>6.4</b> | <b>Confirm final version of strategic plan</b><br>Deferred.   |   |
| <b>7</b>   | <b>Policies for approval</b> <ul style="list-style-type: none"> <li>• Confidentiality (updated)</li> <li>• Safer Recruitment (updated)</li> <li>• Data Protection (new GDPR compliant)</li> <li>• CCTV</li> </ul> Trustees had received the above policies prior to the meeting, <b>trustees approved</b> the policies.   |   |
| <b>8</b>   | <b>Suggested amendments to Articles</b><br>It was reported that the DfE were satisfied with the current Venture MAT articles. JO had provided reassurance that Askel Veur remained satisfied with the mixed articles and their minority position.   |   |
| <b>9</b>   | <b>Key Document updates</b>   |   |
| <b>9.1</b> | <b>The Academies Financial Handbook</b> comes into effect on 1 <sup>st</sup> September 2018, a copy had been circulated to all trustees.  |   |
| <b>9.2</b> | <b>New Keeping Children Safe In Education (KCSIE)</b> comes into effect on the 3 <sup>rd</sup> September 2018, this will be circulated to trustees who will be required to sign to say they have read, understood and agree to follow the guidance.   |   |
| <b>10</b>  | <b>Correspondence</b><br>None received.   |   |
| <b>11</b>  | <b>Confidential Items</b><br>No confidential items.   |   |
| <b>12</b>  | <b>Date of next meetings</b><br>25 <sup>th</sup> September 2018, 5-7pm.   |   |
|            | <b>Summary of actions</b><br>3.2 – JL to investigate the old nursery website link of St Issey.<br>3.2 – Complete outstanding skills audits.<br><br>5.2.1 Determine the KPIs for SP at St Barnabas at the second autumn term meeting.<br><br>5.2.1 Provide written confirmation of the contract between St Barnabas and Venture MAT.<br>SP to provide a plan for the MATs future direction and the structure required to deliver the plan. | <b>JL<br/>AH,<br/>IR,PR<br/>WR<br/><br/>SP<br/>SP</b> |

There being no further business the Chair closed the meeting at 6:40pm

Signed.....

Dated.....

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