



**Venture Multi Academy Trust. Company Number 7535379**

**Meeting of the Board of Trustees**

**Tuesday 30<sup>th</sup> January 2018, 5-7pm held at Trevithick Learning Academy**

<b>Present</b>	Jo Osborne (JO) Chair of Trustees Sean Powers (SP) CEO/ Trustee Alan Honeybone (AH) Philip Robinson (PR) Annemarie O'Neill (AON) Harry Hart (HH) Ian Raggett (IR) David Allison (DA)
<b>In attendance</b>	Wendy Randle (WR) (Clerk)

Item	Minutes	Action
<b>1</b>	<b>Apologies and Introductions</b>	
<b>1.1</b>	Apologies were received and accepted from Jo Long (JL).	
<b>1.2</b>	The meeting was quorate in accordance with article 117.	
<b>2</b>	<b>Declaration of business &amp; pecuniary interests</b> <ul style="list-style-type: none"> <li>IR declared they may be running a First aid course for Trevithick Learning Academy (TLA).</li> <li>AON declared they are working as a teacher at TLA for 3 days a week, via a supply agency. It was noted that guidance had been sought from the NGA on this and that whilst AON remained employed via the supply agency, this was satisfactory.</li> <li>AH noted that DSE users within TLA use Specsavers.</li> <li>SP stated that it had occurred that SP had taught two of the auditors who recently visited school; SP did not initially recognise the auditors, there was no further relationship/ interest to declare.</li> </ul>	
<b>3</b>	<b>Minutes and matters arising of the previous meeting (04/12/17)</b> <i>Trustees agreed</i> the minutes and confidential minutes were a true and accurate record of the meeting, these were signed by the chair. Going forward WR will number reports to link with the items on the agenda.	
	<b>Summary of actions</b>	
<b>4&amp;7.1</b>	Future BT agenda items: review which minutes are uploaded to the website; <i>only BT and LGB minutes</i> . Identify a trustee to take on responsibility for Vulnerable groups to include PP and disadvantaged pupils; <i>AON would meet with WJ termly, it was noted that the LGB monitor PP</i> . Appoint chair of F&GP committee; <i>AH was elected to take on this role</i> .	<b>AON</b>
<b>6</b>	Ensure SOD, all annexes and LGB TOR are uploaded to relevant websites; <i>completed</i> .	
<b>7.3</b>	Inform TLA LGB of approval of Chair and Vice Chair recommendations; <i>completed</i> .	
<b>8.3</b>	JL to investigate a restructure of support staff and compile a proposal for consideration at the February F&GP committee; <i>JL has contacted Browne Jacobson, the scope of the review is being discussed</i> .	<b>JL</b>
<b>9</b>	Further development is required on the strategic vision of the MAT with a greater detailed development plan to include measurables for the next trustee meeting. <i>Carry forward; it was noted that JO, IR and AH were involved in defining the CEO role as part of the CEO Performance Management</i> .	<b>SP, JO</b>
<b>11</b>	JL to add the review body to the policy spreadsheet; <i>completed</i> .	
<b>12</b>	Send the latest Peter Lauener letter to trustees; <i>completed</i> .	

<p><b>AOB</b></p> <p><b>AOB</b></p>	<p>Approach Babcock re GDPR officer role as they were the only provider; <i>completed, await contracts and dates for the initial visit and audits (end of Feb). PR declared he is aware of the company Babcock, yet it was noted he was not involved or at the meeting where it was decided to use Babcock.</i></p> <p>Complete DBS and trustee paperwork with DA; <i>completed.</i></p>	
<p><b>4</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p>	<p><b>Committee minutes/ decisions required;</b></p> <p><b>Trevithick Learning Academy LGB minutes 10/01/18:</b> received, no further questions.</p> <p><b>F&amp;GP Committee; appoint chair and confirm time of next meeting:</b> meeting is scheduled, confirmation of time required.</p>	
<p><b>5</b></p>	<p><b>Venture MAT Development Plan</b></p> <p>SP presented an updated version of the Venture MAT’s Development plan. <b>Trustee noted</b> the report covered elements of TLA’s School Improvement Plan and Venture MAT’s development plan.</p> <p>SP updated on priority 3, reading at TLA, the results had been 1% below national. Significant work has been completed by TLA with the predicted outcome that KS2 results are expected to be inline or above national data, along with virtually no gap between PP and Non PP.</p> <p>Partnership working is a key part of the development plan; SP provided details on potential partners who have contacted the MAT, SP updated there could be some Executive Principal work with a MAT in the South of the county, this is being investigated.</p> <p><b>Trustee noted</b> there was nothing in the report about acquiring new schools. SP stated how Venture had spent a year trying to recruit schools, yet due to the change in political agenda and availability of schools this should now not be a focus. Venture should focus on being a school support provider.</p> <p><b>Trustee noted</b> that for the MAT to draw up a strategic plan trustees need to decide what the vision for the MAT will be. <b>Trustee asked</b> what does the Regional Schools Commissioner (RSC) feel about Venture supporting a school in another MAT. The DfE feels that MAT to MAT school improvement work will increase, it was also felt there will be movement of schools, however, the RSC does not appear to want to make any new MATs. <b>Trustee stated</b> for a school to join Venture, there would have to be a good reason why it would not join other MATs, although it was felt that the current RSC is less concerned about geographical location, they are interested in the primary/ secondary link.</p> <p>Another option of whether Venture should join a larger MAT was considered, yet <b>trustees expressed concern</b> that should Venture join a larger MAT they would be asset stripped. <b>Trustee noted</b> that a challenge for the MAT in its current position was to provide leadership opportunities for its leaders.</p> <p><b>Trustees asked</b> what should the governance structure be for Venture MAT? TLA Local Governing Body (LGB) have developed their skills set and currently cover the remit of the School Improvement committee as part of their LGB responsibilities. <b>Trustees agreed</b> to review the governance structure in a year to ensure impact remains at both trustee and LGB boards. It was felt that Venture has a lot to learn when they support other schools, for example working with St Issey provided a genuine partnership to learn about small schools, as did the partnership on FIS.</p> <p>Having considered the various options for focus for the MAT, <b>trustees agreed</b> for SP to put together a package of support, with key TLA staff, to support a school. It was noted that video conferencing had worked well with the FIS, therefore supporting schools of geographical distance should not be a restriction. It was felt that the first contact with a school should be to provide help whilst also developing Venture MAT, enabling the MAT to constantly innovate through adapting and refining their work with other schools.</p> <p><b>Trustee asked</b> what is the financial viability of this proposal? Previous experience has demonstrated that the MAT has broken even when providing support, it was noted the Business Manager is</p>	<p><b>WR</b></p> <p><b>SP</b></p>

	<p>effective in managing this. <b>Trustee noted</b> that Venture has the luxury of capacity and the identification of further opportunities for the MAT would need to be developed by the leadership team. SP stated that JO has provided many contacts for the trust to explore. The strategic plan should focus on promoting this package that Venture can offer. It was noted that a trustee had considered that Venture could have considered joining an existing MAT to fulfilling the SI role, yet this opportunity has now gone.</p> <p><b>Trustees agreed</b> that Venture MAT would also remain open to other schools joining the MAT, yet the strategic plan would be to provide School Improvement and to learn from other schools.</p>	
<p><b>6</b> <b>6.1</b></p>	<p><b>CFO/CEO report</b> <b>St Issey</b> St Issey FGB are meeting in February to make a decision on whether to apply to join Venture MAT. It was noted that due diligence would need to be completed by both parties should the school wish to investigate this further. <b>Trustee asked</b> what is the financial position of the school? It was noted that the school do not have a large staffing, yet the finances would need to be reviewed carefully; as it is a maintained school the funding lags behind, next year the funding will reflect the roll, that has increased. It was noted that JO remains the Chair of Governors at St Issey, yet will step down at the end of this academic year.</p> <p><b>6.2</b> <b>Five Islands School (FIS) secondment agreement.</b> <b>Trustees received</b> the end of contract letter received prior to the meeting. This arrangement ended amicably.</p>	
<p><b>7</b> <b>7.1</b> <b>7.2</b></p>	<p><b>Policies for approval</b> <b>Exclusions policy</b> <b>Trustee requested</b> that the ‘aims of the policy to make the children safe’ could come first. With this amendment <b>trustees approved</b> the Exclusions Policy.</p> <p><b>Admissions policy</b> <b>Trustees approved</b> the Admissions Policy 18 – 19. It was noted that TLA had received 66 applications for 60 places, noting that within the locality there were spaces available. St Issey had received 6 first places, with 4/5 second choices places. Trustees were pleased with both sets of data.</p>	<b>JL</b>
<b>8</b>	<p><b>Trustee and LGB training and development</b> JO circulated the Core Competency framework, highlighting the suggested key elements for focus for the trust board for this academic year. Trustees were asked to review the Core Competency framework in time for the next meeting.</p> <p>It was noted that the LGB have created a LGB Governance Development Plan, based on their skills audit results and the core competency framework; a MAT Governance Development Plan could be developed.</p>	<b>ALL</b>
<b>9</b>	<p><b>Safeguarding and Health &amp; Safety</b> A Health and Safety audit was completed at St Issey. To support the current site supervisor at TLA, SP proposed appointing an assistant. After discussion <b>trustees approved</b> a one year fixed term position for 20 hours per week, to support the current site supervisor. Additional funds for forest school of £2k were requested and agreed.</p>	
<b>10</b>	<p><b>Trustee/ LGB governor expenses</b> <b>Trustees agreed</b> that expenses would be paid for trustees and governors attending training or meetings not held at Trevithick Learning Academy.</p>	
<b>11</b>	<p><b>General Data Protection Regulations (GDPR) update</b> Covered under item 3.</p>	
<b>12</b>	<p><b>Correspondence</b> None received.</p>	
<b>13</b>	<p><b>Confidential Items</b> None</p>	

<p><b>AOB</b></p>	<p><b>PSFinancials</b>  The one off and ongoing costs (as outlined below) for PSFinancials were reviewed by trustees, <b>trustees agreed</b> these costs, as previously discussed.</p> <p>Full costs:  PS Financials (accounting system) -£6,320 (on-off)  PS Financials implementation - £9,625 (one-off, 9 days @£875)  <b>Total <u>one-off charges</u> for PSF - £15,945</b></p> <p>PS Budgeting Implementation - £875 (one -off, 1 day)  <b>Combined <u>one-off</u> costs for both systems - £16,820</b></p> <p>Recurring costs (payable upon delivery day and every 12 months thereafter):</p> <p>PS Financials - £1,580  PS Budgeting - £1,000</p> <p>These costs will be met from the Sponsor Capacity Grant Venture received and were included in the original bid for that grant.</p>									
<p><b>14</b></p>	<p><b>Date of next meetings</b></p> <table border="1" data-bbox="352 945 1244 1151"> <thead> <tr> <th></th> <th>Trustee meetings</th> <th>F&amp;GP committee</th> <th>TLA LGB</th> </tr> </thead> <tbody> <tr> <td><b>Spring Term 2017</b></td> <td>Tuesday 27<sup>th</sup> March 5-7-m</td> <td>Tuesday 27<sup>th</sup> February, time TBC</td> <td>Monday 19<sup>th</sup> March 5-7pm</td> </tr> </tbody> </table>		Trustee meetings	F&GP committee	TLA LGB	<b>Spring Term 2017</b>	Tuesday 27 <sup>th</sup> March 5-7-m	Tuesday 27 <sup>th</sup> February, time TBC	Monday 19 <sup>th</sup> March 5-7pm	
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<p><b>15</b> <b>3</b> <b>3</b> <b>5</b> <b>5</b> <b>7.1</b> <b>8</b></p>	<p><b>Summary of actions</b></p> <p>AON to meet with WJ termly to consider PP and Vulnerable Children.</p> <p>Further development is required on the strategic vision of the MAT with a greater detailed development plan to include measurables for the next trustee meeting.</p> <p>Add to future agenda; review the governance structure in a year to ensure impact remains at both trustee and LGB boards</p> <p>SP to put together a package of support, with key TLA staff, to support a school.</p> <p>Exclusions policy, trustees requested that the ‘aims of the policy to make the children safe’ come first.</p> <p>Review the highlighted areas of the Core Competency framework in time for the next meeting.</p>	<p><b>AON</b> <b>JO,SP</b>  <b>WR</b>  <b>SP</b> <b>JL</b>  <b>ALL</b></p>								

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.