



Venture Multi Academy Trust. Company Number 7535379
Minutes of a meeting of the Board of Trustees
Thursday 3rd December 2018, 5-7pm held at Trevithick Learning Academy

Present	Philip Robinson (PR) Harry Hart (HH) Sean Powers (SP) Alan Honeybone (AH)
In attendance	Wendy Randle (WR) (Clerk)

Item	Minutes	Action
1	<p>Apologies and Introductions</p> <p>Annemarie O’Neill (AON) has submitted her resignation, due to the accountants in attendance this would be considered after item 4.</p> <p>The meeting was quorate.</p>	
2	<p>Declaration of business & pecuniary interests</p> <p>There were no further interests to declare. It was noted the annual declaration of interests had been uploaded to the Venture MAT website.</p>	
3	<p>Accountants presentation</p> <p>Francis Clarke presented the annual audited accounts up to 31/08/18.</p> <p>An explanation of how the SOFA (Statement of Liquid funds) and Balance Sheet tie together was provided, the sum of the income and expenditure columns ties into the SOFA. The story of the accountants is the ARB. There was £541 carried forward.</p> <p>The following income highlights were noted;</p> <ul style="list-style-type: none"> ▪ Income is higher, due to the ARB grants received. GAG is up by £32k due to pupil increases, Nursery income is up due to 30 hours funding compared to the previously 15 hours funded. It was noted that income is down due to FIS income received the previous year. ▪ Expenditure is up, due to increased funding and the lag effect of GAG. ▪ Staff costs are up, due to the local government pension scheme and an increase headcount of one. ▪ There have also been movements due to FIS expenditure. <p>Balance sheet – Fixed assets have increased due to the ARB, it was noted that cash is down reflecting the trust using its own reserves to fund part of the ARB fund.</p> <p>As expected Creditors were up due to paying bills over the summer and debtors were up due to VAT impact of the ARB build.</p> <p>Benchmarking data – the information completed against other Francis Clark Academy trust clients was considered. It was reported that the trust board were the only board visited with a surplus, it was noted there has been a surplus for 2016 and 2017. It was noted that payroll costs are 5% lower than the average trust that Francis Clarke work for. The average payroll costs per member of staff is satisfactory, it was noted that staff are efficient and school’s outcomes remain very good. The FC representative stated the trust would be an excellent role model for other trusts.</p> <p>Section 3 Significant audit and accounting issues - there were no issues to be brought to attention. It was noted the net local government pension scheme liability, included on the balance sheet, has decreased during the year, consistent with all other trusts in the region.</p> <p>Section 4 adjustments posted to the financial statements – the adjustments posted were noted, there were no concerns.</p>	

	<p>Section 5 unadjusted audit differences - The NLE costs were noted, FC felt it was immaterial and they were not recommending readjustment.</p> <p>Section 6 Internal control findings - there were two credit card payments where a receipt/ issue was not present. Additionally there was a duplicate payment of £300 that was fully recovered. It was noted that the system normally prevents this, school have been advised to ensure invoices are inputted in a controlled format to reduce the risk of this happening again.</p> <p>It was noted that only two quotes had been received for the Nursery work, a third quote should have been sought. Trustee noted they were aware of this and the difficulties at the time in achieving this.</p> <p>It was noted that FC recommend putting additional funds in higher interest accounts – it was noted that details have been sent to JL for investigation.</p> <p>It was reported that FC were satisfied that all of the points raised last year have been addressed satisfactorily.</p> <p>Trustee reflected there were minimal questions due to the positive picture of the accounts. It was noted that the ARB is what has impacted on the changes in the accounts. Francis Clarke stated the merger activity will impact going forward and will be the story of the accounts for next year.</p> <p>Trustee praised JL and SP and their staff and senior leadership for the excellent results, with a special mention to JL for her continued hard work.</p>	
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Minutes and matters arising of the previous meeting (25/09/18)</p> <p>Trustees agreed the minutes and confidential minutes of the last board of trustees meeting (25/09/18) were a true and accurate record, they were signed by the chair.</p> <p>Matters arising</p> <p>All actions that would not be covered under agenda items had been completed.</p> <p>The board returned to the resignation received from AON, the letter was shared with trustees. The board thanked AON for her commitment and for attending meeting at the drop of a hat during challenging times. Trustees agreed that AON worked hard on the board and had worked hard for Trevithick Learning Academy. Trustees agreed to draft a letter of thanks.</p> <p>It was reported that two new candidates had expressed an interest in joining the board. SP had met with one trustee and SP and PR had met with the other trustee. Trustees considered the skills sets of these individuals as reported and agreed to progress the appointment of these candidates if they wished to join the board. WR to follow up.</p>	<p>WR</p>
<p>5</p> <p>5.1</p>	<p>KPIs</p> <p>SP tabled a report. The IDSR data has just been published, it was noted that the closing the gap data is the strongest that TLA have ever achieved. It was reported that TLA’s disadvantaged children outperform mainstream disadvantaged pupils.</p> <p>TLA have a high number of SEN in KS1 and EYFS, approximately 4/6 EHCP plans in each year group. It was noted there is a Trauma Informed School full time staff member and a speech and language full time staff member. It was reported that TLA are investigating a part time school nurse position to support the EYFS and KS1 pupils. Trustee asked what would a school nurse support? Medical needs of pupils, either diagnosed or undiagnosed, this position could also support health and wellbeing</p>	

	<p>support. It was noted that referrals to MARU and the health hub, social workers etc can go through much quicker with the support of a school nurse.</p> <p>5.2 <u>Significant changes application</u>; a retrospective application has been updated. It was noted that school held this conversation with the DfE with minimal guidance at the time, however the DfE have now been in touch and school and St issey are now both 2-11 year old provisions. It was noted that the trust were originally informed that the ARB did not require being classed as a significant change, yet this has now been changed. WR to ensure that members will be informed of this.</p> <p>5.3 <u>Safeguarding report</u>; The LADO has published a summary report which closes the recent safeguarding incident at TLA regarding a member of staff - there were no actions needing to be taken regarding the incident which is an ongoing police matter. The individual concerned no longer works for the trust having been dismissed by a disciplinary panel. In light of the incident the trust undertook an external audit of safeguarding procedures; carried out by Helen Trelease (safeguarding consultant) on Tuesday 27th November. A report is being published. Trustee noted that this person resigned just before the panel meeting, it was noted the panel still met, considered the case and agreed that the person would have been dismissed had they not resigned.</p> <p>All staff received Tier 2 Training this term. Teachers have had online safety training from Steve Shepherd.</p> <p>5.4 <u>Impact of St Barnabas</u>; SP noted the St Baranabas MAT update and the actions being taken to ensure these results increase.</p> <p>A member of staff from TLA is supporting Yr 6 teachers across St Barnabas to ensure quality of work in books and thereby improve standards. Trustee noted that this is cost neutral yet this staff member receives development opportunities, as discussed in the F&GP&Audit committee. Trustee asked if this person will be out of the class? They are out one day a week.</p> <p>A further member of staff is supporting phonics within the MAT.</p> <p>SP met with the RSC last week who is pleased with progress but awaits this year's SAT results to see an improvement in standards. RSC will visit Venture in March 2019.</p> <p>5.5 <u>St Issey</u>; Numbers at St Issey have increased. Trustee noted the improvement in the data. It was noted that the funding lags and the finances are difficult. Trustee noted a meeting scheduled to consider the St Issey budget, noting that in subsequent years funds used to support the St Issey budget will return to the board.</p>	
<p>6</p>	<p>Scheme of Delegations The SOD and relevant annexes had been circulated prior to the meeting, it was noted these documents can be reviewed and amended when needed. It was reported that the SOD has been shared with the TLA LGB, there were no amendments proposed.</p>	
<p>7 7.1 7.2 7.3</p>	<p>Committee & LGB minutes Trevithick Learning Academy LGB minutes The above minutes had been circulated prior to the meeting, there were no questions. St Issey LGB minutes Trustees wished to see the St Issey LGB minutes going forward. WR to arrange. Pay committee & CEO Performance Management update It was reported that the CEOs performance management was scheduled.</p>	<p>WR</p>

8	Committee & LGB terms of reference (TOR) The above documents had been circulated prior to the meeting.	
8.1	F&GP&Audit committee TOR <i>Trustees agreed</i> to remove SP from the quorum for the F & GP & Audit committee yet keep the chair of trustees on this committee. <i>Trustees agreed</i> these terms of reference.	
8.2	LGB TOR <i>Trustees agreed</i> the LGB terms of reference. SP to share the LGB terms of reference with St Issey.	SP
9	Communication protocols with the LGBs Communication protocols were considered, noting the need to develop effective communication between St Issey LGB and the trust board. WR to request that St Issey include a section in their minutes for information/ questions they have of the trust board, noting that TLA already complete this and it has been effective. <i>Trustee noted</i> that having the link governor/ trustee will support communication as previously discussed.	WR
10	Policies for approval No policies for approval.	
11	AGM update It was noted that the AGM has been rescheduled for the 10/01/18, 5-7pm. Trustees were invited to attend this. The members would also be meeting on the 17/12/18 to consider how they can best fulfil their role.	
12	Governance	
12.1	Trust board membership and succession planning Discussed under item 4.	
12.2	Code of Conduct – Trust board <i>Trustees approved</i> the code of conduct.	
12.3	Code of Conduct – LGB <i>Trustees approved</i> the code of conduct. WR to ensure this is shared with the LGBs.	
13	Trustee training <ul style="list-style-type: none"> ▪ IR has received a Tier 2 update. ▪ IR noted they receive the Andrew Hall safeguarding emails. WR to forward the link to trustees. ▪ Trustees were encouraged to use social media to keep upto date in governance, it was noted that some trustees complete this. ▪ All trustees receive the NGA weekly emails. ▪ The Chair of Trustees receives the ESFA emails and will share these with the clerk WR to update the training log. It was agreed to allocate part of the meeting to a training session, the next meeting will include an update on Safer recruitment.	WR WR
14	Correspondence AON email.	
15	Confidential Items No items.	
16	Date of next meetings Monday 28 th January 2019, 5-7pm	
	Summary of actions <ul style="list-style-type: none"> 4.3 – WR to follow appointment of trustees. 7.3 - Request the St Issey LGB minutes 8.2 – Share the LGB TOR with St Issey 9 – Request an addition to St Issey minutes to aid communication 12.3 – Disseminate the LGB Code of Conduct. 	WR WR SP WR WR

	13 – Forward the link to Andrew Hall Safeguarding emails to all trustees 13 - Update the training log	WR WR
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There being no further business the Chair closed the meeting at 7pm

Signed.....

Dated.....

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