



**Venture Multi Academy Trust. Company Number 7535379**  
**Minutes of an Extraordinary meeting of the Board of Trustees**  
**Wednesday 12<sup>th</sup> December 2018, 4-5pm held at Trevithick Learning Academy**

<b>Present</b>	Philip Robinson (PR) Harry Hart (HH) Sean Powers (SP) Alan Honeybone (AH)
<b>In attendance</b>	Wendy Randle (WR) (Clerk) Jo Long (JL) COO

Item	Minutes	Action
<b>1</b>	<b>Apologies and Introductions</b> Apologies were received from Ian Raggett. The meeting was quorate with 3 trustees present.	
<b>2</b>	<b>Declaration of business &amp; pecuniary interests</b> There were no further interests to declare. It was noted the annual declaration of interests had been uploaded to the Venture MAT website.	
<b>3</b> <b>3.1</b>	<b>Minutes and matters arising of the previous F &amp; GP &amp; Audit meeting minutes (13/11/18)</b> The above minutes were deferred to the next F & GP & Audit meeting. These had been circulated to provide context to the discussions that would take place.	
<b>4</b> <b>4.1</b>	<p><b>St Issey 3 year standalone budget</b></p> <p>JL reported no update had been received from the LA regarding whether any growth funding will be awarded to St Issey. The LA had considered Venture's proposal on Friday; JL awaits a response.</p> <p>The proposed St Issey budget, to be submitted to the ESFA on Monday, had been circulated prior to the meeting. At present the St Issey budget is based on 32 children, yet they currently have 53 children on roll. A rise in numbers is expected in January to approximately 56. It was noted that there are 12 year 6s leaving this academic year, it was already known that 8 children would be joining the school in September 19 from the Nursery, it was expected an additional 4 would join so the school would not drop in numbers. <b>Trustee asked</b> what is the capacity of the school? 84. <b>Trustee asked</b> how many pupils would need to be in school to enable the budget to breakeven? Approximately 72 pupils could result in the budget breaking even with 3 classes; it was noted that the school were are overstaffed at present. <b>Trustee noted</b> there was not much wriggle room between the breakeven and the capacity of the school.</p> <p>It was reported that the headteacher has been presented with the St Issey budget to enable them to make decisions in the best interests for the school. <b>Trustee noted</b> that any funds that might be carried forward will pay off the school's overdraft; <b>trustee noted</b> the anticipated surplus in 3 years should be £9k. It was noted that although it is expected, in accordance with the Academies Financial Handbook (AFH), to set a balance budget, the trust were able to provide satisfactory explanations for the current budget position; this information was provided and trustees were satisfied.</p> <p>It was noted that St Issey were appointing a new Nursery TA in January; this position will be covered by the nursery income. A governor of St Issey has previously prepared a detailed spreadsheet for St Issey Nursery. JL is confident that the nursery will breakeven. It was reported that limits are being set on nursery pupil numbers, with a small waiting list in place, this is to ensure that staffing can be managed to ensure the nursery is efficient and effective.</p> <p>It was reported that the conversion grant has been used to move St Issey to PSFinancials and hosted SIMs (information management system) these provisions enable JL to access the data remotely. It</p>	

4.2	<p>was noted that in year two this income stream cannot be used to support these services. The top slice, at 5%, is minimal - there are some costs that St Issey are not paying for.</p> <p><b>Trustee summarised</b> that the 3 year forecast is improved from what was expected and they were satisfied with the budget. <b>Trustees approved</b> the budget. It was noted that any carry forward upon conversion will be in addition to this; JL had provided a conservative estimate.</p> <p><b>Premises Manager;</b> It was reported that a Premises Manager role has been created, <b>trustee asked</b> how will the Premises Manager hours be used to support the different Venture sites? Compliance at all sites will be the responsibility of the Premises Manager, it was noted the previous provider of compliance at St Issey were not effective; the caretaker at TLA will report to the Premises Manager. It was reported that a proposal for minibuses and a van to support the Premises Manager role will come to the next F &amp; GP &amp; Audit meeting.</p> <p><b>St Issey Governance;</b> SP will meet with the St Issey governors on 13/12/18, a suitable person from the LGB will be identified to join the trust board.</p>	JL
5	<p><b>Correspondence</b> No correspondence received.</p>	
6	<p><b>Confidential Items</b> No confidential items.</p>	
7	<p><b>AOB</b> The performance management of the CEO was completed on Friday 7<sup>th</sup> December 2018 with Liz Brand, the external advisor. <b>Trustee reported</b> there had been 1 point awarded from September 2017, this had been previously agreed to be backdated if SP had been successful this year. There were a further 2 points awarded from September 2018 onwards; a total of 3 points awarded. <b>Trustee asked</b> how much does this equate to in financial terms? Approximately £5k.</p> <p>It was noted that the full report had been received from Liz Brand – SP to forward this to the clerk. It was noted that SPs range stopped at L24. The trust range needs to be adjusted to allow for future progression. It was agreed that a new range for the CEO role would be put forward at the next F&amp;GP&amp;Audit meeting. <b>Trustees confirmed</b> they wished to continue to use Liz Brand to support the performance management process and agreed to scheduling the next performance management in September 19, prior to the Pay committee usually held in October. WR to schedule this.</p> <p><b>Trustees approved</b> the awards. JL to action.</p> <p>It was noted that the Safeguarding Audit draft report for the trust had been received. This will go to the next trustee meeting and be shared with TLA LGB.</p>	<p>SP</p> <p>JL</p> <p>WR</p> <p>JL</p> <p>WR</p>
8	<p><b>Date of next meetings</b> Monday 28<sup>th</sup> January, 5-7pm</p>	
	<p><b>Summary of actions</b> 4.2 - Proposal for minibuses and a van to support the Premises Manager role for the next F &amp; GP &amp; Audit meeting. 7- Forward the Performance Management report to the clerk for record keeping. 7 – Proposal for the CEO pay range for the next F &amp; GP &amp; Audit meeting. 7 – Schedule the next CEO Performance Management for Sept 19. 7 – Add Safeguarding Audit report to next trustee meeting</p>	<p>JL</p> <p>SP</p> <p>JL</p> <p>WR</p> <p>WR</p>

There being no further business the Chair closed the meeting at 5pm

Signed.....

Dated.....

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