



Venture Multi Academy Trust. Company Number 7535379
Minutes of a meeting of the Board of Trustees
Monday 28th January 2019, 5-7pm held at Trevithick Learning Academy

Present	Philip Robinson (PR) (Chair of Trustees) Harry Hart (HH) Sean Powers (SP) (CEO) Alan Honeybone (AH)
In attendance	Wendy Randle (WR) (Clerk) Emma Moles (EM) Julia Dodson (JD)

Item	Minutes	Action
1	Apologies and Introductions	
1.1	Ian Raggett (IR) sent his apologies, they were accepted by the board.	
1.2	Emma Moles and Julia Dodson were welcomed to the meeting, both were interested in the role of trustee, the recruitment processes were being followed. It was anticipated that EM would be an Askel Veur trustee. The members were keen to follow the new trustee recruitment and appointment processes, therefore JD would be a member appointment. Trustees were satisfied with both applicants joining the board.	
1.3	The meeting was quorate in accordance with the articles.	
2	Declaration of business & pecuniary interests There were no further interests to declare. It was noted that the new proposed trustees had completed their declaration of interests, once recruitment was finalised this information would be uploaded to the Venture MAT website.	WR
3	Minutes and matters arising of the previous meeting (12/12/18)	
3.1	Trustees agreed the minutes and confidential minutes of the last board of trustees meeting (12/12/18) were a true and accurate record, they were signed by the chair.	
3.2	Matters arising All actions that would not be covered under agenda items had been completed. Trustee requested an update on the proposed Trevithick Learning Academy (TLA) school nurse position that was being investigated in order to support a larger number of children joining the school with higher levels of need. Trustee noted the potential increase in the number of adults within the classrooms in order to support some of the pupils joining reception in September. SP stated that TLA will need to ensure the necessary support is in place to support all pupils in the school, there was no further update on the proposed school nurse position.	
4	KPIs – data/ finances/ safeguarding A report from the CEO was tabled at the meeting.	
4.1	Safeguarding - SP stated TLA requested, and have had, an external safeguarding audit of their processes. The audit report has been published. It was a positive report that highlighted some areas of development; staff will receive further training and reflection of the school safeguarding processes, a stronger partnership with the Early Help Hub manager will be explored by the TLA head and safeguarding lead and the development of online safety policies which has since been achieved. It was noted that the 175 returns reports will be reviewed by SP once submitted.	
4.2	Strategic objectives Objective 1 - <u>St Barnabas MAT</u> - SP continues to work with St Barnabas MAT to deliver on the agreed objectives. It was felt that all objectives, bar one, would be on target by the summer. - <u>St Issey</u> – an update on St Issey and the growth of the school was provided; pupil numbers have	

	<p>increased from 24 to 54, the largest growth of any school in the South West, yet the school is not eligible to apply for funds to support this growth. The KS2 data is being skewed by the level of need of pupils. Trustee asked is this across all data? Yes, even progress data. An external report from the Diocese has been requested to triangulate the thoughts of the school.</p> <p>- TLA – It was noted that Pupil Premium (PP) children have achieved greater than Non PP which is a great result for PP children.</p> <p>Objective 2 - is not currently being completed by SP. A member of TLA staff is delivering on the Phonics Hub which is supporting four schools across the county. It is hoped that school could continue with this work and the LA school improvement team are being approached to support this work for the longer term. Another TLA staff member is being used to support the KS2 results in the St Barnabas MAT for this academic year, it was noted this has been difficult and there has been some resistance. Trustee asked if this member of staff is happy to share their time between St Barnabas and TLA? Yes, it was noted there has been some Maths Hub work also included in this role.</p> <p>Objective 3 - St Barnabas schools will be able eligible to receive additional funds from the DfE Tier 1 & 2 school improvement funding, SP will explore this. SP reported that he has met with the LA school improvement team which may generate additional work for Venture MAT.</p> <p>St Barnabas are considering the future of their MAT, SP has begun to suggest to their board of trustees that if the current partnership agreement works, then the partnership agreement could be extended for a further 12 months. It was noted there is no pressure at present for MATs to increase in size and for schools to academise to join MATs.</p> <p>Objective 4 – recruitment to the teaching school programme to be delivered in September has been slow, so far one person has been accepted onto this programme. After Easter a greater focus will be placed on recruitment.</p> <p>Objective 5 – the trust is in a healthy financial position and St Issey has a clear financial plan.</p> <p>It was reported that on the 08/03/19, representatives from the RSC will be visiting Venture MAT, PR will be in attendance at this meeting.</p>	
5	<p>Partnership Agreement</p> <p>The proposed document was circulated prior to the meeting. SP highlighted the joint committee stating this committee will meet half termly. Trustees requested further explanation of the areas highlighted in yellow. SP reported these elements have been amended and now changed.</p> <p>Trustee asked if the partnership agreement had been presented to Browne Jacobson? No yet it will be. Trustee noted that this agreement had been discussed before and that the agreement ensured that support could be provided by SP, yet sometimes by other staff within Venture. Trustee asked if St Barnabas require any business management support? They are strong at present, initially there was a rationalization at the beginning.</p>	SP
6 6.1	<p>Committee & LGB minutes</p> <p>Trevithick Learning Academy LGB minutes (21/01/19)</p> <p>Trustee reflected on the increase in SEN pupils joining the school in September, noting that school will need to be experimental with how they support these children. It was noted that the two year old provision will gain a reputation that attracts additional families. Trustees agreed that the admissions policy needs not to be discriminatory. It was felt the SENCo coordinator could spend greater time with pupils to achieve a diagnosis sooner so that additional support could be accessed with a potential move into the ARB if this was in the best interests for the child.</p>	

6.2	<p>Trustee noted the LGB were interested in the secondment arrangements of SP. SP stated this was scheduled to end in Dec 19, yet could be for potentially 6 months.</p> <p>St Issey LGB minutes These minutes were not available. SP to request these.</p>	SP
7	<p>LGB monitoring</p> <ul style="list-style-type: none"> ▪ It was reported that TLA have created a monitoring schedule based on the school development plan and including SEN and Safeguarding. ▪ It was reported that St Issey are fulfilling monitoring of SEN children and safeguarding. ▪ It would be useful for the trust board to view the monitoring schedules of the LGBs. 	SP
8	<p>Policies for approval</p> <ol style="list-style-type: none"> a. Financial Procedures manual b. Admissions policy (2020/21) c. Anti-Fraud and Corruption policy <p>The above policies had been circulated prior to the meeting, it was noted that the admission arrangements consultation period ended on the 31/01/19. Trustee queried the admissions arrangements in light of recent discussions regarding TLA and the increase of children with higher levels of need due to the ARB asking if there was the potential to increase the capacity of the ARB? A child has to have an ECHP plan which is difficult to evidence at a young age, usually the ECHP will be achieved at Yr 1 and then the child could join the ARB if there was a place. SP noted that school could approach county to introduce a child development centre at TLA, this would depend on whether there was a perceived need for this provision at present. Trustee asked how many children are in the ARB? 14/15 children, increasing to 20, with a further 10 places available in the third year. The infant class sizes in TLA cannot go over 30, other than if there are applicants from children in care. Trustees approved the policies, with the approval of the admissions arrangements subject to no further comments being received during the consultation period.</p> <p>Trustee asked about capital funding, have TLA been successful with their CIF bids? Yes for the windows, however they were unsuccessful in other applications.</p>	
9	<p>Minibus and Van lease hire - TLA</p> <p>The quotes were circulated prior to the meeting. It was noted that the minibuses are lighter in weight and therefore useable by more staff due to the driving licenses held by staff.</p> <p>Trustee requested information on the current costs incurred through minibus hire. This information was not available at the meeting. It was noted the preferred suppliers were Bentley Walker, a local company. The customer service with the current lease provider was not satisfactory. Trustee asked if there was any initial outlay with the contract? No. Trustee asked how much the minibuses were to buy new? Unsure, though school wish to maintain good quality minibuses which can be achieved via leasing them.</p> <p>A van for the site supervisor was also considered, along with its potential uses, trustees considered the quotes circulated prior to the meeting. Trustee asked if the contracts included the warranty for years 4 and 5 of the contract, noting that sometimes warranty can stop after year 3? It was anticipated that the warranty covered the duration of the lease, trustee requested this is to be checked with the Venture office prior to entering into a lease arrangement. Trustees approved the quotes based on the warranty covering the full duration of the lease.</p>	SP
10	<p>AGM update</p> <p>The AGM is scheduled for the 27th February 2019, 5-6:30pm.</p>	
11	<p>Governance</p> <p>Trust board membership and succession planning</p>	

	<p>New trustees were informed that the trust board recognised best practice was to achieve independence between the layers of governance, yet the articles continue to allow for link trustees. Due to the size of the trust and that TLA already has a link governor/ trustee, the board had previously decided to make a trustee position available to a representative of St Issey LGB with suitable skills. SP stated that no one has been identified yet.</p> <p>Trustees were reminded that when the chair was appointed it was agreed there needed to be thought given to succession planning for the longer term.</p> <p>PR and SP were arranging a time to meet with another potential Askel Veur trustee.</p>	
12	<p>Trustee training The board had previously considered their training needs and had agreed to add on informal safer recruitment training delivered by SP. This training was delivered as part of a programme to upskill. Trustee confirmed that references are now requested for new trustees? Yes this was part of the developed recruitment processes.</p> <p>Trustees agreed to JD completing Safer Recruitment training, noting the NSPCC provide this course.</p>	JD
13	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ A letter from Amanda Spielman regarding Quethiock school was shared with the board. ▪ TLA has received a letter from George Eustice re the good KS2 results. ▪ The head of school is the DSL at TLA. ▪ The Home Office online Prevent programme will be sent to new trustees. 	WR
14	<p>Confidential Items There were no confidential items to report.</p>	
15	<p>Date of next meetings Tuesday 25th March 2019, 5-7pm</p>	
16	<p>Summary of actions</p> <ul style="list-style-type: none"> 2- Upload new trustee declaration of interest information to the website 5- Send the partnership agreement with St Barnabas to Browne Jacobson 6.2 – request the St Issey LGB minutes 7 – request monitoring schedules for the LGBs. 9 – seek clarity that the warranty period covers the full lease period of minibuses 12 – complete Safer Recruitment training 13 – circulate the Home Office Prevent programme to new trustees 	WR SP SP SP SP JD WR

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.