



Venture Multi Academy Trust. Company Number 7535379
Minutes of a meeting of the Board of Trustees
Tuesday 9th July 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) Julia Dodson (JD) Emma Moles (EM)
In attendance	Will Johnson (WJ) (Head of School at Trevithick Learning Academy) Jo Long (JL) (COO) Wendy Randle (WR) (Clerk)

Item	Minutes	Action
1	Apologies	
1.1	Apologies were received and accepted from Ian Raggett.	
1.2	The meeting was quorate in adherence with the articles of association.	
2	Declaration of business & pecuniary interests There were no further interests to declare than those on the website. Trustee referred to the interest noted at the F&GP&Audit meeting regarding JDS.	
3	Minutes and matters arising of the previous meeting (16/05/19)	
3.1	The minutes of the last meeting were agreed to be a true and accurate record of the meeting and were signed by the chair. There were no confidential minutes.	
3.2	Matters arising Actions that would not be covered under agenda items were updated on, <i>updates in italics</i> ; 3 -The work plan for governance and CEO reporting for the year will be updated to incorporate items requested by trustees. <i>Carry forward; PR, WR to complete with WJ.</i> 3 -Consider the monitoring requirements of the LGBs and the data requirements by trustees of the LGBs. <i>Carry forward; JD to complete with WJ.</i> 4.3 – Schedule a mid point review for the CEO; <i>there was not sufficient time to complete this, the CEO performance management panel will meet in September, date to be arranged.</i> 9 -School to investigate staffing of the main office at TLA until after school has finished; <i>this is being reviewed for after school clubs with the admin team, carry forward.</i> 4.3 –amendment to the contract for CP; <i>completed.</i>	PR JD PR JL
4	CEO & CFO update The CEO and COO reports had been circulated prior to the meeting; these reports would be considered under the following agenda items.	
4.1	Partnership agreement; this was circulated prior to the meeting; the highlighted amendments reflect the requested changes from St Barnabas - removal of reference to the local authority as this was not relevant and a change to the section referring to the any potential CEO conduct issue. The agreement had been reviewed by Browne Jacobson as previously requested by the Venture board of trustees. Trustee noted an amendment was required to section 7.5 re the termination date on the agreement. Trustees agreed the partnership agreement with the amendment actioned. The St Barnabas board would meet w/c 15/07/19 to agree the contract. Trustee stated the need to discuss roles and responsibilities under item 4.3 which would be impacted on as a result of this agreement.	JL
4.2	19/20 budget	

	<p>The F&GP&Audit committee recommended approval of the following two items, both of which had been circulated prior to the meeting;</p> <ul style="list-style-type: none"> ▪ the 19/20 budget ▪ toilet refurbishment at Trevithick Learning Academy (TLA). <p>It was noted that there were no trustees present who had not been at the F&GP&Audit committee so no further explanation or challenge of these proposals was required.</p> <p>4.2.2 Cleaning contract; the pricing will not change for the cleaning contract; extended for a year at TLA.</p> <p>4.2.3 Catering contract – the tender resulted in Churchills being awarded a 3 year contract with an option to extend for 2 years, starting in September 19. This contract includes Parent pay set up at TLA. Parent pay is an online system that will be used to choose and pay for school meals. Trustee asked is there a commission charge? Yes, it was noted school already pay commission on the process being currently used. Parent pay will be implemented after October half term. At present it is not known whether setting up St Issey with Parent Pay was part of this contract. JL to confirm.</p> <p>Trustee referred to the COO report asking why were there outstanding debts over £100k? It was noted all three outstanding debts were with St Barnabas who had requested additional information from Venture, there was no dispute around the fees and payment was expected.</p> <p>4.3 Venture MAT office roles and responsibilities; trustees had added this agenda item to ensure that the trust were considering the impact of the proposed extended partnership agreement.</p> <p>It was reported that roles and responsibilities in the Venture’s leadership had been reviewed in anticipation of the CEO supporting St Barnabas for a further academic year; 3 days are required to deputise for the CEO per week. The head of school at TLA will provide this support, a TLA assistant head will fill the role of head of school for 4 days. Two further staff members will take on the assistant head roles on the equivalent leadership scale. Communication will be key to ensure all staff are aware of the roles and who to go to for the relevant support; the leadership team are aware of the proposal and all parties involved are aware these are interim measures which will change when the partnership agreement ends. The position and responsibilities of CEO will remain with SP and the position of Head of School at TLA will remain with WJ. Trustee asked will the trust experience a knock on operational problem with people moving up and down the hierarchy? Staff will receive additional TLR rather than movement to additional spines, the fact that they are interim arrangements is understood.</p> <p>It was noted that TLA LGB had requested feedback from the board on the CEO roles and responsibilities going forward; the above will be shared at the next LGB meeting.</p> <p>4.4 Progress against the Venture MAT strategic priorities</p> <p>4.4.1 SATs results</p> <p>St Barnabas; SATS results received for the schools presented mixed results, one school has not moved and reading had been worse than expected. Trustees requested further explanation, the reasons for the decline were discussed and will be addressed. It was noted that the other schools in the trust had achieved improved results.</p> <p>TLA; the data had not yet been fully analysed yet it was anticipated that the results would be above national averages in all areas, greater feedback will be provided in the autumn term.</p> <p>Trustee asked if the trust were able to share St Issey’s data? The data had not been fully analysed yet the children moving into year 6 will have impacted on results. It was reported that the school had done well in their writing moderation. Trustee noted the small numbers in St Issey which will impact on</p>	<p>JL</p> <p>SP</p>
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<p>4.4.2</p>	<p>results. This will be an agenda item for the autumn term.</p> <p>Social media and parental engagement Trustee stated they had been following the TLA Facebook page, noting the intent of the curriculum really came through. It was noted that the use of social media has supported communication with parents. Trustee asked if negative parent comments had decreased as a result? It was felt that parental engagement in the school page is mainly positive, school do monitor the parents' group and have been strict on pulling up parents for inappropriate behaviour online. School do not comment on the schools' page so there is an understanding that there is only one way traffic. TLA intend to use Whats app group messages to communicate with smaller groups, i.e those on the 3 peaks challenge, yet note the need for a disclaimer. Trustee stated it is good to use the communication tool that parents use.</p> <p>It was noted that St Issey maintain a social media presence, it was felt that previous campaigning had resulted in an increase in numbers.</p> <p>4.4.3 Teacher training programme; trustee noted the teacher training programme had been cancelled, requesting an explanation as to why? Capacity issues of the CEO had impacted, low numbers of applications had been received and staff availability to deliver the programme had resulted in the trust postponing this programme for one year.</p> <p>4.4.4 Governance at St Issey; – the changing of the leadership structure of Venture will enable greater time to implement a plan to support governance at St Issey. Further detail in item 6.2.</p> <p>4.4.5 New Venture team staff member; a person has been appointed to the Venture office, as per the details shared at the last meeting. Trustee attended the interviews for this post, reporting that the trust had followed a robust process to appoint this individual. Trustee asked if this position will fulfil the PA role, no it was felt that, if needed, St Barnabas would need to provide this support.</p>	<p>SP</p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Committee & LGB minutes</p> <p>Trevithick Learning Academy (TLA) LGB minutes 18/03/19 & 07/05/19 - The minutes of the TLA LGB meeting 18/03/19 were received; the minutes of the 07/05/19 meeting would be circulated once reviewed. TLA LGB had requested the following feedback from the trust;</p> <ul style="list-style-type: none"> ▪ Who would pick up the roles and responsibilities of the CEO role whilst the CEO is at St Barnabas? covered under item 4 ▪ What plans did trustees have for the budget deficit for years 2 &3. The roles and responsibilities discussed would impact on this, trustees had discussed this during the F&GP&Audit committee, noting that future work of the trust will play a large part in years 2 and 3, none of which could yet be predicted yet would be monitored. ▪ Is there a policy schedule so that the LGB can ensure they are compliant? – this will be a priority for WJ and JL going forward. Trustee requested an estimated timescale of when this work will commence? In September. <p>St Issey LGB - It was noted that St Issey LGB had not held a meeting since the last board of trustees meeting. The next LGB meeting is scheduled for 11th July.</p> <p>F&GP&Audit - This meeting took place the day before the trustee meeting; the minutes had not yet been prepared.</p>	
<p>6</p> <p>6.1</p>	<p>Governance</p> <p>Trust board membership; trustee stated that a new person from Askel Veur has been identified. Trustees were satisfied with the appointment after considering the information received via email.</p>	<p>JL</p>

<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Askel Veur are the appointing body; the Venture office will complete the necessary DBS and section 128 checks.</p> <p>St Issey’s governance, clerking and training; it was reported that all new governors have received new governance training and that the chair has completed chairs training. There are funds in the budget to support governance training which the head of school will manage. The board have also received training from the CEO on the scheme of delegation and the structure of the MAT.</p> <p>It was noted that St Issey have not yet been able to identify representation from the board to join the trust board which could impact on communication; it was noted that this was not current best practise in governance and that mechanisms in the minutes can aid communication.</p> <p>A clerk has been identified, it was understood they were now in post. It was noted that support may be required for the clerk as they are new to the role.</p> <p>Self review of the board and its impact; the board have begun completing skills audits as part of the self review; the results of this will be considered at the first meeting in the autumn along with the training logs and attendance data logs for 18/19. The board discussed how to effectively review their impact; it was agreed the clerk would circulate two templates that the board could use for trustee completion – a summary of the findings will be collated by the clerk and shared with the board in the autumn term.</p> <p>It was noted that TLA LGB use a governance development plan to guide their development and to self review; this could be a useful tool for St Issey to adopt. It was noted that a governance development plan had previously been created for Venture and would be revisited to identify if this would be a useful document going forward.</p> <p>It was noted that not all trustees have completed the GDPR quiz circulated via email. It was noted that this is a requirement of the DPO and demonstrates the school are testing understanding. All trustees were asked to complete this if they have not already done so.</p> <p>How best to review the performance of the Chair; trustees discussed tools to use, including a 360° appraisal tool or making initial correspondence to seek peer to peer support from a National Leader of Governance (NLG) or a Local Leader of Governance (LLG). Trustees decided to use the Competency Framework for governance, specifically the chair’s attributes, to conduct a self review of the Chair with a member of the board.</p> <p>Trustee asked if the board has a succession plan for the roles of chair and vice chair of the board? There is no succession plan for these roles in place. This will be an agenda item for the next meeting.</p> <p>Process for the election of chair and vice chair Trustees approved this document, noting there were no amendments to make the existing document. It was noted that this process will be shared with TLA and St Issey boards, trustees were reminded they ratify the chair appointments of the LGBs as outlined in the scheme of delegation.</p> <p>Feedback from the St Barnabas visit Trustees welcomed the trustee report on the recent visits to schools in the St Barnabas trust, noting the report had enabled the board to triangulate the information received from the CEO. Trustee noted a visit is planned to visit St Issey; this will be fed back to the September meeting.</p>	<p></p> <p>WR</p> <p>WR, PR</p> <p>ALL</p> <p>PR</p> <p>WR</p> <p>WR</p>
<p>7</p>	<p>Policies for approval The policies listed below had been circulated prior to the meeting, it was noted that the references to</p>	<p></p>

	<p>individual schools had been removed for the policies to become trust policies;</p> <ul style="list-style-type: none"> ▪ Children in care policy – trustees approved this policy. ▪ Staff behaviour policy (code of conduct) – no changes proposed, trustee suggested this policy be renamed Staff Code of Conduct with the removal of staff behaviour – trustees approved this policy with this amendment. ▪ Confidential reporting (whistleblowing) – no changes had been made, AH remained the whistleblowing trustee, trustees approved this policy. ▪ Data protection policy– new updates have been made to reflect policy changes. Trustee noted there an issue with the bookmarking in the document layout, trustees approved this policy with the suggested amendment being made. <p>It was summarised all policies discussed are Venture policies and that these will be shared with St Issey and TLA to ensure the schools are the using the same policies. Trustee asked if the trust holds a matrix on policies? Yes, though this is not up to date and it was felt this was a reactive process at present. Trustee asked are staff asked to sign the safeguarding policy every year? Yes and a quiz is undertaken.</p> <p>Trustee asked how many policies are held by school? Unsure though approximately twenty are completed in induction. It was noted that not all policies are on the website, yet those that need to be are. Trustee asked what policies are required to be seen by trustees? The statutory policy list will be uploaded to the google drive. The policy schedule will be shared with trustees once finalised.</p>	<p>JL</p> <p>WR JL</p>
8	<p>Correspondence There was no correspondence.</p>	
9	<p>Confidential Items There were no confidential items to report.</p>	
10	<p>Date of next meetings The meeting schedule for the next academic year will be uploaded to google drive.</p>	
11	<p>Summary of actions</p> <p>3.2 -The work plan for governance and CEO reporting for the year will be updated to incorporate items requested by trustees. <i>Carry forward; PR, WR to complete with WJ.</i></p> <p>3.2 -Consider the monitoring requirements of the LGBs and the data requirements by trustees of the LGBs. <i>Carry forward; JD to complete with WJ.</i></p> <p>3.2 -CEO performance management panel will meet in September, date to be arranged.</p> <p>3.2 -School to investigate staffing of the main office at TLA until after school has finished; <i>this is being reviewed for after school clubs with the admin team, carry forward.</i></p> <p>4.1 - amend section 7.5 re the termination date on the partnership agreement with St Barnabas</p> <p>4.2.3 – Confirm if St Issey will be set up with Parent Pay as part of the Churchill contract.</p> <p>4.4.1 – Data update for St Issey and TLA at the autumn term meeting</p> <p>6.1 – complete DBS and section 128 with Askel Veur appointed trustee</p> <p>6.2 – circulate self review templates to trustees, collate and share at Autumn term meeting</p> <p>6.3 – review effectiveness of Venture’s governance development template and it’s future use</p> <p>6.3 – complete GDPR paperwork and quiz</p> <p>6.5 – share chair and vice chair election process with the LGBs.</p> <p>7- amend name of staff code of conduct policy</p> <p>7 – upload statutory policy list to google drive</p> <p>7 – share policy matrix with the board once finalised.</p>	<p>PR, WJ, WR</p> <p>JD, WJ</p> <p>PR</p> <p>JL</p> <p>JL</p> <p>JL</p> <p>SP</p> <p>JL</p> <p>WR</p> <p>PR, WR</p> <p>ALL</p> <p>WR</p> <p>JL</p> <p>WR</p> <p>JL</p>

There being no further business the Chair closed the meeting at 7:05pm

Signed.....

Dated.....

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