



**Venture Multi Academy Trust. Company Number 7535379**  
**Minutes of a meeting of the Board of Trustees**  
**30<sup>th</sup> April 2020, 2:30pm, held virtually using Zoom**

Trustees present	Philip Robinson (PR) (Chair of Trustees) Alan Honeybone (AH) Harry Hart (HH) Julia Dodson (JD) Ben Jones (BJ) Ian Raggett (IR)
In attendance	Will Johnson (WJ) (Head of School at Trevithick Learning Academy/ Acting CEO) Jo Long (JL) (COO) Sean Powers (SP) (CEO) Wendy Randle (WR) (Clerk)

Item	Minutes	Action
1	<p><b>Apologies, quorum and meeting arrangements</b> All trustees were present, the meeting was quorate.</p> <p>Emma Moles has resigned from the board due to personal commitments.</p> <p>The board meeting would take place using Zoom due to the impact of Coronavirus on face to face meetings. Confidentiality was raised in terms of virtual meetings; that directors were in rooms on their own for this meeting or using headphones, the code of conduct applied.</p>	
2	<p><b>Declaration of business &amp; pecuniary interests</b> There were no further interests to declare than those outlined on the trust website.</p>	
3	<p><b>Minutes and matters arising of previous meetings</b></p>	
3.1	<ul style="list-style-type: none"> <li>▪ The minutes of the meeting held on 27/01/2020 were agreed to be a true and accurate record of the meeting. The clerk will arrange for the minutes to be signed by the chair at the next face to face meeting.</li> <li>▪ The minutes of the extraordinary meeting held on 16/03/2020 were agreed to be a true and accurate record of the meeting. The clerk will arrange for the minutes to be signed by the chair at the next face to face meeting.</li> </ul>	WR  WR
3.2	<p><b>Matters arising</b> An actions update document had been circulated prior to the meeting. The following action was updated on; 7; SIAMs pre inspection report to be shared with SIAMs trustee - <i>BJ has received this – it stated that the Diocese rag rating is amber, trustee requested clarity around the status, WJ to feedback. It was expected that SIAMs inspections will link in with Ofsted when they restart inspections. Trustee noted that the report refers to the many strengths where other schools could learn from St Issey (SIS) stating it would be good to know what these are. It was reported that the Head of School (HoS) of St Issey has been asked to talk to heads of other church schools, they were also invited by the Diocese to the attend the National Leaders of Church of England national conference; visionary curriculum leadership 2020.</i></p>	WJ

6	<p><b>Staffing structure</b> This agenda item would be considered first as SP would need to leave the meeting at 3:30pm. Papers for this agenda item had been circulated prior to the meeting. Additionally, trustees had received SP's resignation from the position of CEO of Venture MAT.</p>	
6.1	<p><b>Update on St Barnabas and Venture MAT</b> <i>Trustees requested</i> an update on the position between St Barnabas MAT and Venture MAT which had resulted in the current position. SP stated the reasons that the merger would not have been a positive move for both St Barnabas and Venture MAT:</p> <ul style="list-style-type: none"> <li>▪ The geographical distance between the two trusts.</li> <li>▪ The move would have required the merging of two different finance systems; both were already effective.</li> <li>▪ There was not a huge appetite in the staff to work across the different organisations, therefore no additional benefits for staff; the move would have diluted staffing.</li> <li>▪ Minimal benefits to the pupils due to geographical distances.</li> <li>▪ There would have been financial loss in setting up this organisation in terms of the need for external offices, which would have impacted on budgets.</li> </ul> <p>Venture remain strong in terms or staffing and reserves going forward.</p>	
6.2	<p><b>Staffing structure</b> SP, JL and WJ have reviewed a staff structure for the trust. Further detail is contained in the confidential minutes.</p> <p><b>Deputy head position</b> A discussion took place regarding advertising this position internally and externally. Trustees were informed that the skills were within the school, noting this scenario is linked with staff restructuring rather than creating additional posts; external guidance supports school internally advertising this position. After discussion <i>trustees agreed</i> to consider advertising this position internally once the Browne Jacobson guidance has been reviewed. Trustees were keen to ensure a rigorous process. <i>Trustees noted</i> the need for the CEO to be involved in this appointment, stating this will be put on hold until the CEO role has been filled.</p> <p>There will be a financial implication with a Deputy Head role though not a huge amount. Trustee commented on the proposed structure, noting there may be the need of a further assistant head going forward. The trust felt it was important for the trust to return to the structure they had previously implemented.</p> <p>JL requested a copy of the CEO resignation, the chair of trustees will write a letter to SP to confirm acceptance of the resignation, to include the confirmation of the end of employment as 31<sup>st</sup> August 2020. It was noted that a celebration of SP's work whilst with the trust would be completed, the trust will prepare this. SP's decision will be communicated to all staff the following day, members and the LGBs will also be informed.</p> <p>SP left the meeting.</p>	PR
4	<p><b>Working Practices</b> A paper had been circulated prior to the meeting outlining current working practices, the following highlights were noted;</p> <ul style="list-style-type: none"> <li>▪ Schools are not delivering online lessons due to potential safeguarding implications</li> <li>▪ The working practices are sustainable with teachers on a rota basis in school and working from home. It is an exhausting process for teachers in terms of communicating with children.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ By tapping into national support a full curriculum is on offer. The work set for home learning is not enforced, yet school want to make contact with pupils weekly.</li> <li>▪ The government are investing in longer term plans for home learning such as IT support; they appear to be taking a long term view.</li> <li>▪ School maintain a large spreadsheet that monitors engagement of pupils.</li> <li>▪ The number of pupils eligible to attend school at present due to having EHC plans, considered vulnerable or are children of Key Workers is approximately 160, yet many families are preferring to keep their children at home with a busy day at TLA being 21 pupils; this is moveable day to day with an average of 15-20 in attendance each day.</li> <li>▪ The schools are operating on small skeleton staff teams.</li> <li>▪ At the ARB staff are careful to adopt PPE guidance when supporting children needing intimate care. The limitations of the Cornwall Council PPE provision was noted. <b>Trustee asked</b> if the trust need any PPE? At present there is sufficient provision. School have regular cleaning and the school is shut down in some areas.</li> <li>▪ School continued to remain with their catering arrangements which kept people in work and has proved successful. TLA produce 100 Free School Meal (FSM) bags every Monday – normally these are gone by the Tuesday. There is capacity to produce more yet the demand is less than initially predicted.</li> </ul>	
<p>5 5.1</p>	<p><b>Safeguarding Update</b> Information on safeguarding was contained in the report circulated prior to the meeting.</p> <p>It was reported that risk assessments were in place for children, these are reviewed daily by WJ and the deputy Designated Safeguarding Lead (DSL).</p> <p>A range of support for families/ carers has been provided to include visiting homes, delivering food and doing shopping. Social services are now leaning on schools for support due to many other services being closed. <b>Trustee asked</b> are school staff visiting homes that social services cannot visit? Yes. <b>Trustee asked</b> how will school be able to withdraw from this system? Any withdrawal of school support will be dependent on services available for families. <b>Trustee asked</b> are processes in place to ensure staff are safe? Yes, school are using PPE (Personal Protective Equipment) and following social distancing rules; staff are not entering homes, they have asked children to come to the door where necessary. <b>Trustee noted</b> the option of escalating support from police for example, if needed. If needed support from the local PCSO (Police Community Support Officer) would be accessed; so far both schools have been able to contact families/ carers. It was reported that the schools have not yet noted an increase in families struggling.</p> <p>Other highlights;</p> <ul style="list-style-type: none"> <li>▪ There has been a slow down of the police communication to the school regarding pupils; i.e. the trust heard of one incident via the community before the police.</li> <li>▪ Three pupil registers are submitted; two are daily returns, one to the DfE and one to the LA, with a weekly SEND register.</li> <li>▪ Processes across both schools are identical and WJ has access to all information and maintains an overview. There have been no home visits at SIS, other than dropping off food parcels.</li> <li>▪ It was expected that there will be significant changes across the curriculum going forward; it is difficult to plan for this when schools are unsure of timings of when and how schools return.</li> <li>▪ Work has been completed with the site supervisor to ensure the schools are fit for purpose.</li> <li>▪ Many assessments have been dropped yet the reception baseline in September is still due to go ahead as normal.</li> <li>▪ All new reception children joining in September have started transition paperwork.</li> <li>▪ <b>Trustee asked</b> are there key years that would return to school first? Year 6 might return first.</li> </ul>	

<p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b>Trustee asked</b> if there have been any comments on transition to secondary school? Camborne School have been in touch, yet at present the schools are unsure what transition will look like.</p> <ul style="list-style-type: none"> <li>▪ The Data Protection Officer (DPO) provides regular advice – their recent newsletter has been sent through to the trustees. There have been no changes; just general reminders that guidance continues.</li> </ul> <p><b>Safeguarding policies</b> The Child Protection and Safeguarding Addendums for TLA and St Issey were circulated prior to the meeting. These had been approved and implemented using Chair’s action, <b>trustees ratified</b> these policies. It was noted that approval was granted on the basis that the policies be reviewed by WJ as required.</p> <p><b>Safeguarding 157 self assessment forms</b></p> <ul style="list-style-type: none"> <li>▪ <b>Trevithick Learning Academy</b></li> <li>▪ <b>St Issey</b></li> </ul> <p>Both documents had been circulated prior to the meeting. It was noted that the actions identified included; update the PSHE programme and identify a governor to be assigned to Children in Care in addition to the Safeguarding governor. Feedback from the Local Authority on the submissions will be shared with trustees once received.</p> <p><b>Trustee stated</b> that the TLA document was very robust, noting they would have liked the St Issey form to have included what action the school would take when answering questions, rather than refer to the MAT at all times, stating this would evidence that the school had taken the time to reflect on their practice. WJ to feedback. <b>Trustee noted</b> reference to an online system which has ‘muddied the waters’, requesting an explanation. WJ stated this refers to the requirement to pass on safeguarding information within five days of a person leaving a school to the next institution; the trust have requested clearer guidance on what to do with electronic safeguarding records and how long these should be kept for.</p> <p><b>Health and wellbeing of staff</b> The schools are able to lean on some staff who are able to work more easily than others, yet leadership remain mindful of the balance on all staff. It was noted that some staff would like to help more than they are able. The trust is reviewing online training for CPD and wellbeing support for staff.</p> <p>The safeguarding trustee had reviewed the information on monitoring, created by The Key, circulated prior to the meeting. The trustee was satisfied with the information presented by the trust leadership, stating at this time there was no further need for governors/ trustees to conduct further safeguarding monitoring.</p>	<p>WJ</p> <p>WJ</p>
<p>7</p>	<p><b>Finance update</b> No further update, the F&amp;FP&amp;Audit meeting was held prior to this meeting with all trustees invited.</p>	
<p>8</p>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ PR and WJ are in regular communication, anything governance related will be shared with the board via the clerk.</li> <li>▪ A What’s App group has been created for the trust board to ensure prompt communication if needed.</li> <li>▪ The National Governance Association (NGA) Goldline service has become free to all in governance should the board wish to access their support.</li> <li>▪ Trustees should all receive weekly NGA emails and the governance updates from the DfE (termly). Contact the clerk if not.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ The Clerk will forward CPD opportunities to trustees.</li> </ul>	
9	<p><b>LGB governance and communication</b></p> <p>The board were keen to ensure effective communication between the LGBs and trust board. The following points were noted;</p> <ul style="list-style-type: none"> <li>▪ The minutes of the last St Issey LGB meeting had been circulated prior to the meeting. Actions for trustees will be picked up at a later date.</li> <li>▪ The last scheduled TLA LGB meeting had been cancelled due to increased pressures of Coronavirus.</li> <li>▪ Both LGBs had been informed that trustees would be meeting and were invited to forward any questions for the trust board. These meeting minutes would be shared with the LGBs.</li> <li>▪ The LGBs will be asked to meet after the next trustee meeting scheduled in May; it was anticipated there could be further information to report at that point relating to schools returning. It was noted that technology access could limit a virtual meeting of St Issey LGB. It was understood that the LGB clerk can support governors if needed. WJ to raise with this with St Issey Head of School.</li> <li>▪ A key responsibility of the LGBs is monitoring progress against priorities in the School Development Plan, it was acknowledged that the monitoring of these priorities will not be a focus at present. The trust board will contact boards should they wish monitoring to start again.</li> </ul> <p>Trustees wished to thank all staff, the Chair of Trustees will draft a letter of thanks and pass to WJ for circulation to all staff in the trust.</p>	WJ
10	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>▪ <b>Risk management</b></li> </ul> <p>This policy had been circulated for the trustee meeting scheduled for 18/03/2020 which was cancelled due to lockdown. This policy would be recirculated to trustees for approval at the working party meeting.</p> <ul style="list-style-type: none"> <li>▪ <b>SEN Policy</b></li> <li>▪ <b>SEN offer for Trevithick Learning Academy and St Issey</b></li> </ul> <p>The SEN policy and offers had minimal changes, these would be circulated to trustees for ratification at the working party meeting.</p>	JL  WJ
11	<p><b>Confidential items</b></p> <p>No confidential items to report.</p>	
12	<p><b>Confirm date and times of future meeting</b></p> <p>Wednesday 20<sup>th</sup> May 2020, 2pm via Zoom</p>	