



Venture Multi Academy Trust.
Meeting Minutes of the Board of Trustees Meeting.
Monday 25th January 2021, held via Zoom.

	Present: Philip Robinson- Chair Julia Dodson- Vice Chair Will Johnson- CEO Ben Jones- Trustee Alan Honeybone-Trustee	
	In attendance: Sam Newman- Clerk Jo Long- COO Kirsty Hitchens- Deputy Head	

Item		Actions
1.	Apologies, welcome and quorum Chair welcomed everyone to the meeting. The clerk noted that the meeting was quorate. No apologies received from 2 Trustees	
2.	Declaration of business and pecuniary interest Clerk expressed thanks to all that had given back the declarations of pecuniary interests, it was noted that the clerk was still waiting for 2 trustees to return completed declarations for this academic year.	
3.	Minutes and matters arising from the last meeting Board of Trustees(07/12/2020) St Issey (12/01/21) Minutes from the meetings were circulated in advance of the meeting.	
3.1	Minutes: It was agreed by all trustees that the minutes from the last meeting were to be true and accurate.	
3.2	Matters arising from the last meeting: Accounts- Hard copies have now been signed and submitted to the DfE.	
3.3	Update on MAT growth - The school made the decision to go with a bigger MAT, WJ will seek feedback. WJ and JD's action plan is to be put on hold due to the pandemic.	WJ

<p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>Clerk to ensure Chair has trustees contact details</p> <p>CEO pay review-A trustee questioned who was the independent person, answer - Rev. Katie Fitzsimmons.</p> <p>Governor vacancies - Advertisement for parent governor will be put out 26.01.21</p> <p>St Issey LGB minutes: CEO explained that a lot of discussion was around the lockdown, difficulties around the number of children needing in-school provision.</p> <p>Chair wrote a letter to parents to explain decisions around the reasons for strict measures taken.</p> <p>Trustee asked who the new governor was, CEO stated she was a new parent governor.</p>	<p>SN</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>CEO Update All relevant papers were circulated in advance of the meeting.</p> <p>CEO explained that as we entered into a new lockdown period, it was recognised to be significantly harder than the first one with regards to school provision.</p> <p>Attendance - TLA is stable, as is SIS. EHCP remain stable at both schools, both had good attendance before lockdown, CEO explained that there was currently no national average worth looking at right now, persistent absence data is not something we can be held accountable for, looking to be below 9%, SIS slightly higher, TLA is 6.9%, this was mainly around getting families back in school, 194 children have had covid related absence to date at TLA, and SIS has 10. Very low number of positive cases, only 1 causing a bubble to close at TLA. Unauthorised absence is low and the guidance states a lot can come under covid guidelines, there has been 1 fixed term exclusion at TLA, reduced timetable to keep child safe until care package is in place, the reduced timetable will continue throughout lockdown.</p> <p>Staff update - At TLA to date has had 4 positive cases, 20 covid related absences, there are no vacancies at TLA, but SIS has a nursery vacancy. Both schools remain closed unless their parents are key workers or the children are classed as vulnerable.</p> <p>There are currently 160 children across the week at TLA, 32 at SIS. 20-30 per day at SIS and TLA 60-70 pupils. Staff are working on rotation at TLA, teachers working a lot from home to support with the remote learning.</p> <p>SIS needs more staff, looking to support staff within the school setting to ensure teachers can be available online.</p> <p>Laptops given out at TLA stand at roughly 200, with SIS having given out 16. Government laptops have now been issued at both schools.</p> <p>School development plan has not changed since the last meeting in December. Real progress was made within priorities last year at both schools, and the literacy project was very strong.</p> <p>Catch up teaching needs to be looked at again going forward, however we are continuing to maintain tutoring online right now, the catch up money is on hold until the school can open again and it has been decided how best to spend it.</p> <p>Safeguarding concerns are much lower due to children being at home, MARU and Police reports are currently low, the pastoral team is in place and they meet weekly.</p> <p>Staff at TLA have been given training to complete whilst at home, SIS will also have this rolled out soon.</p> <p>Both schools are well staffed, and flexibility remains good.</p> <p>Remote learning: Tracking of pupil engagement is 87% at TLA and SIS 92%</p>	

<p>4.4</p> <p>4.5</p>	<p>Year 6 averaging 100% most days with engagement. Online registrations are now being done, and it has been noted that personalised feedback is a key driver with engagement ensuring acknowledgment of work from the pupils. The big challenge would still be school places, TLA standing firm with the in-school guidance, accommodating as much as possible within the set guidelines. Number of vulnerable children at TLA 38 with EHCP, any with social workers, TLA look to build up over the weeks. The IT support team is spending time supporting parents/teachers with remote learning. CEO expressed that some pupils (in particular older pupils) were showing signs of frustration whilst at home, violence towards siblings and parents, TLA have set up a physical outlet for them. A trustee agreed that this was a good idea, noted that outdoor space available at TLA had always been an advantage, however currently are not able to utilise that as much as we had previously due to Covid restrictions CEO agreed yes, this had unfortunately been a factor, the pupils were used to having physical exercise daily, being at home is difficult and believe this could be a factor as to why they may be experiencing issues. TLA update - Assistant site supervisor is retiring in May at TLA, the post will be advertised in due course. SIS update - SIS have received quotes for the canopy for the reception classes area, the Diocese have agreed to pay for the plans to be drawn up and also project management. The quote that was agreed was through JDS for £14295, any building work needs to be supporting the plan for the increase in numbers over the next 3 years. It has been confirmed for next year SIS will look to take 12 children (pupil allocation number) (PAN), providing nursery with the right number of spaces, to get the right number of places of 30 children long term, it is agreed that the MAT will need to look at building plans, looking at costing options for the 3 options for SIS- canopy- stand alone- Designs for canopy build the money would need to be agreed to be released. SIS have £24k devolved capital built up with the Diocese for capital projects. A trustee asked if there was any time limit for money to be available, example, if it's not used by a certain date will it then no longer be available? Answer: There is a time limit when held by the Diocese, however it has been handed to the MAT to use now, due to the current situation it was agreed to put the work on hold, however the MAT will need to let the contractors know if the building work is going ahead. The chair questioned if the spend was to be agreed at this meeting? Answer: Yes, it was to be agreed at the meeting. Chair stated his declaration of interest, so removed himself from the discussion. All other trustees agreed to the spend. Chair then rejoined the meeting. CEO explained that the KPI's have not been updated, as currently there is no data to compare these key performance indicators to. A trustee questioned that SIS mentioned stress levels of their staff members during the LGB meeting in January, and wondered if that had impacted the staff at all? Answer: We did a staff survey, the main stress was isolation, working in a bubble full time, working with just a handful of people, workload was also mentioned, however broadly was people not being able to have that connection.</p>	
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	<p>SIS is similar, having a HOS that is a part time teacher, CEO has advised to ensure there is enough time spent outside the classroom for his other responsibilities.</p> <p>Staff lateral flow testing was to start across the MAT this week, staff testing twice a week on a Weds and Sunday night, giving us reassurance we are not transmitting the disease.</p> <p>COO also explained that the online IHASCO training had a module on reducing stress, 61 employees from TLA so far have completed this and passed the course.</p> <p>A trustee questioned if the governors were being helpful?</p> <p>CEO stated that yes, he agreed that at both SIS and TLA governors have been very supportive, great help, contacting the schools asking if they needed any support. The response from parents has been lovely, so supportive and praising the teachers and support staff for the help they are getting.</p> <p>A trustee expressed thanks to the CEO for the video sent to parents, the trustee also expressed how fantastic the online video was, how well it was put together and supportive of parents.</p> <p>CEO to discuss in detail the 4 year plan for SIS at the next meeting.</p>	WJ
5.	<p>Data Protection.</p> <p>All relevant papers were circulated in advance of the meeting.</p> <ul style="list-style-type: none"> ● Compliance Report Dec 20 <p>Termly compliance meeting with data protection officer, report is good, reviewing formally the report.</p> <p>Service is through Babcocks. A lot of recommendations are new, so would not have been expected to have them in place beforehand.</p> <ul style="list-style-type: none"> ● KPIs <p>Recommendation for good practice: KPIs that relate specifically to data protection, these were put together as a suggestion to look at, they make sense, are achievable, these would be what COO would use to show effectiveness.</p> <p>A trustee questioned about governance, is it a governor thing or trustees?</p> <p>Answer: Trustees are responsible, COO will change the wording to state trustees.</p> <p>A trustee questioned whether the data protection questionnaire that was done last year should be done again.</p> <p>Answer: Yes, COO will send this out the GDPR refresher to all trustees.</p> <p>A trustee challenged lessons being learnt in regards to breaches of GDPR, how do we have reassurance that it won't happen again?</p> <p>Answer: Breaches will be discussed with the required professional, then any that needed to be highlighted to trustees would be.</p> <p>All trustees approved the report.</p>	
6.	<p>Latest Budget Monitoring Report</p> <p>All relevant papers were circulated in advance of the meeting.</p> <p>Latest report has been uploaded to the trustees folder.</p> <p>No big changes, forecast at year end £1.1 million, lockdown period spending is not normal, overspends and savings in different areas as normal.</p> <p>Chair asked the head of FGP if there were any questions from him?</p> <p>Answer: No, all looking good.</p> <p>COO stated that the MAT now has the correct invoices from Chartwells which have been agreed by the MAT and themselves to move forward.</p> <p>SIS expansion growth has been confirmed, £46k in growth money.</p>	

7.	<p>Governor/Trustee Vacancies</p> <ul style="list-style-type: none"> ● 1 Member vacancy ● 1 Parent governor vacancy at TLA ● 1 Trustee vacancy <p>Clerk stated that she has now put together a recruitment folder to support any vacancies moving forward. Parent governor vacancy to be posted online and emailed out to all parents 26.01.21.</p>	SN
8.	<p>VMAT LGB Terms of Reference & SODA</p> <p>All relevant papers had been circulated prior to the meeting.</p> <p>Review of terms of reference, all changes have been highlighted in yellow.</p> <p>Attendance: LGB governors added to state same as trustees- from all meetings within a period of 6 months, the governors agree that his/her position be vacated. Chair asked trustees if they were happy to approve? Trustees approved.</p>	
9.	<p>Policies</p> <p>All relevant policies papers were circulated prior to the meeting.</p> <ul style="list-style-type: none"> ● Information Security ● NQT Induction ● Admissions 2022/23 (amended following consultation) <p>The following are currently being consulted on with trade unions:</p> <ul style="list-style-type: none"> ● Anti-harassment & Bullying ● Appraisal ● Capability ● Disciplinary ● Grievance ● Managing Allegations ● Redundancy Procedure <p>*** Policies agenda point was accidentally removed from the agenda that was available to the chair at the time of printing***</p> <p>This was explained by the COO, and still needed to be discussed as an agenda point.</p> <p>There was only one comment from the LA from the consultation on the Admissions policy, clarification around a note that has been removed now.</p> <p>A trustee challenged that if the Chair has not read them how can we approve? The issue being that the Chair did not have them on his agenda, therefore has not read them? COO stated that the policies had been circulated prior to the meeting, however unfortunately the agenda point was removed.</p> <p>The unions have requested that we consider an formal recognition agreement. Although the trust is keen to have a positive relationship with unions a formal agreement is not a requirement and not considered appropriate at this time. Agreement generally includes contributing to a Union facility time pot, union members pay subscriptions that should be what it has been paid for.</p> <p>A trustee questioned whether Browne Jacobson had looked at the</p>	

	<p>policies and agreed them? COO stated that they were in fact Browne Jacobson's model policies which have been adapted for our use. A trustee expressed that in fact these policies had already been approved previously, they had not been re-written therefore they would be happy to approve for this academic year.</p> <p>A trustee asked if there were any questions from staff when policies were issued for consultation before Christmas? COO answered that no comments were made and assured trustees that if the unions were to come back with any comments she would update trustees.</p> <p>The policies were approved by all trustees</p> <p>The policies have been implemented subject to consultation closing on 10/2/21.</p>	
10.	<p>Strategic Risk Register</p> <p>All plans are still in place, the red one states that improving the link between HOS and trustees, working within the governing body and trustees.</p> <p>Are there any questions as trustees that we should be asking LGBs to do going forward?</p> <p>Ability for all to judge the position of the school, previously been on years of academic data, how do we measure success this year, next year.</p> <p>Trustee question: 90 minute call followed up with a visit when in the area.</p> <p>Great opportunity to re-write assessment entirely.</p> <p>COO discussed further risks with the trustees.</p>	
11.	<p>Confidential items</p> <p>No confidential items.</p>	
12.	<p>Date and time of next meeting</p> <p>Monday 22nd March at 5pm.</p>	

Agenda point	Summary of actions	
3.3	WJ to seek feedback from the primary school that decided to join another MAT..	WJ
3.3	Clerk to ensure the Chair has trustees contact details.	SN
4.5	Discuss in detail the 4 year plan for SIS at the next meeting.	WJ
7.	Parent governor vacancy to be posted online and emailed out to all parents 26.01.21.	SN

Meeting closed by Chair at 6:52pm.

Signed as an accurate record.....

Print name.....

Date.....

Please note that these are draft minutes until signed off by the Chair at the next meeting.

