



**Meeting minutes from the Board of Trustees meeting, held via zoom on  
Monday 4th October 2021 at 5pm.**

<b>Present</b>	Will Johnson- CEO Philip Robinson- up to agenda point 9 Alan Honeybone from agenda point 3 Julia Dodson Harry Hart Ben Jones Ian Raggett from point 7
<b>In attendance</b>	Sam Newman Jo Long- COO Belinda Burton- BSO Kirsty Hitchens- Deputy Head

<b>Item</b>		<b>Actions</b>
<b>1</b>	<b>Apologies, quorum and meeting arrangements</b> No apologies were received, all trustees were present. The meeting was quorate and was held via zoom due to the rising level of covid within the school.	
<b>2</b>	<b>Declaration of business and pecuniary interests</b> Trustees have read the declaration of pecuniary interest, no trustee had any new interests to declare. Clerk to send out this academic year's declaration form to fill in and return.	<b>SN</b>
<b>3</b>	<b>Election of Chair</b> Clerk received no nominations for the position of Chair, PR expressed his willingness to stand for another term. PR left the meeting, one trustee proposed PR, seconded by another trustee, all trustees were in agreement. PR returned to the meeting. PR has been appointed as the Chair of the Board of Trustees for a further one year term.	

4	<p><b>Election of Vice Chair</b></p> <p>Clerk received no nominations for the position of Vice Chair, JD expressed her willingness to stand for another term.</p> <p>Chair proposed JD as Vice Chair, another trustee seconded. All trustees were in agreement.</p> <p>JD has been appointed as the Vice Chair for a further one year term.</p>	
5	<p><b>Minutes and matters arising from last meeting (24/05/2021)</b></p> <p>All relevant papers were distributed prior to the meeting.</p> <p>CEO was to feed back on maintenance costs for the fire alarm system, it wasn't a proprietary system and maintenance costs were less.</p> <p>CEO was to form an action plan in regards to the safeguarding form 175/157, however the school is currently still waiting for the feedback.</p> <p>Another action was a discussion concerning MAT growth/expansion. This would be discussed later in the meeting.</p> <p>WJ and JL were to contact the union and feedback issues raised by trustees at the meeting in March 2021, these were fed back, COO has had email correspondence from the union who have recognised the trustees joining the Trade Union Facilities Fund and contributing to this in 21/22 as good positive intentions for future relationships.</p> <p>A Trustee <b>queried</b> a question in regards to comparing year on year on progress data, the question stated 'TQ-lwe' this was a typo which would be corrected by the Clerk.</p> <p>Trustees were happy that after the typo had been corrected, the minutes from the last meeting were a true and accurate representation of the meeting.</p>	SN
6	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Trustees code of conduct – to approve and adopt</b></li> <li>• <b>LGB code of conduct – to approve</b></li> </ul> <p>All relevant papers were distributed prior to the meeting.</p> <p>A Trustee <b>questioned</b> the similarities between the two Codes of Conduct and <b>expressed</b> the need for a larger distinction between the two. The Trustee Code of Conduct largely refers to them as Governors, which they are not.</p> <p>The Clerk has an action to amend the Code of Conduct accordingly and redistribute for understanding and signing.</p> <p>Trustees agreed to approve the LGB Code of Conduct.</p> <p>Trustees approved and were happy to adopt the Trustee's Code of Conduct after the changes to wording was made.</p>	SN
7	<p><b>Committee and LGB minutes</b></p> <ul style="list-style-type: none"> <li>• <b>TLA minutes (27/09/21)</b></li> <li>• <b>SIS minutes (29/09/21)</b></li> <li>• <b>TLA LGB minutes (21/06/21)</b></li> </ul> <p>All relevant minutes were distributed prior to the meeting, with SIS LGB minutes being the exception, these had not been circulated due to no draft copy currently available.</p> <p>Clerk to bring these to the next meeting.</p>	SN

	<p>Both schools had good levels of attendance for the LGB meetings, SIS was face to face, TLA held their meeting virtually due to the rising levels of covid within the school. TLA's meeting was largely dominated by covid discussions.</p> <p>SIS are currently preparing for an OFSTED inspection, looking at this academic year's priorities and ensuring that their evidence is ready prior to inspection.</p> <p>TLA- vast majority of discussion was around the impact of the covid outbreaks within the school.</p> <p>There was a large covid outbreak in one class in year 5, the decision was made to shut the bubble and work remotely to slow the spread. As of the date of the meeting there were approximately 70 cases within the school, with an average of 14 staff members currently off with covid related absence, with a peak of 18 staff off, as of today there are 12 off.</p> <p>The senior leadership team has been fairly operational for the last 3 weeks, working hard on good prevention for spreading of the virus, it was noted that the bubbles were not having a big impact on the spread, the data was showing that siblings from different year groups were catching it from the isolating sibling and causing outbreaks in their class bubbles.</p> <p>Public Health England has been brilliant with the support for the school, working through the situation, and contact tracing.</p> <p>The decision was made to close a class bubble in the ARB unit, 3 staff members in that room and 6 children tested positive for covid.</p> <p>The school is averaging 3-4 new cases per day, although on a Monday the numbers tend to be higher, averaging 8.</p> <p>The CEO is transparent with the parents, and remains open and honest in sharing the changing rate of cases.</p> <p>The biggest challenge during the outbreak has been the staff shortages, and how to move people around to support.</p> <p>Parents have been excellent and have done what is suggested and asked of them.</p> <p>Public Health England has expressed that Camborne, Pool and Redruth are approximately 3-4 weeks ahead of the curve currently.</p> <p>SIS had its first covid positive case last week, with no further cases so far, they remain vigilant in putting procedures in place to ensure they are doing all they can.</p> <p>A Trustee <b>questioned</b> what the current level was at TLA in relation to children currently isolating?</p> <p><b>Answer-</b> TLA currently has approximately 70 positive cases, 8 new cases had been identified today, averaging 2-3 per day, the classes then all need letters sent home and contact tracing, with phone calls to the parents.</p> <p>The school has received good feedback in regards to the level of communication from the school to the parents, a Trustee as a parent <b>agreed</b> that the level of communication has been good, regularly managing people's expectations continually and consistently.</p> <p>Removing covid absences attendance at TLA is 97.3%</p> <p>A Trustee <b>questioned</b> the LGB minutes, stating that they actually say absence is 97.3%, it should be attendance.</p>	
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	<p>Clerk will ensure this is rectified on these minutes and going forward. A Trustee <b>asked</b> if there had been any deaths or serious illness cases within the children of the community?</p> <p><b>Answer-</b> No serious illness at all, the worst being reported to us is a couple of days with a temperature.</p> <p>Symptoms seem to be a sore throat, headaches.</p> <p>Staff recovery time also seems to be generally age related, the older the person the longer it takes to get over it. Younger staff are usually ok by day 6 or 7, whereas older members of staff sometimes need more than 10 days before feeling better.</p> <p>The school had looked at the process for absence due to covid for all staff.</p> <p>It has been made clear that the 10 days isolation doesn't affect their sickness absence and is still paid at full rate, after the 10 days it is recorded as sickness and needs a fit note from the doctors.</p> <p>There were also discussions around single parents who cannot share dependency leave, making sure they are not disadvantaged by having dependency leave of only 5 days.</p> <p>There needed to be a distinction, generally the mum would stay at home the entire time, it ideally needed to be shared between the two parents living there.</p> <p>Both settings are finding discussions around parents, who on ethical grounds refuse to test the child, we can only advise a PCR test if the child is considered close contact, if they refuse to have a PCR and the child is symptomatic, they will need to isolate for 10 days, if not they can return to school as normal.</p> <p>A Trustee <b>questioned</b> whether the school had had anyone that has still sent their children in when displaying symptoms?</p> <p><b>Answer-</b> 1 case with a quite clear persistent cough and temperature. We are very high in terms of vaccinations, isolations are pretty rare unless symptomatic, nearly all are contacts from inside school.</p>	SN
8	<p><b>CEO report</b></p> <p>All relevant papers were distributed prior to the meeting.</p> <p><b>-CEO update including health and safety and safeguarding</b></p> <p>The school received the Health and Safety audit results today. The audit took place 2 weeks ago, there is nothing pending that is of real significance, lots of next steps which are all manageable, alongside updating the policy for roles and responsibilities as they read by law, identified some discrepancies around delegation of tasks, should come back to the head of school.</p> <p>Training needs updating, a lot of which was on hold during the lockdown. Both schools have built action plans which we will start working through.</p> <p>Audit report to bring to the next meeting.</p> <ul style="list-style-type: none"> <li>● <b>Keeping Children Safe in Education</b></li> </ul> <p>KCSIE- updated with the latest guidance on how to safeguard the children, Trustees need to familiarise themselves with the content, Governors will have a safeguarding update at the November LGB meeting.</p>	

	<p>The Child Protection and Safeguarding Policy has been approved by the LGB and the new copy is in the Trustee folder, a highlight would be minor safeguarding concerns and how the schools and MAT's track these, particularly around where there have been minor concerns that continue over a long period of time, around staff allegations, what should be logged and when.</p> <p>As a MAT we need to understand what records need to be kept.</p> <p>Action for WJ and JL- what would HR advice be around the reporting of minor incidents.</p> <p>A Trustee <b>questioned</b> how currently this sort of issue is 'very much in the news' and how can people slip through? We need to be able to clarify how we behave, it could be seen as negligent if something were to happen if nothing was being reported.</p> <p><b>Answer-</b> Agreed, with the media coverage on certain cases in the Country currently, and knowing that there were signs of things happening previously, it needs thought around how to process everything and when/at what stage it should be reported.</p> <p>A Trustee <b>asked</b> if when appointing members of staff, does the school ask for records from previous employers?</p> <p><b>Answer-</b> Yes, it forms part of their reference.</p> <p>We need to look at how much information we are wanting, focusing on what exactly we are asking for in a reference request.</p> <p>A Trustee <b>challenged</b> whether these minor complaints were raised during a staff members appraisal.</p> <p><b>Answer-</b> In the past, where it has cropped up a few times, we need to ensure we can demonstrate that we have acted on it.</p> <p>Another Trustee <b>questioned</b> how much detail previous employers give out to potential new employers about the person?</p> <p><b>Answer-</b> Schools do usually ask for more in depth detail when requesting references, they have a predefined format for reference requests.</p> <p>A Trustee <b>expressed</b> his willingness to support the CEO with any concerns he may have in regards to complaints.</p> <p>The CEO <b>agreed</b> that the more transparent they were with staff, the more confident they will be in what we do. WJ will update everyone in November.</p> <p>The CEO discussed the Regional Schools Commissioner and what they see as the direction of MAT's in the area.</p> <p>In June, Camborne, Pool and Redruth was identified as an area that the RSC was interested in 'tidying up.'</p> <p>The CEO and COO were invited to a zoom meeting with other CEO's from the area to discuss the possibility of a 'mega MAT.'</p> <p>This MAT would ultimately include a failing secondary school within the area, 2 additional secondary schools, along with Crofty MAT, Rainbow MAT and Venture MAT, approximately 20 schools in total.</p> <p>The idea was that it would bring benefits to all the schools involved.</p> <p>MAT CEO's discussed the potential merger and wanted to understand if anyone was interested.</p> <p>The CEO <b>expressed</b> his concerns that it seemed very hard to see benefit for Venture entering into a large MAT, there were also questions of the academic benefit for our pupils, and lastly creating something that</p>	<p>WJ/JL</p>
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	<p>serves the disadvantaged area of Cornwall, if one thing failed that would be hard to cope with for an already deprived area.</p> <p>It was left as Redruth and Pool being interested in doing something, Camborne Secondary and Venture MAT not wanting to get involved. The CEO stands by the idea that it isn't right for us, he also sought feedback from Katie F from the Diocese and she is happy with the decision to not go ahead.</p> <p>Discussion with RSC, discussing where it left Venture MAT being quite a small MAT, MAT landscape growing by design, rather than by itself, full academisation in Cornwall and collaborating to bigger MAT's, more efficient and economical.</p> <p>The question raised was that if Venture MAT didn't want to do this what do they do moving forward?</p> <p>Venture is currently in a good position, with no immediate threat, however the last minister (Gavin Williamson) was clear about reigniting the need for bigger MAT's.</p> <p>A Trustee <b>questioned</b> if there had been any feedback since the new minister was appointed?</p> <p><b>Answer-</b> The CEO shared the slides, explaining the update from RSC last week, and believed it wouldn't be far from where the previous minister was heading.</p> <p>The CEO shared the regional demographics including the continuation of Ofsted inspections, SEN places and lack of high needs places in the area as well as changes to the Headteacher's board.</p> <p>Priorities are to include covid and its effect on learning, also what the long term impact on standards and attendance will be.</p> <p>Quality of standards in the region, Cornwall and South West is the most academised in the region, however it hasn't had the improvement in standards that it should have had.</p> <p>Being bold in structural work in the South West, moving towards full academisation and area based planning, and places and sufficiency especially around SEN.</p> <p>The CEO explained what this means for Venture MAT.</p> <p>MAT strategic priorities: Prioritising spend of national tutoring programme, assessment cycles and looking at how we recover.</p> <p>Looking at the quality of standards, it can be more difficult to evaluate a smaller MAT like Venture, as opposed to a bigger MAT.</p> <p>Venture will continue to seek collaboration with bigger MAT's, continuing to develop teachers further. One example would be TLA Deputy Head supporting a MAT of 29 schools with literacy.</p> <p>The CEO also discussed SEN provision, for example 6 children in a reception intake, 3 of which may need specialist provision, there are no more places available, then they end up staying in their provision longer than is ideal.</p> <p>A Trustee <b>stated</b> that the RSC should note that we have things that others don't, such as the ARB unit.</p> <p><b>Answer-</b> It does support the MAT, Venture is in a unique category.</p> <p>The MAT needs to review its own SEN spend, and understand if what the MAT has chosen to do is worthwhile, especially with the recruitment of teachers rather than TA's in the unit.</p> <p>Education Endowment Foundation (EEF) produced reports for best</p>	
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	<p>practice in SEN within mainstream provision.</p> <p>The CEO explained that there have been further meetings with Rainbow MAT and suggested some aspects can be worked on together. Priorities going through a process of using the updated MAT assurance framework, self evaluation.</p> <p>A Trustee <b>stated</b> that it is difficult to know what our role is in moving it forward, what is our role?</p> <p><b>Answer-</b> CEO was not certain of this himself.</p> <p>A Trustee <b>shared</b> his interest to support however possible.</p> <p>We are currently rewriting a new Self Evaluation Form (SEF)..</p> <p>If we used these as a basis for our priorities, would Trustees be happy to agree with them?</p> <p>All Trustees were happy to <b>approve</b> these priorities.</p> <p>PR left the meeting.</p>	
9	<p><b>COO Update (Inc. Data Protection) Verbal update</b></p> <p>All relevant papers were distributed prior to the meeting.</p> <ul style="list-style-type: none"> <li>● <b>Year end/audit update</b></li> <li>● <b>Investment Account</b></li> <li>● <b>Data Protection Annual compliance report</b></li> <li>● <b>Further updates to fire alarm system</b></li> <li>● <b>Site Team Staffing</b></li> </ul> <p><b>Year end/ audit update:</b></p> <p>COO and BSO have been working on year end processes, uploading various documents, the auditors are due to start audit works this week, scheduled to be finished by the end of next week, prepare the accounts, and the audit report to be shared at the end of November report.</p> <p>BSO shared report. New year budget and management accounts, have been focussed on the last year, the new reports will be produced and uploaded soon- all Trustees have access to these reports.</p> <p><b>Investment account:</b></p> <p>£500,000 in a separate account, matured last week, bank contacted and requested what to do next, it had a 0.05% interest rate, it has been reinvested. £251 will be earned on this.</p> <p>Catering contract was a three year contract, due to end on 31st August 22, we tendered this as part of a big group of schools, believing it to be beneficial to stay with the group when tendering, WJ happy to extend for two more years, but will wait to see what other schools within the group wish to do before moving forward.</p> <p><b>Data protection-</b> Annual compliance report was received from the DPO, along with the annual review of where we are going, happy that all actions from the last audit were completed, with only one minor data breach, which did not need to go to the commissioner.</p> <p>A Trustee <b>challenged</b> if Babcock ever checked on how often you do backups?</p> <p><b>Answer-</b> They have looked at our policies when we first engaged with them, making suggestions for changes. It is all backed up automatically off site now.</p> <p><b>Fire alarm system</b> was updated over summer holidays- following a false</p>	

	<p>activation it has become apparent that the new sounders aren't as good, harder to hear in certain areas of the school (previously a bell). All quotes were for sounders.</p> <p>The MAT seeked a quote for more sounders in more areas of the school, the quote came out at £2693 to install another 17 sounders throughout the school, would Trustees be happy to agree to this spend?</p> <p>A Trustee <b>stated</b> that when installing a fire alarm you need to achieve a specific decibel rating, (75db) if it is deemed not to reach the required specifications you could go back to the company, it could be more of a competency of the installation.</p> <p>Another Trustee <b>asked</b> the question whether we should seek clarification for this?</p> <p>The Trustee <b>replied</b> stating that it came up in the conversation between the site manager and himself. The Trustee explained that the British Standards 5839 part 1 were what needed to be adhered to.</p> <p>A Trustee <b>asked</b> if it was tested in the classrooms where the children would be?</p> <p><b>Answer-</b> Unsure where it was specifically tested, however will ask the question.</p> <p><b>Site team staffing.</b></p> <p>Venture appointed a part time site member, he resigned at the end of the summer term, currently running with one person less, the CEO and COO discussed the possibility of creating a 33 hour post, rather than the original 25 hours and have SIS paying for 1 day a week. This will support the day to day tasks, the site manager needs to be able to focus on compliance, rather than day to day tasks.</p> <p>Cost involved for SIS would be £3000 for the rest of the year, with the next full year costing £4300, no cost for TLA this year as we haven't paid for anyone.</p> <p>Are Trustees happy to agree to go forward with this spend?</p> <p><b>Answer-</b> Yes.</p> <p><b>Pay update-</b> Both support staff and teachers pay would usually have a new policy in process, however the MAT are currently awaiting a new policy from Browne Jacobson.. Teachers pay is frozen, nothing has been changed, there is to be no pay award for teachers, with the exception of anyone who earns less than £24,500 per annum. This only affects one person within the MAT.</p> <p>JL to bring new policy to the next meeting.</p> <p>Support staff pay award is still in negotiation, the offer was increased to 1.75%, and 2.75% to anyone who earns just over £18000.</p> <p>SIS will have 2 employees on the kickstart programme.</p>	JL
10	<p><b>LGB SDP monitoring and priorities</b></p> <p>Under MAT priorities is the LGB priorities, highlighted by WJ.</p> <p><b>SIS</b> overriding focus around school improvement for Ofsted, hopefully shifting from requires improvement to good.</p> <p>Research based pedagogy to develop the practice for the children.</p> <p>Provision for early years and year 1 for SIS.</p> <p>Catch up funding to support the writing across the school, focussing on attainment in upper school.</p>	

	<p>Personal development, welfare, as school grows finding more need for pastoral care, training a staff member to lead lessons on TIS.</p> <p>Leadership for SIS, Chris has a standard of teaching which is on a level that no longer requires improvement.</p> <p><b>TLA-</b> ensuring vulnerable children that tend to fall behind are supported to secure better outcomes.</p> <p>Speech and language barriers- EYFS has approximately one third of its cohort of 60 children with an identified speech and language issue.</p> <p>Behavioral welfare, normal structures for behaviour, consequences.</p> <p>HR strategy around staff development opportunities.</p> <p>Subject leads trained to lead on their development and communicate effectively.</p> <p>A Trustee <b>questioned</b> if that was too much to take on, would it put too much additional pressure on the staff?</p> <p><b>Answer-</b> Yes, the CEO understands this, the poster will show the key ones.</p>	
11	<p><b>New MIS system</b></p> <p>Arbor is popular in the region, Venture schools currently have to use 5 third party programmes to do what is needed, the Arbor system does it all.</p> <p>Will be great for the admin team after the initial installation.</p> <p>A decision is needed for Sims by December, the quote for initial outlay of Arbor is £3850 with the running costs for both schools and a MAT overview comes out at £7450.</p> <p>Sims currently costs £7258 however we also additionally pay for school cloud and parent pay.</p> <p>The provisional date for moving to Arbor is February, which will mean paying out for both at the moment.</p> <p>Are all Trustees happy to approve this spend?</p> <p>All Trustees <b>agreed</b> to the spend.</p>	
12	<p><b>Policies for approval</b></p> <p>All policies were distributed prior to the meeting.</p> <ul style="list-style-type: none"> <li>● <b>Child protection and safeguarding</b></li> <li>● <b>Whistleblowing</b></li> <li>● <b>Staff code of conduct</b></li> <li>● <b>Data protection</b></li> <li>● <b>Exclusions</b></li> <li>● <b>Confidentiality</b></li> <li>● <b>Records Management</b></li> </ul> <p>Two policies were carried forward from the mast meeting which was cancelled.</p> <p>Safeguarding and child protection has updates this year.</p> <p>AH contact details have now been added to the Whistleblowing policy.</p> <p>Data protection is an updated version from the DPO.</p> <p>Exclusions policy was previously just for TLA, now it applies to both schools.</p> <p>Are all Trustees happy with all policies?</p>	

	Yes, all Trustees were happy to approve the policies.	
<b>13</b>	<b>Budget monitoring for 20/21 (preliminary year-end report)</b> Working on the final report to include carry forward, these were mainly due to projects that didn't happen over the summer, also had insurance for maternity, until it arrives we can not include in the figures. Savings within catering, the MAT were awaiting bills, which have arrived today. Curriculum, when goods didn't arrive. TLA showing £55k and SIS £17k. SIS also has an issue with gas bills, and savings in catering and additional income in Nursery. A Trustee <b>requested</b> that in future meetings this agenda point should be further up on the agenda to allow for any additional time if needed.	
<b>14</b>	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• <b>NGA learning link</b></li> </ul> The Clerk shared learning link information with Trustees, explaining the benefits of the training programme and how to access it.	
<b>15</b>	<b>Confidential matters</b> Nothing was to be kept confidential.	
<b>16</b>	<b>Date and time of next meeting</b> BoT meeting- 29th November 5pm F, GP and Audit meeting Wednesday 24th November 5pm Pay Committee meeting Monday 8th November 9am	

Item	Action	Person
<b>2</b>	Clerk to send out this academic year's declaration form to fill in and return.	<b>SN</b>
<b>5</b>	Clerk to amend typo error.	<b>SN</b>
<b>7</b>	Clerk to bring SIS LGB minutes from 29/09/21 to the next BoT meeting.	<b>SN</b>
<b>7</b>	Clerk to correct the LGB minutes to read 'attendance' not 'absence' figures.	<b>SN</b>
<b>8</b>	What would the HR advice be around the reporting of minor incidents.	<b>WJ/JL</b>
<b>9</b>	COO to bring Pay Policy to next meeting	<b>JL</b>

Meeting closed by Chair at 19:40pm

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.