



Board of Trustees meeting minutes, held on Monday 28th March 2022 at 5pm via Zoom.

Present	Philip Robinson - Chair Julia Dodson - Vice Chair Harry Hart Ian Raggett Ben Jones Will Johnson - CEO
In attendance	Sam Newman - Governance Professional Jo Long - COO Kirsty Hitchens - Deputy Head

	Item	Person
1	<p>Apologies, welcome & quorum The Chair welcomed everyone to the meeting, apologies were received from Andrew Mercer. The meeting started without a quorum, it was agreed to move the agenda items so that any item that was for information only was done first, this was to ensure the meeting was quorate for all approvals needed. The COO went through agenda item 4; Data protection first, during this agenda point the remaining Trustee for quorum entered the meeting and the agenda continued in the correct order.</p>	
2	<p>Declaration of business & pecuniary interests <u>Ian Raggett joined the meeting.</u> There were no new declarations of pecuniary interests to declare.</p>	
3	<p>Minutes and matters arising from the last meeting: (14/02/22) The Trustees were happy that the minutes were a true and accurate representation of the last meeting. Matters arising: COO was to add the summary of changes notes to the meeting folder - <u>completed.</u> CEO to bring the updated SEF to this meeting - this is being finalised, ready to bring to the next meeting in May. Committee meetings: F,GP&Audit (09/03/22) SIS LGB (10/03/22) All Trustees were happy with the meeting minutes and no questions arose.</p>	WJ

<p>4</p>	<p>Data Protection:</p> <ul style="list-style-type: none"> ● Progress against audit action plan ● Review of KPIs <p>Progress against actions from the audit report, 3 of the 5 actions have now been completed.</p> <p>New privacy notice has been written for both nurseries and sent to ICT for publication on the websites.</p> <p>The Data Protection Impact Assessment for CCTV is complete, as is the training for staff who may handle Subject Access Requests and Freedom of Information Requests.</p> <p>Record of Processing Activity Inventory, the Trust needs to review the current template or use the new template from the DPO, should be completed by the Easter holidays.</p> <p>A trustee <i>asked</i> if there were any required dates for completion?</p> <p>Answer: No, but recommended to be by the end of April.</p> <p>Final action has not been started yet, the COO is awaiting the guide from the DPO on sharing personal data for distribution to relevant employees.</p> <p><u>Harry Hart joined the meeting.</u></p> <p>COO discussed the Data Protection KPI's and shared how the Trust continues to meet them.</p> <p>Sharing the termly newsletter with colleagues.</p> <p>Ensuring that all new employees and trustees complete initial data protection training within one month of starting, 8 out of 9 new employees had done it within the timeframe, then the last one has completed it now. The new Trustee has also completed it within the timeframe.</p> <p>The third KPI focuses on how we document staff having refresher training, update staff on inset days etc, however not able to evidence a signed confirmation of having done the training, this will be addressed.</p> <p>Reporting of incidents and data breaches, identifying that staff are aware of what and how to report them.</p> <p>We have had 1 incident reported to the DPO, no further action was required, all incidents are reported to DPO for guidance.</p> <p>SAR's only had 1 in the last 12 months, which was reported within the timescale required.</p> <p>There have been no complaints following a SAR's, therefore cannot judge the compliance of the KPI.</p> <p>No questions arose from Trustees.</p>	
<p>5</p>	<p>CEO verbal report, to include safeguarding, health & safety.</p> <p>The CEO discussed the Government's new white paper which was issued earlier today.</p> <p>This sets out the most significant changes of what's happening next.</p> <p>The government has set a date of full academisation by 2030.</p> <p>Redesigning of landscape in Cornwall, will be covered after Wednesday's meeting with the RSC.</p> <p>Raise of starting salary for new teachers to £30k. That will not be replicated through the scale.</p> <p>How we meet the cost of it going forward, currently the Trust has no NQT's.</p> <p>32.5hr minimum working week for schools, with the expectation for all schools to do this, based on the normal school day, no real changes for either school within the MAT, KS1 finish 5 minutes earlier than KS2 currently, we will bring the register forward to 8:45, rather than between 8:45-9am and push back the 5 minutes at the end of the day for a KS1 finish time of 3:15pm, the same as the KS2 currently.</p> <p>A highlight of the white paper was to create dynamic Trusts serving a minimum of 7500 pupils or 10 schools, schools with less than this will likely be viewed as less efficient, however there is nothing in the white paper that gives them legal powers to</p>	

<p>merge MAT's or schools together, but now it has been published, it will be known that this is the new direction.</p> <p>The CEO is attending a meeting on Wednesday with the RSC, hoping to have a clearer picture then for what impacts it could have for Cornwall and the South West.</p> <p>A deadline of 2030 to have attainment changes in primary schools, combined 90% meeting the EXS in reading writing and maths. Current national average last time was 65%.</p> <p>How disadvantaged schools will get near this figure is difficult to comprehend.</p> <p>Tutoring is to become a normal fixture within education, how that is funded in the future is not yet known, there is going to be more funding this year for tutoring, but with a decrease in the percentage contributed, leaving schools to add more.</p> <p>A Trustee asked what as Trustees can we do?</p> <p>Answer: When it comes to us thinking about what can we do, it depends on the results from our Ofsted inspection, the schools need to be deemed good or better and financially stable, this would make it hard for people to suggest the schools could do any better by being in a bigger MAT.</p> <p>We need to be confident that our children are not missing out by being in a smaller MAT.</p> <p>A Trustee asked if it helped that we could show collaboration with other schools?</p> <p>Answer: Yes, it is good to be able to demonstrate that we are doing something better, one of our teachers is becoming a regional leader for Maths.</p> <p>After ther RSC talk CEO would like to discuss with the local secondary school and the close MAT to gauge their thoughts.</p> <p>Attendance: TLA has improved from 92% to 95%, hopefully moving towards our normal levels by end of year.</p> <p>SIS went from 92% to 93.4%, across the MAT is improving, however persistent absence remains high, TLA has increased from 13% to 15%.</p> <p>SIS persistent absence is currently 24%.</p> <p>TLA has just held the third attendance clinic of the term, targeting 6-9 families at each clinic, focusing on poor attendance that doesn't improve between clinic dates.</p> <p>Unauthorised absence has gone up in both settings, 0.6% to 0.7%, unauthorised holidays during term time.</p> <p>A Trustee asked if the school had ever issued a fine before?</p> <p>Answer: Yes, previously we had successfully fined one family, we had 2 further families that we processed for a fine however the LA didn't send the paperwork in time and it expired.</p> <p>Staffing: Site assistant position had been advertised, that closed today and interviews take place on Monday 5th April.</p> <p>SIS has successfully recruited a site assistant for 1 day a week.</p> <p>Energy costs for SIS, to remain in contract until next April, new contract with 2 different suppliers, we are looking to find an additional £3k this year, however next year budget for an extra £15k on top of the £9k currently.</p> <p>The MAT office were strongly advised to accept the quote by Zenergy, it is only a 12 month contract, hopefully by this time next year it won't be as turbulent.</p> <p>When the budget is set it will be on the higher predicted cost.</p> <p>TLA is not affected at this point, currently in a fixed term contract until June next year. It affects our usage, it is less at TLA due to our solar panels.</p> <p>Safeguarding: TLA specific, the relevant issue is around online grooming, specifically with the Year 6 cohort, there was an incident which involved the sharing of images,and has been dealt with by the parents. We are running an extra workshop for secondary transitions and discussing the issues that could be relevant.</p> <p>Assessment: Pleased with the year 6 writing moderation across both settings, comparative judgement of approx 30k pupils, SIS had 86% at correct standard, healthy 17% at GDS, TLA had 91% working at EXS and 14% GDS.</p> <p>Assessment week is happening now, reports will go out in the second week after the Easter holidays.</p>	
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	<p>Health and Safety: Covid outbreak in the ARB, 3 out of 4 teachers off and 2 TA's, temporary closure of room 2, discussed with LA for agreement. Approx 15 children at TLA. Guidance to follow on what it looks like after 1st April. A Trustee challenged something that she had noticed in the SIS minutes - the Head Teacher stated that the children generally didn't have mobile phones and the best way to deal with any concerns was to be there as a familiar and friendly face for the child, however the Trustee stated that the evidence suggests that the child will usually opt to confide in someone anonymous at first. The childline number should also be visible around the schools. WJ to ensure this is happening.</p>	WJ
6	<p>LGB Constitution CEO and the Trustees discussed the governance structure for Venture MAT. Small MAT set up to govern with 2 LGB's, a Trust Board and Members with roughly 620 children across the MAT, the CEO stated that there is a large number of governance individuals for a small number of pupils. Whilst it can work, there are inefficiencies of 2 LGB's within such a small MAT. The decision making at LGB level is much less than the Trust Board level, the LGB's have slightly less direction than what you would traditionally have. The CEO has suggested setting up a meeting to discuss the impact of potentially changing the way in which the constitution works, and how this can work with the Diocese, working in the most strategic way possible. CEO has suggested a meeting in the future to include the Diocese, the CEO and as many trustees as possible to discuss this as an option. When TLA was a SAT, there was a bigger board of Trustees, once it was converted into a MAT it was separated into 2 LGB committees. A Trustee expressed concern that we were trying to ensure that SIS knew they were not getting swallowed into a bigger school, which was why we were keen to keep strong involvement from the community at SIS. Before Covid, the issue with SIS LGB governors being so far away made it so difficult to invite them onto the Board, however since the lockdown we have been shown that hybrid meetings are a way of the future and now we feel it is something we can actually explore. A Trustee expressed that perhaps the Head Teacher at SIS presented his report to the Trust Board, TLA's Deputy Head presented the TLA report and the CEO to cover the MAT issues and highlights, that could mean less duplication of work. A Trustee expressed that he would need to be convinced that it would be in the best interest of the children. CEO to book a potential date for discussion of the LGB Constitution.</p>	WJ
7	<p>COO update (verbal)</p> <ul style="list-style-type: none"> ● Budget update 21/22 ● Budget 22/23 <p>The Finance Committee met last week, the reports were discussed at length during that meeting, the minutes from the meeting were circulated prior to this meeting and the report had previously been uploaded to the folder. The MAT had its financial assurance visit today, no report as yet, but no concerns were raised. WJ has discussed the energy budget. Looking at options on school sites for development projects, a surveyor has been to the school and we have discussed some proposed works with him. Potential development of two areas of the school for development, EYFS playground, having a canopy along the front, will need to ascertain where drains will go. Secondly, the area to the front of the school at the side of the staff car park, potential site of building there for various admin functions. That will need to be surveyed also, is it feasible, it is £1800 for the initial ground</p>	WJ

	<p>survey, the MAT will update the Trustees as it progresses.</p> <p>Update of budget for Sept 22/23, received funding statement form ESFA, TLA has been given GAG funding of approximately £2m, based on 448 children. SIS £339,760 based on 79.</p> <p>Process of budget setting has started, with timetabled actions being followed. The funding looks to be broadly in line with previous projections. There will be additional cost pressures - higher than anticipated pay increases to factor in, also energy increases.</p>	
8	<p>Policies</p> <p>The following have all been sent to Trade Unions for comment prior to this meeting.</p> <ul style="list-style-type: none"> ● VMAT Appraisal Policy ● VMAT Capability Policy ● VMAT Anti-harassment & Bullying Policy <p>3 updates, all update notes are in the drive alongside the policies, all been sent to trade unions (inc notes) 3rd March, not heard back, they can be approved. All Trustees were happy to approve.</p>	
9	<p>Summary of actions from LGB's</p> <p>No actions came from the committee minutes.</p>	
10	<p>AGM Members feedback</p> <p>Expressed thanks to the Board for all the work done. The Chair of Trustees has already received feedback and the meeting minutes will be distributed when approved.</p>	
11	<p>Confidential items</p> <p>No item was to remain confidential.</p>	
12	<p>Date of next meeting</p> <p>Monday 23rd May.</p>	

Agenda point	Action	Person
3	CEO to bring the updated SEF to the meeting in May.	WJ
5	The childline number should also be visible around the schools.	WJ
6	CEO to propose a date for the meeting discussing the LGB constitution.	WJ

Meeting closed by Chair at 18:41pm

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.