



Venture Multi Academy Trust 7535379

Board of Trustees meeting minutes, held via zoom on 26th September 2022 at 5pm.

Present	Philip Robinson Julia Dodson Ben Jones Ian Raggett Alan Honeybone
In attendance	Will Johnson - CEO Sam Newman - Governance Professional Jo Long - COO Belinda Burton - BSM

		Person
1.	Apologies, welcome and quorum The Clerk welcomed everyone to the meeting, apologies were received from Andrew Mercer. The meeting was quorate in line with Venture MAT Terms of Reference, however for the process of elections it was agreed that the preference would be for as many trustees as possible to be in attendance, it was therefore agreed that the election of vice chair and chair would move down the agenda until more trustees had joined the meeting.	
2.	Declaration of business and pecuniary interests The Clerk shared the blank version of the business and pecuniary interests form for all trustees to fill out and return.	
3	Budget monitoring for 21/22 (preliminary year-end report) The report had been uploaded to the folder, a preliminary August report, currently in the process of closing the system down for year end. The further August report with all accruals and adjustments would follow shortly. Accountants may have adjustments to add, provisional year end balance of £1.3m at TLA, £133k SIS, combined trust total of £1.5m, doesn't include monies that have to be reallocated. If trustees have any questions, they are to raise them to BB or JL. The next F, GP and Audit is on 23rd November.	

4	<p>Governance</p> <ul style="list-style-type: none"> • Trustees code of conduct – to approve and adopt • LGB code of conduct – to approve • Keeping Children Safe in Education 22/23 (training) <p>The Trustees were happy to approve and adopt the Trustees code of conduct. The Trustees were happy to approve the LGB code of conduct. The KCSIE (Keeping Children Safe in Education) was shared prior to the meeting. The Clerk expressed the need for trustee specific training via the NGA website. Sam Newman will send out the link for the NGA training document. After discussion it was agreed to be an agenda item at the next meeting for all trustees to work through together and discuss.</p>	SN/WJ
5	<p>CEO report</p> <p>-CEO update including health and safety and safeguarding</p> <ul style="list-style-type: none"> • School Improvement Support • Self Evaluation • School Priorities <p>Safeguarding update was held on 29th September for the MAT training session. Both LGB's will have their annual update at their second board meeting. Data protection update to also be added. Academic results discussed, the figures include the children in the ARB unit, for Ofsted purposes these children would be removed from the figures. Progress data for writing and maths was better than the national comparison. Reading was in line with national comparison. The disadvantaged group has achieved higher alongside our lower attainers against the national average. The school can demonstrate better than average data across all groups. 60 children in the cohort, with 39% disadvantaged. SIS shows excellent results. There are only 6 children that this data applies to, every group has performed incredibly well. Since 2016 the results have continued to improve at SIS. Combined, 66.1% expected for all 3 subjects, higher than the national average. 85% at expected standards at SIS for the combined result. The CEO shared the curriculum changes and successes. Common school priorities across the MAT. At TLA the priorities include: Nursery, Science, Music, vulnerable pupils, Oracy, SEN, current Year 5 and Year 3 at TLA are a huge focus. ARB have their own priorities alongside the TLA priorities. SIS share some priorities with TLA, but will also be looking at computing curriculum, MTC (multiplication tables check) and CPD (Continued Professional Development) Attendance was discussed. YTD is 96.5% across the MAT, last year was 94.5%. Persistent absence is a priority, 5% against the national average of 8%, across the MAT, running at 10%, national average is a lot higher. Unauthorised absence remains a big focus. TLA attendance is 97.2% and PA (persistent absence) 10.2%, these are managed daily by our Attendance Officer and Assistant Head. A trustee asked what is the threshold for classifying persistent absence. Answer: Attendance level of below 90% is when a process would be put in place for a letter, then an attendance clinic with the Assistant Head and Attendance Officer.</p>	
6	COO Update (Inc. Data Protection)	

	<ul style="list-style-type: none"> ● Year end/audit update Closed finance system for processing that the schools can undertake, any final changes now can be from a trust level only. Audit begins on Monday next week, remote and onsite will be happening. The plan is for the audit to be complete for the 9th November. All papers should then be available for the trustee meeting in December. The audit has been brought forward this year with the view that it finishes earlier. The drafting of the annual trustee report will be put together, it will be sent to the trustees for additions, removals and comments. ● Financial Assurance Termly financial assurance checks regarding internal controls and key risks will change, the service was withdrawn last year, JL was to seek an alternative provider. LA internal audit team and a small accountancy firm are offering the service. The costs are all much higher than previously paid. Fusion Financial Management is quoting £2800. The remit of the ATH (Academy Trusts Handbook) is a much broader range now, the recommendation from the COO, would be, to have a representative from the company to discuss the works with trustees at the Finance, General Purpose & Audit meeting and then make a decision. A trustee expressed that they make a lot of decisions based on what they are told from others being correct, however have nothing to compare it to. Answer:The COO advised that the trustees would be better having this information from an independent advisor, ensuring that they are giving you the correct information rather than it coming directly from the trust. It would be good to strengthen the controls. JL and SN to arrange for Debbie Pullen to attend the F,GP and Audit meeting. ● Investment Account £500k invested into a high interest account, delivering 0.05% giving us £237.01 interest, the fixed term deposit matures today, current offers to reinvest is with Lloyds, 12 months at 2.3%. JL suggests waiting for the F,GP meeting, once the audit is complete and confirms the trust's balances. ● Data Protection Update DPO (Data Protection Officer) is an SLA (Service Level Agreement) with Babcock LDP, who outsourced the work to Firebird, they were taken back into Devon County Council, they were unable to continue their working partnership, it is now being provided directly by Devon County Council, Annette Henry is now our DPO. The Trust has been assured that the level of service will continue. A trustee expressed that looking at the document shared, the COO's name used to be on it, however it now isn't? (Page 4.) Answer: If there is a data protection issue within the school there needs to be someone to go to. There is a DPO@venturemat email address that addresses all data protection issues. Point 4.33 shows that Jo Long is the link officer from Venture MAT. ● Pay Award / Case Law Update During the summer holidays there was confirmation of a 5% increase for teachers and SLT (Senior Leadership Team), the minimum starting salary for a teacher is £28,000. Teachers pay conditions document has not yet been published. The MAT team set a budget of 3% last year. Support staff's final offer suggestion was for a flat rate of £1925 on every salary point, for some that's an increase of over 10%. This will have a huge impact on schools. 	JL/SN
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	<p>Unions are consulting members, GMB unions are consulting, Unite rejected the offer without consulting members.</p> <p>As a MAT, Venture are not party to any negotiations.</p> <p>The advice from HR is to wait to make any pay decisions.</p> <p>A trustee asked what was budgeted for support staff.</p> <p>Answer: 3%.</p> <p>Cost implication will be approximately £82k at TLA and £10k at SIS.</p> <p>Reversal of NI contributions to come in.</p> <p>Performance management has begun, surveys have gone out to all staff.</p> <p>Pay progression will not be affected.</p> <p>The trust will not implement any pay rises until the decision has been made.</p> <p><u>Ian Raggett joined the meeting.</u></p> <p>Employment case law update for the trustees was discussed.</p> <p><u>Alan Honeybone joined the meeting.</u></p> <p>Potential issues could arise in regards to support staff and the amount of holiday pay they receive due to this case, however, for now, nothing remains changed.</p>	
7	<p>Election of Chair</p> <p>Philip Robinson expressed his willingness to stand for another one year term as the Chair.</p> <p><u>Philip Robinson left the meeting</u> temporarily at this point, the other trustees discussed this and agreed that they were happy for him to stand as Chair for another one year term.</p> <p><u>Philip Robinson rejoined the meeting.</u></p>	
8	<p>Election of Vice Chair</p> <p>Julia Dodson expressed her willingness to stand as Vice Chair for another one year term.</p> <p><u>Julia Dodson left the meeting</u> temporarily at this point, the other trustees discussed this and agreed that they were happy for her to stand for another one year term.</p> <p><u>Julia Dodson rejoined the meeting.</u></p>	
9	<p>Committee Membership</p> <ul style="list-style-type: none"> ● F,GP & Audit committee membership and Chair election. <p>The trustees discussed and agreed to have the same members on the Finance, GP and Audit Committee this academic year.</p> <p>Philip Robinson, Julia Dodson, Harry Hart and Alan Honeybone.</p> <p>Alan Honeybone expressed his willingness to stand as Chair of the committee for another one year term.</p> <p><u>Alan Honeybone left the meeting</u> temporarily, the trustees were happy to have Alan stand as the Chair for a further one year term.</p> <p><u>Alan Honeybone rejoined the meeting.</u></p> <ul style="list-style-type: none"> ● Pay committee (& date) <p>The pay committee meeting has been set for Monday 7th November at 9am, it was agreed that all members from the previous year would stay on the committee.</p> <ul style="list-style-type: none"> ● CEO Performance Management <p>SN to liaise with Trustees and Katie Fitzsimmons for the CEO Performance Management date.</p>	SN

10	Minutes and matters arising from the last meeting (18/07/22) The trustees were happy that the minutes were a true and accurate representation of the previous meeting. <ul style="list-style-type: none"> • SN to share all future monitoring visits with trustees after completion. • JL to source a new internal assurance provider, to approve at the September meeting. No committee minutes were outstanding.	
11	Policies for approval <ul style="list-style-type: none"> • VMAT CP & Safeguarding • CP & Safeguarding CAPH Model Policy for schools • Child on Child Abuse CAPH Model Policy for schools • VMAT Staff Code of Conduct • VMAT Whistleblowing • VMAT Data Protection All trustees were happy to approve and adopt the policies. Child protection and safeguarding policy and the child on child abuse policy (previously peer on peer) LGB's will now adopt their policies.	
12	Confidential matters One item - separate minutes were produced for this. SN to invite Members to the next Board of Trustees meeting.	
13	Date and time of next meeting Monday 5th December 5pm (accountants present)	

Agenda point	Action	Person
4	Agenda point for trustees to complete governor safeguarding training.	SN/WJ
6	JL and SN to invite Debbie Pullen(financial assurance) to the F, GP & Audit meeting.	JL/SN
9	SN to sort a suitable date for WJ's performance management review.	SN
12	SN to invite Members to the next Board of Trustees meeting.	SN

Meeting closed by Chair at 6:48pm

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.