



**Board of Trustees meeting minutes, held on Monday 27th February at 5pm
via Zoom.**

Present	Will Johnson - CEO Julia Dodson - Vice Chair Harry Hart Ben Jones Alan Honeybone Ian Raggett - from agenda point 4
In attendance	Sam Newman - Governance Professional Jo Long - COO Kirsty Hitchens - Deputy Headteacher Chris Parham - Headteacher (SIS)

	Item	Person
1	Apologies, welcome & quorum The Vice Chair welcomed everyone to the meeting, apologies were received from Philip Robinson and Andrew Mercer. The meeting was quorate, in line with Venture MATs Terms Of Reference.	
2	Declaration of business & pecuniary interests There were no declarations of business and pecuniary interests relating to any agenda item. The governance professional will remove the 'yes' in the paper section of the agenda.	
3	Minutes and matters arising from the last meeting (05/12/22) The trustees agreed that the minutes were a true and accurate representation of the previous meeting, the Chair will sign the previous minutes. Committee minutes: TLA LGB - 08/12/22 (EXT meeting) TLA LGB 30/01/23 St Issey LGB - 26/01/23 Venture F,GP&Audit minutes (23/11/22) Committee meeting minutes were shared with the trustees prior to the meeting. A trustee questioned if there was any feedback from the LGBs for them. Governance professional to share the diocese feedback from SIS with the trustees. All trustees were happy to approve the minutes. Matters arising: <ul style="list-style-type: none"> • CEO to bring the Health and Safety audit to the next meeting - this will be moved to the next meeting. • SIS Headteacher to present action plan to combat low attendance - SIS 	SN

	headteacher to present at the meeting.	
4	<p>SIS Headteacher to present low attendance action plan</p> <p>The headteacher had been involved in a project to improve low attendance. Prior to Ofsted the school was increasingly aware of a persistent absence problem, where there hadn't been one previously, there was extensive analysis done on the reasons for low attendance and the school was able to identify the main concerns around this.</p> <p>The headteacher shared his screen and discussed the report. The report showed that all persistent absence at SIS had different reasons for the absences, interestingly family holidays which were not agreed was a large proportion, however, so was general illness of children.</p> <p>What the school now can do is accurately understand absences and deliver a robust framework to tackle this absence concern.</p> <p>The headteacher teaches two days a week, there is no one else to delegate to, leaving the issue of not having enough time to follow up all attendance issues.</p> <p>The headteacher has signed up to be involved in a national programme to tackle poor attendance. The programme also sees 500 schools across the Country using the framework, it pulls the attendance elements around five specific foundations.</p> <ol style="list-style-type: none"> 1) Whole school thinking, culture and climate. 2) Supportive systems, policies and processes. 3) Professional learning staff development. 4) Implement targeted programmes and intervention. 5) Connect appropriately with approaches to behaviour management. <p>Attendance support map discussed (within the attendance policy). The attendance policy will take full effect from September, however, in the meantime the school continues to hold meetings with all persistent absence families.</p> <p>The headteacher highlighted this to Ofsted as something that the school were working on, the Ofsted inspector agreed that due to the amount of work that was already being done to combat poor attendance it was to be an area of weakness already moving towards an area of strength, also stating that the work happening around it showed that it had every chance to succeed.</p> <p>A trustee shared their thought that within the policy it was good to see absence being monitored with 'days absent' rather than percentages, making much more sense and seeing this as a good improvement.</p> <p>A trustee asked if there were any health beliefs that took more prevalence in a parent making the decision not to send their child to school.</p> <p>Answer: During the Strep A outbreak, the parents of children that had previously been vulnerable within the covid pandemic were more likely to withdraw their child from school.</p> <p>A trustee challenged if it was also reflected in patterns of staff illness also?</p> <p>Answer: Not really, staff illness is relatively low.</p>	
5	<p>Governance matters</p> <ul style="list-style-type: none"> ● Recruitment <p>Tom Kennedy would like to put his name forward to become a co-opted trustee, he was, until September last year the Chair of the Local Governing Board, he has strong links within the community and works for a local radio station, he has completed an application form which the governance professional will distribute to the trustees once it has been given back to her.</p> <p>The trustees would like to arrange the next meeting to be in person at TLA. SN to share the potential trustees skillset and pen portrait.</p> <p><u>Ian Raggett joined the meeting.</u></p> <ul style="list-style-type: none"> ● Terms of office (2 due to end in February) <p>Two trustees' terms of office were up in February, Julia Dodson and Alan Honeybone.</p>	

	<p>Julia Dodson would like to put herself forward for another four year term, Alan Honeybone has decided that he does not wish to stand for another term, however, has offered to support the board until a replacement has been found.</p> <p>The governance professional asked Julia to move to the waiting room, the trustees then discussed co-opting her to another four year term, Julia was then brought back into the meeting and explained that the trustees would like to co-opt her for a further four year term of office.</p> <ul style="list-style-type: none"> • Safeguarding training - still awaiting training from 3 trustees, these need to be back to the governance professional no later than 31st March. 	
6	<p>Finance</p> <ul style="list-style-type: none"> • Latest budget monitoring report <p>The latest report was shared with the trustees prior to the meeting, with the request of any questions back to the BSO by Monday at noon. The reports show the most up to date management accounts for Venture MAT, no questions arose relating to the agenda item.</p> <p>The COO shared that TLA has energy contracts due for renewal this year, it is scheduled tomorrow to have the consultant run the prices, the last one saw a huge £18k increase. Energy costs could have a significant impact on TLA's budget.</p> <p>A trustee asked how much it is currently?</p> <p>Answer: £10k and £12k (dual fuel, to include electricity and gas costs).</p> <p>Approximately £30k has been estimated.</p> <p>TLA is out of contract at the beginning of June, SIS is at the end of March.</p> <p>A trustee asked if Zenergi is the equivalent of 'money supermarket'.</p> <p>Answer: They are DfE approved partners.</p> <p>There are also two efficiency grants to spend across the MAT.</p> <p>The likelihood is that the funds will be used on lighting at both schools.</p> <p>A trustee shared that the commercial rate is 35p per kilowatt for electricity, plus VAT.</p> <p>The cleaning contract is up for renewal at the end of August, the option is there to extend, however the MAT are choosing not to, for many reasons, but mainly poor quality, retendering would ultimately be the better option. It will cost approximately £3k for an external company to do this for us.</p>	
7	<p>CEO update, to include safeguarding and Health & Safety</p> <ul style="list-style-type: none"> • Ofsted <p>Separate confidential minutes have been produced for this discussion.</p> <p>MAT KPI's discussed.</p> <p>Both schools' numbers on roll have risen.</p> <p>Both schools have more pupil premium children than at the last meeting.</p> <p>Free school meal checks are now being done periodically by the school as a bulk check.</p> <p>EHCP numbers remain the same at SIS with 1. This is likely to go down soon when the child leaves next year.</p> <p>There are 54 EHCPs at TLA within the main school, ARB has 31 pupils with EHCPs.</p> <p>The last two EHCPs have also been children in care.</p> <p>SEN is a feature that the LGB for TLA will be looking at during the next meeting, how the school continues to support the high levels of SEN.</p> <p>The national average is 3.9%, TLA are at 11% with the ARB included, 5% with it removed.</p> <p>We have been told that the ARB is to take an additional 10% next year, this equates to 3 additional children, taking the total number to 33, 3 above its capacity. The funding agreement is for 30 places, there continues to be a national crisis for provision with special needs.</p> <p>The school will need to look again at the administration functions within the ARB, the paperwork will be high with the amount of EHCPs needing to be done, it would equate to one per week.</p>	

	<p>Hayley Lowry at SIS is due to finish her qualification to become a SENCO at the end of this academic year.</p> <p>SIS is in the process of gaining two further EHCPs.</p> <p>Disadvantaged attendance shared with the trustees. Both schools were above the national average for this.</p> <p>Exclusions at TLA include two fixed term exclusions and reduced timetables, both children have complex needs. One will be a longer term reduced timetable than the other, with thoughts focusing around whether the provision can meet their needs, concentrating on reducing anxiety and reducing potential harm, the aim for both would be to increase their time within school.</p> <p>Staffing - Only change is maternity leave staff at TLA. There are currently four teachers on maternity leave, with an additional teacher going onto leave in April.</p> <p>TLA now has 2 ECT's in place.</p> <p>Recruitment remains particularly tough, the advert for three teaching jobs saw only one applicant.</p> <p>Safeguarding - There is an update in the way we can record training across the MAT. The COO has put together a MAT wide spreadsheet to keep track of all training done. The COO will be attending the next TLA LGB meeting to discuss recruitment.</p> <p>VISTs and Operation Encompass still remain high at TLA, 32 to date.</p> <p>Learning from Ofsted for TLA shared with trustees.</p> <p>How we evidence things is key in regards to the curriculum, how we prepare children.</p> <p>Recruitment of governors at both schools needs work.</p> <p>Monitoring is much better, however the quality depends on the governor.</p> <p>Scheme of delegation needs to be reviewed.</p> <p>CEO continues to develop with CACE, involved in the wider MAT community, and continues with his NPQEL.</p> <p>Outside of the MAT the leaders continue to bring in money, charging for consultancy work.</p> <ul style="list-style-type: none"> ● Challenge Partners. <p>The Challenge Partners report was shared with the trustees.</p> <p>The external review focuses on the teaching and learning aspect, the reviewers judged TLA as a 'leading' school. It was an incredibly positive three day visit, it was led by deputy headteacher and supported by the assistant headteacher due to the fact that they arrived on the same morning that SIS had their Ofsted call.</p> <p>The leaders came across as very confident, the middle leaders especially confident with talking to the inspectors.</p> <p>All teachers and leaders shared that the support from the CEO was great across the school.</p> <p>Quality of provision was great, strong teaching within all areas of the school, with diversity being the focus of the 'would be better if'.</p> <p>The strength of outdoor learning came across extremely well..</p> <p>All staff were able to respond to pupils' needs during lessons was also a 'would be better if'.</p> <p>The LGB will go through the report in detail at their next meeting.</p> <ul style="list-style-type: none"> ● Canopy. <p>The designs have been drawn up, this needs to move to the next stage, trustees need to agree to move the project to the tendering stage.</p> <p>CEO shared the plans with trustees, discussions highlighted no concerns with the spend came from any trustee present.</p> <p>All trustees were happy to move to the tender stage.</p> <p>A trustee <i>asked</i> if it would get very hot under the canopy due to the perspex roof?</p> <p>Answer: It is north facing, it shouldn't get too much sun.</p>	SN/JL
8	<p>COO Update (Inc. Data Protection)</p> <ul style="list-style-type: none"> ● Data Protection Audit report <p>Very positive audit, new DPO has been great, very proactive and supportive.</p>	

	<p>It was a new style audit, there is an action plan for anything to improve further on. Impact assessments need to be completed for any software/app that uses any form of personal data, the school must ensure that the assessment takes place before using the app/system.</p> <p>Staff meetings have been done at TLA to share this with employees, the COO and Network Manager have been working closely to ensure the processes are correct.</p> <ul style="list-style-type: none"> • School Resource Management Declaration (update) <p>Every year the MAT needs to do a self assessment of how we manage our resources, finances, which needs to be submitted by 15th March, it is almost ready, this will be taken to the F,GP & Audit meeting, providing the full board of trustees are happy to allow the committee to look at this.</p> <p>A trustee asked if there was any circumstance where it would have to come back to the full board?</p> <p>Answer: No.</p> <p>Trustees agreed that the self assessment was to go to the F, GP & Audit meeting.</p>	
9	<p>Policies:</p> <ul style="list-style-type: none"> • VMAT Health & Safety (Update) • Staff Discipline (Update - consulted on) • Staff Grievance (Update - consulted on) • Allegations of Abuse • Admissions • Teachers Pay (update) <p><u>The trustees were happy to approve all policies.</u></p> <p>A trustee asked if there were no changes in regards to the admissions policy, as nothing had been highlighted?</p> <p>Answer: It is a new policy, so therefore, there are no changes.</p> <p>A trustee asked about the teachers pay policy.</p> <p>Answer: The COO had to separate them, as one of the tables hadn't updated, which needed to be done.</p>	
10	<p>Confidential items</p> <p>Ofsted discussion.</p>	
11	<p>AOB</p> <ul style="list-style-type: none"> • Mountain Leader training - WJ <p>The CEO will discuss this at the next meeting.</p>	
12	<p>Date of future meetings</p> <p>F.GP and Audit - Wednesday 8th March</p> <p>Monday 27th March</p> <p>Monday 22nd May</p> <p>Monday 17th July</p> <p><u>AGM - Thursday 2nd March</u></p>	
13	<p>EXT minutes:</p> <p>After the meeting was closed by the chair a request was made by a trustee for the governance professional and the CEO to stay on the call.</p> <p>The trustee had a brief discussion with the governance professional and the CEO and decided that he would be tendering his resignation, effective immediately. The governance professional asked the trustee if he could put the resignation in writing, this was agreed by the trustee.</p>	

Agenda point	Action	Person
3	Governance professional to forward the diocese feedback to trustees.	SN
7	SIS headteacher to share Ofsted report at the next meeting.	CP
7	Scheme of delegation to be reviewed.	SN/JL
11	Mountain leader training.	WJ

Meeting closed by Vice Chair at 7:09pm

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.