



Venture Multi Academy Trust. Company Number 7535379

Board of Trustees Meeting Minutes

Monday 17th July 2023 at 5pm, held at Trevithick Learning Academy.

Present	Philip Robinson - Chair Julia Dodson - Vice Chair (Virtually) Ben Jones Alan Honeybone Tom Kennedy Harry Hart (from agenda point 9)
In attendance	Will Johnson - CEO Kirsty Hitchens - Deputy Headteacher Mel Wells - Assistant Headteacher Jo Long - COO/CFO Sam Newman - Governance Professional Tiffany Pope - Chair of LGB Louise Hart - Vice Chair of LGB Joe Parma Katie Dale Krystal Warren Sharon Hocking Paul Reynolds

	Item	Person
1	Apologies, welcome and quorum The Chair welcomed everyone to the meeting, no apologies were received. HH had advised he would be late to the meeting. The local governing body was present at the meeting.	
2	Declaration of business and pecuniary interest There were no new declarations of business and pecuniary interests to declare.	
3	Minutes and matters arising from the last meeting (22/05/23) The minutes were to be a true and accurate representation of the previous meeting. The Chair will sign off the previous minutes. Matters arising: <ul style="list-style-type: none"> WJ to discuss the policies which were not approved by the SIS 	

	<p>LGB.</p> <p>Mental Health Policy was not approved, one governor was a professor with expertise in this field of work and wanted to discuss the approach that the school took around techniques such as mindfulness. It was discussed at length during two LGB meetings and the CEO met with the governor to discuss a way to move forward, drawing distinction between the educational approach vs non educational approach. It was agreed between them that the front of the policy would be rewritten.</p> <p>Medical Needs Policy was also challenged, the governor challenged as to why there was so much emphasis within the policy regarding asthma, but not other conditions. The CEO expressed that the asthma policy used to be a stand alone policy, this year it was decided to merge it into the medical needs policy.</p> <p>A trustee asked if there was anything that the trustees needed to do?</p> <p>Answer: Nothing for trustees to do.</p>	
4	<p>Latest Budget Monitoring Report</p> <p>Nothing to report on for the latest monitoring reports.</p>	
5	<p>COO update (Inc. Data Protection)</p> <p>The COO shared her report with the trustees and governors ahead of the meeting.</p> <p>A trustee asked if there was anything of any significance to highlight?</p> <p>Answer: Nothing major, one item to highlight was a single item of high value -one of the commercial freezers in the school kitchen broke, a new one needed to be sourced, the total value of this was £2500. Devolved capital has been used to purchase the freezer.</p> <p>KPI to maintain a sound financial position - The CFO assured the trustees that SIS and TLA were both in a healthy position. The trust forecast is £1.5 million, all with identified specific reserves.</p> <p>SIS have expansion projects which they are saving towards.</p> <p>The 3 year budget was looked at, as required by the ESFA. It showed that we were setting a deficit budget for the first time of £31.5k, which would also be due to increase in years 2 and 3, largely due to pay inflation. We were estimating the teachers pay award to be 4.5%, it has now been announced at 6.5%.</p> <p>A trustee asked if there had been any details regarding the pay rise and if any additional funding had been announced.</p> <p>Answer: The unions have recommended it for approval. Additional funds will support the additional 2%.</p> <p>Pupil numbers are growing at SIS, which will potentially lead to increased staffing and changes to structure.</p> <p>Expectation for the end of next year is for the trust reserves to be £1.4 million.</p> <p>The COO shared all SLA's used at both schools (VMAT).</p> <p>A trustee asked what Scomis meant?</p> <p>Answer: Management information system support that the trust uses.</p> <p>Insurance cover is in place. Staff absence insurance has not been brought into this year at TLA, this was discussed in detail at the F,GP&Audit meeting. The decision was taken to set aside specific reserves of £20k to cover what the cost would have been for the</p>	

	<p>insurance for the year and see what happened, it was noted that absences generally were too short term and not claimable.</p> <p>Internal controls - Financial procedures handbook was reviewed in November 2022. It will be reviewed again in Autumn Term 2023.</p> <p>A number of monthly checks are undertaken by the BSO.</p> <p>Internal scrutiny is also undertaken by Cornwall Council.</p> <p>Segregation of duties is also looked at.</p> <p>Risk Management Policy is part of the agenda, nothing has changed.</p> <p>The risk register would normally have been reviewed during this term, this will hopefully be looked at this week and updated accordingly for September.</p> <p>There was one outstanding debt for Cornwall Council, a child within the nursery that is entitled to EHCP funding.</p> <p>This year's audit has been brought forward to 25th September.</p> <p>Data protection: We are at the end of the first year with the new DPO, who has had a very positive impact. All actions from the last audit are either completed or on their way to being completed, we have been given until 31st October to achieve the remaining actions. All staff have had data protection training and cyber security training.</p> <p>There had been a couple of GDPR breaches which were deemed low risk.</p> <p>A trustee asked if the minor data breach had been resolved.</p> <p>Answer: A document with the wrong child's name attached to it was sent home, the investigation took place and was resolved.</p>	
6	<p>Support pay update</p> <p>Offer from the NJC was the same offer as last year, at the finance and general purpose meeting it was discussed, however the CFO wanted to highlight that since the meeting it has come to light that that offer had not in fact been accepted by trade unions, it is still under negotiation.</p> <p>Whilst it was agreed that Venture MAT would be implementing the £1925 on every pay scale if unions chose to ballot their members and it resulted in a further increase, the trustees would need to discuss this further at the revised offer.</p> <p>The pay rise will mean that the support staff have had close to approximately 19% over 2 years.</p>	
7	<p>Budget 2023/24 (as recommended by F & GP)</p> <p>Budget for 2023/24 was presented and scrutinised by the F,GP&Audit committee and it was recommended for approval without any adjustments to the figures. Some narrative needed adjusting.</p> <p><u>All trustees were happy to approve the budget.</u></p> <p>The CFO will update and bring it to the next meeting.</p> <p>There is a new role at TLA for an EHCP coordinator.</p>	
8	<p>Internal Scrutiny</p> <p>The internal scrutiny reports got sent back today.</p> <p>A trustee asked if we were getting good service for the money?</p> <p>Answer: Yes, it was by a new provider this year.</p> <p>It keeps us compliant with the ATH.</p> <p>A trustee asked who the previous provider was?</p> <p>Answer: Cornwall Council, however it used to be the finance team, due to the changes with the AFH moving to the ATH it meant a bigger remit</p>	

	to cover, so moved away from solely finance.	
9	<p>CEO update (Inc. Safeguarding, Health & Safety, Data)</p> <p>MW shared the attendance headlines.</p> <p>Whole school attendance is 95.2%, above the national average.</p> <p>UA is 0.9% below the national average.</p> <p>11% persistent absence, below national.</p> <p>There were 42 children classed as having PA.</p> <p>PP children yearly is 94.1% above the national figure.</p> <p>The school has successfully fined 9 families for term time holidays. (including 1 pending)</p> <p>A trustee asked how much the fine was?</p> <p>Answer: £60 per child per parent in the first instance.</p> <p>89 parents have received the first attendance letter, 24 were given the second letter and 23 families attended attendance clinics.</p> <p>There has also been 1 fine for unauthorised absence which is not holiday related.</p> <p>It is the government's number one priority this year, and the attendance team at the school continues to do a great job at managing absence. The attendance policy was reviewed this year, ensuring the children want to come to school because they enjoy their learning.</p> <p>A trustee challenged how it was decided that the school was successful?</p> <p>Answer: There is a threshold, MW explained the process to the trustees.</p> <p>A trustee asked if the figures had improved from last year.</p> <p>Answer: The figures for PA were over 20% this time last year, almost halved now.</p> <p>Fines for UA which aren't holidays are more difficult for issuing fines.</p> <p>NOR: Both schools continue to grow.</p> <p><u>Harry Hart joined the meeting.</u></p> <p>SEN remains low at SIS, TLA remains stable at 54 EHCP's.</p> <p>UA at SIS has risen. There had been 2 reduced timetables at TLA.</p> <p>Staffing at TLA: 92, 1 extra job next year (EHCP coordinator) to support the ARB Leader with the 33 EHCP reviews.</p> <p>A trustee asked when the new candidate would start the role.</p> <p>Answer: September, the candidate has now been appointed.</p> <p>There will be 2 ECT's in their second year next year.</p> <p>2 long term staff at TLA and 4 teachers on maternity leave.</p> <p>1 TA that has been off for a while has decided to retire after 30 years service.</p> <p>1 vacancy for an ARB TA.</p> <p>Training for safeguarding happened last week, revisiting work from the beginning of the year. The safeguarding reporting system has changed to MyConcern.</p> <p>There have been 56 Op Encompass received at TLA, and 2 at SIS.</p> <p>A CIC has now moved to a residential care home in Devon. There has been a complaint from the school to the council team from the school regarding the way in which the situation was handled.</p> <p>One formal complaint relating to a GDPR breach, which is now resolved.</p> <p>Further to that there was an old error regarding a referral for a child's ADHD.</p>	

	<p>There was also 1 informal complaint regarding the first aid of a child, also resolved, but at an informal stage.</p> <p>1 informal stage complaint that the school resolved through the disciplinary process at SIS, confidential information was shared online. The LGB and the HR support guided them through the process, resulting in a written warning.</p> <p>Standards were highlighted to the LGB and Trustees.</p> <p>SAT's scores were very strong with reading, writing, maths combined not including ARB was 70%, with the ARB children included was still very strong at 64%, with the national average being 59%. Yr 4 MTC came out strong with 52% achieving full marks, against the national average of 31%.</p> <p>SIS average mark is well below the national average for the MTC.</p> <p>Phonics screening at SIS was in line with the national average.</p> <p>A trustee asked if we are performing better than other schools in Cornwall.</p> <p>Answer: Yes, we are.</p> <p>Challenges for both schools were discussed.</p> <p>Learning from Ofsted new priorities for TLA to include:</p> <p>Music curriculum to be further developed.</p> <p>New jigsaw PSHE curriculum to replace PSHE association.</p> <p>Document work on SMSC education across the school for ease of evidencing.</p> <p>TLA also needs to carry out an up to date parent and pupil survey. There was an attempt to do this at the last parents evening, however there was an IT issue. There was also an attempt at the sports day, however this did not go well due to the weather and the iPads could not be taken outside.</p> <p>A trustee asked if there were any fixes for the IT issues.</p> <p>Answer: Yes, ensuring that the form is shared with all parents via google form, not to be overwritten.</p> <p>The CEO continues to work closely with CACE.</p> <p>CEO has also completed his NPQEL, awaiting results in August 2023. SIS now has a fully trained SENDCO.</p> <p>The BSO has got a new job role and will be leaving the trust once her notice has been worked.</p> <p>SIS SDP shared with the trustees for 23/24.</p> <p>A governor asked what the consistency in the reception class would be like with the current teacher out of class to take on the temporary Assistant Headteacher role 3 days per week.</p> <p>Answer: The cover teacher already currently works in the reception class 3 days per week, so will see little to no disruption.</p>	
9	<p>Policies:</p> <ul style="list-style-type: none"> • Risk Management • Staff Leave of Absence <p>Both policies had minor updates.</p> <p><u>The trustees were happy to approve both policies.</u></p>	
11	<p>Confidential items</p> <p>Nothing was to be kept confidential.</p>	
12	<p>Date and time of next meeting</p>	

	Monday 25th September 2023 - Trustees meeting. Monday 2nd October 2023 - LGB meeting.	
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Meeting closed by Vice Chair at 6:51pm

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.