



**Board of Trustees meeting minutes, held on Monday 27th March 2023 at 5pm  
at Trevithick Learning Academy.**

<b>Present</b>	Philip Robinson - Chair Julia Dodson (Virtually) Ben Jones Alan Honeybone - from agenda point 4 Harry Hart (Virtually) - from agenda point 4 Alison Schofield - Auditor Chris Parham - (Virtually)
<b>In attendance</b>	Sam Newman - Governance Professional Will Johnson - CEO Kirsty Hitchens - Deputy Headteacher Jo Long - COO Belinda Burton - BSO Tom Kennedy (Prospective trustee, observing) Katie Fitzsimmons - Diocese Clare Kendle - Diocese

	<b>Item</b>	<b>Person</b>
<b>1</b>	<b>Apologies, welcome &amp; quorum</b> The CEO welcomed everyone to the meeting, apologies were received from Andrew Mercer, all other trustees were present. The meeting was quorate in line with Venture MATs Terms of Reference.	
<b>2</b>	<b>Declaration of business &amp; pecuniary interests</b> There were no new declarations of business or pecuniary interests.	
<b>3</b>	<b>Minutes and matters arising from the last meeting (27/02/23)</b> Minutes from the previous meeting were agreed to be a true and accurate representation of the meeting. The Vice Chair will sign the minutes. <b>Committee minutes:</b> <b>AGM (02/03/23)</b> A trustee <i>questioned</i> a comment from the Members, mentioning that they were not meeting more than once a year, and wondered whether there was a requirement for them to have more meetings. <b>Answer:</b> The Members only have one meeting per year, as written in the SoDA and AoA, they have an extremely detailed report from the CEO, as well as a finance update from the COO, they also get sent all minutes from the board of trustees meetings. It was arranged to have them meet for an additional meeting in December, however, the members were not able to make the meeting. This will be looked into with the governance professional again for the next academic year.	

	<p><b>F,GP&amp;Audit (08/03/23)</b> No comments arose regarding the minutes.</p> <p><b>SIS LGB EXT (23/03/23)</b> A trustee shared that the governor's comments about the Ofsted report being bland shouldn't matter to them, the report was a great report and the governors and staff at SIS should be extremely proud of the achievement.</p> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• Governance professional to forward the diocese feedback to trustees - completed.</li> <li>• SIS headteacher to share Ofsted report at the next meeting - completed.</li> <li>• Scheme of delegation to be reviewed - to be reviewed in Summer term.</li> <li>• Mountain leader training - to be moved to Summer term for review.</li> </ul>	
4	<p><b>Internal scrutiny feedback (Alison Schofield)</b> Alison Schofield presented the internal scrutiny audit on Safeguarding and Whistleblowing. The overall objective was to ensure assurance across all areas. Safeguarding - policies were published, approved and circulated to staff members, the processes are followed, Alison Schofield also met with the Safeguarding trustee (JD). Whistleblowing - Policy has been approved by the trust board, accessibility was also looked at. Training events had taken place, however, leaders have not had whistleblowing specific training, proportional to the likelihood of having to do anything within the process. Discussed with the Whistleblowing trustee (AH) policy identifies who the concern should be raised with, however, the reporting on the outcomes of the cases was not defined in the policy. The observation was that there were no detailed templates when doing the whistleblowing complaints. There were 4 findings within the report, the policy will be updated to reflect the findings for the next meeting. Central monitoring records - there were no issues currently identified, therefore, there would not be any reason to have any spreadsheets for this, there is a form, saved in a confidential area. A trustee <b>questioned</b> if sharing concerns would be managed differently? <b>Answer:</b> Yes, safeguarding concerns are managed through our 'safeguard my school' app, however, whistleblowing would be a separate procedure, through the whistleblowing policy. Allegations against staff members would also need to distinguish the difference between a safeguarding concern, rather than a whistleblowing concern. Each case needs to be assessed and understood which policy it would be covered by - concerns versus whistleblowing. Formalising guidance for the process - the flowchart will support this. Overall opinion is that there is low risk, reasonable assurance on the policies and procedures for safeguarding and whistleblowing. <u>Harry Hart joined the meeting.</u> A trustee <b>asked</b> about the red boxes with the letters inside and what they actually meant? <b>Answer:</b> The auditor gave a detailed explanation as to what the colours and numbers meant, satisfying the trustees query. Reasonable assurance is deemed as a positive assurance. The CEO stated that although the whistleblowing policy is something that is rarely enacted, it is good to have a clear, easy process. A trustee <b>challenged</b> if the school had done their own internal scrutiny, would the result have been the same? <b>Answer:</b> Yes, it would have come out as OK, this is why we use external assurance to highlight any issues. Every year these policies are discussed with staff, the nuances of them understanding</p>	

	<p>what the policies are for is possibly not fully understood every year, this is why the annual updates are good.</p> <p><u>Alan Honeybone joined the meeting.</u></p> <p>Alison Schofield thanked everyone for the support.</p> <p>Safeguarding trustee expressed that she was happy that she had a shared understanding of the process.</p>	
5	<p><b>Diocese education update</b></p> <p>Katie Fitzsimmons shared the Diocese Education Update for Trusts.</p> <p>Importantly this is about how the trust and the diocese collaborate well together.</p> <p>We share lots of information, KF and WJ meet regularly, as well as CP - Headteacher at SIS, tied in with Challenge Partners, Ofsted reports, all lined up to understand how the schools are performing within the Trust.</p> <p>Strategic overview, supported through regional directors office, DfE and Ofsted. Clare Kendle is aimed at governance for a supportive role, focusing on local governors, members and governance professionals.</p> <p>How we deliver a face to face role is highly based around Clare Kendle, providing SIAMS support, headship recruitment, RE and Collective Worship.</p> <p>Clare Kendle discussed foundation governance, meets with the governance professionals, looking at networking, training for foundation governors and trustees.</p> <p>Corporate members are made up of people from Askel Veur, who attend the members' meetings too.</p> <p>SIAMS framework is changing, moving away from reports of outstanding, good, satisfactory. It is more focused on giving narrative, reflecting on how well we know a school, where it is on its journey.</p> <p>There are two outcomes now; school is flourishing or; we want to support and work on something.</p> <p>Inspection questions were outlined. As a trust it matters, there is a new element to the trust framework, feeling that trustees can adequately discuss this.</p> <p>KF <b>expressed</b> that Venture MAT has supported SIS to flourish. How the recent Ofsted has supported shared learning, testament to the trust and the school.</p> <p>A trustee <b>questioned</b> about the list of inspection questions, and if there was a list of model answers.</p> <p><b>Answer:</b> There is a suite with documents which would support this, during the training sessions in the summer term this will be discussed.</p> <p>A trustee <b>asked</b> about best practices in CofE schools, and how to access it?</p> <p><b>Answer:</b> We talk about nearby neighbours, looking at schools similar in context, the national team are building something, issuing a report annually reflecting on the previous year of inspections. Within the Diocese, schools will be signposted to other schools that have been through the process recently to discuss any strengths they have.</p> <p>As it rolls out, it will be interesting to see what is shared with trustees to show the progress.</p> <p>A trustee <b>expressed</b> that within a small MAT, it should be easier to hold the leaders to account.</p>	
6	<p><b>Internal scrutiny revised scheme of work</b></p> <p>At the beginning of the year the areas of risk the board may have were assessed and from this four focus areas were chosen for internal scrutiny audits; safeguarding, whistleblowing, along with IT and premises.</p> <p>Trevithick has some personnel changes which are due to happen, or have happened very recently, this deemed it not the best time to have internal scrutiny for the areas of IT and Premises.</p> <p>The COO put forward two new areas that the trustees may wish to consider as replacements for this year, governance and payroll?</p> <p>The COO asked all trustees if they would be happy to change the audits to governance</p>	

	<p>and payroll this year.</p> <p><u>All trustees agreed to the changes for scrutiny audits.</u></p>	
7	<p><b>Ofsted report</b></p> <p>SIS headteacher shared the report.</p> <p>He directed the trustees to page two of the report, noting some key phrases, children are happy at SIS, staff have high expectations for the children, and parents talk positively about the school.</p> <p>In a few subjects, leaders have not yet clearly identified the important knowledge as an area to focus from ofsted.</p> <p>The headteacher suggested that there is a lack of staff to adapt the curriculum, and the focus would be to make it work for mixed age classes with less staff.</p> <p>The headteacher expressed that the entire staff were happy that this was the judgement from Ofsted.</p> <p>Overall judgements for each area showed that the inspectors were happy, as staff we felt some areas deserved more than a 'good' judgement, however, it was positive to know that the school no longer had the RI standard attached to its name.</p> <p>A trustee expressed that having read vast Ofsted reports, the St Issey report was a strong report, congratulating staff on behalf of the board of trustees.</p> <p>A trustee <b>asked</b> if there was any further comment to be made from the headteacher regarding the news of the recent passing of a headteacher awaiting an ofsted result.</p> <p><b>Answer:</b> No, I felt I said what was needed at the time.</p> <p>The headteacher thanked the staff at Venture and TLA for the support during the inspection.</p>	
8	<p><b>Governance matters</b></p> <ul style="list-style-type: none"> <li>Resignations IR, AM.</li> </ul> <p>The governance professional shared that two trustees had resigned from their duties with immediate effect.</p> <ul style="list-style-type: none"> <li>Terms of office - HH, AH (April) PR (May).</li> </ul> <p>There were three trustees that were coming to the end of their term of office during the next term, and the governance professional had conversations with all three trustees to clarify whether they would be happy to stand for another term.</p> <p>Harry Hart was happy to stand for another term of four years, the trustees agreed to co-opt him for another term, effective immediately.</p> <p>Philip Robinson was also happy to stand for another four year term, and the trustees agreed to co-opt him, effective immediately.</p> <p>Alan Honeybone did not wish to stand for another four year term, however, offered to stay on the board until a replacement was found. The suggestion was made to co-opt him as an associate member with a one year term, this would be effective from his current end date.</p> <ul style="list-style-type: none"> <li>Appointments / prospective new trustees</li> </ul> <p>Tom Kennedy had been invited to the trustee meeting as an observer. The trustees discussed his offer to stand as a trustee and unanimously agreed to co-opt him for a term of four years. The governance professional would now move forward with finalising the application process.</p> <p>Another lady had put her name forward to become a trustee.</p> <p>The trustees have been asked to consider her for a term of office, the governance professional will follow the application process.</p>	
9	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Latest budget monitoring report</li> </ul> <p>The BSO shared the reports, highlighting the main differences within them both.</p> <p>SEN and ARB has been updated for TLA, recording some HLTA and recruitment savings within the staffing line of TA's.</p> <p>Changes of funding within the ARB had led to extra income in-year.</p>	

	<p>A trustee <b>asked</b> if the money needs to be spent now?</p> <p><b>Answer:</b> No, it doesn't.</p> <p>The school has now had confirmation from the County for an increase of 10% for next year on top of the schools current PAN, at TLA is £10k per place plus banding. 3 extra children will equate to approximately £45k additional funding.</p> <p>Recruitment of staff within the special needs environment is proving difficult, with the additional funding coming in it will support the leadership team to re-evaluate the entire job description and pay rates.</p> <p>The key outcome would be to maintain the staff and invest in the future, leading to a better career path with strong staff retention.</p> <p>A trustee <b>asked</b> if we can look at special schools for support.</p> <p><b>Answer:</b> Yes, there was an initial discussion last week with another school that offered a job description for an EHCP coordinator role.</p> <p>Teachers line showed savings due to maternity, this is due to the date in which the parent started their maternity leave, it will, however, have an impact on next year's budget.</p> <p>Teachers can take shared parental leave and pay, taking 3 periods of shared parental leave, returning to work at the start of a holiday, going back to work, they would get full pay, extending their time off, same over the year.</p> <p>They will be on normal pay for three periods of time, rather than statutory maternity pay.</p> <p>Next year's budget will be budgeted for more periods of shared parental pay.</p> <p>Knock on effect is flexibility on their return to work, it has worked in the past, it will be maintained.</p> <p>Additional cost for legionella compliance.</p> <p>Curriculum is forecast to be in line.</p> <p>A trustee <b>asked</b> how the nursery was doing financially, compared to the last time the board met?</p> <p><b>Answer:</b> Small overspend due to staffing costs, however places are full.</p> <p>Overspends from additional staffing costs, looking straight after Easter at budgets for nursery at both schools.</p> <p>Woowoo toilet arrives this Friday.</p> <p>A trustee <b>asked</b> if anything specific is being done in regards to the nursery overspend, how can it get more places?</p> <p><b>Answer:</b> We will need to see what the numbers are, in addition to this the staffing numbers will also be looked at.</p> <p>The two year olds are where the growth will be.</p> <p>A trustee <b>asked</b> how many 2 year olds there are currently?</p> <p><b>Answer:</b> 12.</p> <p>A trustee <b>asked</b> if it was full?</p> <p><b>Answer:</b> Yes, it is. With the funding not being there for 2 year olds, a lot of the additional children are SEN.</p> <p>Since we have started wrap-around care we have seen more people staying, before, we could only offer school hours, this would cause parents to move to other nurseries within the local area that offered longer opening hours, 52 weeks a year.</p>	
10	<p><b>CEO update, to include safeguarding and Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• MAT strategic direction</li> </ul> <p>Discussed in confidential minutes.</p>	
11	<p><b>COO Update (Inc. Data Protection)</b></p> <ul style="list-style-type: none"> <li>• Review of Data Protection KPIs</li> </ul>	
12	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• VMAT Capability (staff/unions consulted 9/3/23)</li> <li>• VMAT Appraisal (staff/unions consulted 9/3/23)</li> </ul>	

	<ul style="list-style-type: none"> <li>• VMAT Complaints</li> </ul> All trustees were happy to approve all policies.	
<b>13</b>	<b>Confidential items</b> One item was discussed, there are separate minutes for this.	
<b>14</b>	<b>AOB</b> There was no other urgent business to address.	
<b>15</b>	<b>Date of future meetings</b> Monday 22nd May Monday 17th July F,GP&Audit 5th July	

Meeting closed by Vice Chair at 8:05pm

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.