



TRUST BOARD

Minutes of a Meeting of the Trust Board of South East Cornwall Multi Academy Regional Trust held at Liskeard School & Community College on Thursday 5th December 2019.

Present	Yes/No	Present	Yes/No
Dr S Brownlow	Yes	Mr J Kitson	Yes
Mr D Buckley, CEO	Yes	Mr C Marshall	Yes
Mrs H Casson	Yes	Mr Newton Chance, Chair	Yes
Mr B Cook	Yes	Mr C Stevens, Vice Chair	No
Mr J Crisp	No		

**In Attendance: Mrs J Lumbard, CFO
Mrs K Williams, Clerk to Trust Board**

1. **Welcome and Evacuation Procedure**
The Chair welcomed everyone to the meeting. The evacuation procedure was explained.
2. **Approval of the draft accounts and management letter following the Audit Committee meeting**
 - a) Trustees were present for the presentation of the draft accounts to the Audit Committee at 17.30. The Trustees agreed that the team are working well and thanked them for their hard work.
 - b) Trustees unanimously agreed to approve the 2018/19 report and Accounts.
3. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
Mr Newton Chance has updated his form.
4. **Apologies for Absence**
Mr Stevens sent his apologies in advance of the meeting which were received and accepted by the committee. Apologies from Mr Crisp had not been received.
5. **Approval of the minutes of the previous meeting held on 22-07-2019**
The minutes of the meeting held on 22nd July 2019 having been circulated in advance, were agreed as an accurate record and were signed by the chair.
6. **Progress on action points and matters arising**
M63. Reports and Recommendations from Committees
 - j) A Trustee commented that the Maths curriculum intent document was circulated and it was an impressive piece of work. It was queried how and when outcomes will be measured following this. It was agreed that this will be discussed at the next Learning Committee meeting. Clerk to add to the next meeting agenda.
Update: This was discussed at the Learning Committee meeting on 15-10-2019.
 - p) The growth of the school is a key issue as the village population is increasing. Mr Buckley explained that capacity of the school would need to be increased in one build. A Trustee voiced concern at the capacity of school on this approach. Mr Buckley explained that one of the key strategies of the MAT is to ensure the Section 106 funding is not being diluted. It was agreed that this should be discussed by

the Resources and Learning Committees. Clerk to add to agendas.

Update: This was discussed at the Resources Committee meeting on 29-10-2019.

M63. Reports and Recommendations from Committees

r) Looe – *Governors request induction training.*

Mr Buckley explained that Mrs Finch is reviewing the induction document. The Clerk has drafted a two-page summary for governors and it has been suggested that a letter from the Chair of the Trust Board should be included in information circulated to new governors. Mr Newton Chance will discuss this further with the Clerk.

Update: Mrs Finch is working on the induction documents and this should be ready in the New Year.

M63. Reports and Recommendations from Committees

t) Mr Buckley will provide information on the SMART IT Infrastructure for the Local Governors. This will also be included for discussion at the next Resources committee meeting. Clerk to add to agenda.

Update: This was discussed at the Resources Committee meeting on 29-10-2019.

M65. CEO summary of HT Reports – focus on Pupil Progress

g) A Trustee also noted that students with previous high attainment need to be appropriately challenged. Mr Buckley explained that students thought that the curriculum has stagnated but it was still challenging. A Trustee queried staff attendance and noted this is a recurring theme across the MAT. It was agreed that this should be discussed at the People committee. Clerk to add to agenda.

Update: This was discussed at the People Committee meeting on 14-10-2019.

M65. CEO summary of HT Reports – focus on Pupil Progress

i) A Trustee noted that there are issues with PP (Pupil Premium) attendance. Mr Buckley advised that this is a key priority and attendance is looked at in pupil group. A Trustee noted concern at the PP students that are at an alternative provision who are not achieving as they are still included on the number on roll at the schools. The achievement gap is nationally a problem. The MAT is trying to address this with the curriculum intent work and teaching methods. Mr Buckley advised that the gap is not widening. It was agreed that this should be discussed at each Learning Committee and should be a standard agenda item. Clerk to add to agenda.

Update: This has been added to the next agenda.

M66. To consider Internal Audit/Financial Oversight

d) A Trustee queried independent governance as the Audit and Resources committee have the same membership. Mr Buckley explained that substantial risks need to be reviewed by the auditors rather than internally. The AFH does not specify the membership of the Audit Committee. Mrs Lumbard explained that this has been discussed and investigated previously but suggested that Trustees need to be comfortable with this and this was discussed at length.

Mrs Lumbard will contact and ask for clarification from the ESFA.

Update: Mrs Lumbard has checked this.

M67. To consider how best to prepare for the new OFSTED framework

a) Mr Newton Chance and Mr Buckley have discussed this at length and it is agreed that this training should be delivered by the Headteacher and during a Local Governing Committee meeting. A Trustee queried the quality of this training might be variable across the trust. It was agreed that this would be an agenda item. Clerk to add to agendas.

Update: This was discussed the People Link meeting.

b) Mr Buckley is happy to provide Trustees with Ofsted training. This should be an agenda item for next Trust Board meeting. Clerk to add.

Update: To be added to next Trust Board agenda.

Action: Clerk

7. Reports and Recommendations from Committees

Minutes were circulated in advance of the meeting. From these:

a) People 14-10-2019

Governor Application forms have been discussed and revised. Recommendations have been given from learning points from governor hearing appeals. A suggestion is to ensure there is an experienced panel member and the possibility of using a pooled governor. **A Trustee asked if this is for all panels or just those that might end in dismissal.** Mr Buckley explained that there have been discussions surrounding the possibility of a Cornish MAT wide pool of governors or using ex governors from SMART on panels. **A Trustee asked if there is a training programme for governors in the MAT.** It was discussed that there are risks associated with using external panel members from outside the MAT but by not using this provision, it might stretch the capacity of governors. Trustees agreed that internal resources should be used in the first instance but if not possible, the governors may use pooled governors as trusted panel members.

b) Resources 29-10-2019

No arising issues to be discussed or approved by the Trust Board.

c) Learning 15-10-2019

Confidential appendix

d) Remuneration 29-10-2019 Confidential

The Committee gave assurance to the Trust Board that approaches are consistent across the MAT.

It was agreed that the Remuneration Committee has decision making power as delegated by the Trust Board but with the exception of CEO pay. CEO pay is a recommendation to the Trust Board for approval.

e) Recommendation from the Remuneration Committee

Mr Buckley left the meeting at 18.47

Confidential appendix

Mr Buckley re-joined the meeting at 18.49

f) MGLG 13-11-2019

A governor newsletter has been circulated to the LGCs (Local Governing Committees). This also needs to be circulated to the Trustees.

Action: Clerk

The results of the stakeholder survey have been circulated and following this, the unions have responded and would like to meet with the Trustees for an informal meeting.

8. Consider nomination of Chairs/Vice Chairs for Local Governing Committees:

a) Dobwalls – Tamsyn Hannah and Berni Yeatman

Landulph – Clarissa Newell and Helene Ansell

Liskeard – Ian Williams and Davina Finch

Looe – Kathy Iles and Penny Prisk

Saltash – Sam Gardner and Alan Sedgley

Trustees unanimously agreed to the proposed.

b) Trewidland – Trustees were in agreement that Vice Chair duties are to be delegated to Mrs Moran but Mr Pratt to be the named Vice Chair. In the event of long term absence or resignation of the Chair, Mr Pratt would hold the position until the matter was reconsidered.

9. Risk Register

The Risk Register was circulated in advance of the meeting. From this:

a) Mr Buckley explained that the Risk Register identifies 27 key risks which are linked to the strategic goals. We formally require the SLT (Senior Leadership Team) to identify key risks and

the mitigations in place.

- b) Mr Buckley explained that each risk could be allocated a Trustee owner. **Trustees wanted assurance on the underlying processes.** It was discussed that responses should be owned by LGCs as well as the SLT.

- c) It was agreed that the Risk Register should be discussed at each committee. Once discussed, an overarching view can then be taken by the Trust Board. Committees could then monitor the changes to risk. Clerk to add to the agendas

Action: Clerk

- d) Trustees agreed that they need better assurance of the underlying processes; confirmation that the Headteachers are using the same judgements with a consistency of application and the correct mitigations are in place for each risk. Mr Buckley will draft a guidance document of the process.

Action: D Buckley

- e) It was agreed that the Risk Registers will be circulated to committees for approval as to scope and assurance over underlying processes.

10. **CEO feedback on RSC meeting - Confidential**

- a) Confidential appendix

11. **CFO summary**

A document was circulated in advance of the meeting:

- a) Mrs Lumbard explained that she is currently updating the Management Accounts.
- b) **A Trustee asked when the Schools Forum meeting is scheduled for** and Mrs Lumbard explained it is Friday 13th December and the proposals are available. Mrs Lumbard can circulate to the Chair of the Trust Board.

Action: J Lumbard

- c) **A Trustee queried the outcome of the LGPS Triennial revaluation.** Mrs Lumbard explained that both the employer rate and the deficit lump sum payment had been assessed at the same as the value that has been in place for the last three years. This value had been assumed and included in the budgets that are in place for 2019/20.

12. **Adoption of Policies:**

- a) EYFS – Reviewed by Learning Committee
SEND – Reviewed by Learning Committee
Safeguarding – Reviewed by People Committee
Intimate Care – Reviewed by People Committee – To be reviewed by the Unions.
Subsequent to the meeting: The Clerk advised that the Intimate Care policy has been reviewed by the Unions on 19-09-2019 so the consultation process is complete).
Redundancy and Redeployment – Reviewed by People Committee
Staff Attendance – Reviewed by People Committee
HSW Statement – Reviewed by Resources Committee
- b) **Policies which have been consulted on by Trustees, Governors and Unions but not scrutinised by committees –**
Recruitment – Minor errors which will be forwarded to the Clerk for correction.
Home Working
Dignity at Work
Teacher Pay
Staff AUP

c) Trustees unanimously approved all the above policies and agreed to adopt them.

13. **SMART Trustee and Governor Code of Conduct** – Read and sign

a) It was agreed to defer this to the next meeting. It was discussed this document should be split into two documents for Trustees and Governors.

Action: Clerk

b) It was noted that “Schools Trust” should be used instead of MAT. **A Trustee asked in what context we would use this.** Mr Buckley clarified the instances this would be used. Trustees were content with this change in language.

14. **Items from Chair - constitution of Trust Board following Review meeting**

a) It was discussed that the Resources Committee has a vacancy. We need to recruit a H&S and Premises Trustee.

b) It was discussed that it would be beneficial to have an additional Trustee with a portfolio for Staff and Student Health and Wellbeing. It was unanimously agreed that this role should be recruited.

c) It was discussed and agreed that a suitable person for the H&S and Premises Trustee should be approached. Mrs Lumbard will obtain contact details.

Action: J Lumbard

d) **A Trustee asked if there was an accepted policy for Trustees who are not attending meetings** and it was discussed that this is included in the Code of Conduct. The Clerk will check the Articles of Association and advise further.

Action: Clerk

Subsequent to the meeting:

Code of Conduct:

- *We will make full efforts to attend all meetings and where we cannot attend explain in advance to the clerk why we are unable to.*
- *If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the SMART Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.*

Articles of Association:

70. A Director shall cease to hold office if he is absent without the permission of the Directors from all their meetings held within a period of six months and the Directors resolve that his office be vacated.

15. **Items from this meeting for report back to LGCs**

a) This information will be extracted from the minutes and all Trustees were in agreement to this approach.

16. **Date of next meetings:** 26-03-2020 and 21-07-2020

The Chair thanked the Trustees for attending.

The meeting closed at 19.44.

Action Summary	
M6. Progress on action points and matters arising M67. To consider how best to prepare for the new OFSTED framework b) Mr Buckley is happy to provide Trustees with Ofsted training. This should be an agenda item for next Trust Board meeting. Clerk to add. <i>Update: To be added to next Trust Board agenda.</i>	Action: Clerk

<p>M7. Reports and Recommendations from Committees <u>f) MGLG 13-11-2019</u> A governor newsletter has been circulated to the LGCs (Local Governing Committees). This also needs to be circulated to the Trustees.</p>	<p>Action: Clerk</p>
<p>M9. Risk Register c) It was agreed that the Risk Register should be discussed at each committee. Once discussed, an overarching view can then be taken by the Trust Board. Committees could then monitor the changes to risk. Clerk to add to the agendas d) Trustees agreed that they need better assurance of the underlying processes; confirmation that the Headteachers are using the same judgements with a consistency of application and the correct mitigations are in place for each risk. Mr Buckley will draft a guidance document of the process.</p>	<p>Action: Clerk Action: D Buckley</p>
<p>M11. CFO summary b) A Trustee asked when the Schools Forum meeting is scheduled for and Mrs Lumbard explained it is Friday 13th December and the proposals are available. Mrs Lumbard can circulate to the Chair of the Trust Board.</p>	<p>Action: J Lumbard</p>
<p>M13. SMART Trustee and Governor Code of Conduct a) It was agreed to defer this to the next meeting. It was discussed this document should be split into two documents for Trustees and Governors.</p>	<p>Action: Clerk</p>
<p>M14. Items from Chair - constitution of Trust Board following Review meeting c) It was discussed and agreed that a suitable person for the H&S and Premises Trustee should be approached. Mrs Lumbard will obtain contact details. d) A Trustee asked if there was an accepted policy for Trustees who are not attending meetings and it was discussed that this is included in the Code of Conduct. The Clerk will check the Articles of Association and advise further.</p>	<p>Action: J Lumbard Action: Clerk</p>

Feedback to LGCs	
Dobwalls	CoG/VCoG approved – Tamsyn Hannah and Berni Yeatman
Landulph	CoG/VCoG approved - Clarissa Newell and Helene Ansell
Liskeard	CoG/VCoG approved – Ian Williams and Davina Finch
Looe	CoG/VCoG approved – Kathy Iles and Penny Prisk
Saltash	CoG/VCoG approved – Sam Gardner and Alan Sedgley
Trewidland	Trewidland – Trustees were in agreement that Vice Chair duties are to be delegated to Mrs Moran but Mr Pratt to be the named Vice Chair. In the event of long term absence or resignation of the Chair, Mr Pratt would hold the position until the matter was reconsidered.