

MINUTES OF CELT TRUSTEES BOARD MEETING

MONDAY 18<sup>th</sup> MARCH 2024 AT 5 PM  
 POLTAIR SCHOOL

Present at the meeting:

Geoff Brown (GB), Chair; Jo Connolly (JC); Sean Dixon (SD);  
 Jane Nicholls (JN); John Simeons (JS); Sebastian Parker (SP);

Also In Attendance:

Lisa Mannall, Trust Lead (LM); Clare Ridehalgh, Deputy Trust Lead (CR); Tracy Cartmel, Chief Finance Officer (TC); Stephanie Thomas, Governance Professional (ST)

Item	<b>Welcome, Apologies &amp; Declaration of Pecuniary Interests</b>	<b>Action by:</b>
1.	<p><b>Minutes and Matters Arising from the Previous Meeting</b></p> <p>GB there had been good news following recent Ofsted visits to Poltair (Good), Newquay Tretherras (Good) and Newquay Primary (Outstanding). A huge thank you to all those involved.</p> <p>CR on P. 1; ML had requested that domestic incidents would be considered at Quality Assurance Committee (QA) for monitoring at LGB level. QA was due to meet in April.</p> <p>CR on P. 2; a disability discrimination complaint was due to go to tribunal after Easter. The claim of disability discrimination was being contested by the Trust. There had been aspects within the complaint that had been managed correctly. The young person did not have an EHCP. Matters had been handed over to legal advisors. Of the recent complaints made, none had progressed to stage 3.</p> <p>It was proposed, seconded and unanimously,</p> <p><u>RESOLVED 20240318 01</u> – that the minutes of the previous meeting held on 7<sup>th</sup> December 2023 be agreed as true and accurate.</p>	
2.	<p><b>Trust Leads Report</b></p> <p>LM introduced the full report that had been circulated prior to the meeting; CELT RAG, SW MAT P8 and Cornwall MAT KS2 Headlines.</p>	LM

It was agreed that changes regarding the role of Trust Lead would be discussed under Part 2 of the agenda. An announcement was also due in the bulletin on Friday 22<sup>nd</sup> March.

JS asked what impact proposed classroom changes would have on the Newquay Primary Academy (NPA) sports hall.

LM said that the Department for Education (DfE) was not prepared to offer any additional space. There had been 44 first choice requests for places and CELT only needed to take 30. They were questions about how increases in class numbers would work. Several possible classroom design changes had been considered without proper regard for access to toilets or outdoor play. The options looked at so far had included the conference room and had been considered unworkable.

LM referred to the fantastic parent survey for NPA that had been rated outstanding by Ofsted. The Local Authority (LA) needed to be stopped from sending out offer letters if they wouldn't fund room for additional children. The RDD's office had been supportive to date. It was noted that the proposals were not part of the sports hall, and they would be an addition.

LM it was necessary to act quickly because the offer letters were due out on 15<sup>th</sup> April. A meeting would be set up with Steve Double MP to which GB would be invited too.

JS said that NPA had done well to be rated outstanding.

JS asked what the impact on budgets would be.

LM either option may cost around £250K. They were looking for a solution to the problem and the RDD's office would be kept informed.

It was proposed, seconded and unanimously,

RESOLVED 20240318 02 – that a meeting be set up with the local MP, for the Trust Lead and Chair of Trustees to attend, to discuss the need for additional funding to give room for additional children at Newquay Primary Academy.

SD joined the meeting at 5.27 pm,

GB invited further questions on the Trust Lead's report.

JC asked when broadband would be upgraded to fibre.

LM said that they had not yet had confirmation about fibre.

LM

3.	<p><b>Finances</b></p> <p><u>3.1 CELT Management report – January 2024</u></p> <p>TC asked if there were any questions about the financial reports that had been circulated prior to the meeting.</p> <p><i>JS asked for an update about Newquay Tretherras (NT) minibus.</i> TC the minibus had been delivered. It had been paid for out of reserves with the PTA donating £10.5K towards it.</p> <p><i>JS asked about NT’s reserves.</i> TC said there was £600K available for the music block.</p> <p><i>JS asked about the budget overspends on staff furniture at Newquay Junior Academy.</i> TC said that there was a small overspend that may be due to the way orders were recorded on the system. The spending procedures were being reviewed. It was acknowledged that changes were needed in the specific ways of spending to help avoid the overspends.</p> <p><u>3.2 SMRSA Return Summary</u></p> <p>SD requested that the SRMA report be tidied up due to the chronology being wrong for the second time and no mention being made of the merger of two trusts to form CELT.</p> <p>CR felt that there wasn’t the robustness to the report.</p> <p>TC said that financial aspects for Year 4 were not clear, nor were ESFA recommendations on save and improve.</p> <p>CR said that the report had been shared as written and that she was happy to request those amendments. The ESFA had been informed that the report would go to the Board.</p> <p><u>3.3 Collective Resourcing Roadmap</u></p> <p><i>SD had heard that there was a belief at Newquay Junior Academy (NJA) that there would be changes made there.</i></p> <p>LM said that standards at NJA were very high. Unfortunately, the current position was unaffordable under the current allocation. It would be necessary to cut costs.</p> <p>TC it would be necessary to make the savings needed.</p>	CR

	<p>LM said that the budgets for NJA and NPA should be seen as one budget. It was felt that some savings could be achieved through natural wastage.</p> <p><u>3.3.1 Emergency PAN reduction</u></p> <p>CR reported that there had been a significant reduction in birth rate in the Mount Charles catchment resulting in lower than expected admissions across the St Austell area for September 2024. Data indicated that this was likely to be a reduction for the next 3 years and that maintaining two form entry would have a significant impact on budgets at Mount Charles and other local schools that are under PAN. Post a meeting with the Local Authority, the Trust had their support in applying to the OSA for an emergency reduction to PAN.</p> <p>It was proposed, seconded and unanimously,</p> <p><u>RESOLVED 20240318 03</u> - that an emergency PAN reduction to 30 be requested for Mount Charles School.</p> <p><u>3.4 Exceptional Procurement</u></p> <p>Requests for dispensation from quote limits had been made regarding works at Penrice Academy.</p> <p>It was proposed, seconded and unanimously,</p> <p><u>RESOLVED 20240318 04</u> – that dispensation from quote limits be granted for ceiling works at Penrice Academy.</p>	<p>CR</p> <p>LM</p>
4.	<p><b>Qualified Complaints Data Summary</b></p> <p>CR presented the complaints summary table. A Poltair stage 2 complaint had not been taken up. Newquay Tretherras had a complaint upheld for which the parent was asking for copies of the investigation. The request had been denied due to the complaint having been upheld.</p>	

5	<p><b>Meetings of committees – minutes were circulated prior to the meeting.</b></p> <p><u>5.1 Quality Assurance – SD</u></p> <p>SD it had been noted by the Committee that the trust had been performing well overall.</p> <p>LM said that at secondary level, the Trust was 3<sup>rd</sup> in the South West. The Disadvantaged data was just below the national average. Bodmin had been a huge challenge.</p> <p>SD asked if Fowey was slow to turn around in its performance.</p> <p>LM said that progress had now speeded up.</p> <p>SD asked about progress at Pondhu.</p> <p>LM said that last year the data had been fantastic. It was a well run school with good leadership in place and was cohort driven.</p> <p>LM said that there were concerns about Mount Charles. Due to staff changes that poor results would be likely this year.</p> <p>SD said that there was a lack of timely minutes provided for the QA meeting.</p> <p>LM said that they were grateful for the support from ST. There would be a roadmap for strategy for governance in place at Board Trust level and LGB level with additional support being brought in. The situation was looking better overall.</p> <p>JS asked about Penrice and Poltair.</p> <p>LM there was a more robust support programme that was more achievable now. It had been recognised that capacity was a huge issue.</p> <p>LM said that there would be an event held for potential new trustees later in the year.</p>	
5.	<p><u>5.2 Finance, Staffing and Remuneration – JS</u></p> <p>JS praised the work of TC. It had been a changing situation that had not been looking healthy.</p> <p>CR said that the projections were looking better now.</p> <p>TC said that reserves were projected at 5% at the end of the year and there was currently £2.5M revenue available. A lot could change. All orders would close on 1<sup>st</sup> May. It was hoped that money could be saved.</p> <p>LM said the team had a perspective on the current financial position. The team was the best it had been, and everybody was looking to improve on everything. More financial controls were being put in place, being trialled in the primaries first. Options for voluntary redundancy</p>	

	<p>were also being looked at. There had been no major changes in remuneration.</p> <p><u>5.3 Audit &amp; Risk – JC</u></p> <p>JC reported that all was fine and in hand. There had been a fraudulent breach for which there was a report pending from the auditors. The breach involved the use of a fuel card at around £60. As a result of the breach, procedures were now being checked to ensure they were robust enough for use of fuel cards. TC said that the process had worked but the breach had occurred. CR the matter was being reviewed and double checked.</p> <p><u>5.4 Estates, IT &amp; Climate – SP</u></p> <p>Coreus had presented to the Committee on carbon reduction and how they might support CELT. There was a lot of information for the Board to consider. CR it appeared that targets needed to be set before Coreus would say how those targets could be achieved.</p> <p>There was then a discussion about the factors affecting CELT’s ability to reduce its own carbon footprint. Those factors included initial costs for solar panels, control over new build specifications and electricity storage.</p> <p>It was proposed, Seconded and unanimously,</p> <p><u>RESOLVED 202403 05</u> – that a Carbon Footprint Working Group be formed to consider the way forward and report back to the Board. On the group will be LM, SP, SD, JS and representatives from Estates.</p> <p><u>ACTION</u> that a Carbon Reduction paper be put to the Board for discussion at a future meeting.</p>	LM
6.	<p><b>Governance Action Plan</b> The recommendations and suggestions from the report were noted for information.</p>	
7.	<p><b>CELT Lettings Policy</b> The proposed policy had been circulated with the papers for the meeting.</p>	

	<p>It was proposed, seconded and unanimously,</p> <p><u>RESOLVED 20240318 06</u> – that the CELT Lettings Policy be approved</p>	
8.	<p><b>AOB</b></p> <p>It was noted that Bodmin Single Academy Trust had been dissolved and was no longer a corporate entity.</p> <p>ST the confirmation statement was due to be submitted to Companies House by 29<sup>th</sup> March 2024. There were a couple of late changes to be made to the record. CR/ST would provide information to TC for her to get the statement submitted.</p> <p>It was proposed, seconded and unanimously,</p> <p><u>RESOLVED 20240318 07</u> that the confirmation statement be submitted on behalf of the Trust.</p> <p>JS had visited Poltair and Penrice LGBs. He would meet with LM to discuss collaborative resourcing and strengthening the LGBs.</p> <p>SD had recently attended the Chair’s Forum where there was a challenge about RIGs being seen at trustees marking their own homework. Whilst he was happy with both LGB and RIG models, it was helpful to have trust-wide agreement.</p> <p>There was discussion about shared supply cover and centrally managed administrative support could be further developed but it would require budgets to be set now for next year. There were a number of academies/schools that were considering their current status as an LGB or RIG.</p> <p>CR said that in both the TOR and Scheme of Delegation that an LGB shouldn’t be chaired by a trustee but that a RIG could be.</p> <p>SD it would also be helpful to have a standard CELT template for headteachers’ reports.</p> <p><u>ACTION</u> - LM would re-visit headteachers’ report templates.</p>	<p>CR/TC</p> <p>LM</p>
9.	<p><b>Date, time and venue of next meeting</b></p> <p>The next meeting would be held on 8<sup>th</sup> July 2024 at 8.30 am at the Atlantic Centre.</p> <p>Part A of the meeting closed at 6.45 pm when LM, CR, and TC left the meeting.</p>	

10.	<b>Part B – Confidential Session</b> The confidential session started at 6.50 pm (minuted separately)	
	<b>The above minutes were approved and agreed as a true record.</b>  <b>Signed</b> _____ <b>Dated</b> _____ <b>Chairperson</b>	