

MINUTES OF CELT TRUSTEES BOARD MEETING

WEDNESDAY 14th JULY 2021 8 AM
ATLANTIC CENTRE & VIRTUAL

In Attendance:

Geoff Brown (GB) Chair; Sebastian Parker (SP); Steve Dunn (SJD); Ashley Mann (AM);
Virtual – Kym O’Mara (KOM); Greg Slater (GS); John Simeons (JS); Jason Knights (JK);
Jonathan Childs (JEC); Jo Connolly (JC)

Also In Attendance:

Lisa Mannall (LM); Sarah Karkeek (SK); Clare Ridehalgh (CR); Claire Carter (CC) Clerk

Item		Action by:
1	<p>Welcome, Apologies & Declaration of Pecuniary Interests Apologies received from Sean Dixon – accepted. There were no declarations.</p>	
2.	<p>Minutes of previous meetings, and matters arising from minutes Full Board meetings 24th February 2021 and Part B– minutes agreed and approved. To be signed as a true record. Matters Arising – Full Board 24th February 2021 Chairs Action 22nd June 2021 Matters Arising 4.1 Planned Admission Numbers NPA September intake is 18 4.8 Pay Review GS questioned the decision to ringfence Poltair and Pondhu. This is due to them previously following NJC rather than Cornwall.</p>	
3.	<p>Safeguarding – Standing Item SK informed the meeting that the document ‘Keeping Children Safe in Education’ had changes that would be in effect from September. The emphasis has been added around the role of the Trust Board and LGBs, their strategic leadership and responsibility around Trust safeguarding arrangements. Amy Daniels has been appointed as full-time Safeguarding Trust Lead who will be in post from September taking a strategic lead and will report to these meetings when required to give assurance that Trustee responsibilities are being carried out. There is a clear statement regarding a zero-tolerance approach to peer on peer abuse and any sexual harassment. Trustees need to be aware that this could be happening within our Trust. It is the Trustees responsibility to ensure that our staff understand their safeguarding responsibilities. Previous procedure would entail staff, at induction, being given the policies to read and sign. We now need to ensure that staff understand the policies. AD will be putting these procedures in place.</p>	

	<p>SK Thank you for completing the 21 questions. The result of those received indicates that we need to look at our communication with schools and the impact. This will be part of SK's work next year and for Trustees to recognise the impact that is being had.</p> <p>SK reported that Ofsted have a clear focus on safeguarding and reported on the outcome of a nursery who had been inspected and reported as inadequate due to staff not being able to answer specific questions.</p> <p>Action: CR/CC to share summary Ofsted review powerpoint with Trustees</p>	<p>CR/CC to circulate report</p>
4.	<p>Trust Lead Report</p> <p>GS What is the progress on RIG at NJA?</p> <p>The RIG was requested by the Headteacher and not imposed. Huge progress has been made on how close NJA, Tretherras and Trenance are working. One challenge is to find out why girls above expected at KS2 are not above expected when they leave. Data is now being pulled together to scrutinise impact.</p> <p>GS Sickness reporting identified 2500 long term days, how does this benchmark against other Trusts, as this seems high?</p> <p>CR this information can be sourced for the next meeting. This data is not being flagged on any of the GIS data or the Workforce Census. We do have 1098 staff.</p>	<p>CR to provide data</p>
5.	<p>Finance Report</p> <p>Report provided as scrutinised by JS who does a very rigorous drill down.</p> <p>GS Do the reduced PANs create any difficult staffing decisions?</p> <p>CR PANs are monitored in advance and any changes are planned for. This is monitored on a termly basis and you will continue to receive this report.</p>	
6.	<p>Academy Trust Handbook</p> <p>The document provided by DfE was circulated along with a summary report with key point changes.</p> <p>The document was taken as read.</p>	
7.	<p>Closing the Gap update</p> <p>SK information was circulated in the pack regarding quality first teaching, this is the lever to improve life chances for everyone.</p> <p>Achievements this year - we have completed year 1 of our 4-year journey. The Local Authorities Head of School Effectiveness stated that 'it was a privilege to visit our schools', all schools primary and secondary, were talking the same educational language which is a huge achievement. Staff have been trained up. There are metacognition leads in all schools. A tool kit has been developed to highlight the end result for children, from completing instructional rounds. The tool kit will be shared with Headteachers tomorrow. The University is continuing to work with us as is the Education Endowment Foundation. 45 people are now trained in schools on Reading for Pleasure, and every school is now aware that the key is ensuring every child can read. There is a list of 100 books every child should read before they leave CELT. A real focus on reading and writing.</p> <p>GB Pleased that all the schools feel part of CELT, one Trust which is very effective.</p>	

8.	<p>Policies</p> <p>8.1 CELT Backup and Disaster Recovery practices CR this was rated as our highest risk on our Live Risk Register. This is being enacted on by all of our schools. Action: Accepted and approved</p> <p>8.2 Scheme of Delegation Policy There is a requirement to review annually Action – Accepted and approved</p>	
9.	<p>Receive Sub-committee minutes & Chairs updates</p> <p>9.1 Quality Assurance – 26th April & 5th July 2021 JS The QA meetings show that we are making progress on a number of fronts and that we are focusing on the areas that need improvement and seeing the results.</p> <p>9.2 Estates, IT & Climate – 11th May 2021 SP Suggest that Estates committee move around to different sites to have a tour. This will be an opportunity for the Heads to enlighten the Trustees on any areas that require investment. Action: CC to organise diary dates to allow visits to school sites GS Is it relevant for a Chairs letter with other Trust Chairs to write to Cornish MPs on the SCA allocations? CR We are now engaged in the next round of the condition improvement survey which will factor into the SCA. It is considered by Local Authority benchmarking nationally to be in a better condition. This action was not recommended. GS Has the GLL money been received? CR GLL money has been received up to May. We are in discussion to receive the next quarter payment. The Sports Centre is going strength to strength. GS Regarding the programme on Newquay Primary Academy, I would be interested to visit the site. Trustees invited to Wednesday meetings on site at 10 am SJD The modules are arriving on site. The school will open in September in a temporary unit for which we have planning permission. The opening date keeps pushing back from Spring 2022 now likely to be Easter 2022. The funding agreement has been signed off, a readiness to open meeting with DfE has been held, all the issues for us to run the school, including the Ofsted inspection have been completed.</p> <p>9.3 Finance, Audit & Risk – 18th May 2021 The meeting on 22nd June was covered under Chairs Action. The meeting was not quorate, there is a need to consider membership of committees to ensure they will be quorate.</p> <p>9.4 Staffing & Remuneration – 4th March & 6th May 2021 Thank you for the Trust and Members letter circulated which backs up our thanks. GS What is the strategy, recognizing the challenge, for the Estates Trust Lead? LM Report was sent out yesterday outlining the Estates strategy for information. Finance and CR are now attending those meetings with LM, which covers all areas. There is no justification to employ extra staff with the team and schools receiving a quick response. The situation will be kept under review for the next 12 months.</p>	CC to organise diary dates
10.	<p>Election of Chair of Trustees GB nominated. GB agreed to take the position of Chair</p>	

11.	<p>Election of Vice Chairs Proposed GS and AM. Both agreed to take the position of Vice Chair GB thanked AM & GS for their support over the last academic year.</p>	
11.	<p>Membership and structure of committees QA – SD Chair; JS VC Estates – SP Chair; JEC VC Finance, Staffing & Remuneration – JS Chair; KOM VC Audit & Risk -JC Chair; KOM VC JK to be added to A&R committee structure</p> <p>Trustees with Responsibilities John Simeon – Safeguarding Ashley Mann – Whistleblowing Sebastian Parker – Health & Safety Action: All the above agreed to remain in post.</p>	
12.	<p>Date, time and venue of next meeting – 8th December 8 am at St Austell Office</p>	
	<p>AOB LM thank you to everyone who attended the training session with David Carter, in place of the Full Board meeting. It has had a huge impact in schools with his 100-day plans. Action: David Carter to be invited to do a further session to facilitate discussion. SJD it would be good for the Trust to revisit some parts of the training, especially the autonomy to standardisation. JEC Reminder that email addresses should not be released. This will be amended. JEC What happened to the IT at St Mewan? A neighbour cancelled their contract with BT who switched off the school as well as the neighbour. Compensation is being pursued. AM How is the effect of Covid and bubble extraction in schools? PHE shut Pondhu for 10 days, Fowey shut last week, whole school are now being closed. Penrice and Tretherras on return from half-term did away with bubbles. There is clear evidence that this is not being transmitted in schools. GS Thanks and congratulations to the staff who put on the G7 Cornwall Schools Eco Conference, really positive day. Lots of positive profiling and that it is continuing beyond conference, moving the Climate Agenda forward across Cornwall schools. GB This is the last meeting for SK we would like to record our appreciation to SK for everything that she has done for NET and CELT over the years, and look forward to working with you in the future. The Board presented SK with a bouquet.</p>	<p>LM to contact DC</p>
	<p>The meeting closed at 9.10 following Part B business being completed.</p>	
	<p>The above minutes were approved and agreed as a true record.</p> <p>Signed _____ Dated _____ Chairperson</p>	