

**MINUTES OF**  
**FULL BOARD MEETING**  
 Held on Monday 9<sup>th</sup> December 2024 10 am at Atlantic Centre

In Attendance:

Geoff Brown (GB) Chair; Sebastian Parker (SP); Sean Dixon (SD); Jo Connolly (JC); Sally Foard (SF); John Simeons (JS); Helen Casson (HC); Sarah Goswell (SG). Virtually: Ashley Mann (AM)

Also In Attendance:

Lisa Mannall (LM); Clare Ridehalgh (CR); Richard Baker (RB); Tracy Cartmel (TC); Christie Saunders (CS).

<b>Agenda Item</b>		<b>Action by:</b>
1.	<p><b>Welcome and apologies</b></p> <p>GB welcomed everyone to the meeting, especially Helen Casson and Sarah Goswell. Everyone introduced themselves.</p> <p>The minutes of the previous meeting held on 17<sup>th</sup> September 2024 had been circulated in advance of the meeting.</p> <p>The minutes were checked for accuracy and no observations were made and the minutes were therefore <b>AGREED</b>.</p>	
2.  2.1	<p><b>Safeguarding</b></p> <p>GB stated that 25% of trustees have not yet completed the mandatory Safeguarding training this year and needed to complete this.</p> <p><b>Safeguarding report and presentation</b></p> <p>The Safeguarding report was circulated prior to the meeting. AD presented the Safeguarding presentation. The following key points were noted:</p> <ul style="list-style-type: none"> <li>• The Annual Safeguarding Training is still not at 100% for all Trustees, Governors and Staff.</li> <li>• MARU referrals have increased by 53%, which is a 159% increase from this time last year.               <ul style="list-style-type: none"> <li>○ St Mewan has become an increasing concern which is due to a change in demographic.</li> <li>○ Luxulyan and Fowey have also increased compared to last year especially within the younger year groups.</li> </ul> </li> </ul>	

- Mental Health has been a growing concern at Mevagissey.

SD asked why the demographic had changed at St Mewan?

AD stated that they are pulling from a wider catchment area.

HC asked if there is more concern or if it is being reported more accurately and if there was a concern around schools who had 0% reported?

AD stated that there is more concern, especially within the younger age groups and that there is a worry with the 0%, especially in Child on Child Abuse and that this has become an area of focus.

- There are 3 complex cases at Penrice.
- There are still a high number of concerns at Bodmin.
- A robust plan has been put in place regarding tackling and intervention for Child on Child abuse as there is still work to be done around recording.
- Harmful sexual behaviours are a growing concern.
- The DSL at Brannel is working closely with the mental health team.
- There has been a positive impact during work around weapons and shown a sharp decline.
- Continued increase in domestic abuse.
- There has been work on bereavement for staff who are affected by cancer but equally on supporting staff with bereavement of students and staff.
- Reviewing reporting misogyny.

HC asked if there is someone external who audits practice?

AD Justine Hocking completes the Audit.

GB asked why Maru referrals have doubled?

AD stated that over the last year the Trust raised better awareness and completed a lot of training. This year there had been an increase in significant hardship and testing family situations.

JC asked how the working relationship has been with the Local Authority (LA) and if there had been any changes as the LA were already struggling with capacity.

AD stated that CELT and the LA had been working effectively together for the most part and that CELT are challenging them when needed especially regarding the push back on Early Help.

*A discussion was held regarding inviting the LA to future meetings.*

AD presented the Case Study.

SD asked if the Case Study has a neurodivergent diagnosis and if not, are the school treating the student appropriately in the meantime?

AD stated that the student has not yet been diagnosed but is on the pathway and has been supported appropriately for the last 3 years.

	<p>LM thanked Amy for providing the information and enabling the Trustees to understand more about what AD and team are dealing with.</p> <p><i>A discussion was held around the amount of new DSL's and the work that has been done since AD joined the Trust.</i></p> <p><i>SD asked if there had been any plans for succession planning for AD in the future?</i></p> <p>AD stated that several people have been identified within the team to progress to the next steps.</p> <p>SD suggested AD could bring some of the team who have the skill set to progress to a future meeting to present to the board.</p> <p><b>Action: CS to send out date of the next Safeguarding training to all Trustees.</b></p>	CS
<p>3.</p> <p>3.1</p>	<p><b>Finance Reports</b></p> <p><b>CELT Finance report December 2023</b></p> <p>TC stated that the lack of funding is a cause for concern and that moving to GAG Pooling will help resolve some issues.</p> <p>The Finance team are working on 25-26 budgets and lots of work is being done to ensure it is robust and sustainable.</p> <p>The DFE met with CELT to discuss the Bodmin business case in which more work is to be done to get the narrative correct and that the DFE want to see the positive impact.</p> <p>GB stated that the report was very comprehensive.</p> <p><i>A discussion was held regarding the funding increase.</i></p> <p>The funding did not fund the increases. The Funding Formula will be discussed in December via the LA and CELT will then announce the formula.</p> <p><i>SD asked if there is anyone in the team who can replace TC in the future and if succession planning has been considered?</i></p> <p><i>A discussion was held regarding succession planning and the skill set that TC has and what would be required in the future.</i></p> <p>LM stated that the future CFO will need to have a strategic view alongside an accounting overview like TC.</p> <p><i>A discussion was held regarding reviewing how the Trust is structured and if the CFO should be embedded within the Executive Leadership Team (ELT).</i></p> <p>TC stated that a business degree has been discussed in which one member of staff has shown an interest.</p> <p>LM stated that during the 25-26 budget planning this needs to be investigated further and that a task and finish group should be organised.</p> <p>JS suggested that TC could arrange for potential staff members to attend a full board meeting to present and meet the Trustees.</p> <p>SD stated that the Trust is very successful, and a concern is valuable people that are in key places leave.</p>	

3.2	<p>The trustees agreed this is a worry and agreed to arrange a task and finish group.</p> <p><b>Action: To arrange a task and finish group to look at succession planning.</b></p> <p><b>CELT 2024-25 Budget Summary</b></p> <p>No comments made.</p>	CC
4.	<p><b>Trust Lead Report</b></p> <p>The Trust Lead Report was circulated prior to the meeting.</p> <p>LM reported the following:</p> <p>The Trustees need to be aware of the upcoming decisions that might be required regarding the 6<sup>th</sup> form at Bodmin and Tretherras.</p> <p>Newquay Tretherras (NT) have been supplementing the 6<sup>th</sup> form and it is not currently sustainable.</p> <p><i>A discussion was held regarding the intake at Bodmin and NT 6<sup>th</sup> forms and plans that other 6<sup>th</sup> forms in the local area have and the potential of working in partnership.</i></p> <p>SD asked if CELT would need to commission an external review to work alongside another 6<sup>th</sup> form?</p> <p>LM agreed that a full external commission would need to be done.</p> <p>SF stated that from her visits to Bodmin she believes there is potential and opportunity at Bodmin 6<sup>th</sup> form.</p> <p><i>A discussion was held regarding Bodmin and NT sharing a budget and resources including staff.</i></p> <p>GB stated that they will review the data at the end of January and then make contact to request an external review.</p> <p><i>AM left the meeting 10.55am.</i></p> <p><i>A discussion was held regarding the Jason Thomas Dance school at Bodmin.</i></p> <p>The Trustees agreed with CR's recommendation that discussions take place with Cornwall College to transfer the provision. If this was not possible JTDS would be advised not to take any further pupils on to courses from September 2025.</p> <p>LM presented the Trust KS4 performance table in which CELT was 7<sup>th</sup> and stated that CELT are up there and improving constantly. The changes that have been made at Bodmin have changed the whole feel of the school and are improving the life chances of the students.</p> <p><i>A discussion was held regarding Higher Education having one budget throughout the Trust.</i></p>	

	It was agreed that the feel within the Trust is that the schools provide a safe and secure environment.	
5.	<p><b>Scheme of Delegation Standards Monitoring Board</b></p> <p>It was stated that at the recent Chairs Forum there was a discussion around the Scheme of Delegation proposed changes which have now been made and circulated.</p> <p>A discussion was held at the Chairs Forum regarding the name of the Board and it was suggested that it instead could be each schools name's Monitoring Board e.g. Penrice Monitoring Board.</p> <p>The Chairs agreed it was a good model and were happy with the Scheme of Delegation after the changes.</p> <p><i>A discussion was held regarding the Scheme of Delegation changes and that they would evolve over time.</i></p> <p>The board <b>AGREED</b> the new Scheme of Delegation.</p>	
6.	<p><b>Receive committee minutes &amp; Chairs updates</b></p> <p>6.1 <b>Estates, IT &amp; Climate – 14th October 2024</b></p> <p><i>GB asked if the drainage at Newquay Primary Academy had been sorted?</i></p> <p>LM confirmed it had been resolved and that they were returning to the original plans. NPA is still on track for completion on 20<sup>th</sup> December with a moving in date of the 17<sup>th</sup> January.</p> <p>6.2 <b>Finance, Staffing &amp; Remuneration – 21st November 2024</b></p> <p>JC and JS stated that the Chair of Audit and Risk and Finance needed to be swapped.</p> <p>6.3 <b>Audit &amp; Risk – 21st November 2024</b></p> <p>No comments were made.</p>	
7.	<p><b>Governance Action Plan – Reviewed November 2024</b></p> <p>This document was discussed and considering we now have new Trustees this needs to be reviewed.</p> <p><b>Action: CC to update the Action Plan with the support of JS and the Audit committee.</b></p>	CC
8.	<p><b>Admissions Consultation</b></p> <p><b>Primary Admissions – Changes to PAN</b></p> <p>8.1 CR stated that proposed amendments for PAN within primaries had gone out for consultation due to the drop in birth rates.</p> <p>8.2 <b>Secondary Admissions – Changes to priority of oversubscription (St Austell &amp; Bodmin)</b></p>	

	<p>CR reported that in preparation for the potential new school the PAN at NT has been adjusted but could be increased as required.</p> <p>The LA has requested that the over subscription criteria be switched which should not cause any significant changes to CELT.</p> <p><i>A discussion was held regarding the new school and the recommendation to reduce the planned 2-form entry at Newquay Primary to 1-form for the foreseeable future unless parental first choice demand is significant.</i></p> <p>CR stated that the number of students attending Trenance directly affects Newquay Junior and that there is a wider responsibility to ensure all schools thrive.</p>	
9.	<p><b>Areas for review</b></p> <p>9.1 <b>Link Trustees</b></p> <p>It was agreed to discuss this at the next meeting.</p> <p>A discussion was held regarding the number of meetings the Link Trustee attends per year.</p> <p>It was agreed at a minimum of 1 per year.</p> <p>9.2 <b>Trustee Committee Structures</b></p> <p>It was agreed to discuss this at the next meeting.</p>	
10.	<p><b>Policies</b></p> <p>10.1 <b>Health &amp; Safety Policy &amp; notes</b></p> <p>No comments were made.</p>	
1	<p><b>Date of Next Meetings</b></p> <p>1. 18th March 2025 17:00-19:00 at Poltair</p> <p><i>A discussion was held regarding holding an additional meeting before February half term to allow the Board to meet with Dan Morrow and offer support.</i></p> <p>It was agreed to hold the meeting on Monday 3<sup>rd</sup> February at 9.30 am held at Atlantic Centre.</p> <p><b>Action: CS to invite the Trustees and Leadership team to the additional meeting.</b></p>	CS
12.	<p><b>The Meeting closed at: 11.43am</b></p> <p><b>The above minutes were agreed and approved.</b></p>   <p><b>Chair (Signature)</b> _____</p> <p style="text-align: center;">Geoff Brown</p> <p style="text-align: right;"><b>Dated</b> _____</p>	