

MINUTES OF CELT TRUSTEES BOARD MEETING

WEDNESDAY 16th MARCH 202 4 PM

NEWQUAY SPORTS CENTRE & VIRTUAL

In Attendance:

Geoff Brown (GB) Chair; Sean Dixon (SD); Jane Nicholls (JN); John Simeons (JS)

Virtual – Greg Slater (GS); Jo Connolly (JC)

Also In Attendance:

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

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| **Item** | Sarah Withers, Commercial Manager, NQT Sports Centre took Trustees on a tour of the building and gave a briefing on the future vision of the Centre. The Centre membership totaled 45 on takeover, membership is now at 852. | **Action by:** |
| 1 | **Welcome, Apologies & Declaration of Pecuniary Interests**  Apologies received from Steve Dunn, Sebastian Parker, Jonathan Childs & Kym O’Mara – accepted. There were no declarations. The meeting was quorate. |  |
| 2. | **Minutes of previous meetings, and matters arising from minutes**  **Full Board meeting 8th December 2021**  4. Receive and agree CELT accounts. Section 2Key Audit and accounting matters  Going concern – Following the review of financial documents the Audit & Risk Committee will discuss, consider and minute their decisions as part of their remit.  7. Safeguarding Amy Daniels to be invited to attend Trustee meetings to state 5 top things dealing with currently.  **Agreed: Minutes were approved as a true record.**  **Action: All questions and responses to be circulated to Trustees** | CC |
| 3. | **Finance Report**  3.1 Summary CELT finance budget report 21-22 – **Received and noted**  3.2 Anti-fraud checklist for academy trusts  Audit use this document as a base to share DfE antifraud checklist and ensure Trustees are aware of remit.  **Action**: **List to be shared with Audit and Risk Committee.**  3.3 School Resource Management Self-Assessment – **Received and noted**  3.4 Penrice Business case  Chairs Action approved moving forward with an agreement to consult with the unions on 16th March. JS to be point of contact for future consultation with CR. | CC |
| 4. | **Safeguarding (standing item)**  Training has been delivered by Amy Daniels to LGB governors on ‘Understanding the role of safeguarding governor’ held on 11th January 2022. A short training session on Whistleblowing will be delivered on 23rd June to LGB Chairs and governors with responsibilities.  AD will be revisiting Brannel to review previous review results. DSL’s across the Trust meet regularly, cpd has been arranged and Peer on Peer will be reviewed.    **Action: Date to be arranged with AD for JS to attend review meetings.** | CC |
| 5. | **Scheme of Delegation for Local Governing Bodies and Rapid Improvement Groups**  Every school will have an LGB unless it has been suspended, at which time a RIG will be implemented.  Amendments to be made to section 2.15 as noted.  Minutes from LGBs to be reviewed at QA committee.  A discussion was had regarding Newquay Junior and the current situation with the RIG regarding processes in place and the eventual return to an LGB.  **Action: It was agreed to continue with the RIG until the school is on the road to excellent and then reinstate the LGB** | CC |
| 6. | **Trust Lead report**  The contractors for NPA have gone into administration through the Scottish Court. Kier have been appointed to make the site safe and put things right at NT. There will be a new procurement for a contractor. It is expected that they will refuse to continue on the site as is and will want to clear it.  The DfE have commission a survey for sites around Newquay, including part of the Zoo! The new school and safer routes will be built at the same time. The Rugby pitches have been suggested however Sport England may object. Another option is the tractor shed at Newquay Sports Centre which the Duchy have agreed can be demolished and school built there. This would be an ideal space for the children to take part in PE and use all the facilities.  LM had written to DfE with a vote of no confidence to provide a school. Had spoken directly to Steve Double and had email contact with the Schools Minister. Trustees to write a letter to DfE/Ministers if necessary.  **Action: GB to write letter of thanks to Steve Dunn who has been supportive through all this. A vote of thanks was recorded for Steve’s hard work in trying to drive NPA forward against all the odds.**  It was requested that full names be used in the Estates report rather than initials.  Staff shortages due to Covid has closed down two-year groups in NT and Mount Charles.  SD are we able to do an audit on nutritional value of the meals our children receive, are they going hungry? LM stated that all pupils in years Reception, 1 and 2 are entitled to free school meals and will be ordered a meal. The nutritional value of meals at secondary schools are minimal as students can purchase items of choice. Caterers have been challenged to design meal deals  GS asked if uniform was another area for students to be proud of. Are we doing all we can for PP students? LM stated that Brannel has spare shirts that they can give to students, NT has uniform shops. Schools are supported by Trust to provide uniform. Pastoral Leads are doing a good job. All secondary schools are able to name students who require support. |  |
| 7. | **Policies**  7.1 Unacceptable Behaviour Policy  Thanks to the Chair of Governors at Carclaze who test drove the policy.  *JC left the meeting.*  7.2 Complaints Policy – to be circulated at the next meeting  The Policy will be streamlined and reduced from 4 stages to a 3-stage process. The 4th stage will reference Ofsted/ESFA.  7.3 Finance Policy  Section on GAG pooling has been included.  **Action: Unacceptable Behaviour & Finance Policies approved.** |  |
|  | **Receive committee minutes & Chairs updates**  **8.1 Audit & Risk – 12th January**  **8.2 Finance, Staffing & Remuneration – 12th January**  JS had received updated finance report and had drilled down and was happy with the explanations received.  **8.3 Quality Assurance – 17th January**  Very positive meeting we have been unable to focus on exam results this year as there have been no validated tests. Independent external reviewers have been in schools as a critical friend which has been powerful with feedback on how schools are doing and provide trust wide validation. There is an admirable amount of work going on to drive up standards.  Simon Pollard, Headteacher Carclaze had delivered a presentation on his Ofsted experience. Preparation is key; great support received from Trust. Best of luck for Lostwithiel today.  **8.4 Estates, IT & Climate – 27th January**  Nothing extra to report |  |
| 9. | **External Review of Governance update**  Confederation of School Trusts (CST) had been commission to carry out the review. Following a brief discussion, it was agreed to cancel the CST review and contact a local National Leader of Governance to carry out the review, paid for by RSC for a 5 day review.  **Action: Contact NLG to complete external review** | CC |
| 10. | **Strategic Risk Register**  Brannel has been added as No. 1 risk to Trust. LM reported that a Lead HMI had been commissioned for a day to get them ready for Ofsted. LM was not 100% convinced of areas around safeguarding and behaviour, based on this could not say they would get Good, and that there were ‘no surprises’.  Fowey remains at No. 2 risk to Trust. The LGB has been stood down and a RIG is now in place. Redeployment of teaching and support staff has been implemented. Thank you SD for volunteering to sit on RIG. QA committee are closely monitoring Fowey. QA needs to ask if the Trust could have picked up that things were not right earlier. It is important to learn how fast a response is required. Headteacher of Brannel sits on the RIG and Claire Bunting, Mount Charles has been deployed as School Improvement.  Peer on Peer Abuse remains at No 4 with ongoing work including the completion of safeguarding audits.  Cyber Security is currently a heightened alert due to the conflicts in Russia/Ukraine.  Skilled LGB has been removed from the Live Register as substantive agendas have been updated to reflect 4 Ofsted categories. |  |
| 11. | **Date, time & venue of next meeting – 6th July 4 pm at Newquay Tretherras** |  |
| 12. | **AOB**  12.1 Headteacher vacancy at Mevagissey School  Stewart Gynn is to return to Bishop Bronescombe as Headteacher. There is currently an advertisement for a Head of School and not Headteacher at Mevagissey.  12.2 Sharing of LGB/RIG minutes  Discussion was held regarding the benefits of Trustees receiving copies of minutes. It was agreed that issues may be picked up earlier. Further discussion was held regarding Trustees attending LGB meetings as observers providing a 2-way communication. Clerks and Chairs of LGBs have been requested to list 3 key risks or 3 key areas they want Trustees to know from their meetings to compile a summary report to Trustees. This would give Trustees the opportunity to flag issues and give a formal route for communication with LGBs.  Trustees could not be on an LGB as clear separation of duty is required. However, Trustees could take an interest in and visit an LGB as an observer, providing support and not to be limited to one school.  **Action: LGB Committee meeting dates to be circulated to Trustees**  GS Are pupil, parent and staff surveys organised by individual schools? CR reported that the Trust are currently test driving a staff survey with Edurio, a people action plan on staff wellbeing. Our schools use different products, we will move to a Trust base model.    12.3 Succession planning & review of governance  Through the 5-day review Trustees can check that they have structures and procedures in place and whether they are fit for purpose. Everyone feels comfortable in discussing any concerns, not being confrontational, but a critical friend.  SD It would be beneficial to receive external scrutiny reports which will triangulate information. It was agreed that a summary of every external report should be forwarded to QA in the current format.  **Action: LM to forward reports to CC for circulation to QA** | CC  LM/CC |
|  | **The meeting closed at 1800 hrs.** |  |
|  | **The above minutes were approved and agreed as a true record.**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairperson** |  |