

MINUTES OF CELT TRUSTEES BOARD MEETING

WEDNESDAY 16TH SEPTEMBER 2020 8 AM

ATLANTIC CENTRE & VIRTUAL

In Attendance:

Geoff Brown (GB); Greg Slater (GS); Steve Dunn (SJD); Jonathan Childs (JC);

Sebastian Parker (SP); John Simeons (JS); Ashley Mann (AM).

Virtual – Sean Dixon (SD); Kym O’Mara

Also In Attendance:

Lisa Mannall (LM); Sarah Karkeek (SK); Andy Keast (AK); Claire Carter (CC)

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| **Item** |  | **Action by:** |
| 1 | **Welcome, Apologies & Declaration of Pecuniary Interests**  CC welcomed everyone to the first Trustee meeting of the academic year.  Apologies received from Jason Knights – accepted.  CC reminded Trustees to complete and return their declaration of business & pecuniary interests form and thanked those who had. |  |
| 2. | **Nominations & Elections**  Expressions of interest and nominations had been received prior to the meeting.  **2.1 Chair**  Geoff Brown had been nominated and accepted the position of Chair. Unanimously elected.  **Resolved: GB chair for 2020/2021**  **GB took over as Chair**  **2.2 Two Vice Chairs**  Ashley Mann and Greg Slater were nominated and accepted the positions of Vice Chair. Both unanimously elected  **Resolved: AM & GS Vice Chairs for 2020/21** |  |
| 3. | **Minutes of previous meeting & matters arising**   1. **Full Board Meeting 8th July 2020. Minutes were agreed and approved.**   **Matters Arising – Actions**  Targets for Trust Lead to be set Autumn 2020  Financial Training for Trustees has been organised for 19th January 9 – 11 at Atlantic Centre.  Reference national guidelines in Data Protection Policy – in hand  Review Admissions Policy across CELT  Pondhu join CELT 1st September – completed | PM Cttee  MB  LM |
| 4. | **Sub Committee composition & responsibilities**  Committee members to remain the same.  Audit & Finance to be renamed Audit, Risk & Finance to take into consideration Academies Financial Handbook recommendations | CC |
| 5. | **Review of Terms of Reference**  **5.1 Quality Assurance**  ‘Minutes of all meetings to be circulated to all members of the Board of Trustees’ to be added to QA Terms of Reference.  **5.2 Audit & Finance**  **5.3 Staffing & Remuneration**  **5.4 Estate, IT & Climate Emergency**  All ToRs to be circulated once amended |  |
| 6. | **Safeguarding**  Substantive changes have been made with a new paragraph regarding COVID, and additions regarding mental health issues.  We have had the highest record of staff and pupils returning to school in September. We do have vulnerable staff. Risk Assessments are carried out and updated weekly. Every school will have, each week, 10 testing kits delivered.  GB asked for thanks to be passed on to all staff who have worked tirelessly throughout the pandemic. Thanks to the staff at Tretherras who dealt with the issue last week. Please convey our appreciation, it was very professional all the way through. | LM/SK  newsletter |
| 7 | **Policies – Declaration of Understanding**  **7.1 Academies Financial Handbook and Finance Policy & Scheme of Delegation**  **7.2 Keeping Children Safe in Education**  Documents were circulated for reading previously – Trustees to sign declaration of understanding. |  |
| 8. | **Trust Lead Report**  There has been an increase in Newquay Tretherras 6th Form numbers. We are working towards reducing Poltair’s PAN. Pondhu joined the MAT successfully on 1st September.  A Visioning Day has been arranged, due to restricted numbers, it will be held at St Austell offices and Atlantic Centre. Heads and Trustees being split across the sites.  There remains a leadership position in HR, we have in the meantime approached NEO for support to specialise in pay and grading.  Following consultation with ARK, CB & JP it has been agreed that we need another person equitable to CB & JP to line manage Estates personnel.  Regarding IT we will hopefully by half-term have a model for the next 3 years planning for investment in IT, what that will look like when looking at using SCA money. There has been mass investment in Poltair, their IT system was completely stripped out over the summer and new servers, switches and cabling have been installed.  There is an advert for the position of COO. We have had a huge amount of interest; interviews are to be held on 30th September. The successful candidate will be in place for January.  Ashley Mann left the meeting. |  |
| 9. | **Finance and Estate Update**  Overall the Trust is in a relatively good state.  Thanks to Tracy Cartmel and David Horwell who have worked since May to ensure the finance structure is ready. The new accounting system has been deployed across all the sites and training is being carried out.  GS asked what the situation was with Pondhu? Pondhu’s estate has come across in a healthy situation, some works have been completed over the summer and there are some latent issues.  ARK said goodbye to all the Trustees as this would be his last meeting. The post had been a great challenge, particularly work on the merger. There is an amazing team of people to support the Trust.  GB thanked ARK for being an amazing COO – there was an astounding round of applause. |  |
| 10. | **AOB**  **10.1 Training -**Trustees Financial Workshop 19th January 9 - 11.30 at Atlantic Centre.  **10.2 Spaceport –** GS stated he had not had any replies from Headteachers regarding the invite.  **Action: LM to remind Headteachers and for this to go in the newsletter** | SK/LM |
| 11 | **Date and time of next meeting**  9th December 2020 5 pm at Brannel School  **The meeting closed at 9.55 am** |  |
| 11. | **The above minutes were approved and agreed as a true record.**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairperson** |  |