

MINUTES OF CELT TRUSTEES BOARD MEETING

MONDAY 19th SEPTEMBER 2023 5 PM
ATLANTIC CENTRE & VIRTUAL

In Attendance:

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

Also In Attendance:

Clare Ridehalgh, Deputy Trust Lead (CR); Claire Carter Governance Professional (CC);
Tracy Cartmel, Chief Finance Officer (TC)

Item		Action by:
1.	<p>Welcome, Apologies & Declaration of Pecuniary Interests Apologies received from AM and LM were accepted. It was noted that AM would be prepared to stand as Vice Chair or stand down.</p>	
2	<p>Finance Report 2.1 CELT Finance report September 2023 Q&A from pre-finance correspondence JS Do you have any information on why the forecast budget was so wrong so late in the year? Was this unforeseeable stuff, or just poor forecasting? IMO Bodmin is big enough that forecasts should be reasonably reliable for most things except for costs imposed by the government, e.g. teacher pay rises? Unfortunately, due to time constraints there was not time to undertake a full budget plan for the three months.</p> <p>JS Catering/FSM is becoming a serious problem, and there are some bits I really don't understand? The catering FSM issue is now resolved, this was a one year issue only. Bodmin forecast £35k, actual £22k – As above Treherras forecast £101k, actual £71k – Internal catering and staffing had changed compared to the budget Penrice forecast £27k, actual £94k - The budget here was not reflective of the actual and was not updated based on the year before due to staffing sickness. Brannel forecast £55k, actual £70k – Internal catering and therefore price inflation is the impact of the additional forecast year end position. Poltair forecast £56k, actual £104k - The budget here was not reflective of the actual and was not updated based on the year before due to staffing sickness</p> <p>JS Why is Bodmin (the biggest school) so much lower, both forecast and actual? Bodmin is for June – August only due to when joined the Trust. JS Why is Penrice so much over forecast? As above</p>	

All budgets were approved in June/July 2022 and forecast to be over continual once identified. Trustees did not reapprove any areas during the Spring term. We do not keep asking Trustees to reapprove budgets as this is not a good idea. It is best to ask in July and maybe September, so that you can monitoring against these and understand why things were positive or negative in budgeting. There are many reasons why things change with a budget and for FSM catering this should all be resolved this year.

2.2 CELT 2023-24 Budget summary

The revised budget for 2023-2024 had been circulated prior to the meeting.

- The InSync project will be implemented at Secondaries with integrated Curriculum Financial planning.
- Conversations have been had with Secondary Headteachers regarding recruitment, being strategic and not duplicating positions.
- Across Trust/Secondary School discussion around recruitment.
- Additional strategies include business case at Bodmin.
- Possible falling numbers on roll in St. Austell area, discussions are being held with HR.
- Working practices are embedded as a collaborative approach to new recruitment. Insync has made this easier to adapt.

SD – Is the deficit explained by the 0.5%?

This includes support staff pay increases and staff growth in the Central Team. We have applied for and received some TCAF funds, further funding has been requested. We have not spent more than the Trust is prepared to support.

JC – what about other funding?

We have gone back to ESFA, TCAF (Trust Capacity Fund) and challenged regarding support for Bodmin.

JC – It is red; if the growth funding pays off and we will need to do something with Primaries.

This will be reviewed when numbers in Primaries are known. In March/April 2024 the budget should look different. We will review central staffing if a 6th Secondary school does not join the Trust.

A meeting has been held with ESFA. There is a need to restructure and look at TCAF funding. When the Bodmin business case has been completed this will be sent to ESFA. The restructuring costs over 3 years include redundancy costs.

SD- Will there be more costs to bring up to standard?

Bodmin College is currently over staffed. We are now looking at budget changes which all takes time to evaluate each member of staff and transition. We will need to look at service, pensions and the need to deliver education. There is a 4 term model to sustainable structure.

GB – The teaching 6.5% pay rise only funding to 6%, there is no funding for support staff. CELT is better off financially than other trusts and in a better place.

Action: Letter to be written to the DfE.

Action: Trustees approved revised 2023 budget.

GB

	<p>2.3 Finance Policy & scheme of delegation Document received and noted</p>	
3	<p>Safeguarding – Standing Item Amy Daniels joined the meeting. The updated suite of 12 safeguarding policies were circulated prior to the meeting.</p> <ul style="list-style-type: none"> • There are no significant changes. • The Code of Conduct needs to be robust. • The Child Protection policies ensure we keep within expected guidelines. • CELT is going above and beyond. • Trustees attended the Keeping Children Safe in Education Safeguarding Training and thanked Amy Daniels. • Relationships with CAMHs is improving. • Thresholds are not being met; it is falling to pastoral teams to work with pupils which is stretching support • CR and AD have spoken with RSD regarding attendance and strategy. There was a positive receipt of strategy. • AD gave an overview of students missing school. The Hub is driving strategies. 	
4	<p>Declaration of Business & Pecuniary Interests Trustees completed the Declaration of Pecuniary Interests.</p>	
	<p><i>JC left the meeting at 5.35</i></p>	
5	<p>Appointments and Elections GB informed the meeting that JN having resigned had been persuaded to stay as a Trustee until she moves house.</p> <p>5.1 Chair of Trustees – Geoff Brown 5.2 Vice Chairs of Trustees – Sean Dixon & Sebastian Parker 5.3 Safeguarding Trustee – John Simeons 5.4 Whistleblowing Trustee – Geoff Brown 5.5 Health & Safety Trustee – Sebastian Parker 5.6 Finance, Staffing & Remuneration Chair and Committee – John Simeons 5.7 Audit & Risk Chair and Committee – Jo Connolly 5.8 Estates, IS & Climate Emergency Chair and Committee – Sebastian Parker 5.9 Quality Assurance Chair and Committee - Sean Dixon 5.10 Ethics Chair and Committee – Mark Lees</p>	
6	<p>AoB – Feedback from Link Trustees <i>Port Isaac</i> GB - Simon Pollard has been acting headteacher, Emma Williams has now been appointed from Luxulyan. Attendance is slowly improving. AD and CR have worked hard to ensure school is compliant. Fire doors were changed in October funded by Local Authority. Fencing has been completed and drainage has also been improved. Funding to be applied for from Doc Martin. <i>Pondhu</i> GB - Attendance has increased and Exclusions decreased. <i>Poltair</i> JS – RIG is to become an LGB. Results were encouraging, there were a couple of dips which had been identified by HT and have now been addressed. Dips were in</p>	

	<p>individual sciences; the timetable has been tweaked to accommodate and computer science has been revamped. P8 students are doing well & PP students. The school is improving dramatically.</p> <p><i>Newquay Junior Academy</i> SD - Results have been encouraging.</p> <p><i>Fowey</i> SD - Progress has been slow and disappointing this year. Require reassurance from LM and RB this will improve. The HT has been in post less than a year we do not want to be in the same place as last year. CR – Attendance was the lowest and is now the highest in Trust.</p> <p><i>Bodmin College</i> JN - Bodmin college was on Cornwall live for detentions and shoes. CR – The Chair of Governors has now stepped down. Bodmin link Governors will be ML (Chair) and JN.</p> <p><i>Brannel</i> SD - Brannel results were disappointing and will now be a RIG. CR The most qualified complaints were for Brannel. CR announced Lucy Gambier will now be the Executive Headteacher at Penrice and Brannel as stated in the newsletter. AD will spend one day a week on SLT. There were 11 incidents of racism on pupils, 8 involved the same family. There is a need for the school culture to be looked at. It was indicated at Trust level these were concerns not addressed. The next step is to take a closer scrutiny. A safeguarding audit by LA and CELT is to be undertaken, the staff do know it, however this is not being dispersed across the school. Joe McGovern is also being deployed to look in more detail at SEND.</p> <p>6.1 Academy Trust Handbook Received</p> <p>6.2 Academy Trust changes Received</p> <p>6.3 HE Report LR gave an update on her report.</p> <p>6.4 Q&As from August budget See Q&As attached.</p> <p>6.5 Terms of Reference Audit & Risk Estates, IS & Climate Emergency Finance, Staffing & Remuneration Quality Assurance Ethos Amendments were made to committee member and quorate numbers.</p> <p>6.6 Annual Planner Received</p> <p>6.7 SEND Trustee – Geoff Brown</p> <p>6.8 Carers Trustee – Jane Nicholls</p>	
7	<p>Date, Time and Venue of next meeting – 7th December 2023 8.30 am at Atlantic Centre (Members AGM & Auditors)</p>	

	The meeting closed at 18.35	
	The above minutes were approved and agreed as a true record. Signed _____ Dated_____ Chairperson	