

MINUTES of the BOARD MEETING

**24 May 2018, 5.00 p.m. at St.Austell Printing Company Conference Centre
St Austell Business Park**

Part A Public

	<p><i>Present:</i></p> <p>Michael Cooper (MC) - Chair Kevin Pearce (KP) - Vice Chair John Simeons (JSim) Shaun Netherton (SN) Greg Slater (GS) Ramon van de Velde (RVDV)</p> <p><i>Apologies:</i></p> <p>Jeremy Barnard (JB)</p> <p><i>Not in attendance:</i></p> <p>Julie Seyler (JS) - Vice Chair</p> <p><i>Also in attendance:</i></p> <p>Pam Tuckett - Auditor (part till 5.40 p.m.) Paul Towe (PT) - Chief Executive Officer & Accounting Officer Jill Gerrish (JG) - Chief Operations Officer Graham Groves (GG) - Governance Officer</p>	
<p>1.0</p>	<p>Welcome & Apologies</p>	
<p>1.1</p>	<p>MC welcomed everyone to the meeting particularly Pam Tuckett the Auditor.</p>	
<p>1.2</p>	<p>JS was not present.</p>	

2.0	Declaration of Business & Pecuniary Interests relevant to items on the agenda	
2.1	None	
3.0	Confidential Item - Proposed merger	
3.1	<i>This item is recorded in separate Part B – Confidential minutes.</i> Pam Tuckett left the meeting at 5.40 p.m.	
4.0	Minutes of previous meetings & matters arising not picked up by the agenda	
4.1	The minutes of the meeting on 15 March (Part A & B) and 26 April 2018 (Part B) were approved as true and accurate records of the meetings.	
4.2	Directors asked for a progress report regarding Luxulyan and the monies requested by Cornwall Council. <i>This is minuted in the confidential section as relates to confidential discussions.</i>	
4.3	Directors asked for an update in respect of GDPR. JG confirmed that responsible persons are in place in the individual schools namely the school administrators and the Operations Manager in the case of Penrice. She said that Mark Braham of NET was working for the Trust on a 0.3 basis as the Data Protection Officer and on IT strategy and it was good value for money for the Trust to cover this in this way. She said Ben Bull would be doing a report before he leaves at the end of May and was also meeting JSim the GDPR Director. She said information had been provided to the schools including what they need to keep and for how long. GS asked for reassurance that IT was operating smoothly and tickets dealt with. PT said it was much improved. Directors agreed that MC should do a letter to Ben Bull on behalf of the Board thanking him for all he had done on GDPR compliance. JG agreed to assist in drafting this.	MC/JG
4.4	MC raised the updated Complaints Policy. It was confirmed this would be brought to the June or July meeting to ensure it is in place for September 2018.	GG
4.5	MC said it had now been agreed to leave the Ethos project that JSim was going to do for the moment.	
5.0	CEO's Report	
5.1	<u>LGB Spring reports</u> - PT said it is really important that the Board gives feedback to these reports. He said some had raised issues for example Lostwithiel in respect of a PLT Newsletter - in fact that was already something being worked on. In general though there were very few issues raised. There was an LGB Chairs' meeting on 7 June 2018 and feedback would be provided at that meeting. It was clear from the reports that there is collaboration across the schools and they should be	

	<p>commended for that.</p> <p>KP raised that risk needed to be more than a standing items for LGBs he wanted it to be clear that there has been proper discussion.</p> <p><i>The remainder of the CEO report was confidential and is subject to a separate confidential - Part B minute.</i></p>	
6.0	COO's Update	
6.1	<u>Budget Monitoring</u> - JG reported that three schools were in deficit which was mainly caused by sickness.	
6.2	<u>CSA Updates</u> - JG reported that in respect of the Penrice science block the estimated cost was £400k for refurbishment and £650k for the new build. The tenders had now come in over budget and one suggestion was not to replace the roof. Directors expressed concern as to the advice that been given originally. JG said that there had been no condition survey on Penrice when it joined the Trust as it was the lead academy, she confirmed that a condition survey was now being done.	
6.3	<p><u>GDPR Policies & Procedures</u> - The Board approved the following:</p> <ol style="list-style-type: none"> 1. Clear Desk Policy 2. Data Breach Procedure. 3. Privacy Notice for Parents and Pupils. 4. IT Services Acceptable Usage Policy. 5. IT Services Information Security Policy. 6. IT Services Network Policy. 7. Record Management:Access to Information. <p>JG would confirm to Ben Bull these had all now received Board approval in advance of the implementation date for GDPR the following day.</p> <p>GS asked if there could be analysis of any trends that the Board should be aware of. JG agreed to look at this and report back to the Board.</p>	<p>JG</p> <p>JG</p>
6.5	<u>Gender Pay Gap Report</u> - The Board approved the report for 2018 which showed the Median Gender Pay Gap now was 40.0% down from 59.8% in 2017. JG would ensure the new report is on the PLT web-site.	JG
7.0.	Standing Items	
7.1	<u>Health & Safety</u> - JG confirmed that there was nothing significant to report.	
7.2	<u>Novel Contentious & Repercussive Transactions</u> - JG confirmed this was to ensure these are reported to the Board and it is raised with ELT and the LGBs. She confirmed there was nothing to report.	
7.3	<u>Safeguarding</u> - PT said Safeguarding is a delegate responsibility to the LGBs the Board should be aware that adequate processes are in place. He said a report would be brought to the Board this term.	
8.0	Governance	
8.1	The letter from the EFSA dated 5 March 2018 was noted by the Board.	

8.2	There was no objections in respect of the draft schedule of proposed dates for meeting in 2018-19.	
9.0	AOB	
9.1	<i>The items raised were confidential and are subject to a separate Part B Confidential minute.</i>	
	MC thanked everyone for attending the meeting and closed the meeting at 7.10 p.m. <i>Date of next Board meeting 21 June 2018 at 5.00 p.m.</i>	
	Signed:	Date: