

MINUTES of the BOARD MEETING

9 November 2017, 5.00 at Trust Office, St Austell Business Park

Part A Public

Item	Subject	Action
	<p>Present:</p> <p>Michael Cooper – Chair Kevin Pearce – Vice Chair Julie Seyler – Vice Chair Ramon van de Velde Greg Slater John Simeons Jeremy Barnard</p> <p>Apologies Received & Accepted:</p> <p>Shaun Netherton</p> <p>Also in attendance:</p> <p>Richard Baker – Principal Penrice – item in respect of Penrice results only Paul Towe (PT) – Interim CEO Jill Gerrish (JG) – Interim Chief Operations Officer Graham Groves (GG) –Governance Officer</p>	
1.0	<p>Welcome: New attendees were welcomed to the meeting including Graham Groves the new Governance Officer, and new Directors Greg Slater and John Simeons.</p>	
2.0	<p>Apologies Received and Accepted: Shaun Netherton</p>	
3.0	<p>Declaration of Business & Pecuniary Interests Relevant to the Agenda</p>	
3.1	<p>None</p>	
4.0	<p>Previous minutes of the 28 September 2017 were accepted as an accurate record of the meeting.</p>	
5.0	<p>Matters arising</p>	
5.1	<p>It was reported that the policy management system implementation was ongoing. Existing Directors had been issued with logins and new directors would receive logins in due course. Some issues had been identified with the functionality and these were being rectified by the software provider. Once fully functioning, the system will allow PLT to make policies accessible to Directors and staff.</p>	<p>JG</p>
5.2	<p>Risk Management training had been arranged the following week.</p>	
5.3	<p>Progress on whistleblowing is detailed in 9.0 below</p>	
5.4	<p>Progress on the CEO recruitment is detailed in 6.2 below.</p>	

5.5	The Governance Officer had now been appointed.	
6.0	CEO Report	
6.1	<p><u>Penrice Results 2017</u></p> <p>Penrice results 2017 were reported to the board and discussed.</p> <p>The new 1-9 scale is a challenge for the school, pupils and parents. The school was pleased with the outcomes. The as yet unvalidated progress 8 score came out as 0.13, Roseland Academy had come out top for progress 8 in Cornwall their score was 0.85</p> <p>Penrice is focusing on progress this year and is very much targeting the strong intake of pupils in Year 7. The School have set very high targets this year. MFL was doing well, but there was room for improvement in History and Geography.</p> <p>It was noted that Penrice serves its pupils well.</p> <p>The school and all the staff were congratulated for a superb set of rests. It was recognised the results were a great credit to the head and the school for what they had achieved with the pupils.</p> <p>The Board passed on its thanks to the LGB and staff at Penrice.</p>	
	RB left the meeting at 5.10 p.m	
6.2	CEO Recruitment	
	<p>The CEO recruitment was discussed and the following was confirmed:</p> <ul style="list-style-type: none"> • A shortlist had been prepared for the CEO position following Skype interviews. • The next round of recruitment involved an activities day and school visits on 14 December 2017 and formal interviews on the 15 December • The contract had been advertised at 50% however candidates had been asked if they could accommodate an 80% to 100% contract if more time was required. • Flexibility had been highlighted as a key requirement of the role. • The shortlist included some strong candidates. 	
6.3	Audit Committee	
	The Chair highlighted the need for another Director on the audit committee to release the Vice Chair from the role of Audit Chair. Any suggestions/ nominations would be welcomed	ALL
6.4	Potential New Directors	
	The Board of Directors are looking to strengthen the board by recruiting a Director with an educational background following a skills audit of the Trustees.	
6.5	Accident at Penrice	

	<p>A recent accident at Penrice was discussed and progress noted as follows:</p> <ul style="list-style-type: none"> • The procedure around notifying the Trust Board of accidents was reiterated. • The incident had been reported to the HSE and the Trust's insurers. • The HSE had not yet notified the Trust that a visit to Penrice would be required. • The injured pupil was back at school with a support care plan in place. <p>Directors and Governors were reminded that when they are in school they should keep a look out in respect of potential Health & Safety issues, as they were potentially another set of eyes.</p>	
6.6	Premises Condition & Strategy	
	This will be on the agenda for a subsequent Board meeting as would office space.	
6.7	Training Session	
	It was reported that the Risk Management session was useful. Other training sessions would be run in early 2018.	
6.8	Confidential item	
6.9	Cyber Attack at Penrice	
	There had been a ransomware cyber attack at Penrice. This was not a deliberate attack on the school but rather a third party infection. The antivirus systems had detected this attack but were not able to remove it. No data had been lost.	
6.10	<p>RSC Visits</p> <p>The RSC had visited three primary schools within the trust and reports had been issued. A further visit is planned for Spring Term 2018. Each school will work on an action plan in preparation for these meetings with support from the CEO.</p> <p>Additional consistency and regularity of reporting would be improved.</p> <p>A further meeting was held between the Trust and the new RSC and a subsequent letter was received from the RSC.</p> <p>The Board agreed to write a reply and arrange further meeting with RSC representatives.</p>	<p>PT</p> <p>PT</p> <p>MC</p> <p>JS</p>
7	Confidential item	
8	OUTTURN FINANCIAL YEAR 2016-17	
	<p>Original budgets had been updated by subsequent board decisions that gave rise to the management budgets included in the Board papers.</p> <p>All budgets had a favorable outturn compared to management budgets with the exception of Mount Charles and the Central Team. Overall, the outturn was £27K better than forecast when compared to management budgets.</p> <p>The Trust reserves policy states that all schools should hold 10% of the schools GAG in reserves. This was not currently the case at Fowey and Lostwithiel and future budgets were set to rectify this position over a two year period.</p>	

	<p>Penrice outturn was very positive and Directors congratulated the Principal and LGB for achieving this result.</p> <p>Budgets remained challenging moving forward and there are areas of budget where the individual schools could improve.</p> <p>The board approved the outturn reports.</p> <p>The Trust had received £859K towards capital expenditure via a School Condition Allocation, and would receive a similar sized allocation in 2017/18.</p> <p>The board approved the carry-forwards.</p>	
9.0	WHISTLEBLOWING POLICY	
9.1	<p>The Whistleblowing Policy was approved having been previously circulated to Directors and would be published on PLT and individual school websites</p> <p>Whistleblowing training would be arranged for the Whistleblowing Director</p>	<p>GG</p> <p>JG</p>
10.0	ANY OTHER BUSINESS	
10.1	<p>Dates of next Board Meetings</p> <p>4 December 2017 Extra Meeting</p> <p>14 December 2017</p> <p>8 February 2017</p> <p>15 March 2018</p> <p>24 May 2018</p> <p>21 June 2018</p> <p>12 July 2018</p>	
	Meeting closed at 19.00	

Signed	Dated