

**MINUTES of the BOARD MEETING**

**14 July 2016, 5.00**

**Part A Public**

<b>Item</b>	<b>Subject</b>	<b>Action</b>
	<p><b>Present:</b>  Michael Cooper (THE CHAIR) – Chair  Kevin Johns (KJ)  Emma Knowles (EK)  David Parker (DP) – CEO  Kevin Pearce (KP) <i>item 6.2 onwards</i>  Chris Price (CP)  Mark Rudge (MR)  Julie Seyler (JS) <i>items 1-8.1 only</i>  Ramon van de Velde (RV)</p> <p><i>Also in attendance:</i>  Jeremy Alder (JA) – Trust Secretary  Ellie Willcocks (EW) – Chief Financial Officer</p>	
	<b>Apologies:</b> Jeremy Barnard(JB), Shaun Netherton (SN)	
<b>1</b>	<b>Conflicts of Interest:</b> no additional interests were declared.	
<b>2</b>	<b>Previous minutes</b> of the 19 May 2016 were accepted subject to the following amendment: Part A, item 6.2, final line. Replace 'EK would like to' with 'It was agreed to...'	<b>JA</b>
<b>3</b>	<b>Matters arising</b>	
3.1	Centralisation update. Financial Controller appointed (Jill Gerrish) to provide maternity cover for part of EW's role. Supported by buying in additional HR support days and changes to internal line management. Jill has been shadowing since the beginning of the month.	
3.2	Return to Work update for DP. Phased return to work, fulltime from last week.	
3.3	CONFIDENTIAL ITEMS	
3.4		
<b>4</b>	<b>Chair's Actions</b>	
4.1	Mount Charles headship appointment. The Chair summarised what has happened commencing with the email sent to the Board on 24 June. Full interview process took place for two candidates, the Chair attended for the presentations.	

	<p>Claire Bunting was appointed which created a vacancy at Mevagissey. Various options were pursued to find cover for a single term – internal appointment, interim leaders from employment agencies, speak to other trusts.</p> <p>Best candidate was found from the St Pirans Trust where he is currently working at Bishop Bronscombe school. He will remain their member of staff and we will be invoiced.</p> <p>DP explained he will be the permanent leader for the school during next term, and how he anticipates this working in practice.</p> <p>The Chair thanked the chair and governors of Mevagissey for assisting us with resolving this issue.</p>	
<b>5</b>	<b>CEO's update</b>	
5.1	<p>DP highlighted the latest KS1 / 2 data as the most important element of his report He reminded the Board that this is just half the picture is it is only attainment with no progress.</p> <p>He summarised the nature of the shift in testing - not just harder but requires the child to pass all elements of the test (so someone with dyslexia who makes some spelling errors will not meet age related expectations).</p> <p>Lostwithiel and Mevagissey won national awards for their teaching of phonics. Schools have been told not to put too much reliance on KS1 tests – the RSC will focus on GLD and phonics.</p> <p>Lostwithiel – a one year blip and confident it will be addressed for next year.</p> <p>Carclaze – need to wait for the progress results, but they will be implementing ReadWriteInc next year.</p> <p>KS2 is an issue and DP will be commissioning a forensic investigation of the weaknesses we need to tackle.</p> <p>Directors discussed their role in monitoring progress and standards and also the need to hold LGBs to account.</p>	
	<i>The Chair changed the running order so KP was present for Finance items.</i>	
6	CONFIDENTIAL ITEM	
<b>7</b>	<b>Strategic Risk Register</b>	
7.1	<p>EK summarised what was presented to the recent Audit Committee meeting, which included all the draft operational registers from individual schools.</p> <p>DP confirmed he will look at these first drafts and discuss with heads, and thanked EW for driving this through. He reported this has already changed their attitude towards risk management, and highlighted the review timetable for the Board.</p>	
7.2	<p>Directors raised the following points:</p> <ul style="list-style-type: none"> <li>• Break down KS1/2/4 as different approaches being taken?</li> <li>• What will be the frequency of change from Red to Amber?</li> <li>• When do we remove a risk? What is the process?</li> <li>• What happens with a sudden escalation or a new risk being identified – termly update will not work then?? EK stated it would normally be the CEO to report this.</li> <li>• No dates or deadlines given for actions.</li> <li>• There are some risks where even after implementing the actions the risk is still showing as red – this suggests the proposed actions need reviewing / expanding</li> </ul>	
7.3	The Chair asked all Directors to submit any further comments to DP within the next three weeks.	<b>ALL</b>

	DP confirmed he will be responsible for updating the register in EW's absence.	
<b>8</b>	<b>LGB Chairs meeting feedback</b>	
8.1	Governance - membership of LGB and MAT Board. The Chair explained this had been part of the discussion at the LGB Chair's meeting. He asked all Directors who currently have 'dual membership' to contact him and share their view of being on both bodies and any preference between the two.	<b>SN/KJ/ MR/CP RV/JS</b>
8.2	Communication between Boards. <i>Deferred.</i>	<b>MC</b>
<b>9</b>	<b>Committee reports</b>	
9.1	Finance Committee 30 June 2016. KP confirmed he was happy with the papers presented and is very assured officers have developed a strong budget. He passed on his thanks to the Headteachers in supporting EW in prepare balanced budgets.	
9.2	Audit Committee 7 July 2016. <i>Draft Minutes not yet completed and approved.</i>	<b>JA</b>
<b>10</b>	<b>Complaints Policy</b>	
10.1	DP explained the background to needing this policy and highlighted the major assumption that the Board do not wish to be involved in parental complaints. The current thinking is to produce a second policy which will cover any complaints made about the central team or governance. Directors approved this policy.	
10.2	It was agreed to present a draft of the second policy to the September Board meeting.	<b>DP/JA</b>
<b>11</b>	<b>Finance.</b>	
11.1	Budget monitoring AY1516. Directors noted these reports.	
11.2	Budget approval AY1617. EW summarised the coming year as 'difficult' and it will get harder. She highlighted the issues for individual schools. Central team deficit and the proposal to use some reserves was discussed with various views expressed. DP highlighted that the current policy is not to build up any surplus so any unplanned changes (eg maternity cover) will automatically create a deficit.	
11.3	Directors approved all the proposed budgets for AY16.17.	
<b>12</b>	<b>Governance</b>	
12.1	Committee structure / membership. <i>Deferred till September.</i>	<b>MC/JA</b>
12.2	Meeting dates 2016-17. Proposed schedule was agreed.	<b>ALL</b>

<b>13</b>	<b>AOB/Urgent items</b>	
13.1	The Chair reported that at a recent seminar we attended our auditors Bishop Fleming highlighted the various benefits of having an External Review of Governance.	
13.2	It was agreed the reappointment of Chair /and Vice Chairs will take place in the Autumn term.	<b>JA</b>
13.3	Membership of proposed Capital Funding panel was discussed. EW pointed out that it needs to be in place by February 2017.	<b>MC</b>
13.4	The Chair wished EW well on her maternity cover.	
	Dates of next meetings: Board – 29 September 5.00pm Finance – 3 November 5.00pm Audit – 12 December 5.00pm	
	Meeting finished at 7.25.	

<b>Signed</b>	<b>Date</b>
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