



MINUTES of the BOARD MEETING
16 March 2017, 5.00 at Penrice

Part A Public

Item	Subject	Action
	<p>Present: Jeremy Barnard (JB) Michael Cooper – Chair Emma Knowles (EK) Shaun Netherton (SN) Kevin Pearce (KP) Chris Price (CP) <i>items 1-6 only</i> Ramon van de Velde (RV) <i>items 1-6 only</i></p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Trust Secretary Richard Baker (RB) – Principal, Penrice Claire Bunting (CB) – Head, Mount Charles Austin McNamara (AM) – Interim CEO Ellie Willcocks (EW) – Chief Finance Officer</p>	
1	Mount Charles	
1.1	<p>MC welcomed CB to the meeting and summarised the brief he gave CB and her LGB Chair Jo Pyott. CB gave apologies for Jo's absence.</p> <p>CB gave Directors a very detailed presentation of the current position and the improvements which have been implemented since September 2016. This covered the following:</p> <ul style="list-style-type: none">• Background to her appointment as Headteacher• School's context and last Ofsted evaluation• Standards and the quality of teaching• Behaviour, safety and premises• Budgets and staffing• Leadership and management	
1.2	<p>Next CB outlined her plans for future improvements for the school, the biggest challenges and how the Trust can help the school.</p> <p>She explained Jo Pyott had wanted to stand down as chair and confirmed she had very recently recruited the Maths Hub lead (also a serving HT from another trust) to be the chair for at least the next 12 months.</p>	
1.3	<p>The Chair and AM both commented very favorably from their respective visits to the school since CB had been in post, and that they could clearly see a difference at the school.</p> <p>EK echoed this assessment in confirming the impact CB had made on arriving at Mevagissey.</p> <p>Directors asked if there has been any resistance to this improvement plan?</p> <p>CB explained the previous head had been very honest at the handover, and had indicated some significant difficulties with a very established and long-serving</p>	

	staff. She felt that staff had not appreciated what the situation was, and perhaps a lack of vision and strong leadership was a factor in this.	
1.4	<p>Directors stressed that it is the Board's responsibility to support and improve the LGB, and noted the lack of mentoring and support for CB in the absence of the CEO.</p> <p>Directors expressed their reassurance that so much progress has been made in two terms, but also their concerns as to why many of the issues mentioned had not been presented before.</p> <p>The Chair confirmed that AM is leading on addressing many of these areas of concern, and AM added his own presentation would confirm this.</p>	
	Apologies: David Parker (DP), Julie Seyler (JS)	
2	Conflicts of Interest: no additional interests declared.	
3	<p>Previous minutes of the 2 February 2017 were accepted as an accurate record subject to the following amendment:</p> <p>Item 3.1 to read:</p> <p><i>'5.2 One page communications summary'. Outstanding.</i></p>	JA
4	Matters arising	
4.1	<p>3.2 ELT minutes.</p> <p>AM confirmed there were no notes from the most recent meeting as it was not a regular business meeting.</p>	
4.2	<p>5.2 Mount Charles permanent appointment.</p> <p>AM has requested a business case from Neo for options for Mount Charles, and reported the wish of both the LGB and the school is to confirm CB in post as soon as possible.</p> <p>Directors raised their concerns that some of these messages have not been getting to the Board, and the school was needing to address issues themselves.</p>	
4.3	<p>5.3 Poltair.</p> <p>Latest message from the RSC's office is suggesting that we look at merging with another nearby trust. The Chair has asked AM to discuss this at ELT.</p> <p>Directors pointed out that the Board should make any decision on this proposal. Agreed Chair will report back to May Board meeting.</p>	MC/JA
5	Chair's Actions	
5.1	<p>LGB Chair's meeting.</p> <p>LGB reporting form has been issued to all LGB's with a deadline of 2 May to report on autumn and spring term.</p> <p>Future meetings to be scheduled every half term within 7-10 days of a Board meeting.</p>	
5.2	<p>Directors recorded their sadness at hearing of the passing away of a Member of the Trust - Paul Sadler.</p> <p>The Chair to write a letter of condolence to the family.</p>	MC
5.3	CONFIDENTIAL ITEM	
6	CEO's update	
6.1	AM went through the presentation issued in advance and added the following:	

	<ul style="list-style-type: none"> • common themes to many issues raised earlier in the meeting • the extra task of the Lostwithiel review proved helpful in understanding other issues • emphasised he has seen plenty of evidence to suggest there are more good and positive things happening than issues to be addressed • not enough of an understanding we are a single organisation with shared aims – this is not embedded • ‘them and us’ culture examples include Board <> ELT, LGBs <> Board, some schools and the central team. • ‘unsettling uncertainties’ – need to shut many of these down, some are not based on facts 	
6.2	<p>Planning.</p> <p>AM emphasised that not all members of ELT were part of the creation of the Trust, so it is important to revisit the vision and mission. Important that we have a plan for everyone – not just owned by ELT or the CEO. Focus of vision and mission is all about children, and we have revisited the shared values too.</p> <p>‘Uniformly green’ is the most important thing we can achieve over the next 18 months.</p> <p>AM highlighted the leadership development priority as there had been no internal applicants for the Fowey HT post.</p> <p>He also noted the need to see a ‘read across’ between our plan and our risk registers.</p>	
6.3	<p>Directors asked if the central team directors will be fully involved in developing these solutions? Yes.</p> <p>The Chair stressed the importance of there being trust between the Board and ELT.</p> <p>AM asked for feedback on the four statements in his presentation.</p> <p>One Director asked for more clarity over the role of the Board – “how am I adding value??”</p> <p>AM also noted that each LGB seems to have a different interpretation of what their role is, and this too needs addressing.</p>	ALL
7	Budget update	
7.1	<p>Finance summary</p> <p>The Chair thanked EW for the healthy state of our budgets.</p> <p>Directors requested that YTD figures are also included next time.</p> <p>Directors recognised that the central budget is at risk depending on decisions taken over senior leadership capacity.</p>	EW
7.2	<p>Carry Forward totals</p> <p>Directors queried the underspent capital at Penrice and suggested it not be rolled forward any further.</p>	EW
7.3	<p>M6 pay scale salaries.</p> <p>Directors agreed with the recommendation to bring our payscale in line with the national scale.</p> <p>EW confirmed that when originally announced by government this 2% award was not highlighted.</p>	
7.4	<p>EW reported the need to approve an exemption to contract procedures for a new catering contract, as well as two termination agreements.</p>	

	It was agreed these will be approved via email.	JAEW
8	Lostwithiel update	
8.1	<p>KP briefly summarised events arising from the two capital projects at the school, and the work AM had been asked to do.</p> <p>He thanked AM for his approach and subsequent report which is going to the Audit Committee to look at in detail as a range of internal control issues have been identified. Their recommendations will be reported to a future Board meeting.</p> <p>KP reassured Directors that there is no significant budget pressure arising from these two projects.</p>	
9	Policies	
9.1	The Chair decided there was no time remaining to discuss the briefing paper or the two draft policies and requested Directors send any comments to AM.	ALL
10	Items for next agenda	
10.1	<p>Directors agreed to arrange a joint extra meeting with ELT to look at the draft strategic plan - AM to identify potential dates.</p> <p>Directors also requested the following:</p> <ul style="list-style-type: none"> • time to reflect on what our role and focus needs to be • a forward schedule of agenda items – including standing items • papers to be issued earlier 	AM
10.2	<p>Jason Hurr data presentation</p> <p>Audit Committee feedback</p> <p>Update on ELT discussion</p>	
	<p>Dates of next meetings:</p> <p>30 March Audit</p> <p>18 May Board</p> <p>22 June Board</p>	

Signed	Date