



MINUTES of the BOARD MEETING

28 September 2017, 5.00 at Trust Office, St Austell Business Park

Part A Public

Item	Subject	Action
	<p>Present: Michael Cooper – Chair Shaun Netherton Julie Seyler <i>item 8.3 onwards</i> Ramon van de Velde</p> <p><i>Also in attendance:</i> Jill Gerrish (JG) – Acting Chief Operations Officer Dani Hamley – Clerk Paul Towe (PT) – Interim CEO</p>	
1	Apologies: Jeremy Barnard, Kevin Pearce, Chris Price, Rich Baker	
2	Election of Chair and Vice Chair	
2.1	Chair. Michael Cooper was re-appointed as Chair of the Board.	
2.2	Vice Chair. Kevin Pearce was re-appointed as a Vice Chair. The Chair proposed Julie Seyler be appointed to the vacant second Vice Chair role - agreed.	
3	Previous minutes of the 11 July 2017 were accepted as an accurate record of the meeting.	
4	Matters arising	
4.1	Part A. 7.2 Risk Register. PT has requested LGBs make the risk register a regular agenda item.	
4.2	8. Budgets. The Chair confirmed he had written to both Mount Charles school and David Horwell.	
4.3	CONFIDENTIAL item	
5	Conflicts of Interest: no additional interests declared.	
6	Penrice update	
6.1	Deferred as RB unable to attend.	
7	Chair's Actions	
7.1	Whistleblowing. Policy to be re-issued to Directors and Heads.	JG

	Shaun Netherton agreed to take on the vacant role of Whistleblowing Director.	
7.2	An anonymous letter had been sent to the DfE regarding child safety at Carclaze in respect of the child being handled and running off school premises. The Chair had replied, attaching the necessary reports from Carclaze and received a letter from DfE confirming the matter had been handled in the correct manner and no further action would be taken.	
7.3	CEO recruitment. The Chair, Kevin Pearce and Jeremy Barnard have agreed that recruitment agency Penna will be contracted to do the search. This company was the cheapest of the 3 estimates received. A brochure has been prepared and will be used by Penna and in our internal advertising. No fee will be payable to Penna unless they introduced the successful candidate. The Chair has met with a Penna representative in London and he would be reporting to the Chair every 2 weeks.	
7.4	Governance Lead recruitment update. Seven applications received, four shortlisted for initial telephone interview, three candidates to be interviewed at the beginning of October. It was agreed that each LGB would have their own clerk who the Governance lead would manage. PT will discuss this with ELT.	PT
7.5	Board / Member recruitment. The Chair confirmed that Greg Slater (currently a governor at St Mewan) had accepted the invitation to join the Board. The Chair reported he had identified several other potential Directors and Members.	
7.6	Directors passed on their thanks to the outgoing Trust Secretary and wished him well for the future.	
8	CEO progress report	
8.1	Accident at Penrice. Directors received a report on this incident and the actions taken by the Principal and the central team. Directors confirmed they needed to be informed of all serious accidents.	
8.2	Directors discussed the overview report on primary data for 2016/17. PT confirmed that Ofsted visits could be expected from 3 years after joining PLT. Directors requested PT provide regular summary reports on progress across the Trust. PT confirmed that Penrice had been happy with their results.	PT
8.3	The Chair and PT gave a verbal report on the visit by the RSC's office and the feedback received on the day. A written report should be received within 10 days.	
8.4	PT reported that a Rapid Action Plan is being put into place at Carclaze. As well as staff, 3 members of the LGB and the School Improvement Partner are involved. The first formal meeting is at the beginning of November, with meetings planned for every 3 weeks after that. Directors agreed they wished to monitor the performance of their LGB, with JS asked to attend their next meeting.	

9	Policy update	
9.1	JG provided a verbal update on progress with this.	
10	Finance	
10.1	<p>SCITT budget.</p> <p>JG reminded Directors that as previously reported due to a significant change in the number of students enrolled in the SCITT it had been agreed to revise the original budget to reflect this.</p> <p>JG confirmed that Kevin Pearce has approved the changes.</p> <p>JG was asked to look at the fee level and report back.</p>	JG
11	9 Characteristics of a successful MAT self-evaluation	
11.1	<p>The Chair reported that the RSC is piloting a revised version of this self-evaluation tool.</p> <p>Directors worked through the document and agreed the following assessment:</p> <ol style="list-style-type: none"> 1. Developing. 2. Developing – close to Embedding 3. Developing 4. Developing 5. Developing 6. Embedding 7. Embedding 8. Developing 9. Beginning 	
12	Items for next agenda	
12.1	<p>Review the medium-term financial position of each school alongside current PAN.</p> <p>Discuss a premises strategy and condition survey.</p> <p>Receive report on option to increase central office space.</p> <p>Penrice results.</p>	JG
	<p>Dates of next meetings:</p> <p>12 Oct LGB Chairs</p> <p>9 Nov Board</p>	

Name	Date