

**MINUTES of the BOARD MEETING**

**8 February 2018, 5.00 p.m. at Trust Office, St Austell Business Park**

**Part A Public**

Item	Subject	Action
	<p><b>Present:</b></p> <p>Michael Cooper (MC) - Chair Kevin Pearce (KP) - Vice Chair Julie Seyler (JS) – Vice Chair Greg Slater (GS)</p> <p><b>Apologies:</b></p> <p>John Simeons (JSim) Jeremy Barnard (JB) Shaun Netherton (SN) Ramon van de Velde (RVDV)</p> <p><b>Also in attendance:</b></p> <p>Paul Towe (PT) - Chief Executive Officer &amp; Accounting Officer Jill Gerrish (JG) - Chief Operations Officer Graham Groves (GG) - Governance Officer</p>	
1.0	<p><b>Welcome:</b> The Chair welcomed everyone to the meeting. MC expressed thanks to JS and SN in respect of their support in respect of the recent inspections.</p>	
1.1	<p><b>Apologies Received and Accepted:</b> JSim, JB, SN and RVDV</p>	
2.0	<p><b>Declaration of Business &amp; Pecuniary Interests Relevant to the Agenda</b></p>	
2.1	<p>None</p>	
3.0	<p><b>General Data Protection Regulations Update</b></p>	
	<p>MC thanked Ben Bull for having gone through the legislation. There was discussion in respect to how to comply as these involved discussions in respect of staffing they are minuted confidentially. The Board was content good progress was being made to ensure compliance when the legislation comes in on 25 May 2018. Ben Bull explained that he would be bringing three policies to the Board that would assist in compliance which would include use of personal devices.</p>	<p><b>Ben Bull</b></p>
4.0	<p><b>Previous minutes</b> of the 14 December 2017 were accepted as an accurate record of the meeting.</p>	
4.1	<p><b>Matters arising not picked up by this agenda</b></p>	
	<p>PT reported that the Mevagissey Ofsted report had now been published and is on the school's web-site.</p> <p>PT said that Jason Hurr would now be coming to the next Board meeting on 15 March 2018.</p>	<p><b>PT</b></p>

	<p>JG reported that the Trust had been approached for comment in respect of the Gender Pay information. Directors wanted assurance that the figures were not in fact showing a real issue for the Trust. HR is producing a Leadership pay structure which will assist in understanding the information in respect of the pay gap of 34.1%. It was agreed that the Board would look at this again.</p> <p>It was pointed out that the Board was mainly comprised of men and this needed to be kept in mind in regard to future appointments.</p>	
<b>5.0</b>	<b>CEO's Report</b>	
	<p>The CEO report was discussed and the following was confirmed:</p> <ul style="list-style-type: none"> <li>• The RSC visited Mount Charles on 18 January 2018 and the report has now been received. The outcome was very positive. The Chair was asked to write to congratulate the Headteacher and LGB. PT said things to be addressed included attendance. It is hoped that all the positive things being done will translate into improved data.</li> <li>• Carclaze Ofsted report has now been received.</li> </ul>	<b>MC</b>
<b>6.0</b>	<b>Finance Update</b>	
6.1	The finance report had been circulated and Directors were content with it.	
<b>7.0</b>	<b>Premises</b>	
7.1	GS reminded Directors that a comprehensive report had been circulated for the previous meeting. It showed the area of concern from the internal audit and steps being taken logged on a secure area of the server.	
7.2	GS said the SLAs were making clear it what was provided to the schools in respect of premises.	
7.3	GS said Step 3 is increasing the challenge raised by the Local Governing Boards in respect of premises. Termly inspections are to be facilitated.	
7.4	GG said that Health & Safety training options for H&S Director GS and LGB H&S Governors are being investigated.	
7.5	It was agreed that JG would report to the next meeting in respect of the roof at Fowey Primary	<b>JG</b>
<b>8.0</b>	<b>Governance</b>	
8.1	GG reported that training had now taken place on 9 January 2018 in respect of 'Challenging the Leadership & Governor Visits' then 'New/Newer Governor Training' on 5 February 2018. He is liaising with the LGBs in respect of further training.	
8.2	GG said that he was currently working on a procedure for induction of new LGB Governors and reviewing the Complaints Policy & Procedure.	
<b>9.0</b>	<b>Policies</b>	
9.1	Complaints Policy & Procedure - this is being reviewed and it is hoped to bring it to the next Board meeting for approval.	
9.2	Related Parties Policy - this was approved by Directors.	

9.3	Pindigo - this is now being used.	
<b>10.0</b>	<b>AOB</b>	
10.1	Discussion re managing the process for allocating the condition related funds. It was agreed the process could be improved.	
10.2	MC said the Trust is still looking for two new Members.	
10.3	GS asked that congratulations be noted to Penrice for the 'Space' and 'Blue Planet' presentations they had arranged earlier in the week they had been really excellent.	
10.4	Directors thanked PT for all he had done for the Trust this half term, it had been a particularly busy half term.	
	<i>Dates of next Board Meetings:</i>  15 March 2018 24 May 2018 21 June 2018 12 July 2018	
	Meeting closed at 19.10	
Signed		Dated