

**MINUTES of the BOARD MEETING**

**15 March 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 John Simeons (JSim) Shaun Netherton (SN) Ramon van de Velde (RVDV)</p> <p><b>Apologies:</b></p> <p>Kevin Pearce (KP) - Vice Chair Julie Seyler (JS) – Vice Chair Greg Slater (GS) Jeremy Barnard (JB)</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 Jason Hurr (JH) – Data (Part Item 4 - 5.25 - 6.05 p.m.)</p>	
1.0	<b>Welcome:</b> The Chair welcomed everyone to the meeting. MC expressed thanks to KP and JSim in respect of their support to the recent inspections.	
1.1	<b>Apologies Received and Accepted:</b> KP, JS, GS and JB.	
2.0	<b>Declaration of Business &amp; Pecuniary Interests Relevant to the Agenda</b>	
2.1	None	
3.0	<b>General Data Protection Regulations Update</b>	
	<p>PT reported that Ben Bull would be at the Headteacher meeting later in the month and would updating them then.</p> <p>JG said Ben Bull is working on the 12 steps to compliance which included sorting out a responsible person in each of the school and a list of documents that do not need to be retained. He would also produce a written report in regard to compliance which would be circulated to Directors.</p> <p>JSim had agreed to be the Director with responsibility for Data Protection.</p>	<b>Ben Bull</b>
4.0	<b>Data</b>	
	JH joined the meeting and took the Directors through his KS2 Progress predictions for 2018. He explained the importance of the KS2 progress measures, how they are calculated nationally and how the predictions had been calculated.	

	<p>Directors then considered with JH the predicted progress across the Trust primary schools this summer. Directors were pleased to see there was only one red area and it was looking a significantly improved picture from last summer. JH emphasised that these were predictions so the actual results could end up being better or worse and how just one pupil's results could have a huge impact especially in smaller cohorts. He said the analysis this year had been much more forensic.</p> <p>JH said that as far as disadvantaged and higher attainers were concerned overall they were looking a little bit better against national.</p> <p>PT said that if the predictions were proved right they showed a significant improvement in that last year 5 schools were below national average, the prediction was 5 schools and the Trust overall would be above national average.</p> <p>PT said that JH was attending the ELT meeting on 28 March 2018 and the predictions would be refined further to see if there are specific issues that needed addressing. He said that quality of the data assessment was really useful for Ofsted/RSC purposes as was the degree of standardisation there was now across the Trust in respect of data.</p>	
<p><b>5.0</b></p>	<p><b>Previous minutes</b> of the 8 February 2018 were accepted as an accurate record of the meeting.</p>	
<p><b>5.1</b></p>	<p><b>Matters arising not picked up by this agenda</b></p>	
	<p>MC confirmed that he had written to the Headteacher and Chair of the LGB at Mount Charles in respect the RSC report.</p> <p>The Ofsted report in respect of Fowey Primary was still awaited if it was available it would be circulated with the minutes of this meeting.</p> <p>JG confirmed the SLAs are in place which set out the services that the Central Team provide, they would be reviewed in May so that the updated versions for September 2018 would be available by the end of July.</p> <p>MC asked about the Premises and Health &amp; Safety training for Governors, it was confirmed that it is in hand.</p> <p>MC asked about the updated complaints procedure. It was confirmed it is being worked on, but needs careful consideration the aim is now to have it in place for September 2018.</p> <p>JG said she was meeting with Cornwall Council on 5 April 2018 in respect of invoice for £167k received in respect of the class rooms at Luxulyan. She would then report back to the Board.</p>	

<b>6.0</b>	<b>CEO's Report</b>	
	<p>The RSC's return visits to Carclaze, Lostwithiel and Luxulyan had now taken place. KP and JSim had attended the feedback session with Anne Burrell. It was confirmed that the view was positive in respect of all the schools. It was mentioned that she had been slightly negative about the vision statements of the Trust as each of the schools had their own slant on it. After discussion it was agreed that the Trust ethos was strong, and there was no reason why the individual schools own slant could not feed into the Trust ethos that each school had its own individuality. JSim offered to input into a review of those.</p> <p>Governance across the three schools had improved and they all had reported the impact and support that had been given by the Governance Officer.</p> <p>Governance at Carclaze had improved this had also come out in their Ofsted report.</p> <p>Directors thanked GG as Governance Officer for all he is doing in supporting and improving governance across the Trust.</p> <p>PT said there were a few things around Headteacher reporting that needed addressing and the view being expressed was that the pace of change at Luxulyan was not fast enough.</p>	<b>PT/JSim</b>
<b>7.0</b>	<b>COO Update</b>	
7.1	<p><u>Capital Projects Update-</u></p> <p>At Fowey Primary the roofing contractor had managed to plug the leaks in the short term. A feasibility report was being prepared in respect of the works. SN asked if that included the removal of the skylight which had been a suggestion he and RVDV had made. JG said she was not aware of that, this would be passed onto the surveyors for consideration.</p> <p>JG updated the Board about the Penrice Science block project. Directors confirmed that it had already been agreed by way of a two stage project on the back of a business case with £200k committed in respect of the second stage. Anything that needed specific Director input should be raised with GS as Premises/Health &amp; Safety Director in the first instance.</p>	<b>JG</b>
7.2	<p><u>Devolved Capital Allocation-</u></p> <p>JG confirmed that the allocation had been confirmed as £859,130 plus £41,194 from the Health Pupil Capital fund.</p> <p>PT said the way the allocation is dealt with had been discussed with Headteachers and the preferred route was to do it based on condition surveys. The difficulty was some of the schools' condition surveys are not current. It was agreed the word 'Bid' should not be used as it felt as if the schools were pitching against each other. PT said it was agreed that that schools should provide their proposals shortly after Easter. It was felt that the larger schools had greater resources to put together proposals and there was no need for them to be long as Directors only needed an overview rather than a huge amount of detail. It was agreed that proposals should not exceed 2 pages if possible.</p> <p>JG confirmed that there is a policy in respect of the way the allocation is dealt with.</p>	

	MC asked that a meeting be set up to consider the allocation.	JG/GG
7.3	Confidential Item	
7.4	Confidential Item	
<b>8.0</b>	<b>Premises and Health &amp; Safety Progress</b>	
8.1	GS was not present, but had provided an update and things that needed progressing by way of an e-mail. This included checking which schools have Premises/Health & Safety Governors this will be checked again at the LGB Chairs' meeting on 29 March.	
8.2	Significant progress had and is being made. The Directors wanted to record thanks to GS for all he had done and was doing.	
<b>9.0</b>	<b>Novel Contentious &amp; Repercussive Transactions</b>	
9.1	JG said this item would be on every Board meeting agenda moving forward. It is an EFSA requirement that this is done. Directors need to report anything there are aware that is out of the ordinary or novel or repercussive.	
<b>10.0</b>	<b>Governance</b>	
10.1	Member appointed Directors agreed the re-appointment of Kevin Pearce until 5 February 2022.	
10.2	Members appointed Directors confirmed the appointment of John Simeons until 23 October 2021.	
10.3	Members appointed Directors confirmed the appointment of Gregory Slater until 10 November 2021.	
10.4	It was agreed to re-confirm that Exclusion Reviews be delegated by the Board to LGBs.	
<b>11.0</b>	<b>AOB</b>	
11.1	None	
	<b><i>Dates of next Board Meetings:</i></b>  24 May 2018 21 June 2018 12 July 2018	
	Meeting closed at 7.25 p.m.	
Signed		Dated