



MINUTES of the BOARD MEETING

12th July 2018, 5.00 p.m. at PLT Offices

Part A Public

	<p><i>Present:</i></p> <p>Michael Cooper (MC) - Chair John Simeons (JSim) Greg Slater (GS)</p> <p><i>Apologies:</i></p> <p>Jeremy Barnard (JB) Kevin Pearce (KP) - Vice Chair Shaun Netherton (SN) Ramon van de Velde (RVDV)</p> <p><i>Not in attendance:</i></p> <p>Julie Seyler (JS) - Vice Chair</p> <p><i>Also in attendance:</i></p> <p>Paul Towe (PT) - Chief Executive Officer & Accounting Officer Jill Gerrish (JG) - Chief Operations Officer</p>	
	<p>Welcome & Apologies</p>	
	<p>MC welcomed everyone to the meeting.</p>	
	<p>JS was not present.</p>	

1.0	Declaration of Business & Pecuniary Interests relevant to items on the agenda	
1.1	None	
2	Chairs Actions	
2.1	Minutes to be approved at next Board Meeting	
2.2	Matters arising not picked up by the agenda	
2.3	MC raised the issues around Pindigo and that policies were not able to be viewed correctly and JG advised that some staff were receiving unnecessary emails from them. This was being picked up by Jason Rogers. JG advised that the GDPR & Gender Pay Gap policies had both been added to the website.	
2.4	MC told the Board that PT has been attending the LGB meetings to update on the merger.	
2.5	MC told the group that he had visited all the HT'S and Chair of LGB in all the schools in the Trust and that they had all been welcoming and felt part of the Trust.	
2.6	<i>This item is recorded in separate Part B-confidential minutes</i>	
2.7	PT informed the Board that LGB Chairs were now in place at Carclaze and Luxulyan. The Carclaze Chair is temporary but a potential permanent Chair is currently being investigated.	
2.8	<i>Confidential item-this item is recorded in separate Part B-confidential minutes</i>	
2.9	JG confirmed that the Complaints policy was on GG's list to produce.	
3.0	CEO's Report	
3.1	<p><u>CELT Update</u> – PT spoke to the Board about the progress of the merger. It was now at a stage that a Shadow Board needed to be established with 5 Directors from each Trust, with a first meeting planned for the 17th September and that a decision regarding delegated authority needed to be made. PT asked for any interest from the Board members present and both GS & JS indicated they would be interested in sitting on the Shadow Board as has KP. MC has spoken with Chris Price who has also indicated he would be prepared to sit on this Board. PT spoke about the need to ensure that there would be a good mix of skills and experience on this Board. The first meeting would be to confirm and agree the CEO brochure and the best way to recruit.</p> <p>MC read an extract from a letter from KP who confirms he is 100% behind the merger proposal and is pleased how things are going so far and that he feels the NET values are very much aligned with those of the PLT and that it will work as long as the 'right' leader is employed.</p>	
3.2	<i>Confidential item-this item is recorded in separate Part B-confidential minutes</i>	

3.3	<p><u>School Improvement Programme</u> –</p> <p>PT to speak about this in more detail when there are more members present but gave a brief overview of the recent results of the KS2 SATS. He spoke about the 3 issues from the data last year that had attracted RSC attention</p> <p>These being:</p> <p>Progress measures at KS2 Pupils attaining higher standards at KS2 Pupil Premium standards</p> <p>The Board looked at the figures and agreed that this year’s results showed improvement in most areas and that pupil premium data was much stronger and was now at least in line with National data and higher attaining was above National data.</p> <p>JS asked why Mevagissey Maths progress results were so much better than the other schools and PT informed the Board that best practice is followed and would continue to do so, this would be a focus for ELT. The picture overall was better than in 2017 and that SIP in 2018/19 would be rigorous, challenging and supportive.</p> <p>GS told the Board that it was a very positive data report and clear to see the improvement</p>	
3.4	<i>Confidential item-this item is recorded in separate Part B-confidential minutes.</i>	
3.5.	GS asked whether there was to be a communication sent to the parents of Lostwithiel School showing them the improved data and in what format this would be in. PT advised that this was already in hand in the form of a newsletter.	
3.6	<p><u>Ofsted Feedback</u> –</p> <p>MC spoke about the positive St Mewan Ofsted Report and offered congratulations on this and asked that a letter be sent to the HT recognising the hard work needed to achieve this. He read an extract from letter from KP who wished to ensure that a minuted thank you and well done is passed to all involved.</p>	
4.0	COO’s Update	
4.1	<p><u>Current Capital Project</u></p> <p>-Science Refurbishment at Penrice on site Monday 16th July potential time delay partly due to two enhancements of Gas supplies by Wales & West which financially has just about been covered by contingency.</p> <p>-Science New Build at Penrice on site 23rd July due to finish in December 2018 Temporary portakabin classroom will be in place either for one term or possibly the whole year.</p> <p>The project has two separate contingencies in place of 5% and is £185k over budget which is to be covered by the school.</p> <p>-Fowey Roof-no longer a major project</p> <p>-Heating at Penrice has had feasibility and will now be included in the building work</p> <p>GS asked about the latent defects at the playground in Carclaze and Mount Charles newer roof. Feedback to be provided at next meeting with regards to this.</p>	
4.2	<i>Confidential item-this item is recorded in separate Part B-confidential minutes.</i>	
4.3	GS asked if the condition surveys were available. JG confirmed they had been received and that this didn’t change priorities and that CEFO would identify to the schools the issues and advise them of the priorities and repairs required as part of their maintenance programme. The reports would be available for the Board in the September meeting.	

4.4	JS enquired whether the Health & Safety Reports were available. JG reported that they had only been received late last week and would be available for the next Board meeting.	
4.5	<u>School Condition Allocations</u> MC read from a letter received by KP to extend his apologies that he was not effectively in control of this year's allocation process but was very happy to agree to the proposed outcome and will sign off the agreed plan when he next meets with Jill. KP extends his thanks to SCA panel SN & RVDV and to GS for all his input. He also wanted noted the amount of work put in by JG as did JS. MC also informed the Board that SN had ratified the decisions. GS asked if all the schools were satisfied with the decision and JG said in the main they were. The Board approved unanimously the decisions of the sub-committee.	
4.6	<u>Finance Update.</u> MC read an extract from a letter from KP advising that he had no concerns and that he has monthly meetings with David and Jill and that he remains assured that the team look after the Trusts resources wisely and that JG ensures he is well briefed and that he is comfortable that any issues are addressed and transparently shared with him. He has noted how PLT compare to NET and can reassure the Board that with our team we are indeed in very safe hands with a good eye on planning the future, not just on a day to day basis. JG advised the Board that all the schools were either on budget or slightly below and that reserves had improved slightly for Fowey to 4% JS spoke about budget approval but stated that the forecast was worrying. JG replied that contingency plans were in place and that the HT's were aware.	
4.7	PT told the Board that a newsletter had gone out to all PLT Staff which he hoped would improve communication. A staff survey is to be conducted in October to engage all staff. GS asked whether the results of the internal audit were known and JG advised that feedback had been positive in all areas with recommendations regarding the IT breaches.	
5.0	Standing Items	
5.1	<u>Health & Safety</u> Nothing to report	
5.2	<u>Novel & Contentious and repurcussive</u> <i>Confidential item-this item is recorded in separate Part B-confidential minutes</i>	
6.0	Governance	
6.1	There is currently an application being considered for a Governor at Carclaze, which the Board have agreed would be more appropriate to be Board appointed-this was approved.	
6.2	MC spoke to the Board about an application received for a Director appointment who would provide support as Chair of Audit. KP to view application.	
7.0	AOB	
7.1	PT shared with the Board that he attended the celebration of the last cohort of the SCITT at Truro Cathedral and what a lovely evening it had been and the sadness that it was not to continue. The Board felt it would be appropriate for PT to draft a letter of achievement to those involved at the SCITT to recognise their work and MC said he would visit them before they leave.	

7.2	MC thanked everyone for attending the closed the meeting at 7.00pm <i>Date of next meeting Thursday 27th September 2018-17.00</i>		
	Signed:	Date:	