

MINUTES OF CELT TRUSTEES BOARD MEETING

WEDNESDAY 6th JULY 2022 8 AM

ATLANTIC CENTRE & VIRTUAL

In Attendance:

Geoff Brown (GB) Chair; Sean Dixon (SD); Jane Nicholls (JN); Greg Slater (GS)

Sebastian Parker (SP); Ashley Mann (AM)

Virtual – Jo Connolly (JC); John Simeons (JS); Kym O’Mara (KOM); Jonathan Childs (JEC)

Also In Attendance:

Lisa Mannall (LM); Clare Ridehalgh (CR); Tracy Cartmel (TC); Amy Daniels (AD);

Claire Carter (CC) Clerk

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| **Item** |  | **Action by:** |
| 1 | **Welcome, Apologies & Declaration of Pecuniary Interests**  There were no apologies received from Steve Dunn. The meeting was quorate.  GB declared an interest in FLEET, provider of defibrillators, if that was to be discussed.  GB reported that at the Members meeting on Monday 4th July 2022 KOM, SD and JEC resignations were received and accepted as of 31st August 2022. KOM & SD were proposed as new Members and were **APPROVED**. Their positions will commence on 1st September 2022.  Ian Taylor, Chair of CELT Members resigned as of 31st August 2022, previously chair of PLT. We will have 4 Members as of September 2022; however, the Trustees Board is slightly depleted. A skills audit has been requested for all Trustees for an overview in the Autumn Term and then review prospective Trustees.  GB thanked them for all their work over the years and wished JEC all the best for the future.  **ACTION: Getting Information About Schools (GIAS) to be updated in September** | CC |
| 2. | **Minutes of previous meetings, and matters arising from minutes**  **Approval of Full Board minutes 16th March 2022**  The minutes of the meeting were taken as read and accepted as an accurate record by all Trustees present and signed by the Chair after the meeting.  **Matters Arising not already an agenda item**  6. GB wrote to Steve Dunn thanking him for his commitment over his terms of office  12.1 Head of School for Mevagissey has been appointed.  12.2 Trustees to nominate school(s) to visit as Link Governor – CC to recirculate list  **ACTION: Questions presented by GS to be added to the minutes.** | Trustees/CC |
| 3. | **Finance Report**  A pre-finance meeting had been held on 6th July - questions and answers attached.  SD asked for questions to be annotated with the initials of the Trustee.  3.1 Summary CELT finance budget report 21-22 – **Received and noted**  *Discussion was held regarding the report.*  TC reported that there were no current concerns. Draft budgets for 2022-23 have been updated, there are some slight changes for the schools. Report highlights which schools are a cause for concern and these are being addressed. Training was suggested for AHT & SLTs to understand the difficult decisions Headteachers have to take. There are six schools that will need to look at restructuring in 2023-24 the budgets have been summarised on the information we know. The biggest challenge is the energy increase of 300% compared to the current contract. The finance team will continue to monitor, review and support difficult discussions.  GS – Is it enough to be monitoring? We need to be thinking of ways schools could cut cloth now using good practice in energy management and that this is fed back through the newsletter. There were funds around for installing PV on schools, anything to reduce the amount of electricity now is an easy win, schools should be thinking about what we do now.  CR The finance team are having meetings with budget holders regarding what this needs to look like. Some Headteachers have already made changes.  LM stated that people do need to be made aware of the situation and be more energy efficient and the Estates team are doing this. LM to remind Headteachers to unplug everything when they close school for the summer.  GS – Are the reserves percentages quoted for schools after the million for school improvement has been ring fenced?  TC -The million has not been separated it is all included in the 3%  GS – Regarding the situation at Fowey, had GAG pooling helped to mitigate the situation.  LM Due to the changes in staffing, salaries will be lower than previous years, the situation will improve  GS – A deficit budget can’t be set how will this be managed  TC The deficit budget incorporates the whole Trust.  GS – The balance of funds indicates that we are a going concern.  TC – stated that this was correct  *Discussion was held regarding PV being placed on new schools and DfE’s recognition of energy and new buildings.*  LM stated that the DfE had refused to place PV on schools. CR calculations had shown it was better for the Trust to purchase and receive the return ourselves. Possibility was to ground mount temporarily.  LM to bring to the attention of the headteacher to ensure all equipment is unplugged.  SD – Do we have any remote monitoring to see when items are being used excessively out of hours?  CR Monitoring takes places through the electricity meters. The Estates team actively monitor energy and water.  GB suggested using the newsletter to suggest ways schools can try to save energy and for the PTA to raise money for solar panels.  3.2 Updated 2022/23 budgets  *Discussion was held regarding the budgets.*  **ACTION: Trustees approved the budget for 2022-2023**  3.3 ESFA Budget Forecast Return 3 year  *Discussion was held regarding the projected budgets*  **ACTION: Trustees approved the ESFA budget forecast return**  3.4 SCA Projects by school & supplier  An uptodate report was provided for information |  |
| 4. | **Appointment/Elections 2022/23**  4.1 Chair of Trustees  Nomination was received for GB. The appointment was agreed and GB accepted.  4.2 Vice Chairs of Trustees  Nomination was received for GS. A proposal was made for AM. The appointments were agreed and GS and AM accepted.  4.3 Safeguarding Trustee  Proposal was received for JS to continue in post. The appointment was agreed and JS accepted.  4.4 Whistleblowing Trustee  Proposal was received for AM to continue in post. The appointment was agreed and AM accepted.  4.5 Health & Safety Trustee  Proposal was received for SP to continue in post. The appointment was agreed and SP accepted.  4.6 Committee Membership  *Discussion was held regarding vacancies that had arose through the recent resignations.*  GS to step down from Estates, IS & Climate Emergency, remaining on the Climate Task & Finish group. GS to be added to the Finance, Staffing & Remuneration and the Audit & Risk Committees.  **ACTION: Trustees to notify CC of the committees they had an interest in.** | Trustees/CC |
|  | **Safeguarding (standing Item)**  AD presented a powerpoint to the meeting.  GS asked what AD expectations were regarding the 5458 reported cause for concern?  AD stated that the number was slightly under, this was down to staff’s understanding on how to record concerns. Training has been provided to schools where concerns had been identified. It is expected that numbers will increase in the future. AD explained that Operation Encompass included cases of abuse in the home where police have been called, VIST cases occurred mainly in secondary schools of students involved in police matters.  JS questioned whether the above were typically individual cases. AD stated that this was not individual cases, and a number of concerns could be linked to one student. The 5458 cases were individual concerns; data was not available to show how many children that related to. There are 7225 pupils in the Trust.  GS Does this cover mental health? AD shared the Cause for Concern (5458) does include mental health. There is a large piece of work required to look at categories, next year we will be able to break this down.  JS stated that he and AD and discussed at some length the need to rationalise each school report on some categories and look at statistics. We should be in a position to have much better figures next year.  AD stated that there was one pupil in secure unit for an eating disorder and twelve children in CHESS.  AD informed the meeting that the Designated Safeguard Leads (DSLs) are a very committed group of individuals. Processes have been streamlined to ensure consistency. Each school have reviewed their policies and each document is contextualised to their school.  All schools have been audited to ensure processes are in place, where required an action plan has been implemented, this has been successful this year.  Training has been provided online and f2f. We are now hosting safer recruitment inhouse covering elements and keeping uptodate. The induction process has been reviewed; full safeguarding training will be provided at induction.  The Smoothwall facility connected to the network provides filtering 24 hours reviewing content. As a result, the Trust has been able to support staff and pupils who have received help including mental health and grooming.  CR stated that the system is operated by people, a scale 5 notification is an immediate risk and a response can be provided at any time.  The HR process has been reviewed. AD has looked at the SCR ensuring that is consistent. We know we are compliant when staff move around. The DSLs are owning that document and taking responsibility.  Next year we will be looking at effective leadership on all levels. Looking at governance and Trust to provide critical challenge and support changes in Keeping Children Safe in Education. There is a training session on 13th September to provide knowledge and understanding.  JS stated that he and AD had been working together to obtain understandable statistics and for all schools to record details in the same manner so that statistics are meaningful. AD stated that all schools will be given descriptors to ensure consistency.  JS correct categories and threshold need to be identified. AD stated that she is in contact constantly with schools to clarify categories, these conversations are being held through the DSLs and with LA.  GB stated that the Trust are very lucky to have AD and the work she has been doing has been fantastic. Every Ofsted report comment on safeguarding positively and the complaints from DfE have been found to be invalid.  SD thanked AD for her input |  |
|  | **Trust Lead report CHECKED TO HERE AFTER 34 MINS**  A comprehensive report was circulated prior to the meeting.  GS such an excellent outcome with 5 RI schools down to 2 having had successful Ofsted inspections. Negative around NPA and lack of action from the DfE.  LM stated that the Trust had solved a massive problem for DfE. The outcome at Newquay Sports Centre will be fantastic, although it has been difficult, the parents have also been amazing. There are 20 clubs using the Centre, 18 of which have been incredibly supportive, 2 clubs have been difficult.  GS congratulated LM on the outcome  CR attended Newquay Town Council Planning Committee at which the Trust planning application was approved.  GS gave an update on the decarbonisation plans. There is now a base line to work from and reporting for green funding is available. The team really understand that now, reinforcing what they can to the buildings and prioritizing PV on site. Positioning ourselves, where we can, to phase out old gas fired boilers etc.  GS stated that Classic Builders now have four projects and asked whether it was on a fixed price. CR stated that some projects have increased in cost, this is not always insular with fixed price. We have had some price increase at Poltair cost of supply has increased, labour and contractor has not. Some work has had to be pulled.  LM gave an update on NPA. A meeting was held with DfE on Thursday. Kier will get the contract for the school which looks like a refurbishment and not a rebuild. This should be completed in one year, Christmas 2023. Costs are unknown as the Trust is the end user.  GS asked whether the Trust should have someone to project manage.  LM stated that the Trust have faith in Kier and DfE are putting in place their own version. CR had spoken with Kier and they have insurance in place to ensure that products are correct. LM further stated that the whole school didn’t need to be finished as there would be no more than 22 pupils, if the ground floor was finished every facility required would be available.  GS asked for an update on the lighting systems, had any further steps been taken with disruption and attendance.  CR stated that the company is returning to put right over the summer and continue to test the other schools. The Estates team are monitoring the situation.  AM asked about the headline SATs results.  SD stated that the results had been received yesterday and overall pleased. Reading had stayed steady. There were no surprises with some schools having very good results.  LM stated that St Mewan results were absolutely amazing. Carclaze, one of our most disadvantaged aced it with 83%. National targets in reading 71%, St Mewan 78%, Carclaze 73%. Fowey reading is strong. Luxulyan was good, Mevagissey was good, could be better. Pondhu requires lots of work. As a Trust we should be very happy, however our disadvantaged pupils are of concern. |  |
| 7. | **Policies**  7.1 Academy Trust Handbook.  The above document will not be published until the end of September. A summary will be provided alongside the handbook.  7.2 CELT Health & Safety Policy  GS acknowledged the comprehensive work completed by Carrie Freeman, CELT Health & Safety Officer.  **ACTION: The Policy was approved.** |  |
| 8. | **Receive committee minutes & Chairs updates**  8.1 Quality Assurance – 9th May 2022  SD informed the meeting that a Natalie Simmonds, Head of Lostwithiel and Chris Liles, Headteacher of Brannel had given a presentation on their Ofsted experience, which they will share with others in the Trust. The main message was that preparation is key. Each school received extensive support from the School Improvement team.  GS As a Trust we haven’t published that we now have three more schools ranked good. CELT is not mentioned as a collective. The staff survey indicated that only 20% felt part of the Trust, we need to do more on the communication aspect.  LM informed the meeting that a whole CELT staff Inset Day, over 1000 people, was being held in September at Penrice and Newquay Sports Centre with a BBQ at the end of the day at Penrice. LM has recorded an introduction and every school has the Headteacher and a member of staff including cooks, cleaners or teachers representing their schools that all staff will see at the beginning of the day.  SD Need to work on the image of CELT, we held the Visioning Day and the meeting with Sir David Carter, we are not as proactive as we could be. Trustees are happy with the direction of travel.  8.2 Estates, IS & Climate Emergency – 19th May 2022  SP Minutes reflect the meeting. SP had met with Robin Karkeek, Newquay Sports Centre and had viewed the centre. *A discussion was held regarding the issues raised by the clubs using the facilities and the decision to use some of the building for NPA.* Trustees would continue to be supportive of Newquay Sports Centre and their achievements.  8.3 Audit & Risk – 25th May 2022  JC Minutes reflect the meeting. There are no issues, everything is going well. Thorough challenge is made on reports at pre-finance meetings from JC & JS  8.4 Finance, Staffing & Remuneration  JS Minutes reflect meeting. Thorough challenge is made and discussions held with TC and CR. |  |
|  | **Hydrotherapy Centre, Newquay**  GB gave an update on the current situation with the hydrotherapy centre which had been closed for two years despite a grant being provided which paid the rent. The property is owned by the adjacent landlord. All the equipment is brand new and exceptionally energy efficient. In total there are £250,000 assets  GB had approached Robin Karkeek with regard to taking this on from 1st July for a period of 12 months on an agreed contract. NHS would be approached for financial support as there is a 2-year waiting list at Treliske. GB is keen to maintain the centre as a community asset, with the current charitable organisation only having 3 original members alive, the charitable status would transfer to CELT, the risk and responsibility would be with Newquay Sports.  *A discussion was held regarding the benefits to CELT.*  CR informed the meeting that the assets can only be transferred to a charity. Newquay Sports would maintain the centre commercially. Educationally this would work very well with children with educational special needs. If the Trustees agree temporarily to take on the Centre there may be value in looking at a better model and take forward the formation of a community trust with CELT as a corporate member.  If this fails there is £500,000 equipment to donate.  GS Not heard that the hydro centre was what CELT does, what are the implications that this involves. LM response that Newquay Sports are looking to take the Centre over.  JS felt that this may be outside of the Trust remit, use up a lot of the Trust management time and saw no interest to the staff.  SP We would be enabling Newquay Sports to take this on and run it. Is there any risk to CELT if we nominally taking it on for a year on the same terms?  GB stated that this was a means to get Newquay Sports to manage the Centre. They are looking for new Trustees, however CELT could support completely.  SD suggested that the Trustees should see the proposals and discuss what GB thinks we should do and how we move forward.  **ACTION: GB to provide a proposal of options to be discussed** | GB |
| 9. | **External Review of Governance update**  Jackie Eason, National Leader of Governance has been appointed to complete the ERG.  An initial meeting is to be held at the beginning of the Autumn term to agree the terms of reference for the review. |  |
| 10. | **Strategic Risk Register**  The main change on the register is that Covid has dropped in priority. Fowey and Pondhu have reduced in risk, but continue to be a cause for concern with School Improvement team working closely with staff. |  |
| 11. | **Review Trustees Development Plan 2021-2022**   1. Trust Board meetings had not been held in schools due to Covid continuing to be prevalent in our schools. This has been reinstated for 2022-23 and incorporated in the meeting schedule. Chair of Trustees met with LGB chairs in the summer term 2022 and each Trustee is being allocated a ‘home’ school and will attend LGB meetings termly. 2. CC with Executive Lead has set agendas and shared with committee Chair prior to circulation. Agendas are annotated to advise on suggested outcomes. A training schedule is to be produced for the academic year 2022-23. 3. Following resignations and recruitment there will be 4 Members from 1st September. The search for a 5th Member continues. 4. Working party to be organised. Trustees will, with their ‘home’ school, provide a line of communication |  |
| 12. | **Meeting Schedule academic year 2022-2023**  A meeting schedule for the academic year was circulated prior to the meeting. The schedule included committee, date and venue with the dates included for reports to be provided for circulation.  Trustees were requested to nominate school(s) that they wish to become Link Governors to.  **ACTION: CC to recirculate list of Trust schools** | CC |
| 13. | **Year Planner 2022-2023**  CC gave an example of the document to be used as an aide to agenda planning. Planner to be available for the autumn term 2022  **ACTION: CC to complete document and circulate to Trustees following consultation with Leads.** | CC |
| 14. | **AoB**  LM thanked CC for ensuring that people and paperwork were in the right place at the right time. |  |
| 15. | **Date, time & venue of next meeting –**  28th September 2022 1700 hrs at The Atlantic Centre |  |
|  | **The meeting closed at 09.50 hrs.** |  |
|  | **The above minutes were approved and agreed as a true record.**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairperson** |  |

**Finance and Audit Chair meeting 30th June 2022**

**Pre-meeting to Trust Board on Wednesday 6th July 2022**

In attendance:

Jo Connolly, Chair of Audit & Risk (JC); Tracy Cartmel, CELT Finance Manager (TC)

Clare Ridehalgh, Deputy Trust Lead (CR), Claire Carter, Governance Officer (CC)

Apologies: John Simeons (JC) due to connection issues.

1. JC - Are there clearly visible problems with Fowey and Luxulyan, and are there visible tracks to get out of their 'red zones'?

Fowey is for school improvement, but as you have noted there is more work to do to ensure sustainability, and get back the current overspend. Deficit is increasing every year. Agreed one further year only, next 2 years cannot happen. QA committee agreed one class entry for one-year 2022-23, then there would be a need to restructure and quantify £160k

Luxulyan is a one-off development plan, and with year 2 there is some payback but again further work is required to ensure sustainability. Other than the free school being built at Carclaze there is no plan to build more schools and there are lot of new build houses going up in and around Luxulyan. Luxulyan extension will make them a 5-class school.

There are currently insufficient places in St Austell, Newquay pupils are travelling to Brannel. Penrice are applying to go 30 over PAN. Poltair and Brannel will be full and oversubscribed for 2022-2023

1. JC - The 23/24 will always be mostly red, won't it?!

I agree, as per my finance report several schools will need a restructure if the funding comes in as per our present information. TC has spoken to the Headteacher at Carclaze to look at a restructure. Training is being arranged for Headteachers, Deputy Heads and Senior Leadership Teams of our schools

1. JC -Is there a plan to get (%) staff costs down?

Unfortunately, due to the number of staff on Threshold or above this is very hard, but we need further work with the schools to get them on board as to their situation

1. JC - Does the average teaching salary include the Central team? No
2. JC - Where have the (yellow) benchmark suggestions come from?

These are our suggestions but need agreement

1. JC - p.5 says 23/23 budget.

Sorry should be 23/24

1. JC - p.6 are the 'budget' figures actual figures?

Yes, this is for central

1. JC - Why has Central got teaching staff? School improvement
2. JC - Is there any way to get an income from the Central premises, to offset the costs? (I think we've covered this before?)

This is the biggest cost for central which includes rent, rates & water. Rooms are hired out, this doesn’t clear 75k

1. JC - Costs for Astro for NT are in 22/23 and 23/24 - is this because the cost is spread out?

Costs are from special reserves to replace current Astro. In theory the schools will have saved enough to replace when the need arises.

1. JC - Brannel - GAG is mentioned to have a 'temporary dip' but it shows under 5% over more years.

The temporary dip is for 3 years while they provide funds for their new classrooms, but will go up.

1. JC - NPA - £45k for 'outdoor equipment' sounds pricey.

Not when you factor the actual grounds works. This cost includes preparing the ground and everything else that will occur prior to and including the actual play equipment.

1. JC - Is there a plan in place for St Mewan?

2022/23 dip is due to the Nursery. There are plans in place to rectify this, other options include possible wraparound clubs etc. This was a surprise to the Headteacher as they had never experienced a deficit previously.

1. JC - How specific are the reserves - are these from trades estimates?

Some of amounts of money to put on one side towards projects – saving pot. This is potentially a savings pot to save what is needed for projects. Penrice asked for 72k

1. JC - Why is NT Astro £100k and Penrice Astro £200k?  This is based on the area covered.
2. JC - Why are primaries over spending on 'curriculum resources? Should this be looked into? Controlled further?

Completely agree, planning on delivering budget training. Curriculum resource budget covers everything from books used for curriculum lessons to pens & pencils. TC may request DHT/SLT to join financial monitoring sessions at school to have a better understanding of budget monitoring.

1. JC - Why does August cashflow have -£3m budget? (Again, I think I've asked this before!)

The cash flow is taken from the budget information and bank linked together

SCA – Project by School & Suppliers

1. JC - Should the estates officer and project lead be different people?

Yes, when over a specified budget level

1. JC - It would be useful to see the actual completion dates and actual costs.

To be implemented for the Autumn Term

1. JC - Some parts of the table appear incomplete.

This is a working document and is updated following Estates meeting. Team requested to update.

1. JC - Penrice have requested £72k - has this been submitted in the form of an estimate from a trade?

1. JC - Are there any projects where a 'community challenge day' can be created to complete?

This would require warranties to ensure everyone’s safety. There are no small projects ie clearing rubbish or painting fences required at this time.

1. JC - Have all the SRPs been completed where needed?

Poltair have been completed, this was previously the new school build programme.

NJA – we won’t know until after Summer. Currently waiting for a report on Penrice.

1. JC - Trustee development plan - the intents are missing from points 3 and 4.

CC to contact Sarah Karkeek as to whether there should be identified intent points for 3 & 4 or whether this is a continuation of intent point 2.

The following comments were made by John Simeons:

Jo has picked up many of the queries I had, and I have seen your responses.

As a general point I am concerned that some schools do not seem to have fully embraced the Budget process, particularly in terms of things like Educational Resources.  I have no doubt you will be talking to those concerned, but do we need to consider making the point a bit more forcefully?  An interview with Lisa sans coffee springs to mind.

Similarly, on SEND provision and FSMs.  We (schools) get extra funding for these, but it is very far from a bottomless pot.  Without wanting to be over-draconian we do need schools to recognize that pupils may ‘need’ extra resources, but if the extra money provided is not enough we have a serious problem.  In the short term we rely on swings and roundabouts, reserves to fall back on, help from the Trust etc. but we do need to make sure that all budget holders recognize that  in the long term the use of SEND as an excuse to overspend actually threatens the education of mainstream children by diverting resources   Similarly if FSM is causing problems we may need, in the long term, to reduce the cost of meals.

I guess I am seeking reassurance that the Trust SLT is content that the current level of budget compliance in these areas is a short-term blip, or is taking the necessary steps to tighten as much as necessary.

I complete agree with you, I think that if we can arrange some budget training for SLTs at school and discuss the boundaries again then maybe we can get things where they need to be.

I am hoping that next year we can share the budget plans for future years earlier so that any issues highlighted can be discussed and planned for before July. But happy for you to raise concerns as this provide the finance team with further gravitas to discuss/challenge head teachers.

If all school continue to overspend we will all go over the waterfall.