

MINUTES OF CELT TRUSTEES BOARD MEETING

WEDNESDAY 9th DECEMBER 2020 5 PM

ATLANTIC CENTRE & VIRTUAL

In Attendance:

Sebastian Parker (SP); Sean Dixon (SD)

Virtual – Geoff Brown (GB) Chair; Sean Dixon (SD); Kym O’Mara (KOM); Greg Slater (GS); Steve Dunn (SJD); John Simeons (JS); Jason Knights (JK); Ashley Mann (AM)

Also In Attendance:

Lisa Mannall (LM); Sarah Karkeek (SK); Claire Carter (CC)

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| **Item** |  | **Action by:** |
|  | * GB informed the meeting that he had met with the Trust Members who requested a Trustee attend their termly meetings. GB will be invited and if he cannot attend it will be for the one of the Vice Chairs to attend for continued communication between Members and Trustees. The next meeting is the AGM on 8th March 2020. * GB had sat on the HR tender – more information in LMs report. * Trust Lead performance review has been completed. * GB & GS met with Chair of Kernow Learning – to be discussed under AOB |  |
| 1 | **Welcome, Apologies & Declaration of Pecuniary Interests**  **Declaration to be received form KOM**  Apologies received from Jonathan Childs – accepted. |  |
| 2. | **Minutes of previous meeting & matters arising**  **Full Board meeting 16th September 2020 – minutes agreed and approved.**  **Matters Arising**  Reference national guidelines in Data Protection Policy - completed  Admission Policy – The new policy is written. A similar policy was written and challenged which was successful. If there is another challenge we would lose as this is now statute. The challenge is: just because a primary school is in the same Trust as the secondary applying to, is not reason enough for them to have a higher ranking.  Audit, Finance & Risk committee renamed.  The QA Terms of Reference have been updated and circulated |  |
| 3. | **Trust Lead Report**  Four Ofsted Covid inspections have been carried out. GS – Estate and climate strategy information in the newsletter was informative. What is the timetable for decarbonisation plans produced by ZLC? LM We got the £20,000 funding. Appointed a company, visits and reports will be completed by the end of the week. Deadline for Salix funding by 11th January. Looking at replacing oil boilers.  GS feedback positive to see strategy for school improvement for the year focus as disadvantaged pupils. Also, positive feedback from Pondhu that visits from SK recognised that work done was being appreciated and seen as best practice.  JS How is it working out with LM as Estates Lead. LM we meet every week with Estate team and Deputy IT Manager at the Estate office in St Austell. Apprentice covers their admin work. It is not sustainable for LM to continue in this vain. A long-term strategic plan is being written, then go to advertise for an Estates Manager, to start next September. |  |
| 4. | **Safeguarding – standing item**  SK There is a huge concern for mental and physical health. In schools % those reporting mental difficulties up to 69% for SLTs. Trust Leads have spoken to groups of students and a cross section of staff to speak as they want, whether new starters at a school or teachers. They all felt very supported and knew who to go to. Covid has meant workload increases for Headteachers which Trust are understanding of. Parents Evening have been held virtually and it has been suggested that parent evenings continue to be virtual after Covid. There was a better response to parents’ evenings virtually than attending school, this may be because it is less intimidating for some parents.  It had been arranged for the Trust Safeguarding Lead to give a presentation this evening, diary dates didn’t allow it. It will be arranged for short presentations to be arranged for next Board meeting. |  |
| 5. | **Finance Report**  Audit & Finance committee interrogated the budget at the last meeting. GB How are we progressing with the 5% reserves? NJA has given most concern, but has been signed off. The next discussion will be regarding pulling reserves above 5%. |  |
| 6. | **Closing the Gap update**  The details are in the Trust Lead report. The whole school improvement strategy is set around ‘Closing the Gap’. Alex Quigley, National Literacy guru is interested in what the Trust is doing and would like to be involved. Trust Leads have visited all our schools, we have set up a cross-phased group. Through conversations it has become apparent we need to join up more. We need to have impact statements in place.  Newquay Junior now has a Rapid Improvement Group in place. We have discussed appointing/seconding a member of staff on a 2-year contract; a skilled teacher who will head up the reading strategy. This will ensure we know that every child in Year 6 can read well enough to access full curriculum in Year 7. Budgeting for September. |  |
| 7 | **Policies -** Documents were circulated for reading previously.  **7.1 Admissions Policy across CELT**  GB Regarding the oversubscription criteria would it be better to make NJA, NPA part of NT as one school. This would be a disadvantage regarding funding for the schools. Richard Horswell has put all the work into this policy. **Accepted**  **7.2 CELT IT Acceptable Use Policy**  There is a paragraph/point repeated that needs deleting. **Accepted** |  |
| 8. | **Receive Sub-committee minutes & Chairs Update**  **8.1 Quality Assurance – 28th September & 9th November**  SD Discussed impact of Covid on staff and their mental health. SLT are doing twice as much, lots of cover. Teachers are travelling miles to get to classes and students. There have been behavior issues, no transition from Year 6 to 7. More domestic violence, there is a tremendous amount of work being put into this area.  SK From January schools are revising their routines and will be going back to teaching in their own classrooms. Headteachers will remain responsible for Track and Trace until Christmas Eve. Second meeting covered ‘Closing the Gap’, Ofsted and our moral obligation. Pupil Premium pupils are more disadvantaged than other students as they don’t have the same opportunities for home learning. Rich Horswell has created a virtual school in which he is Headteacher of all Pupil Premium students and he will analyse the impact of interventions.  **8.2 Estates, IT & Climate – 8th October**  Jon Purshouse, Chris Bennett and Mark Braham all reported on their areas. SJD gave a presentation on NPA. The estate is in good hands.  **8.3 Audit, Finance & Risk – 13th October & 24th November**  JS There are no huge deficits, ongoing costs due to Covid. Meet regularly with Tracy Cartmel. More information regarding factors will be provided in reports i.e. amount of money per pupil on GAG funding, where there are huge differences. MB has contacted a company to provide audit program for IT that will provide ongoing audit.  **8.4 Staffing & Remuneration – 12th November**  Leanne Randall who currently provides support from NEO, will be joining the Trust. Discussed the 2% pay increase, new scales of incremental pay to be mapped across the Trust. Acknowledged bigger investment was required at the bottom end for our lower paid staff. Increases to be implemented from September 2021. Lots of work has been done on compiling policies from NET, PLT and the council to become CELT policies, these will go to the Unions. Attendance across the Trust during Covid has been around 95%. Priorities to keep schools open. |  |
| 9. | **External review of Governance**  The Articles of Association state within 12 months of a Trust being formed a review of Governance is required. Tentatively organised a full governance review in Spring term at a cost of approximately £2500. This will mainly be desk-based having discussions with individual when they have any queries. This needs to be completed before the end of the academic year. |  |
| 10. | **AOB**  **10.1 Training -**Trustees Financial Workshop 19th January 9 - 11.30 at Atlantic Centre.  **10.2 Trust Lead Performance Review**  GS and AM undertook LMs performance review in May. With support from RSC, Sir Nick Weller was contacted and supported the goal setting process with objectives set. A Pay Review will be taken to S&R for ratification.  **Action: GS to be invited to S&R meeting – 4th March 2021**  **10.3 Newquay Junior Academy – Governance**  Request Board approval for the LGB to be suspended at NJA, for up to 2 years. RIG team will go in to ensure NJA implements ‘Closing the Gap’ and becomes an exceptional school. The RIG team comprises Craig Hayes, Executive Head; Sam Fairbairn, Executive Headteacher NT; Claire Crowle, Executive Headteacher Trenance Infant School; Sean Dixon, Trustee and Lisa Mannall, Trust Lead. This has been organised at the request of CH. He is ambitious for the school and we support that. Terms of Reference have been written. The parents will have a voice via a parents forum. We will be able to challenge data. We are currently running a RIG at Poltair, this is being run alongside their LGB.  **Recommendation: Approval – LGB to be suspended.**  **10.4 Brannel and Mount Charles ARB**  Brannel’s ARB has moved to specialist schools organisation. Mount Charles is requesting that their ARB is moved to a specialist organisation, they do a good job but they are not specialists. Staff will remain and be TUPEd, the facility will remain on the school site and provide the right expert staff and health professionals. There would be no financial implications and data would sit on the ARB base.  **10.5 Kernow Learning Trust**  GB An open discussion had been held with GB, GS the Chair of KL and Phil Mason regarding the Trusts working closer together for the benefit of both pupils and staff. There was no discussion regarding a merger or takeover at this stage. Discussed PM drafting a Memorandum of Understanding. GS It was a positive meeting with a common vision to benefit our children with joint collaboration which we are doing already with sharing the Finance Officer, teacher training, school improvement. GB and GS came away from the meeting with the prospect of asking CELT board to support this and meet again to go through the MoU. A discussion was held regarding the benefits and disadvantages of pursuing this process.   * The two Trusts have a good, close working relationship * Two Trust Leads speak almost daily, there is no friction * Not ready for MoU at the present time * Two Trusts have different approaches * Look to our 4 RI schools first * Not ready to absorb 20+ primary schools * Still working through NET and PLT joining   **Action: GB to feedback to KL Chair that the best way forward is to continue to collaborate. There is no requirement for a MoU, to continue working together. GB will email Trustees the outcome.**  **10.6 Spaceport**  GS Thank you for those involved in virgin orbit webinar event at Penrice went down very well, great feedback. Pleased to see CELT primary schools have been selected to pilot the careers hub. | CC to notify GS of S&R date  SK to clarify  GB to feedback outcome to Trustees by email |
| 11 | **Date and time of next meeting**  24th February 2021 8 am at Atlantic Centre or virtual.  **The meeting closed at 18.32 GB wished everyone a ‘Happy Christmas’** |  |
| 11. | **The above minutes were approved and agreed as a true record.**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairperson** |  |