

MINUTES OF CELT TRUSTEES BOARD MEETING

WEDNESDAY 24TH FEBRUARY 2021 8 AM

ATLANTIC CENTRE & VIRTUAL

In Attendance:

Sebastian Parker (SP)

Virtual – Geoff Brown (GB) Chair; Kym O’Mara (KOM); Greg Slater (GS); Steve Dunn (SJD); John Simeons (JS); Jason Knights (JK); Ashley Mann (AM); Jonathan Childs (JEC); Jo Connolly (JC)

Also In Attendance:

Lisa Mannall (LM); Sarah Karkeek (SK); Clare Ridehalgh (CR); Tracy Cartmel (TC);

Claire Carter (CC)

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| **Item** |  | **Action by:** |
| 1 | **Welcome, Apologies & Declaration of Pecuniary Interests**  GB welcomed JC to the Trust board  Apologies received from Sean Dixon – accepted. There were no declarations. |  |
| 2. | **Minutes of previous meetings, and matters arising from minutes**  Full Board meetings held on 9th December 2020 & 7th January 2021 – minutes agreed and approved.  **Matters Arising - 9th December 2020**  **Agenda Item 9. External review of Governance**  SK stated that with regards to suspending an LGB, it had been clarified that we can. It is clear that if we do as a Trust Board we need two parent elected Trustees, which we do have, so are covered. The new Articles of Association were circulated.  **Agenda Item 10.4 Brannel and Mount Charles ARB**  LM reported that the process to move Mount Charles to a specialist organisation to run the ARB was continuing, everyone remained keen for this to go ahead. NET had previously signed the documents for Brannel’s ARB, covered by commercial transfer agreement that went into the merger. Documents are available for GB to sign on behalf of CELT. Brannel will then be signed off.  **Agenda Item 10.6 Spaceport**  GS stated that Virgin have put satellites into space with a successful launch in January. Now committed to continue with the project. Following the announcement for G7 there is a possibility that we will have the aircraft that launches on the hard standing at Newquay Airport during G7, which will be quite exciting for our youngsters. |  |
| 3. | **Safeguarding – Standing Item**  **Presentation from Kay Adams**  KA gave a thorough report on the period up to 8th March 2020:   * Huge fall in referrals * All safeguarding leads have well established procedures for most needy pupils * Regular calls to students, contact impressive and extensive * Main issue number of children not returned to school for best part of year * Engage with families to support and remove barriers * Impact on parents due to Covid and homelessness and neglect * Preventative services have been less effective for mental health wellbeing * Risk massively increased by the prevalence of the toxic trio, domestic abuse, mental ill-health and substance abuse. * Young carers in Cornwall are isolated without school support, limited access to shops and activities * Massive increase in younger children being involved in criminal activities * Major risk over lockdown has been domestic abuse * Young people are becoming desensitised to on-line materials, growing prevalence of cyber bullying too.   GS What as a Trust can we do to support? KA – There is concern for primary headteachers who are often the DSL. The Trust have advertised for a Safeguarding Lead for primary schools to reduce pressure. Breakfast clubs are fantastic, we could offer that to families in need, not only for the students with PP.  **Recommendation: Complete audit on how many schools run breakfast club**  **GS thank you for this constructive positive discussion today.** | SK to complete audit including costs |
| 4. | **Trust Lead report**  The report was presented prior to the meeting.  GB Do you want formal acknowledgement and support for the Early Years development at Lostwithiel? LM We would like it formally supported and minuted.  This was unanimously supported.  SK, CR and Chris Bennett are still working on this and we will report back as and when we have more information.  GS queried the high level of supply costs for Mount Charles. LM stated that staff shielding had been covered by long term sickness cover. They come in under budget, we regularly talk about this, there is no concern.  GS asked if the Decarbonisation Plan had been completed, and would like to see them. CR stated that the plan has been completed and is now with the building survey.  GS Please thank everyone for the half-term newsletter, it was a positive, fabulous and informative document.  GS Brannel is above PAN, how does that impact funding? LM Brannel are over PAN in Years 7 and 8, however they have capacity to accommodate this. They do need to extend their dining hall, they have the appropriate reserves, funding 65% themselves, they will use the original building company. Come September they will have even higher numbers with a new over-subscribed Y7 joining. They are becoming a school of choice.  GB asked if Ofsted would be resuming inspections once schools return. LM Ofsted haven’t clarified when, currently stating they will be back in schools after Easter. LM stated that Brannel, Lostwithiel and Carclaze are ready, want the inspections completed and the Trust welcome them.  A discussion was held regarding the responsibility of Lostwithiel Pre-school being handed over to the school and financial investment.  **Action: It was agreed to support investment in Lostwithiel Pre-school as suggested by LM** | LM to pass on thanks |
| 5. | **Finance Report**  The report had been scrutinised at Audit & Finance Committee. At the request of the A& F Committee the finance report has been rag-rated and a structure was put to the A&F Committee, now at full board for endorsement, where both revenue spending and future budget projections were presented.  CR reported that the Trust is in an exceptionally healthy position. The 3-year cash flow is constantly under review so that the third year is never arrived at.  TC The report identifies schools that are forecast to have below 5% reserves, the finance team will work closely with those schools. If a school is going below PAN we can work with these schools. The report has been reviewed and tweaked slightly for the next meeting. There are no particular concerns for this year and will look carefully at how we budget for next year. Each school is monitored monthly, yearly and on a 3-year basis.  **GB left the meeting**  JEC asked about cash flowing through, in terms of interest rates, do we do anything? TC The rates have been so bad and we haven’t had capacity to review this, this may be something we look at again.  CR policy states that investment has to be maintained in an UK clearing house bank for the protection that provides.  CR stated that the SRMA dashboard (School Resource Management Self-Assessment) had been completed for each school and compares all Trust schools on a range of key indicators. The SRMA checklist is being compiled by Trust Officers, following completion this will be reviewed and approved by GB and JS. This will allow benchmarking comparisons to be made across all schools and Trusts nationally.  CR clarified that there are two different reports, one rag-rated how a school is performing in year and one for how the budget is projecting forwards.  GS the A&F committee discussed the balance sheet and what take away points are?  TC stated that the balance sheet focus would be on funds available, funds diminishing and less than 5%, would be a cause for concern. This will correlate with the budget monitoring reports showing reserves position. We monitor creditors and carry out BACS monthly. We have reviewed debt management process and training continues on debt progress following on from audit report. Training is being delivered to schools to ensure they are up to speed.  **Recommendation:** **Approved rag-rating and the measures which provide useful information and focus for the A&F Committee** |  |
|  | **GS took over the chair. AM lost connection.** |  |
| 6. | **Academy Articles of Association**  6.1 Accept and approve changes to above document  SK/CR PLT & NET used the 2014 version. A review of the Articles has been undertaken using the latest version February 2016 model. The Objects remain the same with regard to appointments, slight difference in the way the Trustees are appointed, the majority being appointed by Members, the number of Trustees being a maximum of 12. The DfE is very strict with wording and layout, therefore a change of title from CEO to Trust Lead is not recommended, we can have a side note stating we use Trust Lead. The document has been circulated to Members in preparation for the Trust AGM next week. The document will then be presented to DfE for their comments. Members will approve via a special resolution. If Trustees have any comments please let us know by email, otherwise it will be taken as approved. |  |
| 7. | **Closing the Gap update**  SK reported that there are huge gaps in progress and attainment between PP (Pupil Premium) and non-PP students. CtG will look at quality-first teaching and how children learn, our CtG strategy is being led by Marc Cooper, Research and Development Lead. We have developed strong working relationships with Education Endowment Foundation and Bolton University. All CELT teaching staff will have a masterclass in metacognition and look how children learn, followed up in summer term with Prof Hopkins and his team coming into schools watching teachers teach and how we might adjust our teaching to better engage the learning needs of all our children. This will be a game-changer providing a long-term strategy, the right strategy, doing something different. |  |
| 8. | **Policies**  8.1 Complaints Policy – **reviewed, accepted & approved**  8.2 Whistleblowing Policy – **reviewed, accepted & approved**  JK following grievance raised at PLT and lessons learnt, are school internal grievance policies all different or standardised? LM clarified they are standard |  |
|  | **KOM left the meeting** |  |
| 9. | **Receive Sub-committee minutes & Chairs updates**  9.1 Quality Assurance – 18th January 2021  9.2 Estates, IT & Climate Emergency – 26th January 2021  SP people in post are doing really well running Estates. LM the purchase of Atlantic Centre is with the LA, this is moving forward, incredibly slowly.  9.3 Audit, Finance & Risk – 9th February 2021  9.4 Staffing & Remuneration – to be held 4th March 2021  LM performance management six-month interim review to be arranged.  **Action:** Agreed targets to be forwarded to LM. | CC targets be forwarded to LM |
| 10. | **Presentation on initiatives & spend**  To be item on next agenda |  |
| 11. | **AOB**  11.1 Training – Trustees Financial Workshop 19th January 2021 outcome  Certificate of attendance have been circulated. Workshop was very useful. 1:1 training was carried out with JC  11.2 H & S Governor Link Workshop – Monday 1st March 2021 at 4.30 pm  11.3 Teaching Hub  Roseland School and Trenance Infants were awarded the teaching hub. LM reported that only The Roseland and Trenance were eligible able to apply. The Trusts worked closely together to ensure competitive bids were submitted. CELT would work with Trenance Teaching School bid, and be the strategic partner for secondary school collaboration. Will now wind up partnership with KTSA and move forward as part of the new teaching school, running with one board. |  |
| 12. | **Date, time and venue of next meeting – 17th March 2021 8am at Atlantic Centre/Virtual** |  |
|  | **The meeting closed at 9.48 following Part B business being completed.** |  |
|  | **The above minutes were approved and agreed as a true record.**  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairperson** |  |