



Minutes of the Board of Trustees Meeting Held 11 May 2022 at the Lord Haldon Hotel 0900 - 1230

TRUSTEES IN ATTENDANCE

Dr Clive Grace (CG)	Trustee & Chair of the Board
Mrs Carole Burgoyne (CB)	Trustee & Co Vice Chair
Dr Karen Deeny (KD)	Trustee & Co Vice Chair
Mrs Geraldine Herage (GH)	Trustee
Mr Graham Oliver (GO)	Trustee

ALSO IN ATTENDANCE:

Mr Matthew Barnes (MBa)	CEO
Mr Lee Earnshaw (LE)	Headteacher
Mr Andrew Hardingham (AH)	Chief Finance Officer
Mrs Sandra Harris (SH)	Chief Governance & Operations Officer
Mrs Hannah Smart (HS)	Headteacher
Miss Sophie Turner (ST)	Executive Assistant

APOLOGIES:

Mr Matt Bindon (MBi)	Headteacher
Mr Peter McDonnell (PM)	Trustee
Dr Tim Searle (TS)	Trustee
Mr Tim Thexton (TT)	Trustee

Minute No.	Agenda Item	Action
1.	WELCOME, ATTENDANCE AND APOLOGIES CG opened the meeting and welcomed all in attendance. Apologies for absence were received from MBI, PM, TS and TT. The meeting was confirmed as quorate.	
2.	DECLARATIONS OF ANY CONFLICTS/BUSINESS INTERESTS Declarations of interested were sought and none declared.	
3.	MINUTES OF LAST MEETING HELD 31 MARCH 2022 AND MATTERS ARISING The minutes of the meeting of the Board held 31 March 2022 were considered. GO had submitted two amendments namely: - Amendments to minute 4 – to clarify that the £480k referred to the predicted balance of accumulated reserves at the end of the financial year, whereas the £420k related to the surplus achieved during the year)	

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	<p>- Amendment to minute 10 – to read ‘previously’ not preciously.</p> <p>Subject to the above amendments being made, the minutes of the meeting held on 31 March 2022 were agreed as a true and accurate record.</p> <p>Review of Action Tracker: Following a review, the actions below were noted:</p> <ul style="list-style-type: none"> i. Trust Appraisal System AIH (HR) to undertake review and report back ii. Reference was made to RemCom and it was proposed that parallel powers be conferred with F&A Committee. This was agreed and CG would discuss this with TT to advise. iii. TFT Registered Office. To remain as an item on the tracker to be revisited in due course. <p>It was agreed that ST/SH undertake a review of the Action tracker and to update accordingly.</p> <p>The Board agreed that parallel powers of RemCom be conferred to the Finance & Audit Committee.</p>	<p>ST</p> <p>ST</p> <p>CG</p> <p>ST</p> <p>ST/SH</p> <p>SH</p>
	For Decision	
4.	<p>CEO UPDATE REPORT</p> <p>CG praised the quality of all the papers submitted to Board. MBA proceeded to introduce the CEO Report which had a new format. MBA welcomed any feedback on the structure and informative nature of the report. It was noted that MBA was implementing the same self-evaluating format for reports from the Heads which would feed into the Board report in due course.</p> <p>Trustees discussed the content of the CEO report and agreed that it should remain focused and include comparable national and local data for reference</p> <p>MBA took the Board through the report and highlighted key aspects namely:</p> <ul style="list-style-type: none"> - RSC had approved the ACE Plymouth provision move from St Austell to Bodmin - Due diligence process had started in respect of Mount Tamar. Four focused days would be held before the end of May 22. A full report would follow these meetings and be considered by the Mount Tamar Committee in mid-June. The condition survey was expected to take place in June 22. - Trustees offered their support for Mount Tamar governance and CG would discuss with MBA, trustee membership of the IEB. - Haven update: HS reported that work was in progress and expected to be completed within 10 weeks. HS to provide further update at the next meeting of the Board. - AP remodelling paper - MBA/MBI had been continuing discussions with PCC, secondary headteachers, PLP and the RSC. A local authority commissioner had suggested the Trust provide a counter-proposal detailing how ACE Schools could provide the AP offer that schools in the city are looking for. Whether the final decision is taken by the LA or the Cabinet Member is as yet unknown. MBI was presenting a paper on 11 May alongside the Headteacher at Lipson Cooperative Academy, who is the Secondary Heads Group Chair, and Tony Bloxham seeking a shared understanding of inclusion and AP and allowing schools to feedback their preferred model. CG asked 	<p>MBA</p> <p>CG/MBA</p> <p>HS</p>

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	<p>that MBI provide a copy of the presentation and a covering paper to the Board.</p> <ul style="list-style-type: none"> - MBA attended the Plymouth Strategic Education Group, which includes the CEOs who have representation in Plymouth, the local authority and the RSC. The local authority's paper had been discussed at the meeting. GH would send analysis material from Bristol SEG to MBA. - Growth Strategy - CG stated that, although rightly referred to in papers such as the TCaF bid, the Trust does not have a formal growth strategy. However, the Trust is now much better placed, as reflected in the RSC's support of the bid to Sponsor Mount Tamar, to grow and influence the SEND system in the Southwest. CG requested that MBA prepare a report for July Board to consider the Growth Strategy. CG and MBA would commence conversations with the RSC/ESFA to ensure there was clarity about the willingness of the Trust to step into the space being created by the White Paper. - Staffing – the Board placed on record its thanks and appreciation to Lee Earnshaw for his service to Courtlands School and to the Trust, and wished him well in his next career move. <p>The Trustees extended their appreciation for the clarity of the report.</p> <p>The Board approved the strategic priorities within the report and the work underway in achieving them, specifically:</p> <ul style="list-style-type: none"> - Agreement of a 6th Non pupil day as a one off event to enable a curriculum conference; - Agreement on the proposed interim arrangements for HS to provide executive headship at Courtlands School - A copy of the presentation given by MBI in relation to AP Remodelling, together with and a covering paper be circulated to the Board. - Discuss Trustee and governance aspects of the Mount Tamar IEB - A paper outlining the Growth Strategy to be submitted to the next meeting of the Board - Communications commence with RSC/ESFA with regard to the Trust willingness to support in line with the implications of the White Paper. 	<p>MBi</p> <p>GH</p> <p>MBA</p> <p>CG/MBA</p> <p>MBA</p> <p>MBA</p> <p>MBi</p> <p>CG/MBA</p> <p>MBA</p> <p>CG/MBA</p>
5.	<p>WHITE PAPER</p> <p>MBA provided an overview of the Schools White Paper which was then discussed. He articulated the direct link between the White Paper and the Green Paper, given that full academisation of schools would mean there would have to be national standards relating to SEND Provision and the Code of Practice.</p> <p>The Trustees agreed that a further report be submitted to the July Board meeting which linked these proposals with the Growth Strategy of the Trust.</p>	<p>MBA</p> <p>MBA</p>
6.	<p>GREEN PAPER</p> <p>MBA presented his paper outlining the key messages of the Green Paper and suggestions about how the Trust might want to respond to the consultation. Trustees discussed the content of the paper and specific areas where they had views in support of the CEO's paper and other areas where Trustees felt greater push back was needed. For example, in relation to the National Delivery Board,</p>	

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	<p>further information was needed in terms of what powers, accountability and reporting it would have. There was some concern about the direction and delivery of the Green Paper, however the Board would identify how best to make it work for the Trust and agreed it was necessary to make representations and influence where possible.</p> <p>It was agreed that MBA draft a response on behalf of the Trust for agreement in consultation with CG and GH ahead of submission.</p>	MBA/GH/CG/ Heads
7.	<p>FINANCIAL UPDATE AND PROGRESS ON BUDGET SETTING</p> <p>AH made reference to the detail shared at the March Board meeting. He reiterated that there remained work to do and his assessment of the reforecast was cautious. The outturn may be nearer to £320 – 350k rather than the aspiration set at the last Board meeting of £420k.</p> <p>Reference was made to the levels of reserves and the impact of staffing cost and covid.</p> <p>The Board queried the controls on the Capital Programme and sought assurance on how these are reported. It was noted that condition surveys had been undertaken previously and would be recirculated.</p> <p>The Board requested that the report in July include information on the Capital Programme in relation to estates with options to develop the Estates Strategy. AH outlined the indicative timetable for the 2022/23 budget planning. A draft budget would be available by 14th June and options would be built in. This would be circulated to GO, CG, CB and KD for initial views.</p> <p>It was agreed that the July report would also contain analysis on income options.</p> <p>The Board thanked AH for his update and it was agreed that the report to the July Board contain:</p> <ul style="list-style-type: none"> - Updated reforecast 21/22 to include budget planning and draft budget for 22/23 - Update on the capital programme in relation to estates with options for developing an Estates Strategy - Analysis on income options 	AH
8.	<p>TCAF APPLICATION</p> <p>The Board was advised that TFT was able to bid for TCaF funding. The TCaF is intended to support Trusts to realise the aspiration of the White Paper. TFT are eligible because they have a growth project, namely the sponsorship of Mount Tamar. The maximum bid is for £310k. It was noted that there should be a focus on educational elements and an options paper was presented to Trustees. Discussion ensued around the community of learning and Trustee's desire to grow in a way that influences SEND provision in the South West. It was agreed that the CEO should revisit the bid to draw out more explicitly the Trust's position.</p> <p>It was noted that the funding had to be used by 31 March 2023.</p> <p>It was also agreed that additional strategic finance resource be included in the proposal.</p>	

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	The Board endorsed option 1 within the paper and agreed that the Executive Team draw up a specific plan to monitor implementation of strategies that may be funded, reporting back to E&O or F&A. The Board authorised the CEO to submit a response on behalf of the Trust subject to final consultation with the Chair.	Exec Team MBA/CG
9.	<p>TRUST RISK REGISTER</p> <p>SH introduced a paper outlining the review process to date of the Trust Risk Register. The version presented had had an initial review and some improvements made to the format. It was suggested that the register undergo a further review by the Executive Team following which it would be submitted to the Finance and Audit Committee and onto the Board in July.</p> <p>The Board was satisfied with the current risks subject to a further imminent review.</p> <p>In terms of risks to be added, a process on individual complaints would be included, as would Mount Tamar.</p> <p>The Chair requested that for future meetings, the Risk Register be printed off on A3 paper for legibility and tabled at the meeting.</p> <p>The Board agreed the updated Risk Register and endorsed the proposed next steps in terms of review process. It was agreed that the revised register be presented to Board in July 22.</p>	SH/ST SH
	For Monitoring/Approval	
10.	<p>DELT REVIEW</p> <p>Trustees were advised that MBA/CG/SH had met with Giles Letheren, Head of DELT on 10 May to consider how the contract was being experienced and options moving forward.</p> <p>It was agreed that the Chair would circulate a paper to all Trustees on future options.</p>	CG
11.	<p>COMMITTEE FEEDBACK</p> <p>Due to rescheduling, there were no meetings from which to feed back.</p>	
	AOB	
12.	<p>PAPERS TO TRUST MEMBERS</p> <p>It was agreed to circulate the CEO's report to Trust Members excluding the embedded items to ensure focus.</p>	ST
	Date of next meeting	
	14 July 2022 (preceded by Board dinner on 13 July 2022)	ST

Meeting (part 1) closed at 1205



Approved by:

Date of Approval:14 July 2022.....