



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

Central Office  
Unit 4 Tamar Business Park  
Pennygillam Way  
Pennygillam Industrial Estate  
Launceston  
PL15 7ED  
01566 777503

Email: [governance@andaras.org](mailto:governance@andaras.org)

CEO: W. T. Hermon

15/12/2021

**Minutes**  
**Full Board of Directors Autumn Meeting**  
**Wednesday 15<sup>th</sup> December 2021 at 9.30am via zoom**

**1. Welcome and Apologies**

**Present:** Graeme Barriball (Chair), Steve Tavener (Chair designate), Trudy Rudge (Vice Chair designate), Peter Hague, Tim Woodward, Claire Paul, Jon Sharpe, Will Hermon (CEO)

**Apologies:** Carol Green

**In Attendance:** Emma Gilbert (CFO), Jo Callow (Ex-Officio), Toni Martin (Governance Officer)

The Chair welcomed and thanked the Directors. TM noted that due to health reasons, Carol Green has had to stand down as a Director with effect 14 December 2021. The Board will send a note of thanks to Carol for her contribution to the Trust as a Director.

**2. Declarations of Interest/Pecuniary Interests relevant to this Agenda**

None declared.

**3. Elect Chair & Vice Chair of Board**

GB stood down as Chair and gave thanks to TM for her support and to WH for his co-operation during his tenure. The new Chair and the Board thanked GB for his contribution as Chair.

ST agreed to step up as Chair and the Directors all voted in favour. A volunteer was requested for Vice Chair and TR volunteered.

ST noted he has signed up for the RSC induction training; 4 sessions on zoom. Also it was noted that ST will undergo the additional DfE requirements for DBS as the Chair of the Board. TM and CP will assist with this.

**4. Committee Members and Chairs/Lead Roles**

Due to the change in Chairs, the following was agreed for committee members from 15 Dec 21:

<b>TLA</b>	<b>FSD</b>	<b>RSS</b>	<b>Audit</b>
Claire Paul (Chair) Tim Woodward (Vice) Trudy Rudge Will Hermon	Jon Sharpe (Chair) Peter Hague (Vice) Steve Tavener Claire Paul Will Hermon	Graeme Barriball (Chair) Steve Tavener (Vice) Tim Woodward Will Hermon	Trudy Rudge (Chair) Peter Hague (Vice) Graeme Barriball Jon Sharpe Will Hermon
	Emma Gilbert (CFO) in attendance	Emma Gilbert (CFO) in attendance if required	Emma Gilbert (CFO) in attendance if required

The Director leads were tweaked and the following agreed:

NAME	LEAD
GRAEME BARRIBALL	Property (Site, Buildings & Insurance), Risks
CLAIRE PAUL	Data & Improvement, Cyber Security
PETER HAGUE	Financial Planning/Budget Monitoring
WILLIAM HERMON	-
TIM WOODWARD	Vision & Ethos/SIAMS
TRUDY RUDGE	Protection (Safeguarding) & Whistleblowing
JONATHAN SHARPE	Strategy, budget monitoring & Risks
STEPHEN TAVENER	Health & Safety, Improvement, Personnel

5. **Confirm Minutes of previous full Board meeting (12<sup>th</sup> July 2021) and matters arising**
  - Add re-appointment of CP at Members' AGM (TM). *Complete, also re-appointed GB and appointed ST & JS as member appointed directors.*
  - Improvement plans – funding of priorities (WH). *See item 9 and action from RSS.*
  - Discuss pooling of gag funding (EG/WH). *See item 12*
  - Carried forward appoint internal auditor at autumn term full Board (WH). *See item 17*
  - From confidential minutes; site meeting for directors and extra-ordinary meeting to make decision on LT land. *Complete*

The Board agreed the minutes and a copy was signed by TM on behalf of the Chair.

6. **Confirm Minutes of previous extra-ordinary full Board meeting (16<sup>th</sup> August 2021) and matters arising.** Confidential minutes on LT land purchase – no actions. The Board agreed the minutes and a copy was signed by TM on behalf of the Chair.
7. **Confidential**  
Staff matter was discussed at confidential minutes.
8. **CEO Report to Board**  
Report provided to the Board prior to the meeting. The academic year started positively but since half term, it has been increasingly difficult due to Covid and winter illnesses with large numbers of children and staff across the trust having to stay at home. It is evident that Ofsted are not looking at data during inspections but it is still important to ensure that the children are making progress following the lockdowns. WH noted some forecast data standards, with KS1/EYFS still being of concern. However, Ofsted are focussed on the curriculum and will do deep dives into the curriculum. Staff are working on the curriculum and curriculum mapping but it is difficult when also trying to catch up from previous lockdowns and also with staff being off work due to illnesses such as Covid. Trust Improvement Officers have been visiting to conduct deep dives into various elements of the curriculum, and while hard work for the staff, it has been worthwhile and will pay dividends in future. Writing moderation, particularly for Year 3, has occurred across the trust by the Trust Improvement Officers to ensure the teachers are assessing the children effectively. The recovery work is on-going, including the use of tutors, which is having a positive effect. The loss of staff due to Covid has not helped with the continuity of learning; for example, LT has had 4 out of 5 staff off work due to Covid for a few weeks. The new EYFS framework is being implemented, staff have been trained and there is local governor training in January. It is hoped that consistency will follow next term.

**Is there an issue with the moderation at Princetown?** JC confirmed there was a communication issue that has now been resolved. **Chartwells staffing issues seem to be getting worse and it is affecting the schools ability to function at lunch times, what is happening with this?** WH noted that Chartwells have suffered staff shortages and not telling us in advance so it had a knock on effect

to the school staff having to cover lunch duties when they should be doing something else. They were also using our kitchens to cook meals for other schools outside the trust which is unacceptable. WH has raised a complaint and they are due to meet; some staffing issues have been addressed already and will hopefully continue to improve. There should also be some financial recompense for using our kitchens. This is in hand and will be monitored closely.

**Is there anything else the board can do to support the schools and staff at this time?** WH noted that there will be additional staffing costs that need to be met due to absence.

The Chair noted the proposals for the woodland school; a lovely piece of work and will be a great facility. Thanks to JC for this work (also noting thanks for all her hard work and she was informed that her performance management outcomes were supported). Directors discussed funding options for the work. The barn doesn't have a DfE number currently so unable to apply for a CIF bid at present but funds required will be applied for through grants.

#### 9. **MAT Improvement Plan**

WH noted the governance review item in the improvement plan; using RSC grant money a link has been set up with a MAT in Devon (the Link Trust) to conduct a peer-to-peer governance review and also a curriculum review with each other. This will meet the requirement of the annual governance review for this academic year. WH also discussed the tutoring in place across the school. WH has unpicked items of the improvement plan to ensure it is more targeted at each school and less of a blanket funding position. Costs have been allocated to elements of the improvement plan and Directors were happy to support this.

#### 10. **MAT Vision & Ethos**

Vision and ethos still relevant but this will be reviewed in 2022.

#### 11. **Cyber Essentials Audit and Actions**

The audit is complete and an action plan has been given to the trust to work through during this academic year with the aim of achieving cyber security accreditation next September. The policies need to be reviewed with an aim of linking all the IT and cyber policies together and templates are being provided by the auditors. CP was appointed as the Director with lead for Cyber Security.

**It was noted that a data breach has been recorded, can you explain this and what has happened as a result?** WH noted what had happened; it wasn't a serious data breach but did provide a lesson to learn that has now been implemented as a new practice across the trust.

#### 12. **Latest Monthly Management Accounts**

EG noted the latest accounts for period 1; currently running at a surplus but this will not carry on and explained the reasons why, including some invoices due in for staff cover. ICT costs are down at the moment, possibly due to the expenditure invested into IT in the last few years. Period 2 will be available to Directors soon. WH noted some funds that have to be spent by March and EG noted where the certain funds are recorded on the accounts. EG noted that further support to classrooms is will no doubt be required from January given the new Covid variant. The KPIs were discussed briefly and EG noted that the financial position is comfortable at best but will need to be monitored closely. **What are the other government grants and how are they used?** EG noted the tutoring grants and Covid pupil premium grants.

**The Chair noted that a balance sheet to allow monitoring of accounts has been suggested previously but the variance sheet seems to show this information so there is no need for an additional document.** It was suggested that this is used to monitor the accounts and if there is a big variance, the Board can do a deep dive into that particular issue. EG agreed to keep this up to date.

**Does the current surplus include CIF money as this is not a true reflection of surplus if it does?** No the surplus is just Gag and unrestricted. The capital is recorded separately.

The TLA suggested allocating cultural and enrichment funding from Reserves of up to £2K for small schools and up to £5K for large schools. WH explained the reasoning behind this proposal; to provide activities for the children that have missed out on certain experiences due to Covid. **This was proposed and approved by the Board.**

**Pre-school funding was looking poor last year, how is this looking now?** Children are returning to pre-school settings and funding has increased. However working from home has started again so may affect funding levels in the near future. This was discussed in detail.

**13. Approve Financial Scheme of Delegation**

No changes and approved.

**14. Audited Accounts & Annual Report**

Audited accounts were discussed at the Audit committee. Final audited accounts received from the external auditors. The Board approved the accounts. WH and GB to sign a copy and they will be submitted by 17 December to meet the 31 December 2021 deadline.

**15. School Resource Self Assessment Tool**

Deadline set for the completion of this tool and will be completed by EG next term.

**16. Going Concern**

Trust is now required to ensure that it is a going concern for the next 3-5 years. Directors need to be content they have enough information to be assured that the trust is a going concern. Management accounts and risk register, along with feedback from the external auditors, confirms to the trust board that the trust continues to be a going concern.

**17. Appoint Internal Auditor**

The Chair gave feedback on the internal auditor. This was discussed and it was agreed to appoint the same internal auditor but with clear parameters and expectations that must be met.

**18. Actions from Committees**

a. **TLA**

Cultural and enrichment funding from Reserves - covered at item 12.

b. **FSD**

No actions.

c. **RSS**

Property Compliance Schedule – ongoing and will be up and running in the new year.  
Funding of improvement plan - covered at item 12.

d. **Audit**

Future payroll provision was discussed; EG has put forward options that were considered at the Audit committee. She explained some of the issues with the current provision and some options for in-house provision including potential systems and costs. **What internal controls will you have in place to ensure that data and pay is controlled appropriately?** EG explained the checks and balances that will be in place. **Do we need to ensure internal auditors monitor this?** It was agreed that a set of operating protocols need to be drawn up in order to have checks and balances, and ensure that we have a good set of internal controls. **What about covering this**

**during holidays such as summer holidays?** EG noted that certain HR and finance staff work 52 weeks a year and are not on school term time working so this can be covered. **Do we need to see if there are other trusts using these systems so we can see if it works?** EG has experience using PS People with another trust and will investigate further. **Have you been back to the LA to feedback that the provision is not acceptable?** There is dialogue, apologies and then repetition so unfortunately there is no real improvement to the service. The proposal is to complete pay in-house and run with PS People, starting from April to allow dummy runs until the end of August to ensure the crinkles are ironed out prior to running with it completely. The proposal seems robust. The biggest cost will be the implementation cost and in 3 years will have broken even and there won't be the hidden costs of extra work that has to be done currently with the LA. **Presumably we will need new policy/policies to cover this?** Yes this will be done also. **Have you got all the support you need to achieve this?** This will be worked through, starting with training on the system.

**The Board voted in favour of bringing pay in-house and authorised EG to continue work on this.**

**It is noted that the risk register is to be reviewed in January to thin out excess content as the document, while comprehensive, is becoming a little unwieldy (WH, JS & GB)**

e. **LGBs**

Chartwell's poor provision at schools (SC) – covered at item 8.

**19. Complaints and Compliments**

One complaint through WHA governor complaint panel; complaint upheld and matter closed. The Chair noted that it is pleasing that the process is was followed correctly.

**20. AOB**

Annual Letter to Trusts Accounting Officer shared with the Board.  
ST completed L3 Health & Safety in the Workplace training.  
TR and ST completed the on-line KCSiE update training module.

WH noted a letter from the Unions; if the trust agreed to do a recruitment and retention payment of £1 this year alone that in future their pension will not be affected by the pay freeze this year due to indexing. It was checked by Wolfestans and they agreed the Unions are correct, and it makes sense to do so. **Directors agreed this should happen.**

WH left the meeting and GB briefed the Directors on WH's performance management outcomes; this is recorded at confidential minutes.

**21. Date of Next Meetings**

Mon 28<sup>th</sup> Feb 2021 at 9.30am on zoom – short one agenda item meeting to determine admissions policies for all schools across the Trust.

Weds 30<sup>th</sup> Mar 2021 at 9.30am full Board meeting at central office

The meeting closed at 11.45am

TJH Martin

Governance Officer

**Distribution List:**

W. Hermon – CEO Director	T. Woodward – Director
S. Tavener – Director (Chair)	C. Paul – Director
T. Rudge – Director (Vice)	J. Sharpe – Director
G. Barriball – Director	E. Gilbert – CFO
P. Hague – Director	J. Callow – Ex Officio