

30/03/2022

**Minutes**  
**Full Board of Directors Autumn Meeting**  
**Wednesday 30<sup>th</sup> March 2022 at 9.30am and central office**

**1. Welcome and Apologies**

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

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

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

None declared relevant to this agenda.

**3. Confirm Minutes of previous full Board meeting (15<sup>th</sup> December 2022) and matters arising**

Review risk register in January to thin out excess content as the document, while comprehensive, is becoming a little unwieldy – action from Autumn Audit committee but noted at full Board (WH, JS & GB). **Carry forward to next term (WH, JS & GB)**

Board agreed the minutes and a copy was signed by the Chair.

**4. Confirm Minutes of previous extra-ordinary full Board meeting (28<sup>th</sup> February 2022) and matters arising**

Minutes to determine admissions arrangements for 2023-2024 – no actions. All resulting matters dealt with and complete. The Board agreed the minutes and the Chair signed a copy.

**5. Confidential**

None.

**6. CEO Report to Board**

WH provided his report to the Board prior to the meeting. He began by discussing the significant staff and pupil absences due to Covid; it has affected all schools but SC and SSCA have been hit the worst and for a second round of infections too. Noting that most people are ill with covid and/or very tired from it, which can affect when people return to work, but some are asymptomatic. The directors discussed attendance, forthcoming policy for covid absences, testing and the affect of absences on pupils attainment & progress. There have also been cases of chickenpox.

WH noted the picture of attainment & progress, some schools doing well and others needing to catch up but it reflects the absences due to covid. Attainment for KS1 is currently sitting at 10-15% lower than it should be at this time of year but it is assessed that this is recoverable providing the children are well and in school. The KS2 data is currently variable but work needs to be done here too. The tutoring has been effective but the progress has been delayed because the tutors have been called upon to cover staff absences. The directors discussed SATs and timings.

WH noted the school SEFs and the importance of these; the aim being to improve the quality of what the school provides. He noted the Ofsted deep dives on the curriculum, the criticism of this process and that the deep dive methodology has been adjusted because it wasn't being done consistently. WH is confident that the curriculum process in the schools is positive, it just needs to be embedded further. The directors discussed this in detail. Writing in particular has been evaluated against the initial reports from the Trust Improvement Officers and issues are being followed up. **Are all the schools moving in the right direction, given there are comments regarding not enough progress is being made?** WH noted that there are issues, particular in some of the smaller schools where the smaller cohorts have a significant impact on % figures, but what is important is that the issues are known and are being addressed.

WH noted that there is a requirement for a clear thread on climate change in the curriculum from 2023. A deep dive has been done into RE; on the whole this yielded positive results. WH noted JC's study into Ofsted failures due to safeguarding, the points noted are not applicable to our trust schools which was considered positive but not surprising given the procedures that are in place.

A staff well-being charter has been shared with the board. The DfE well-being toolkit is lengthy and unwieldy; the trust staff well-being charter is designed to be more succinct and user friendly. **It is important to be careful how this is communicated to staff and that there are concrete things that actually make a difference.** It was agreed that this is important as otherwise it will just look like the trust is ticking a box when it is actually trying to make effective change. **The charter notes that we will champion flexible working but are we really, can we really do that around the requirements of the school day?** With school timings and the need to supervise children, this doesn't apply to all staff so it is important to make it clear how this will be applied. It refers to all aspects of flexible working including PPA time, but it was agreed that this needs clarifying. Some aspects need to be refined as it was agreed that the charter is a little too generic in some areas and the measures to be implemented have to make life easier and not cause less stress.

**Are you confident when the data is updated that it will show some good progress?** It still won't be where it should be by this time of year but yes it will have improved. Of course, it will be more helpful if the children are actually in school as this hasn't been the case due to covid numbers and the high transmissibility of Omicron. **When do we fold the recovery plan and get back to normal curriculum and normal improvement planning?** It is hoped to do this from September – there will still be work to do but it will be incorporated into the normal improvement plan.

#### **7. MAT Improvement Plan**

Priorities in the improvement plan have been RAG rated. Teaching and learning are sitting at amber – they have been started but more to do. Safeguarding is mostly complete with the exception of implementing Confide. People and leadership priorities are on track. The only priority RAG rated red is the Launceston Pre-School progress – awaiting the final charity commission paperwork. Overall, progress is not where we hoped but everything has been started and progress is being made.

#### **8. Review Christian Foundation/Distinctiveness**

The Diocese are keen that the trust uses positive aspects from the church schools to enhance the other schools; this is already done to some extent and ideas/resources are shared across the trust schools. The board agreed that this should be the extent of this and that a lot of what happens in the other schools is positive and doesn't need to be changed to any great degree. SC are due SIAMS any day and is well prepared; feedback from the Diocese is positive. LT is not due SIAMS this year.

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

Reported to all committees and all in hand. Policies should be ready in the early summer term.

**10. Latest Monthly Management Accounts**

Previous management accounts have been made available and discussed at committee meetings. The CFO noted that February accounts will be available in early April and that there will be an impact from staff cover due to covid absences, catering and other covid related issues. She updated the board on the implementation of payroll with 4 shadow runs prior to going live. The board discussed reserves in detail. Is it possible to see the operational reserve laid out alongside operating costs, cash flow etc so it can be seen clearly what the reserves are? The CFO agreed to do this.

**Action: Review the Reserve Policy & level of reserves (FSD, Audit) ready for approval at summer full Board**

**11. Completion of Audited Accounts & Annual Report**

Accounts have been filed with Companies House for financial year ending 31 Aug prior (*on 23 December 2021*). Accounts & annual report published on trust website presented to all Trust Members at their General meeting on 22<sup>nd</sup> March 2022.

**12. Safeguarding Annual Return**

The annual return was briefly explained and discussed.

**13. Receive Latest Findings of Internal Audit**

Internal auditor has reported that all financial matters have held up to scrutiny and there are no issues to report. The Board congratulated the CFO and her team for the hard work involved to achieve this.

**14. Actions from Committees**

- a. **TLA**  
None.
- b. **FSD**  
None.
- c. **RSS**  
None.
- d. **Audit**  
None.
- e. **LGBs**  
None.

**Action: At future meetings, Chairs of committees to briefly report anything significant to the Board, including any major decisions made (CP, JS, GB, TR)**

**15. Complaints and Compliments**

Nothing significant to report.

**16. Trust Board Recruitment**

It was noted that Tim Woodward's end of term is 4<sup>th</sup> July 2022; he will be at the next committee meetings but the next full Board is currently scheduled after his term. He is not able to continue and the Board thanked him for his service to the trust as a Foundation Director.

It was noted that there is currently no foundation director for Askel Veur and will soon be no foundation director for Eden. The Members were made aware of this. Various options for

recruitment were discussed. TM will investigate these and the directors were asked to consider contacts who may be suitable for member or director appointments.

**17. AOB**

Regional Schools Commissioner (RSC) name has now changed to Southwest Regional Director (RD).

TM briefly introduced Ann Cullum, who has been appointed to cover local governance within the trust.

EYFS training was completed by ST on 17/1/22.

The Chair asked his fellow directors to ensure they communicate with him outside the normal meetings if they have any concerns or issues to raise. Email addresses of all directors have been re-shared across the board. There was also brief discussion on the directors interacting with staff during an inset day.

**18. Date of Next Meeting**

Next meeting is Weds 6<sup>th</sup> July at 9.30am at the central office.

The meeting closed at 11.20am

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 Observer