



**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

18/07/2021

**Minutes**  
**Full Board of Directors Summer Meeting**  
**Monday 12<sup>th</sup> July 2021 at 9.30am socially distanced at ADMAT Central Office**

**1. Welcome and Apologies**

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

**Apologies:** Peter Hague

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

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

The previous interest from GB with the land matter at item 4 was noted. Directors signed and submitted the annual interests declaration.

**3. Confirm Minutes of previous full Board meeting (24<sup>th</sup> March 2021) and matters arising**

No actions.

Board agreed minutes as accurate reflection of the meeting and the Chair signed a copy.

**4. Confidential**

Three matters were discussed at confidential minutes; pre-school, land and staff pay.

**5. Board Matters**

GB's term ends on 20 Dec 2021. He will step down and hand over as Chair of the Board. ST has agreed to step up as Chair. A new Vice Chair will be required.

CP's term ends on 20 Nov 21. She agreed to continue and the Directors noted that for continuity purposes and the skills that CP brings to the Board that she should continue. TM noted that it will be for the Members to appoint CP at their AGM in October. **Add re-appointment of CP to Members' agenda (TM)**

**6. CEO Report to Board**

WH updated the Board on data, pupil/year group progress has been difficult to measure this term due to lack of national benchmarking data - but all internal Trust pupil achievement data for 2021 has been robustly moderated and evidenced. LT attainment and progress has improved; WHA attainment and progress is strong and much improved from previous year; SC results have made reasonable progress; SSCA has the highest number of disadvantaged and remote learning has been difficult to achieve and pupil progress not as good as it might have been without lockdowns, so SSCA is a priority school for the next academic year.

WH noted the internal Trust attainment benchmarking for 2021 is as measured against 2019 figures and this shows that KS1/early years has shown the greatest drop (from year 1 to year 2) and KS1 will be a priority for schools and the Trust next year. He noted the main areas of learning concern; disadvantaged, writing, boys. The Board noted that this reflects the national picture. The Trust improvement plan for next year will reflect this picture but the capabilities curriculum will also need to be focused on as this has not progressed as much as hoped due to lockdowns and the need to focus on recovery. **Can you explain the deep dive process and how it will be managed in our schools?** WH explained that this is a requirement of an Ofsted inspection and is required to evaluate the strongest and weakest subjects; he explained how it would be managed.

Attendance for pupils across the Trust has been very good this academic year and in line with normal attendance; the Board noted a well done to all the schools for their hard work on maintaining pupil attendance. WH reassured the Board that all appropriate policies and procedures are being followed with regard to exclusions, and these have been limited in number and only concern one school.

Health & Safety audit has been completed, the Board has been appraised of the results. Acting Assistant Head has been appointed to Werrington. The benefits of welfare-dogs in the schools was discussed. Pupil numbers for September was discussed; WHA reception class numbers for Sept 21 seem to have been slightly affected by the new primary school. **PAN figure for PT is 70 but is currently at 30. Is there a point when the numbers become unsustainable?** WH noted that this is always an issue with small schools and needs to be constantly monitored. It was agreed that the Head of School at PT is being very proactive at promoting the school. SEN funding was discussed and that some funding is due to be received which will off set the cost of some provision that has already been in place. **Can this not be shown as a 'below the line' income on the accounts?** EG explained the background and how this will be recorded, the Board discussed planning for SEN provision and the difficulties of costing it out, particularly when it is a small school with high levels of needs.

The need for some Health and Safety checks at the pre-school was noted, including an asbestos survey. CIF bid agreed for Wer damp so the use of classrooms will need to be managed while that is sorted. CIF bid also agreed for fire management system at SSCA, and the heating improvements are already underway at SSCA.

#### 7. Risk Register

It was agreed that given the threat posed, Cyber essentials accreditation and insurance will be added to the risk register.

#### 8. Finance Management Reports/Current Budget

EG updated the Directors. LT, CG and WHA were a concern but have balanced out with additional income received. **The May sheets show an overall deficit of £81.6K. However there is figure of £106K for depreciation for periods one to six. This is not yet showing a corresponding figure in the budget?** This is not put in the budget, it is kept separate and shows further down balance sheet. Plan is to integrate in the next financial year. **I do not understand the rates relief and the sending of a claim form twice?** Rates relief sent off for central, not received and therefore applied for again. It was believed to be caused by issues with Council remote working. **At WHA, there is income from Supply Teachers insurance but I have not found the cost of supply teachers?** It was noted that this is under B5 under agency staff.

It was noted that as the budget will balance, we are at the higher end of the reserves being held. The Board had a lengthy discussion on the size and use of the reserves and challenged that **the reserves should not increase and be used in the schools to fund priorities.**

**Action: Improvement plans – funding of priorities add to full Board agenda (WH)**

The Directors discussed pooling of gag funding and the CFO noted the pressure to do this in MATs now. **Action: Discuss pooling of gag funding (EG/WH)**

#### 9. Budgets

Budget for next financial year has been balanced less CG and LT that will need a challenge cost placed against them. **The budget for the next financial year is approved and submitted to ESFA.**

Three-year budget forecast return agreed, although it was noted that some funds are not always known about in advance so it is difficult to plan for these.

#### 10. Internal Audit & Appoint Internal Auditor

Internal audit complete; 2 minor matters noted, system related issues that have been resolved.

Appoint Internal Auditor for 21/22 – WH commented on the current internal auditor. Quotes awaited for internal auditor. **C/F appoint internal auditor at autumn term full Board (WH)**

#### 11. External Audit & Auditor

It was agreed that the same external auditor, Francis Clark should be used for the external audit in 2022. This will be recommended to Members at their AGM in October for appointment of external auditor (a set agenda item for every AGM).

Final review of key issues from previous external audit confirmed that all actions complete.

#### 12. Review

- Scheme of Delegation – *no changes required. Approved.*
- Decision Planner – *no changes required. Approved.*
- Complaints & Compliments; the Directors complimented on what a great job all the staff at An Daras Trust are doing. Directors have continued to visit different schools and short reports have been shared with the remainder of the Trust Board.

#### 13. Agree Items for Annual Governance Statement (WH)

WH will suggest input for the governance statement and TM will add specified information. GB & ST will then look over the draft governance statement for further input and approval.

#### 14. S157 Safeguarding Annual Return

S157 return submitted by schools and feedback received. Nothing significant to report or issues raised. KCSI E due out in September and the Board will be notified of changes.

#### 15. Actions from Committees

- TLA - None
- FSD – None
- RSD – covered in item 4 & 7
- Audit – covered in item 10
- LGBs - None

#### 16. Governance Review

An LGB review was conducted and identified gaps, issues with Chair succession and Vice Chair appointments. Some of these issues have now been addressed; there is a new Chair at SC, SSCA and WHA. Recruitment adverts have gone out to multiple sources and has yielded some success with a few additional governors appointed. As always, more governors are required.

The Board was updated on the formalised governor induction, Chair & Vice Chair job specs, the Chair's One page 'watch list' for each LGB (to be populated from September), the LGB Chair's networking. TM will now work on LGB lead governor job specs and update the challenges/questions to go along side this. The Board thanked TM for her work on this.

**17. Premises**

Property services bids put to tender, only one received. Agreement to go with this provider following some negotiation on a few matters.

**18. Policy**

Governance Code of Conduct – approved.

**19. AOB**

**What is the update on transition arrangements with Launceston College?** WH gave background and updated the Board. Future arrangements will be managed differently with much better consultation from the college.

**20. Plan and dates for Future Meetings**

Date of meetings next term:

Meeting	Autumn
<b>Teaching, Learning and Achievement (TLA)</b>	Weds 22 <sup>nd</sup> Sep at 9:30am at Central Office or via zoom
<b>Finance and Strategic Development (FSD)</b>	Weds 6 <sup>th</sup> Oct at 9:30am at Central Office or via zoom
<b>Resources, Staffing and Safeguarding (RSS)</b>	Weds 29 <sup>th</sup> Sep at 9:30am at Central Office or via zoom
<b>Audit (Au)</b>	Weds 1st Dec at 9:30am at Central Office (includes External Audit)
<b>Full Board</b>	Weds 8 <sup>th</sup> Dec at 9.30am at Central Office

The meeting closed at 11.

TJH Martin  
Governance Officer

**Distribution List:**

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