

## MINUTES OF CELT TRUSTEES BOARD MEETING

WEDNESDAY 28<sup>TH</sup> SEPTEMBER 2022 5 PM

ATLANTIC CENTRE

Trustees In Attendance:

Geoff Brown (GB) Chair; Jane Nicholls (JN); Sean Dixon (SD); Sebastian Parker (SP);  
Jo Connolly (JC); John Simeons (JS)

Also In Attendance:

Lisa Mannall, Trust Lead (LM); Clare Ridehalgh, Deputy Trust Lead (Operations) (CR);  
Jackie Eason, National Governors Association (JE), Claire Carter, Governance  
Professional (CC)

1	<p><b>Welcome, Apologies &amp; Declaration of Pecuniary Interests</b></p> <p>The 'We are CELT' video used for the CELT Inset day was viewed GB welcomed JE to the meeting Apologised were received from Ashley Mann and Greg Slater. <b>Action: Apologies accepted</b></p>	
2.	<p><b>Minutes of previous meetings, and matters arising from minutes held on 6<sup>th</sup> July 2022</b></p> <p>The minutes of the meeting were taken as read and accepted as an accurate record by all Trustees present and signed by the Chair. <b>Matters Arising not already an agenda item</b> <b>Item 3. Finance Report</b> <b>SD asked for initials of staff answering queries to be included</b> <b>Page 6: Hydrotherapy Centre, Newquay</b> GB gave an update on the current situation. GB and SD are on the new board of Trustees for the Centre who are working closely with Newquay Sports Centre <b>Agreed: Minutes were approved as a true record.</b></p>	CC
3.	<p><b>Finance Report</b></p> <p>3.1 Summary CELT finance budget report GS posted a question: It is concerning to see reserves across the Trust fall below our 5% threshold with this necessary adjustment. Do the 23/24 figures include allowances to cover anticipated increases in energy costs? CR stated that she had spoken with JS regarding the current budget circulated. This budget was now not relevant as it did not reflect the changes in social care levy, a saving to the trust of 237k, or teachers' pay rise. It was agreed with JS to continue to use the May budget. <b>Action: None.</b></p>	
4.	<p><b>Committee Terms of Reference &amp; Structures</b></p> <p>4.1 Quality Assurance</p>	

	<p>SD concerned that 3 meetings as set this academic year was not enough to complete all the requirements. It was agreed to add a 4<sup>th</sup> meeting following the completion of the RIG meetings.</p> <p>4.2 Estates, IS &amp; Climate Emergency</p> <p>4.3 Finance, Staffing &amp; Remuneration</p> <p>4.4 Audit &amp; Risk</p> <p><b>Action: Terms of Reference for all Committees were agreed</b></p> <p><b>QA meeting to booked week prior to October half term</b></p> <p>4.5 Committee</p> <p>LM stated that she would be meeting with Katie Fitzsimmons, Diocese Director of Education and would be discussing possible additions to the Trust Board.</p> <p><b>Action: Structure Committee structure was agreed as distributed.</b></p>	
5.	<p><b>Compliance</b></p> <p>5.1 Meeting dates 2022-2023</p> <p><b>Action: The document was agreed. Venues to be confirmed with schools</b></p> <p>5.2 Annual Planner 2022-2023</p> <p><b>Action: Policy Review Schedule to be included</b></p> <p>5.3 Code of Conduct</p> <p><b>Action: Approved and adopted</b></p> <p>5.4 Academy Trust Handbook</p> <p>CR stated the only significant amendment was to the Settlement Agreement. This had been updated on the Financial Procedures policy and would only be implemented centrally. There was no provision for Headteacher approval or agreement.</p> <p><b>Action: Declaration was signed to acknowledge receipt and understanding of the document by those in attendance.</b></p> <p>5.6 Declaration of Pecuniary Interest</p> <p>Completed documents were collected from all Trustees and Executive in attendance.</p> <p>5.7 Eligibility &amp; Declaration of Criminal Records</p> <p>CC stated that following discussion with Amy Daniels this form was not required.</p>	
6.	<p><b>Safeguarding (Standing Item)</b></p> <p>CR stated that Amy Daniels will be providing a report to Full Board meetings to include an anonymized case study. A further training session on safeguarding is being provided on Monday 10<sup>th</sup> October Atlantic Centre at 5 pm for all Trustees and Governors.</p> <p>SD commented on the Smoothwall system that identifies pupils and staff that may be suicidal or self-harm and that the system had flagged real incidents and saved lives.</p> <p>SD suggested a note of thanks should be sent from GB thanking AD for all her input to safeguarding at the schools and training for the Trust</p> <p>CR stated that the suite of safeguarding policies had been circulated to school to implement from 1<sup>st</sup> September 2023, Trustees were reviewing the policies retrospectively.</p> <p><b>Action: GB to thank AD for her input to safeguarding</b></p> <p>6.1 CELT Safeguarding Child Protection Policy</p> <p>This document was not circulated, to be circulated to Full Board on 6<sup>th</sup> December</p> <p>6.2 Supporting Pupils with Medical Conditions</p> <p>6.3 CELT Mental Health and Wellbeing Policy</p> <p>6.4 CELT Online Safety Policy</p> <p>6.5 CELT Child on Child Abuse Policy</p> <p>6.6 CELT Attendance Policy</p>	GB/CC

	<p>6.7 CELT Staff Code of Conduct  <b>Action: 'Staff' to be removed from title as this policy covers Member, Trustees and Governors.</b></p> <p>6.8 Bereavement Policy</p> <p>6.9 CELT Managing Allegations &amp; low-level concerns</p> <p>6.10 Relationships policy</p> <p>6.11 Intimate care policy  <b>Action: 6.2 to 6.11 policies were all approved</b></p> <p>6.13 Keeping Children Safe in Education 2022  <b>Action: Declaration was signed to acknowledge receipt and understanding of the document by those in attendance.</b></p>	
7.	<p><b>Trust Lead Performance Management review</b>  GS offered, by email, his apologies for not being able to make the revised date. It was agreed that SP and JN would complete LM's PMR with Paul Tarn, Trust Lead from Delta Academy Trust on Friday 21<sup>st</sup> October 2022.  <b>Action: Mid-year and end of year review dates to be booked with LM, SP and JN.</b></p>	
8.	<p><b>External Review of Governance</b>  Interview appointment have been arranged between selected Members, Trustees and Executive Leaders which will be held by Teams. Anyone that requires a room to be booked at Atlantic Centre for this purpose please advise CC. The Governance Review commences in November.  <b>Action: None</b></p>	
9.	<p><b>Training Calendar</b>  CC informed the meeting that this will be ready shortly and the final draft sent to Bluekite to publish  SD requested a record of Trustee training be kept. It was confirmed that this was already done.  <b>Action: None</b></p>	
10.	<p><b>Date, Time &amp; Venue of next meeting –  6th December 8.30 am Members AGM + Trustees Atlantic Centre</b></p>	
11.	<p><b>AOB</b>  11.1 Link Trustees – There are two schools without a link trustee namely Mevagissey and Luxulyan. GB to approach Ashley Mann who has not responded to requests. SD stated that he would be prepared to join Estates if necessary. LM stated that she has been contacted by RSD to have mixed articles for Church Schools (VA or VC) to join the Trust if a need occurred. A meeting with the Diocese Director of Truro has been arranged and will discuss male heavy board and diversity.  <b>Action: None</b></p> <p><b>11.2 Part B Confidential</b></p>	
	<p><b>The meeting closed at 18:10 hrs.</b></p>	
	<p><b>The above minutes were approved and agreed as a true record.</b></p>	

	<div><div>Signed _____</div><div>Chairperson</div></div> <div><div>Dated _____</div></div>	
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