

MINUTES OF CELT TRUSTEES BOARD MEETING

MONDAY 10th JULY 2023 5 PM
ATLANTIC CENTRE & VIRTUAL

In Attendance:

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

Also In Attendance:

Lisa Mannall, Trust Lead (LM); Clare Ridehalgh, Deputy Trust Lead (CR);
Tracy Cartmel, Chief Finance Officer (TC); Claire Carter Governance Professional (CC)

Item	Welcome, Apologies & Declaration of Pecuniary Interests GB Thanked all the Trustees and Leadership team for everything they had done over the previous academic year. There were no apologies received from AM.	Action by:
1.	Minutes & Matters arising from 20th March 2022 Page 6 – Noted Date of next Meeting was incorrect. Matters Arising There were no matters arising.	
2	Finance Report 2.1 CELT Finance report July 2023 A full report had been circulated prior to the meeting and Q&As from JS and JC. There is a recommendation for Trustees to approve the budget for 2023-24. <i>Reserves policy</i> - There will be 4.7% reserves at the end of 23-24, this year it is slightly over. <i>GAG pool</i> – Academies Financial Handbook guidance has changed in that we now need to show each school as well as the Trust. AFH from September could potentially change. SP: Expressed concern that there are pressures on small schools with small budgets which are more difficult than a larger school. LM: Next year, to maintain levels of delivery we need to go into reserves. With two weeks to go we have not heard the pay increase outcome. The money is there to be spent on the children. CR We have implemented an internal mechanism of 2-5%; we are asking the Trustees to review the policy to allow schools to grow. TC delivered all the information for Trustees to make an informed decision. CR The Trust are requesting that the budget is approved for next year along with:	

	<ul style="list-style-type: none"> the changes in internal financial procedures. Reserves remain at 5% at schools. <p>Action: It was agreed to approve the budget for 2023-24; the changes in internal financial procedures and retaining 5% reserves at schools.</p> <p>2.2 CELT Management report May 2023 Received.</p> <p>2.3 CELT 2023-24 Budget summary Trustee March Received</p> <p>2.4 Q&A JC & JS to and from TC & Pre-Finance meeting 29/11/2022 See Attached Q&As</p> <p>2.5 Gender Pay Gap report. <i>SD: The bottom line looks very stark.</i> The report includes two Trust Leads and two Headteachers who are females. Most of the lower paid are also women.</p> <p>2.6 CELT & Jason Thomas Dance School Partnership Rationale 2023–24 A statement of intent is required to be published. <i>GB asked for clarity regarding funding and safeguarding.</i> CR Reported that AD is due to make a visit regarding safeguarding. CELT will receive 100% of the AWPU from the ESFA and deduct 20% for administration costs with 80% invoiced by JTDS. Students are registered at Bodmin College, three students are attending from Newquay Tretherras. Action: Trustees agreed the partnership and MOU.</p> <p>2.7 External Audit JC gave a comprehensive report regarding the audit companies out to tender. <ol style="list-style-type: none"> 1. Francis Clarke c37k 2. Westcotts c21k 3. Bishop Fleming c25k CR reported that the original cost with Francis Clark had been 32K, the additional costs was due to Bodmin College being included. However, FC did not address the Bodmin audit issue. TC requested she go back to FC to ascertain if they would reduce their cost to 32k and have them complete audit. CR reported that BF presented well but the outcome may not be as such. CR reported that Westcotts are a developing organisation and CELT would be their biggest client. If finance is a restraint, then Westcotts could be accepted.</p> <p>CR stated that CELT get the accounts to audit readiness, which lots of academy trusts do not do. CELT has experience in-house, therefore only requires auditing.</p> <p><i>SD: This is an area in CELT that is internally strong but staff are not here forever – we need to ensure we have succession and the ability to continue. Whilst strong we could take up Westcotts.</i> CR This is a line of enquiry that has been undertaken. It is the responsibility of the Members to appoint the auditors.</p>	<p>TC</p> <p>CR/TC</p>
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3	<p>Safeguarding – Standing Item</p> <p>9.08am AD joined the meeting. A safeguarding report had been provided prior to the meeting and a powerpoint was delivered to the meeting.</p> <p>Points highlighted were:</p> <ul style="list-style-type: none"> • In 2022-2023 there were 12,835 concerns raised compared to 5458 in 2021 - 2022. • 175 referrals received is not a huge increase. • 1614 other referrals from family workers etc. There is a reduction in referrals from the school nurse covering areas as drugs, alcohol a wide encompassing service. • No of incidents 7267; no of pupils 2565. • Kent and Norfolk are significantly higher – there is an element of work done at CELT • Information doesn't include Port Isaac and Bodmin College. <p>SP What is Bodmin College safeguarding like?</p> <p>AD explained the safeguarding at Bodmin was ineffective. CPOMS has been installed and information coming in is now much better.</p> <p>CR Resources coming back from Local Authority are nothing or slow.</p> <p>AD Working with CAMHS is bringing about positive care. Social care is responding, the lack of resources is of concern. Staff off absent is affecting response time.</p> <p>SD: Are most suicide cases in secondary schools?</p> <p>AD all but 5. 2-3% of students in secondaries will be considering suicide at some point.</p> <p>SD: Is it worth trying to engage Peninsula Medical School to do some work on this. This is a huge number of students.</p> <p>Action: AD to take forward and engage with Peninsula Medical School.</p> <p>Data shows that drugs and alcohol are prevalent in St Austell. Mental Health is highest in Newquay.</p> <p>SD asked who should we be sharing this information and data with?</p> <p>AD We have the intervention of CAMHS, they can't engage when home life is not stable, we include other multi-agencies who pull together to work collectively.</p> <p>GS This is a brilliant piece of information, we need to do something with it</p> <p>LM We are really pleased to have such good expertise and skills in the Trust.</p> <p>AD Smoothwall tracks pupil usage and content. Level 5 (immediate response) has increased. There have been 26 incidents recorded of multiple children on multiple times which received interventions. Secondary and Primary schools' data can be presented separately as well as each individual school.</p> <p>Amy Daniels gave an update and a case study.</p> <p><i>A full discussion was held regarding the information given and the outcome and levels of issues across the Trust.</i></p>	AD
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	<p>5.3 Safeguarding Trustee 5.4 Whistleblowing Trustee 5.5 Health & Safety Trustee 5.6 Finance, Staffing & Remuneration Chair and Committee 5.7 Audit & Risk Chair and Committee 5.8 Estates, IS & Climate Emergency Chair and Committee 5.9 Quality Assurance Chair and Committee 5.10 Ethics Chair and Committee</p> <p>Action: 5.3 – 5.10 to be added to agenda for September meeting</p>	CC
6	<p>Receive committee minutes and Chairs updates 6.1 Quality Assurance – 24th April & 12th June 2023 SD We are clearly organised at taking on schools and turning them round. RB needs some praise in the form of a letter from the board. Schools that have been Rapid Improvement Groups (RIGs) i.e. Pondhu had a good Ofsted. Poltair is now unrecognisable and Fowey is improving. CELT is now in the process of taking on Bodmin College. Action: GB to write letter of thanks to RB</p> <p>A Headteacher has been appointed for the Hub School. CR, RB and RH went to the Local Authority with a business plan and received ½ million to run a virtual school. There will be six students on role from each secondary school. Every week there will be whole curriculum delivery, some online. The Atlantic Centre or Poltair will be available as a base. There will be pastoral time and Friday work experience with current year 10, then Year 11. With Bodmin College coming onboard we can bus students to use their provision. It is about raising attendance; it is a provision for our most vulnerable students. There is a need to align subjects this is a huge part of our work.</p> <p>Now working on Primary model for reception and year one providing a more active engagement as they missed regular attendance at school. CR The reason we got funding was that the child never comes off their school role; this is a unique provision. LM RH has been asked to join CELT permanently and he has agreed.</p> <p>6.2 Finance, Staffing & Remuneration – 11th May 2023 FS+R committee on 11th May at Poltair. Noted that SP chaired this meeting. 6.3 Audit & Risk – 11th May 2023 No update 6.4 Estates, IS & Climate – 6th June 2023 There is a possibility that CELT will not engage with Coreus. GS to give a recommendation of another engineering company that the Trust could approach.</p>	GB
7	<p>Policies Lettings Policy SD do we make money?</p>	

	LM no we don't although the schools think they do, this is more of a community support. Action: Lettings Policy approved. Policy to be added to CELT website and circulated to schools.	CC
8	Complaints data summary Data to end of year was received.	
9	AoB Feedback from Link Trustees JS provided a written report on MAT Strategy Conference he attended. GB Thank you to CC for circulating documents throughout the year. It is good to see standardisation is being implemented across our schools. There is a lot of support being put into Port Isaac. LM Paul Tarn, Delta Trust had supported her and Trustees in completing her PMR and carried out a financial review of Bodmin College. The two Trusts could work closer together as they were very similar when benchmarked at ESFA. GB Link Trustees to be deferred until September. GS Thank you for 4 years of CELT the journey has been really rewarding but need to step away now. It is lovely to see where CELT is now. LM invited GS to return to the Trust if circumstances change.	
10	Date, Time and Venue of next meeting – 27 th September 2023 17:00 at Atlantic Centre	
	The meeting closed at 10.04	
	The above minutes were approved and agreed as a true record. Signed _____ Dated _____ Chairperson	

Pre-finance meeting

Tuesday 27th June 2023

In attendance:

Clare Ridehalgh (CR), Tracy Cartmel (TC), Claire Carter (CC), John Simeons (JS), Jo Connolly (JC)

JS & JC had previously received the Finance report, CELT Management report – May 2023 and CELT 2023-24 budget summary.

JS What has changed re FSM?

TC The budget is set up early and a decision was made that changed the plan. FSM is obtained through GAG and Universal Free School Meals for Early Years and Keys Stage 1 pupils. When the budget was set it wasn't correct for the number of pupils, this will correct itself.

CR FSM budget cannot be overspent. Historically pupils didn't take up their FSM, but numbers have now increased in the uptake.

TC There is a meeting with the contractor for school meals to ensure that the levels match those taking meals and the income.

JC TCAF – what does this stand for? Will we obtain that amount of funds?

TC Trust Capacity Fund – it is a bid the Trust have applied for, the total amount being 5000,000

CR The Trust have had communication with the RSD team who knows the need elements of Bodmin School and is aware of the Trust capacity. The RSD team is minded that we work well in the South West. The Trust will know early July, if not, CR & TC will contact .

JC Poltair has 74k with no explanation, is there one?

CR The Trust are waiting for specific information relating to their growth funding. TC to add notes to this effect. Local Authority has not confirmed the monies, so finance staff are being extra cautious.

JC 24/25 Central deficit what is that?

CR This wouldn't be allowed to happen, we are staffing for growth and this would be offset with the 6th secondary school.

TC Six secondary schools were noted for the growth plan. We have not had the 6th school yet, this shows staffing capacity as we move forward. The money received for secondary schools allows for growth. TC to add notes for explanation.

JC Section 5 PS financials – is there a process of due diligence regarding the company?

CR CR & TC meet regularly with the customer manager and have annual QA meetings as well as taking part in forums. If it was felt that the product fell below requirements this would certainly be questioned. Part of the due diligence is the requirement to take the contract to 10 years rather than 3 + 1 + 1.

TC The program is used every day, any issues would trigger a conversation with the provider. TC keeps abreast of other programs used by other Trusts.

CR There would have to be significant funds to allow a change of process, the change management process of such a core system is estimated cost of between 50-60k.

JC stated that that she was happy with the 3% reserves statement, it would be good to look at CELT overall.

TC/CR stated that that is what the report states. As a Trust the KPI was set at 5%, under the current situation we would fail our own KPI aim audit.

CR The Trust is currently predicting 4.97% for 2023/24.

JS stated that he was concerned about where the Trust was going and would very much like to get back to 5% as soon as it is realistically possible. Are we proposing to set a budget against our own rules if we are setting a deficit.

TC CELT is not allowed to set a deficit budget as a whole Trust and we are not setting a deficit budget.

JC It seems that CELT is very sound where they are.

CR If ESFA looked at the Trust for any emergency support they would be expecting to see reserves below 4% across the board and historically to receive support the reserves would have to be below 3%. Unfortunately, our efficiency is not rewarded, we were not able to receive any COVID support for unplanned costs, whereas Trusts that have financially been at risk have had this financial support. The same principle is applied to additional capital support.

TC Need to make you aware that we do have a spending review. We will close 22-23 accounts and undertake reviews at all sites. If Pupil numbers continue to drop at primaries the finance team will be going round having those more difficult conversations. We will be looking at structure and spend

at Bodmin College, not sure what it will finally look like, but it will not be the same position as it currently is.

CR we will have a clearer portion of these savings within 2 terms.

JS Do we have a backup plan if there is a complete breakdown?

CR School Improvement Team are looking at 'Insync' looking at alignment and equity of offer, this could produce capacity in some schools, we are looking at a multi-pronged approach for value for money. The worst outcome would result in the Trustees calling ESFA (the rest of the country would get there first) as CELT are being very prudent, we don't think we would arrive there due to the approach we take and the oversight from Trustees and officers.

TC alignment would make best use of staff time, i.e. swimming where schools could go together and share costs, looking at better use of teachers ensuring equity of teacher commitments, we are doing this with the procurement of IT. The decision to GAG pool becomes more important.

JS mentioned Delta Trust and their budget processes.

CR stated that CELT work closely with Delta Trust, 'Insync' is our way of looking at the approach Delta have. It was Delta Trust who went into Bodmin College and completed a thorough inspection, Delta Trust have also supported this year in the Trust Lead's PMR.

JS Delta Trust had 4 schools that were comparable to our schools. They spend 2% of their total costs on educational supplies, whereas we spend 7%.

CR suggested that Delta's spending on IT technology was also looked at. We stick to the ESFA framework of consistent financial reporting. If the finance team had time, they could pull Delta schools and look at benchmarking and review how they provide information.

TC benchmarking allows you to ask challenging questions, but it doesn't give you the answers.

CR 80% of our budget is spent on staffing – Delta Trust spends less than that.

JS & CR CELT are not looking at a sausage factory approach! And/or a McDonalds approach!

JC appreciated that CELT is different and local distinctiveness is important.

CR we are working on a model we can use, that works for CELT and our values.

TC There is a meeting at Bodmin on Thursday when a final budget should be achieved to be included in the papers to send out to the Full Board for the meeting. Bodmin is a huge school with multiple problems, the more we work with them, a clearer picture emerges. This is a snapshot of a budget in time. If JS & JC are happy with no. 3 ESFA BFR37, it will be put forward for the meeting to approve the data, which will be submitted at the end of August.

2023-24 budget summary

JC Regarding deficits for Port Isaac, Pordhu, and reserves Newquay Tretherras and Newquay Junior do we know how and when that will change.

CR Schools with more than 5% will be pooled whilst holding a deficit. Fowey deficit relates to the SI investment but if in the future they achieved more than 5% reserves then like others this would be pooled. NT are saving for their music block.

JC it is good to see that some schools have that mindset, it would be good to think that Port Isaac and Fowey had that mindset too.

CR They do but smaller schools don't have the financial flexibility larger schools have. As a Trust we could say we need NT funds to use elsewhere, as we did previously NT funded additional costs due to works at NPA and CELT paid them back.

JC We have more understanding that this is under control and understood by all parties.

TC Training is being provided on 4th July with the Headteacher of Fowey School, this will support their understanding.

JS Need to look at levelling budgets; used an example of a teacher leaving or TA leaving or off on sick.

JS not convinced that everyone is doing this. Schools need to ask is everything I am doing the best.

CR Our business is to get significant outcomes for children. If a teacher was not in for 2 months, a replacement would be needed, and their absence would also be detrimental to student life chances. We cannot replace, we can cover, but in reality more than a week absence we would need to cover a teacher, less than that, often the school can cover arrangements by providing staff, which is less disruptive to student progress.

CR The Local Authority are taking time to award EHCPs, when they do, we will be asking for funds to be backdated. LA are regularly missing their statutory timelines, there is a lot of Trust money supporting children where the LA are not providing funds.

TC The schools with reserves do have projects.

CR We are working with Coreus who are looking into using alternative funding as part of the work they are expected to do.

JC The schools with the largest reserves, will they spend it?

CR If we need the reserves we can pool them, it is a notational request. The schools cannot spend the reserves without making a request to the Trust. It was agreed that a note be added as to due regard to the Trust, so when JS or GB sign they know where the Trust is at that time, projected as known spend.

TC training to SLT shows that the Headteacher has to make difficult decisions that impact on budget holders' requests.