



CELT BOARD MINUTES

Date: 17th September 2024

Scheduled time: 4.30 pm

Venue: Atlantic Centre, Newquay

Present:

Sean Dixon (Chair) Trustee

Jo Connolly, Trustee

Sally Foard, Trustee

John Simeons, Trustee

In attendance:

Lisa Mannall, Trust Lead

Clare Ridehalgh, Deputy Trust Lead

Tracy Cartmel, Chief Finance Officer

Claire Moore, Devon Assurance Partnership
(present for items 1 and 2 on the agenda)Apologies

Geoff Brown, Chair of the Board/Trustee

Sebastian Parker, Trustee

The meeting commenced at 4.45 pm

	MINUTES	
1	<u>Welcome and apologies</u> Apologies had been received from Geoff Brown and Sebastian Parker	
2	<u>Finance</u> The financial report for CELT and the 2023-24 budgets had been circulated prior to the meeting for consideration/re-approval. Tracy Cartmel (TC) introduced the Senior Auditor for Devon Assurance Partnership. There was an online presentation given by Claire Moore (CM) – Senior Auditor for Devon Assurance Partnership, previously known as Devon Audit Partnership. CM referred to her background and experience with the same organisation for 21 years working with schools/educational organisations. She had been looking forward to working with CELT. She provided an overview of the organisation. Working relationships for the organisation extended beyond Devon into the South West of England and Jersey. They had spent time working with academies and maintained schools, of which there were fewer these days. They were experienced with MATs and remaining standalone academies. CM had met with TC in August. She had wanted to introduce herself to the Board and find out what they wanted from an internal audit service. She would be meeting the Chair of the Audit Committee in the near future. She had provided TC with a suggested audit plan the previous day, and they were looking at it in conjunction with Academy Trust Handbook. There were expectations for internal scrutiny. Once the plan was communicated, they would start getting the work underway.	

	<p>Q Sean Dixon (SD) asked about the ownership of the audit process. A Clare Ridehalgh (CR) the work would be in addition to the work of Francis Clarke. The process would be led by trustees and not by officers.</p> <p>CM would be checking that the policies that trustees have agreed were being followed. They were wanting to work alongside trustees, coming up with ideas and suggestions, coming up with areas that the Board want covered. CM could come along to meetings and attend at any point.</p> <p>CM left the meeting at around 4.55 pm.</p> <p>TC referred to the budgets summary that had previously been circulated.</p> <p>SD asked if there was additional funding for teachers pay? TC they would be given some money towards support staff. They had been given the ability to cover the school improvement aspects they had wanted to fund. They were pleased with budgetary outcomes for 2024/25.</p> <p>SD what was the national picture and how did that relate to CELT? CR they had anticipated the majority of the funding that would be forthcoming. TC the budgetary information had already gone to ESFA prior to the election. Then the money came in. They were really pleased.</p> <p>TC asked if the Board was content to re-approve the budgets for 2024/25 following the changes?</p> <p>It was proposed by J Simeons (JS), seconded by S Dixon (SD) and unanimously, <u>20240917 - RESOLVED that the amended budgets for 2024-25 be approved.</u></p> <p>TC referred to a spending review being undertaken. The team was working on integrated financial planning.</p> <p>CR they had improved from a RAG rated amber/red budget 2024/25 to an all green except one budget item.</p> <p>The Chair asked trustees to consider item 8 on the agenda, Pay Policy 2024-25, at this point in the meeting.</p> <p>TC referred to the updated financial processes, getting orders on accounting systems and increase in cost of living to staff subsistence.</p> <p>It was proposed by JS, seconded by SD and unanimously, <u>20240917 – RESOLVED that the Pay Policy for the 2024-25 year be approved.</u></p>	
3	<p>Safeguarding The suite of 18 safeguarding policies were listed on the agenda and enclosed within the agenda pack for the meeting.</p> <p>Q JS it had initially been intimidating to be faced with such a large number of detailed policies, many of which repeated and overlapped. A new teacher might be overwhelmed by the amount of information. A LM the CELT safeguarding training provided insight into the policies for new teachers.</p>	

	<p>CR the policies were a requirement of KCSIE. There were tracked changes on the back of updated policies. The policies provided the clarity that is needed from the KCSIE document.</p> <p>JC acknowledged the repetition within each policy. One would get the same CELT message from each policy. That is how safeguarding has been to date and would evolve in future. The approach should make it more accessible for people who need to read them.</p> <p>SD teachers didn't come into the job naïve to the policies. The policies were clear. It was very important to have that. They had to be on it to keep the good suite of policies up to date.</p> <p>Sally Foard (SF) the policies were very clear if you were in a disciplinary. They were told about them. They had made it clear.</p> <p>JS it was useful reference material.</p> <p>CR it was a requirement for the policies to be updated publicly on the website.</p> <p>Q SD to what extent are the policies standard?</p> <p>A CR they obtain regular updates from Brown Jacobson that goes into the template and the Trust DSL is plugged into the national perspective. There was a Trust expectation that policies be templated for all schools and would all be on the website by 24th September 2024.</p> <p>Q SD it was very helpful to know what had changed.</p> <p>A CR the changes to the template were on the back of each one using tracked changes.</p> <p>It was proposed by JS, seconded by SF and unanimously,</p> <p><u>20240917 – RESOLVED that all 18 safeguarding policies be approved, as listed on the Agenda.</u></p>	
4	<p><u>Trust Lead Report</u></p> <p>Lisa Mannall (LM) presented her report.</p> <p>SD asked about the top 3-5 things that needed to change</p> <p>LM recent building projects had created a lot of work for the estates team and the finance team in overcoming the challenges of projects that had not been delivered on time.</p> <p>LM they had been trying to make sure that the trustees were fully involved in decision-making rather than been presented with the solution for discussion or resolution. The Board would benefit from a greater number of trustees than at present.</p> <p>JC would feel more secure if assurances were given on succession planning for the role of Chair later on in the future.</p> <p>CR the Chair had already committed to not step aware during the 3 year period of change.</p> <p>There was a brief discussion about trustee recruitment.</p>	

5	<p><u>Declarations of Business and Pecuniary Interests</u></p> <p>The interests were noted.</p>	
6	<p><u>Appointments and Elections</u></p> <p>It was noted in his absence that Geoff Brown was willing to stand as Chair.</p> <p>It was proposed by SD, seconded by JS and unanimously,</p> <p><u>20240917 – RESOLVED that Geoff Brown be confirmed as Chair of the Board of Trustees.</u></p> <p>It was noted in his absence that Sebastian Parker was willing to stand as Co Vice Chair and Sean Dixon as Co Vice Chair of the Board of Trustees.</p> <p>It was proposed by JS, seconded by SF and by a show of hands of 3:0 (SD abstained),</p> <p><u>20240917 – RESOLVED that Sebastian Parker and Sean Dixon be confirmed as Co Vice Chairs of the Board of Trustees.</u></p> <p>It was proposed by JC, seconded by SD and by a show of hands of 3:0 (SF abstained),</p> <p><u>20240917 – RESOLVED that Sally Foard be the designated safeguarding trustee and the designated careers trustee.</u></p> <p>It was proposed by SF, seconded by SD and by a show of hands 3:0 (JC abstained),</p> <p><u>20240917 – RESOLVED that Jo Connelly be confirmed as the Chair of the Finance, Staffing, Remuneration Committee and membership of the committee remain the same.</u></p> <p>It was proposed by SD, seconded by SF and by a show of hands of 3:0 (JS abstained),</p> <p><u>20240917 – RESOLVED that John Simeons be confirmed as the Chair of the Audit and Risk Committee and membership of the committee remain the same.</u></p> <p>It was proposed by SD, seconded by JS and unanimously,</p> <p><u>20240917 – RESOLVED that Sebastian Parker be confirmed as the Chair of the Estates, IS and Climate Emergency Committee and membership of the committee remain the same.</u></p> <p>It was proposed by SD, seconded by JS and by a show of hands of 3:0 (SF abstained),</p> <p><u>20240917 – RESOLVED that Sally Foard be confirmed as the Chair of the Ethics Committee and membership of the committee remain the same.</u></p>	

	<p>It was proposed by JS, seconded by SF and by a show of hands of 3:0 (SD abstained),</p> <p><u>20240917 – RESOLVED that Sean Dixon be confirmed as the Chair of the QA and Safeguarding Committee and membership of the committee remain the same.</u></p> <p>The following other trustee roles were agreed:</p> <p>JS remained as designated whistleblowing trustee. Sebastian Parker remained as designated health and safety trustee. SD would remain as interim designated SEND trustee.</p>	
7	<p><u>Academy Trust Handbook (ATH) 2024</u></p> <p>The updated ATH 2024 was noted.</p>	
8	<p><u>Pay Policy 2024</u></p> <p>This item was considered and resolved on under agenda item 2.</p>	
9	<p><u>AOB, date, time and venue of the next meeting</u></p> <p>SD noted that there had been a delay in the minutes of the previous meeting being available. They would be considered the next meeting.</p> <p>SD asked how the Trust did with academic results? There had to be some communication to the trustees; a one-page summary. SF felt the same for GCSE and A Level results. LM the results were available on day one. However, the national figures comparison would take a few days beyond that time. It was not unreasonable for the Executive team to get something to trustees in a one-page summary, once the national perspective was available.</p> <p><u>It was agreed</u> that in future trustees would be notified of the academic results at the point when the national comparisons became available.</p> <p>The next meeting would be held at 8.30 am on 9th December 2024 at the Atlantic Centre when the auditors would be attending.</p> <p>The meeting closed at 6 pm.</p>	