

MINUTES OF CELT TRUSTEES BOARD MEETING

MONDAY 6th DECEMBER 2022 10 AM
ATLANTIC CENTRE & VIRTUAL

In Attendance:

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

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 welcomed everyone to the meeting. Apologies received from Ashley Mann which were accepted. There were no declarations. The meeting was quorate	Action by:
1.	Minutes & Matters arising from 28th September 2022 Minutes were agreed. There were no matters arising.	
2	<p>Finance Report Finance team have won the 'Fast Payer Award 2022' having been benchmarked against other Trusts. This is an example of how good our Finance Team are.</p> <p>GS: This is hugely impressive and hopefully we can get some good publicity on social media.</p> <p>2.1 CELT Finance report December 2022 Year end had been reported on by the Accountant at Members meeting. Discussion had been held around pupil trending and other complexities that impacted on the budget.</p> <p><i>Pupil trending and pupil no. estimates</i> reports give an example of actual funding received per school. Moving forward knowing intakes and movement with inform the budget.</p> <p>Going concern Do the Trustees agree that they have considered the going concern of CELT at this meeting by reviewing all reports provided by Finance Department and annual accounts?</p> <p>It was agreed that having considered all reports provided by the Finance Department and the Annual Accounts that CELT continues to be a going concern.</p> <p>Overseas visits Details could change if uptake isn't enough to warrant going ahead.</p>	

External Audit – A discussion was held regarding the option to extend the current contract for one further year with Francis Clark and during 22/23 go out to tender for 3 + 2 years.

JC asked to take part in the tendering process.

Budget 2023/24 brief update

Changes will occur due to holiday statutory pay, pensions impacting on schools. Inflationary rises change what we were paying. There will be some difficult conversations, more information when the actuals are known.

2.2 CELT Management report October 2022

A discussion was held regarding the deficit at Fowey.

LM stated the deficit was incurred due to the Headteacher being off sick and placing additional teachers on site. There was now a new Headteacher in post and the school was now in a good place.

Can we set a target of 5 years, to be reviewed with the 25/26 spending review, do Trustees agree?

SP: If the deficit accrued due to school improvement it should be written off as this should not hamper the new headteacher. SD seconded the option to write off the deficit if occurred for school improvement.

LM: To talk through with the Headteacher and let them know they can start at ground zero.

Action: To be an agenda item and ratified at the Spring Full Board meeting

2.3 Staff Pay Scales 22-23 Review

An interim pay award for support staff (option1) was implemented. JNC have made an offer of option 2, the Trust are not bound by this, however a local trust has gone with this offer, another trust had gone with 5% but not addressed the bottom end salary points.

Option 3 is a hybrid approach which aligns closely with the Cornwall Council model.

Recommendation: To take option 2

JC: This would support staff remaining in schools. If option 2 sits alongside teachers then this is the option to take. For staff to know that their salary and job is recognized is priceless on so many levels.

Action: Trustees agreed to option 2. Unions to be informed and they will inform staff.

2.4 Q&A JC to and from TC & Pre-Finance meeting 29/11/2022

See Attached Q&As

3	<p>Safeguarding – Standing Item</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> <p>It was acknowledged that this area is hugely challenging, and the impact on individuals including AD. AD and DSLs have support to deal with these cases from Mental Health Officer and CAMHS.</p> <p>Action: 1. Letter to be sent to LA and MPs regarding the concerns of the Trust.</p> <p>2. Agenda Item Summer term for feedback</p> <p>3. Safeguarding case study to SD</p>	<p>GB</p> <p>CC</p> <p>CC 7/12/22</p>
4	<p>Scheme of Delegation</p>	
5	<p>Trust Lead report</p> <p>All CELT schools are judged as good except for Poltair who had a stellar set of results. Poltair is due for Ofsted and are ready. Penrice is the best school in Cornwall and Brannel is top end in Cornwall.</p> <p>The Trust are in a really good place and now need to grow, for this we need more capacity.</p> <p>A full discussion took place regarding Bodmin College joining the Trust and general growth.</p> <p>Points noted by LM were as follows:</p> <ul style="list-style-type: none"> • The Trust is in a really good place and needs to grow more capacity. • Bodmin would bring in 432k. • Geoff Brown wrote to DfE and Bodmin has completed due diligence • Bodmin has had a double Requires Improvement (RI), CELT can turn this around. • The Trust should have six secondary schools, Penair have started communications. Budehaven have made contact too. • Askel Veur would open opportunities. • Port Isaac is a cause for concern. • Bodmin results are not where they should be. • There is a new Headteacher who is rated. • LGB would be stood down, following a skills audit may remain on LGB if they have the skills. <p>Outcomes were:</p> <ul style="list-style-type: none"> • CELT has been recognized to be a good Trust to turn schools around (GB) • If we stand still, we will stagnate, caution was suggested to not overstep our capacity with Bodmin (JS) 	

	<ul style="list-style-type: none">• Infrastructure – Bodmin is a big site. Vocational lessons are undertaken which would be good for the Trust, there is a lot going on which we can enjoy.• Bodmin have spent sensibly on site requirements.• Admin Staff would benefit from being part of a team.• Secondary Heads excited at Bodmin College and gives great opportunities.• New opportunities for Executive Leadership Team, all three are committed. <p>Recommendation: To agree to accept Bodmin College as part of CELT Trust, if no, this option would be pulled from the Headteacher Board.</p> <p>JC & GS expressed concern regards taking on Port Isaac and Bodmin. Both supported taking on Bodmin College.</p> <p>Further concerns were:</p> <ul style="list-style-type: none">• Get much bigger and get less personal (SD)• Keeping schools at good is a different skill (SD)• Progress is still to be made with Fowey and Pordhu (SD)• Will there be continuity in Leadership at Bodmin and Port Isaac (SD)• The Trust Board is incomplete with limited educational expertise (SD)• Would it be better to look at schools that feed into Brannel (GS)• Is it necessary to have difficult communications with feeder schools (JC) <i>Headteacher at Brannel has regular discussions with primary Headteachers. There is a rationale for their low results.</i>• Port Isaac and Boscastle have joint LGB (JS) <i>This will be sorted along with Land and the secretary.</i>• It is unlikely that Boscastle would join CELT, as they are a good school.• For Port Isaac to work a North Cornwall Hub would be needed to be cost effective. <p>SP suggested moving forward with Port Isaac and Bodmin. SD agreed with the recommendation knowing that senior leaders would not be moving on.</p> <p>Action: It was unanimously agreed to accept Port Isaac and Bodmin College into Cornwall Education Learning Trust</p> <p>Action: 1. SD requested a letter of thanks go to Richard Horwell and School Improvement as our results are outstanding, there is blue across the board, of which four schools have solid blue/green, including the virtual school (disadvantaged children).</p> <p>2. Data papers with QA minutes to be circulated.</p> <p>3. Askel Veur letter to be circulated to Members & Trustees</p> <p>4. Heat map with Port Isaac and chart of where we sit with secondary schools to be circulated.</p>	<p>LM</p> <p>2 & 3. CC - 7/12/22</p>
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	5. Letter JS wrote to Steve Double MP to be circulated	JS
6	Estates Report Received	
7	IS Report Received	
8	HR Report Received	
9	<p>Policies</p> <p>9.1 Holiday Pay Action: Option 2 proposed and agreed along with the policy</p> <p>9.2 Recruitment & Selection Policy – Draft Action: Agreed and adopted</p> <p>9.3 Recruitment Privacy Notice Updated to reflect KCSiE – Privacy Notice noted.</p> <p>9.4 Whistleblowing Policy Statement updated based on internal audit and experience of whistleblowing. Action: Agreed and adopted</p> <p>9.5 Equality & Diversity Policy – Draft Duplicate copy of Menopause Policy received. Action: Equality and Diversity Policy to be circulated.</p> <p>9.6 Menopause Policy – Draft Action: Agreed and updated</p> <p>9.7 Complaints Policy Stage 4 removed as duplicate of Stage 3. Policy now includes vexatious complaints. There is a time limit of 3 months to register a complaint. A complaint can be made by email it is not compulsory to complete a form. Training will be held in January, which is open to Trustees, LGBs and Headteachers. Action: Agreed and adopted</p>	CC circulated 7/12/22.
10	<p>Qualified Complaints data summary CR informed the meeting that there had been a Whistleblowing incident at Pondhu. CR had met with the whistleblower; the incident had been investigated and the whistleblower felt fully heard. Significant changes have been implemented across the Trust. One outcome realized was that support staff were not given the opportunity to speak to Trust Leads to voice any concerns they may have. This has now been put in place.</p>	

11	Board consideration of Brazel Court ruling There has only been one claim of £5. Each individual case will be dealt with as they arrive.	
12	Receive committee minutes and Chairs updates 12.1 Finance, Staffing & Remuneration – 13th October 2022 12.2 Audit & Risk – 13th October 2022 12.3 Quality Assurance – 14th November 2022 12.4 Estates, IT & Climate – 1st December 2022 There were no further updates to the minutes.	
13	External Review of Governance The report was positive with areas that we can approve on. Action: Recirculate report to Trustees	CC to circulate. Completed 7/12/22
14	Any Other Business 14.1 Link Trust Schools Vacant schools were allocated Trustees. Action: List of schools and allocated link trustees to be circulated 14.2 Support Staff Pay Scales 2022-23 Review Action: This was completed 14.3 Primary Admissions Policy 14.4 Secondary Admissions Policy The above policies are out for consultation which will be completed in February. 14.5 Redundancy business case Pondhu Restructuring Pondhu. Specific consideration has been given to supporting financial recovery. Impact will be shared with NASUWT and the business case will be shared in September.	
15	Date, Time and Venue of next meeting – 20 th March 2023 17:00-19:00 at Poltair	
	The meeting closed at 11.04	
	The above minutes were approved and agreed as a true record. Signed _____ Dated _____ Chairperson	