

MINUTES OF CELT TRUSTEES BOARD MEETING

MONDAY 20th MARCH 2023 5 PM
ST AUSTELL OFFICE, POLTAIR & VIRTUAL

In Attendance:

Geoff Brown (GB); Jane Nicholls (JN); John Simeons (JS); Sebastian Parker (SP);

Teams: Greg Slater (GS)

Also In Attendance:

Lisa Mannall, Trust Lead (LM); Clare Ridehalgh, Deputy Trust Lead (CR);

Teams: 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 Jo Connolly and Amy Daniels were accepted. There were no declarations. The meeting was quorate.	Action by:
1.	<p>Minutes & Matters arising from 6th December 2022</p> <p>Following notation of minor changes i.e., Item 5 Trust Lead report change joined to joint LGB. Item 14 NASWT to NASUWT the minutes were agreed, Port Isaac has cause for concern. Seb Parker was in attendance.</p> <p>Matters Arising</p> <p>2.2 Action: Fowey deficit to be an agenda item for ratification at the Spring Full Board meeting, if the deficit was due to school improvement it should be written off as this should not hamper the new headteacher.</p> <p>Action: Formally write off budget for Fowey. If Fowey leave the trust the deficit will be paid back to the Trust.</p>	
2	<p>Finance Report</p> <p>2.1 CELT Finance report December 2022</p> <p>A full report had been circulated prior to the meeting and Q&As from JS and JC. TC confirmed that she is quite pleased with where we currently stand, there are some schools going low and reserve positions for some are difficult. There are strategies in place to alleviate this in the future. School Resource Management Check had been finalised and submitted in February.</p> <p>2.2 CELT Management report October 2022</p> <p>There are still unknowns regarding recruitment, energy, teacher and support staff pay, we should have clarity by May. Payment practices have been submitted, results were similar to the previous year, a tracker report will be provided to highlight how the finance team are working.</p> <p>GB St Mewan have an overspend over 2% and reserves over 5% as well, is there any reason they cannot reduce their overspend by using their reserves?</p>	

LM the reserves are committed to capital project.

GB Trust spend this year 1.2m on capital investment 7.7% of GAG are we comfortable with that?

TC We will be monitoring this, we are in a good financial position for a Trust of our size. School improvement to the estate buildings are being completed, targeting where we need to for the Trust. The Trust are a lot further forward than other Trusts in areas of Estate and IT which is down to leadership.

SP Why is there an overspend at St Mewan?

CR They are currently reviewing their budget for September in terms of restructuring. We are working closely with the headteacher to see how that will look in September, the budget is where they are currently at.

Teachers from Carclaze are supporting other schools this may help balance their budget.

LM St Mewan need to restructure to balance their budget they have too expensive structure across the board. The budget at this time does not reflect the changes coming through.

TC There are two issues 1. the current budget which they are overspending and 2. Going forward the budget will change due to some recent changes and next year the budget will change again.

GB thanked TC for the report it is helpful along with the feedback from JC and JS working with the finance team.

TC Benchmarking report received; this data is used to feed into the finance report. TC is carrying out work looking at integrated curriculum financial planning, looking at improving on KPIs to be more meaningful from a curriculum perspective.

CR A final claim has been submitted for the TCAF (Trust Capacity Fund) grant for circa 300k and with Bodmin joining us at the end of the month we can apply for another 300k. We can demonstrate for our audit and ESFA how we have spent that money. There is a plan to show expenditure moving forward.

JN The H&S Improvement Notice at NT does it have financial implications, and will this affect our other secondary schools?

LM There is a secondary headteachers meeting this week to go through the implications of what has happened at NT, there will be implications for the other sites. NT had historically had an audit from Cleaps but this had not been actioned fully or risk assessments done.

CR We have actioned an audit on all schools based on the same rigor as H&S audit of NT. There will be actions in the audit for all schools. The level of work carried out by CF has been phenomenal and the work will not cost as much as we first anticipated, probably close to 10k plus additional ventilation solutions, CF is also taking forward work around asbestos management.

	<p>GS joined the meeting at 17:17</p> <p>JS What are we doing about the gas/electricity prices, do we have to do anything?</p> <p>CR As advised by Coreus the Trust will not be signing into anything yet, projections are that prices will come down. We do not need to decide until May. Strong advice is to run out of contract. It is currently coming close to budget projections, and we continue to hold our nerve. When a decision is made two Trustees will need to sign, probably within 24 hours. Ian Drake is monitoring every day.</p> <p>2.3 Staff Pay Scales 22-23 Review Received</p> <p>2.4 Q&A JC to and from TC & Pre-Finance meeting 29/11/2022 See Attached Q&As</p>	
3	<p>Safeguarding – Standing Item</p> <p>A report was provided by Amy Daniels, Trust Safeguarding Lead Letters had been written to LA, MPs, Mental Health Officers and CAMHs regarding the concerns of the Trust for support on the impact on individuals mental health.</p> <p>SP expressed concern of the number of suicides recorded in the report. LM clarified that the monitoring picked up 156 incidents where words were noted and flashed as a concern. CR confirmed that there had been 58 suicide attempts since September, mostly across secondary schools. There had been a huge increase post covid, having spent time at home students' emotional resilience is low.</p> <p>GS It is really good to have picked this up and addressed other challenges arising as a subsequence of Covid i.e., lack of parental reading. Can this be addressed in other curriculum settings to recognise impact had and more broadly regarding building resilience in pupils?</p> <p>CR DSLs are mapping the curriculum and collaborating not just in PHSE but all curriculum subjects to support with safeguarding culture and online safety.</p> <p>JS visited Brannel and spoke to staff about online safety. They are doing their best, there is still a lot more to do to get that message out to staff and students.</p> <p>GS need to encourage staff to reinforce positive behaviour and where you can get help, taking every opportunity to reach out and plug emotional gaps.</p>	

	CR We are members of national online safety that give resources to parents and staff and has been rolled out across the Trust.	
4	<p>External Review of Governance</p> <p>GB The report was very comprehensive, useful and informative to help us improve. Two main items that came from this 1. when trustees make a visit to schools a brief report is given to the board. 2. Lack of attendance at training for Trustees, we should take every opportunity to join.</p> <p>CR At the recent Clerks Forum clerks had been reminded of the importance to invite Link Trustees to the LGB meeting.</p> <p>Actions:</p> <p>Trustees to provide a brief report of their visits to individual academies back to the trust board.</p>	
5	<p>Trust Lead report</p> <p>Strategic plan</p> <p>Five headings –The headings are quite interesting these are the headings that will create the Trust that we want it to be. There are 6 bullet points on each heading, we are proud of this document.</p> <p>GB now we have it, like the governance review, we need to reiterate it and use it at every opportunity.</p> <p>LM will be taking this out to all the schools to explain the CELT strategy for 3 years and in a language accessible to everyone.</p> <p>CR This will be used on our website and in communications with staff.</p> <p>Action: Document to be made into 5 PowerPoints for next meeting.</p> <p>5.1 School Ofsted & NOR</p> <p>Report requested by Jackie Bull a report that LM used to prepare regularly. 9000 students including Bodmin College. NPA and Poltair yet to be inspected, Port Isaac came to the Trust as special measures.</p> <p>LM, GS and Richard Baker visited Camborne Community College along with Athena and TPAT as they want to join a trust by 1st September. We gave a compelling case for what CELT does and school improvement. As of this morning an outcome has not yet been received. Camborne is a big school with 1600 students including a 6th form. It has Nexus which is a unique unit for high achievers for English and Maths and is always full. Progress 8 in Nexus is 0.9, in the school it is lower than all our secondaries. Following the presentation, there were only two questions. LM answer to the question on Nexus was 1. It is unique its reputation means it is always full; 2. Make sure good practice and high standard in Nexus happens in the school 3. Stop marketing across the whole of Cornwall and focus on your own community make sure children from your community benefit from the provision.</p>	

	<p>The majority of the budget is spent on Deputy Headteacher and Managers, if they choose to join CELT this will be reduced as we have with Bodmin.</p> <p>GS Did speak to RB regarding growth, RB was confident about the capacity and capability on the school improvement side with the way it has been structured it would be something the team would be able to manage.</p>	
	CC left the meeting	
6	<p>Estates and Health & Safety Report</p> <p>Typing error on the work referring to dust extraction was 2022 should be 2023.</p> <p>GS useful having all the updates in red to see the changes.</p> <p>6.1 HSE Improvement Notice 3rd January 2023</p> <p>6.2 NoC CELT Newquay Tretherras School 8th February 2023</p> <p>The above reports were received</p>	
7	<p>IS Report</p> <p>We do not have the level of complaints we had before of the service. NT and Poltair work in synergy with the central team working toward a blended approach. There is strength in the team at Penrice who work collaboratively with the team. Brannel's network manager has resigned, the team have been working closely to move forward collaboratively towards better systems and structure. The systems have been audited at Brannel and we have a better understanding of what is needed there moving forward.</p> <p>LM we are working on a new CELT website, the current one is not fit for purpose, aligning all the primaries on the same platform to ensure they are kept up to date.</p>	
8	<p>HR Report</p> <p>GB The absence at Pondhu is quite high. Is this due to the situation there?</p> <p>CR There has been changes and a member of staff on long term sick.</p> <p>SP What is recruiting new staff like?</p> <p>LM It is hard, in leadership roles across education and across the south west everyone is having difficulty recruiting. We have tried to appoint ECT's and Deputy Head we were unable to appoint either, however we did appoint an Assistant Head.</p> <p>SP How is morale across the staff?</p> <p>CR Morale is good, having roadshows with TAs, mostly positive but they are flagging, they could work in Aldi for £3 per hour more. We have been discussing cpd and other ways we value them. Will know more when results of the well-being survey are shared.</p> <p>The Executive PA will be leaving CELT to a new role at the end of the month,</p>	

9	Meeting Dates 2023 – 2024 Received. Our new receptionist and governance assistant has been instrumental in providing this.	
10	Governance Training & Networking programme 2023 – 2024 We have asked Chairs of LGBs to let us know if evening training is not working perhaps look at a Saturday training, the take up has been much lower than we anticipated.	
11	Receive committee minutes and Chairs updates 11.1 Quality Assurance – 14th November 2022 11.2 Finance, Staffing & Remuneration – 17th January 2023 11.3 Audit & Risk – 17th January 2023 11.4 Estates, IS & Climate – 26th January 2023 There were no further updates to the minutes. Jo Connolly attended the last Chairs LGBs meeting, it was a very positive meeting.	
12	Policies – None Admissions policies have gone through the consultation process and the policies will be on the schools' websites. We now have a blended secondary and blended primary, in future we will have just one.	
13	Complaints data summary Apologies this report should have been redacted prior to circulation.	
14	AoB None GS In the External Review of Governance there was a point on frequency of meetings, are we comfortable we have enough as far as governance is concerned? LM We are having extra meetings for QA. GS The report referred to having 6 Trustee meetings per year. CR If you have less than 6 meetings of Trustees you must justify how you keep financial control in the organisation. Our Finance and Audit & Risk committees are not subcommittees; therefore you receive full finance reports at your meetings.	
15	Date, Time and Venue of next meeting – 20 th March 2023 17:00-19:00 at Poltair	
16	Part B Confidential – 16th December 2022	
	The meeting closed at 11.04	
	The above minutes were approved and agreed as a true record.	

	Signed _____ Dated _____ Chairperson	
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In attendance: John Simeons, Jo Connolly, Tracy Cartmel, Claire Carter

Finance Report -

1. JC The payment practices return table is slightly unclear (formatting), it is, however, understandable. It would be good to see a comparison from the last set of data.
TC See last year's full report attached. As this is the same each half year, I just provided the highlights. Full report attached. Report shows consistently good.

Budgets Summary -

2. JC The secondary pupil to teacher ratio is unclear - why are numbers BELOW the recommended/Kreston figures RED? (The data in the primaries section of the report appear to be opposite).
TC The recommended is between 16:1 and 19:1 pupils to one teacher. However most secondary have between 14.7:1 – 16.5:1 therefore most smaller classes. Primaries are slightly different as most base 1 teacher for 30 pupils.
JC Lower pupil to teacher ratios would be better.
TC The numbers are red because they are below the recommended, if it were 20 it would still be red. Brannel, Penrice and Poltair all have fewer children in classroom – good for teacher and aid better results, financially bad as it costs more. NT are spot in the middle therefore green.
3. Central (£370k) and Brannel - what are the 'other costs' Central Admin and IT Costs, this is the same category across all sites.
4. JC NT - Where does the £1.2m figure (£400k budgeted over 3 years) for the music block come from?
TC £400k reserve for the music block, so until this is completed, I will leave in reserves. NT have a plan for next year, sometimes things change, this will change the report once project confirmed.
5. NT - Also, over 3 years there's specific budget of £435k for catering - what is this in respect of? The reserves are per year and not cumulative. This is a specific reserve for a kitchen refurbishment, with new equipment arriving this year. TC has asked school to look at other kitchen regarding flooring as the current covering may be better than a replacement. It is about the priorities of the whole school not just one department.
6. NJA - it is unclear why there is £9k per year budgeted under photocopier? This is a reserve to replace the photocopier in due course.

Management Report -

7. NT - please expand on the £150k for the chemical store - why do they need a chemical store? Is this new or refurb? What does it consist of? As they teach chemistry they require the safe storage of chemicals, this work also includes grounds works.
8. Brannel - there is a cost for replacement blinds that was not budgeted for, how did this happen? Some plans change during the year.

JS Try and encourage consistency and best practice.

TC Best practice has improved over the last 3 years, and we continue to improve.

JS Carclaze is consistently spending more over the budget.

TC LM has a plan in hand to address this. There are still staff changes to be made. The Headteacher knows the budget is not financially viable, therefore there could be changes to the next report.

JS The report shows schools are doing changing priorities as costs change that and shelving some projects due to budget constraints. There were more big items on the last report that have now gone.

TC None essential requests have been stalled. Brannel have no reserves until year 3, where school due have funds, investment is going into projects now. Brannel headteacher have been made aware to plan into year 3.