



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

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CEO: J. Callow

09/07/2025

**Minutes**  
**Full Board of Directors Summer Meeting**  
**Tuesday 9<sup>th</sup> July 2025 at 9.30am at ADMAT Central Office**

**1. Welcome and Apologies**

**Present:** Steve Tavener (Chair), Jon Sharpe (Vice Chair), Peter Hague, Claire Paul, Margaret Savage, Gill Shippies, Jo Callow

**Apologies:** Graeme Barriball (abroad), Ian Wilkinson

**In Attendance:** Toni Martin (Governance Officer), Emma Gilbert (CFO)

**2. Declarations of Interest/Pecuniary Interests relevant to this Agenda**

Annual declarations have been checked and confirmed, just EG and IW to confirm. Nothing declared relevant to this meeting.

**3. CEO Appointment**

After a successful interview, the panel (Steve Tavener, Jon Sharpe, Margaret Savage and Lee Moscato) made a recommendation to appoint Jo Callow as permanent CEO of An Daras Trust. As per Article 107, the appointment of CEO sits with the Trust Board in consultation with both Diocese. Both Diocese were consulted and support the appointment as confirmed in the email dated 1<sup>st</sup> July 2025 from both Directors of Education (after the interview was complete). **Decision by the Board, all in favour of appointing Jo Callow as permanent CEO of An Daras Trust with effect 9<sup>th</sup> July 2025.**

**4. Confirm Minutes of Admissions full Board meeting (26<sup>th</sup> February 2025) and matters arising**

No matters arising. Board agreed the minutes and the Chair signed a copy.

**5. Confirm Minutes of previous full Board meeting (20<sup>th</sup> March 2025) and matters arising**

- WHA Pre-School on to FRS agenda. *Discussed at FRS and agreed that permission should be sought from DfE to sell. The Audit committee recommends that this should be taken one step further and the full Board should make the decision to sell the Pre-school subject to this permission. Full Board agreed that when permissions are received, the pre-school should be sold. **Is it worth applying for change of use?** The agent will be consulted and permission sought from DfE if considered beneficial.*

No confidential minutes. Board agreed the minutes and the Chair signed a copy.

**6. Confidential Matters**

A staffing matter at item 11 and a contracts matter at item 16 were discussed and recorded under confidential minutes.

***The Chair requested to re-order the agenda and discuss the finance items at 10, 11 & 12 first which now are items 7, 8 and 9.***

7. **Latest Monthly Management Accounts/Current Accounts**

Accounts provided up to end of April which sits at £176K deficit. May onwards still needs to be completed. **A concern was raised that we are looking at management accounts from 3 months ago and how this relates to year end and the next budget.** Of 150K, 88K relates to TCAF (income received last year, but costs incurred this year). There have also been agency staff costs and settlement agreements that are one off payments to ensure the budget next year is more manageable. Previous CEO and CG Head departed and not replaced (JC already employed by Trust prior). **Challenges were raised about visibility of figures, achieving a balanced budget and the management of the reserves.** There was a long very in-depth discussion regarding the finances. **There was agreement to have a snapshot with actual income and expenditure at the end of each month so that the Board can identify concerns or trends; this is for internal use only. This will be included with the monthly management accounts (EG).**

8. **Approve Balanced Budget**

For 2025-2026 – following the outcomes after recommendations from FRS 2 and Audit committees, further work was completed and a balanced budget produced. The Board thanked the staff for the hard work involved with this including the Heads. **The Board approved the balanced budget.**

**Property compliance quotes were considered. It was agreed to stay with the current property consultant.**

**Three quotes were considered for legal advice; the decision was made to stay with Wolfestans.**

**The Board ratified the decision to use PS Financials for 3 year contract.**

9. **Agree 3-year Budget Forecast Return**

The 3 year Budget Forecast return was approved and will be submitted to ESFA by 30 July.

10. **Reserves Policy and AI policy**

*As requested by Audit committee.*

- Reserves Policy – given the lengthy discussion on finances, the reserves policy was reviewed and the **decision was made to amend the reserves to 2% due to the current financial position of the Trust.** Approved.
- AI in Schools Policy – approved.

11. **CEO Report to Board**

JC confirmed that reception outcomes show that the children get off to a good start. She discussed some further data. JC noted the provisional SATs results that have yet to be analysed and confirmed. She noted that the reading results are disappointing as we usually do well here. However, the options of additional TAs to work on improving reading and the tutoring (that was shown to have an impact) is no longer an option as staff have been cut to meet the ever constrained budget. The lack of provision due to financial constraints is definitely having an impact. Also, we have not focussed on maths and english alone to achieve better SATs, as we have to provide a broad balanced curriculum. The latter results in positive Ofsted inspections along with the provision in the classroom, but it doesn't allow time or finances for additional maths and English provision. The figures are also affected by non-attendance at SATs, children with needs, those on an EHCP, and the ARB numbers. MS, the Chair of the LSS, gave her thoughts on the matter and highlighted how this will be discussed in detail at the next LSS committee. There is a standing item on every LSS agenda to discuss data.

## 12. Risks & Improvement

Draft Trust Improvement Plan for 25/26 provided to Directors, but it is very much draft. Directors requested to have a look and provide feedback if they have any.

Risk register has been updated and Directors were content with the current version.

Trust Collaboration and School Improvement Services raised by MS; this was a working title to bring up a discussion on resilience and raising the Trust's profile. We are a good Trust with 10 good Ofsted results, but with our location, size of the trust and financial constraints, it is difficult to stand out from the crowd.

MS suggested a more compelling online presence; the content on our website could be better to help sell ourselves. However, it was noted that we must then look at how we draw people to the website so that they can see the content. The website is managed by different people depending on the page. **The content and layout within the pages such as school improvement, sustainability etc to be improved (JC)**

MS contacted two former colleagues that have agreed to have a conversation with JC as the new permanent CEO; one a very experienced CEO who does a lot of outward facing work and the second one a CEO of a different trust who may be happy to share their experience and expertise.

The Chair has invited the local MP who has agreed to visit in the next academic year.

GS raised that she attended the SC & LT governor meeting and stated that the governors were very positive about the trust, and the fact that schools that have joined the trust have improved (such as RI to good Ofsted inspections).

It was suggested that a 'good news story' be placed in the Cornish & Devon Post. **JC will draft some facts and the Chair agreed to write the article.** TM will assist as required. JC requested that this not be published until September due to some of the changes that have had to be made recently.

## 13. Actions from Committees

### a. LSS Committee (MS)

Chair update on key business of this committee – LSS did check on individual PPG children and their progress, Boyton and Lewannick forecast good and then achieved good Ofsted results, all safety aspects are in order, focussed on Callington (this will be kept as separate agenda item), staff absence remains on the agenda to monitor and the trust identity is always considered. There could be improvement in looking at parental engagement and when the LSS considers the parental feedback. Actions from LSS: Discuss letter from RDD's office – this has been discussed and will be raised at the next RDD's meeting.

### b. FRS Committee (JS)

Chair update on key business of this committee – focus of the meetings has been regarding the budget, the path to getting a balanced budget, and the management accountant position. Actions from FRS 1: none. Actions from FRS 2 – approve budget after further discussion at Audit (covered in item 8).

### c. Audit Committee (GB)

Chair update on key business of this committee – focussed on budget, risks and the external governance review. Actions from Audit: Make decision to sell pre-school (covered in item 5); Look at Reserves Policy and AI policy (covered in item 10); Ratify decision on PS financials (covered in

item 8); Obtain internal audit findings ready for full Board (cover in item 15). The latter is in hand, a very draft report has raised no serious issues.

d. **HUB/LGBs (TM)**

No actions or issues to raise, other than the constant need to recruit new governors. MS attended the Callington governor meeting – capacity is an issue and more governors are required to keep this sustainable.

GS (Foundation Director) attended the Bishop's Palace Reaffirmation & Thanks day in Exeter on 18th July along with the Local Governance Officer. GS also attended the St Catherine's and Lew Trenchard Hub governor meeting, she reported that it was an impressive meeting, and thanked the Head and governors for their positivity and hard work.

**14. Annual Governance Statement**

TM will draft some items for the annual trustee's report and governance statement, and then pass to JC to add to further. Then ST will check and consider, before passing to EG to add the accounting part and finalise.

The confirmation statement will be filed with Companies House by 8 Aug 2025.

**15. Internal Audit**

No major issues expected from the internal audit. EG will circulate the report once it is received.

**16. Recommend Appointment of External Auditor to Members**

Three companies were approached for quotes. Due to commercial in confidence, this was discussed and recorded under confidential minutes. A recommendation will be made to Members so they can appoint the external auditor for 2026 at their AGM in October.

**17. Approve outcomes of ERG**

Agreed by Audit committee. Full Board confirmed they are content that this matter be closed, even though some of the work will continue to be ongoing as part of the governance routine.

**18. Review Trust Documents**

- a. **Scheme of Delegation** – minor changes in blue text, two of them as a result of the ERG recommendations, ESFA replaced with DfE.
- b. **Decision Planner** – additions at the end highlighted in yellow, reference complaints, as result of changes above.
- c. **Cyclical Plan** – amendments in blue as result of various requests throughout the year or changes to regulations, ESFA replaced with DfE. Staff and parental surveys will be placed on the autumn agenda.

Approved.

**19. Safeguarding**

Both schools that underwent Ofsted inspections had safeguarding described as effective, the same as all previous inspections. An update was given on KCSiE and safeguarding policy.

**20. Complaints and Compliments**

The parental and staff surveys were provided to Directors and these were discussed. **Have there been any further subject access requests?** None.

**21. AOB**

Brief matters of notification only.

MS completed GDPR training on 2 July 2025.

Next meeting, you will vote in Chair and Vice. JS has volunteered to be Chair and MS has volunteered to be Vice Chair, **if anyone else would like to volunteer, please let TM know in advance of the meeting.**

It was noted that Margaret Young is stepping down at the end of term; she has been a governor at SC for 12 years and a Member for 9 years. The Board wished to thank her for her time and commitment over many years and TM will write to her on their behalf.

**22. Date of next meeting**

Date of next meeting is Wednesday 10<sup>th</sup> December 2025 in the central office.

Meetings for next term are:

LSS – Wednesday 15<sup>th</sup> October 2025 followed by Members AGM

FRS – Wednesday 12<sup>th</sup> November 2025 followed by succession plan meeting with ST, MS & JS.

Audit – Wednesday 3<sup>rd</sup> December 2025

Full Board – Wednesday 10<sup>th</sup> December 2025

The meeting closed at 12.10pm

TJH Martin  
Governance Officer

**Distribution List:**

J. Callow – CEO Director S. Tavener – Director (Chair) G. Barriball – Director P. Hague – Director C. Paul – Director J. Sharpe – Director (Vice)	I. Wilkinson – Director G. Shippides – Foundation Director M. Savage – Director E. Gilbert – CFO
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