



An Daras Trust
Igniting Curiosity Growing Capabilities

Central Office
Unit 4 Tamar Business Park
Pennygillam Way
Pennygillam Industrial Estate
Launceston
PL15 7ED
01566 777503
Email: governance@andaras.org

CEO: J. Callow

07/12/2025

Minutes

Full Board of Directors Autumn Meeting

Wednesday 10th December 2025 at 9.30am at ADMAT Central Office

1. Welcome and Apologies

Present: Jon Sharpe (Vice), Graeme Barriball, Peter Hague, Claire Paul, Gill Shippides, Margaret Savage, Jo Callow

Apologies: Steve Tavener (Chair), Ian Wilkinson

In Attendance: Toni Martin (Governance Officer), Gemma Peacock (Governance Officer designate)

The Chair welcomed everyone and apologies were accepted. It was noted that the CFO was unable to attend this meeting. The new Governance Officer was introduced and welcomed.

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

None relevant to this agenda.

3. Confirm Minutes of previous full Board meeting (9th July 2025) and matters arising

- There was agreement to produce 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). *Done.*
- The content and layout within the pages of Trust website such as school improvement, sustainability etc to be improved (JC). *Work has been done to improve this website. MS agreed it is more accessible and much better.*
- 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 (JC/ST). *A story was sent but not sure if it was ever published.*

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

4. Confidential Matters

Item 13 and 14 are covered under confidential minutes.

5. CEO Report to Board

JC reiterated that the new leadership structure at Cal has been very successful. New age range at WHA has been agreed. **Where are we with selling the pre-school building?** Currently with solicitors who require evaluations to be carried out first, but savings are being made on running the building, cleaning and so on. Employment of management accountant has been positive. JC noted that there has been an increase in complaints and subject access requests.

JC noted the contextual information regarding each school with regard to the data and progress such as SEND, mobility, pupil numbers, staff absence and so on. **The committee probed this information, including questions on the progress between KS1 and KS2, staff cover and class sizes.**

The amount of repairs that we cannot address due to cost is very worrying, is it safe for the children in the schools? JC confirmed that the H&S audit involves prioritising so ensure the safety of the children is not compromised. It was noted that the WHA boiler is broken and a CIF bid is being submitted because it is too expensive to fix within current funds. If this is not forthcoming, the school may need to be closed and the children taught in an alternative building.

Discussion was had on collaboration opportunities and the Directors were keen to be kept updated on these. In terms of growth, JC updated on a potential school that is now going a different route.

6. **Improvement Plan**

This has been to all committees and updated following these discussions, including the SEND aspect of school improvement.

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

P2 management accounts have previously been made available and discussed at Audit. P3 will be out shortly. **Are we ever going to have some proper forecasting, in terms of money coming in?** EG has noted that the budget will be re-drafted in January due to a change in income.

JC noted the contract quote from Biffa and **the Board approved this contract**. It was noted that prices have increased.

The MIS quotes now sits between two companies, one is a known entity and one is not. The one that isn't is £170 per school cheaper but doesn't include some of the functions on the known company. This was discussed in detail. **The decision was made to take up the contract with BROMCOM.**

The catering provision will have to go out to tender and quotes obtained. Bringing it in-house is working out to be more expensive than first thought and the need to maintain compliance. The other risk with in-house is managing staff absence. This will be looked at in more detail.

8. **Audited Accounts**

It was noted that there were only a few minor issues raised, including the reserves being held now are medium risk rather than low risk. Accounts will be produced for signature and submitted to DfE by 31 Dec 25.

9. **Financial Scheme of Delegation Review**

Some changes were noted to the delegation for the CEO, Heads and Procurement Officer because of the increased costs of services and products. FSD needs to be amended to FRS and this can be used from 1st Jan 2025. **Directors approved this change.**

10. **Christian Foundation/Distinctiveness**

Foundation Director visited SC for the nativity play. She will also be attending a carol service and then a crafting session at LT. The Director of Education at the Diocese of Truro visited SC this term, and SIAMS is due at LT.

11. **Appoint Internal Auditor**

Quotes provided to Audit committee and discussed in detail. **Board decided to appoint Cornwall Council as the internal audit service.**

12. **Actions from Committees**

a. **LSS Committee (MS)**

The committee noted that the outcomes at EYFS and phonics were good. The KS2 results were not as strong but the progress of these children is strong. The DfE no longer measure progress

which is frustrating. The committee asked for Pri 1 of AIP to reflect SEND more robustly. There was a discussion around falling rolls and subsequent financial constraints. **With KS2, are we improving?** Tests are being marked currently. **What should the local governors be looking at with regard to sustainability?** This was discussed and will be fed back to the Local Governance Officer. *Action from LSS: Cyber Security Response Plan – updated version – this was agreed at Audit committee. Board approved.*

b. **FRS Committee (JS)**

There is no spare money, finances are extremely tight and we must spend within budget. **Are there other fundraising opportunities for the Trust?** The schools all have PTFAs who raise extra funds. **Do the staff and Heads know why finances are so tight?** This was discussed in detail, and it was noted that the staff work hard and there is an awful lot of good will to get things done. *Actions from FRS: Approval of staff reduction measures – covered in confidential minutes of full Board and Audit.*

c. **Audit Committee (GB)**

External audit was briefed at length. Remaining a going concern was the principle discussion. It was ascertained that although it is tight, the trust remains a going concern but must monitor finances very closely.

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

No issues raised. MS enquired about Cal governing board and numbers of governors. TM noted the Chair is staying on for now and numbers have improved slightly. There will be a governor networking session to cover Ofsted inspection framework in the spring term.

13. **CEO Performance Management Outcomes**

JC left the meeting and the discussion is recorded under confidential minutes.

14. **Staffing Matter**

Staffing matters were discussed and recorded at confidential minutes.

15. **Safeguarding**

The new KCSiE was noted with minimal changes. The Board was updated on staff safeguarding training. The trust may move to a different training provider for safeguarding training but this is to be confirmed. CP noted some changes in how we work with external agencies going forward. No safeguarding issues.

16. **Complaints and Compliments**

Compliments received but they are often verbal. There were 4 parental complaints this term. There is one on-going grievance and 4 subject access requests. **Do we have a policy about how long we retain emails for?** We do have a retention policy but nothing about personal communications. This will be looked at.

17. **Chair & Vice Appointment of Board (Under Article 82)**

Volunteer for Chair position: Jon Sharpe – the Board voted for JS to be Chair.

Volunteer for Vice Chair position: Margaret Savage – the Board voted for MS to be Vice Chair.

They were both thanked for volunteering. The Board wished to thank ST for all his work and commitment as Chair, and are grateful that he is staying on as a Director for the time being.

18. Chair and Vice of Committees

The following committee structure was proposed and agreed by the full Board:

| LSS Committee | FRS Committee | Audit Committee |
|---|--|--|
| Chair: Margaret Savage | Chair: Peter Hague | Chair: Graeme Barriball |
| Vice: Gill Shipsides | Vice: Jon Sharpe | Vice: Steve Tavener |
| Remaining Members: Claire Paul Graeme Barriball Jon Sharpe Ian Wilkinson Jo Callow | Remaining Members: Margaret Savage Steve Tavener Claire Paul Jo Callow | Remaining Members: Jon Sharpe Peter Hague Ian Wilkinson Gill Shipsides |
| | | In Attendance only: Jo Callow |

19. AOB

Directors were reminded about getting a Government One Login and a Companies House Code. TM will resend the email and **all Directors are requested to action this if they haven't already done so.**

The Directors thanked TM for her work as Governance Officer for the last 10 years and wished her well. TM noted that the Trust is a great place to work with effective and supportive Directors, leadership, staff and governors.

20. Date of next meeting

Date of next meeting is Wednesday 18th March 2026 in the central office.

Meetings for next term are:

LSS – Wednesday 11th February 2026 9.30am

Full Board Admissions Meeting – Wednesday 25th February 2026 9.30am (in office or on zoom)

FRS – Wednesday 25th February 2026 9.45 am (after admissions meeting)

Audit – Wednesday 4th March 2026 9.30am

Full Board – Wednesday 18th March 2026 9.30am

The meeting closed at 11.05

TJH Martin
Governance Officer

Distribution List:

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| 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. Shipsides – Foundation Director M. Savage – Director E. Gilbert – CFO G. Peacock – Governance Officer (designate) |
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