



## Minutes

<b>Meeting</b>	Trustees		
<b>Date</b>	24 January 2022		
<b>Attendance &amp; Apologies</b>			
<b>Trustees</b>		<b>Trustees</b>	
Christopher Watt (Chair) CW	P	Amit Lakhani (AL) Co-opted Trustee	P
Jamie Clarke (JRC) CEO	P	Frances Craven (FC) Co-opted Trustee	P
Tim Foster (TF) Trustee	P		
Jo Chitty (JC) Trustee	P	<b>Trust representatives</b>	
Thomas Schilling (TS) Co-opted Trustee	P	Sue Wagstaff (SW) CFO	P
Duncan Nicholson (DN) Co-opted Trustee	P	Tracy Routledge (TR) Estates Manager	P
<b>Members in attendance</b>			
Martin Lawrence (ML)	P	Lord Robert Edmiston (RE)	Ap
George Mystkowski (GM)	P	Lady Tracie Edmiston (TE)	Ap
Christopher Watt (CW)	P		

(key: P=Present, Ap=apologies received, A=absent)

**In attendance:** Katie Fell (Clerk) (KLF)

No.	Item	Action
1.	<b>Welcome and apologies</b> <ul style="list-style-type: none"> <li>Welcome to TLT Trustees and Members to the 3rd board meeting of 2021-22.</li> <li>Meeting attendees introduced themselves.</li> <li>Members were invited to attend the meeting as guests in advance of the AGM which was to be held immediately after the main board meeting.</li> <li>Members were invited to ask questions during this meeting if they wished.</li> <li>The meeting was held remotely via Google Meet due to Covid-19 restrictions and ongoing social distancing.</li> </ul>	
2.	<b>Apologies given and accepted</b> <ul style="list-style-type: none"> <li>Due to a change in personal circumstances since being appointed Trustee Tracy Bannister has decided to step down for now. Trustees formally accepted Tracy's resignation.</li> </ul>	
3.	<b>Declaration of any personal or business interests</b> <ul style="list-style-type: none"> <li>No interests were declared in connection with the items on the agenda.</li> </ul>	
4.	<b>Minutes &amp; Matters Arising from board meeting on 8 November 2021</b> <ul style="list-style-type: none"> <li>Minutes were reviewed and agreed as an accurate record of the meeting.</li> <li>The Chair signed the minutes electronically as a true and proper record of the meeting.</li> <li>Actions were reviewed and marked as completed.</li> <li>NGA Greener governance pledge will be an item for discussion at the AGM.</li> </ul>	
5.	<b>TLT Estates Manager report to Trustees</b> <ul style="list-style-type: none"> <li>Tracy Routledge (TR) provided a summary overview of papers shared with Trustees prior to the meeting.</li> <li>TR reported that there has been a significant improvement across the trust in terms of ownership and progress on H&amp;S actions. Of particular note:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Rushden was commended for the improvements made.</li> <li>○ Concerns were raised regarding EWS being able to address some of the issues.</li> <li>○ Stantonbury has improved on compliance issues, but also needs to embed new processes and procedures to ensure this does not slip back.</li> <li>● SW asked what can the trust do to aid EWS with this? <i>(Post meeting note: JRC followed up the following day to ensure any outstanding issues were being addressed)</i></li> <li>● <b>A Trustee asked whether the H&amp;S portal is a barrier to compliance especially in schools where a more manual process has been in place before?</b> <i>Many schools have a premises administrator to assist with this. TR agreed H&amp;S compliance is a work in progress at Stantonbury, overall the culture of H&amp;S in schools is improving, some of the H&amp;S risk items can be addressed via the SCA funding. Slips, trips and falls are an area of concern and we can work to reduce this by remedial works.</i></li> <li>● <b>A Trustee commented that H&amp;S is an item on the Stantonbury AIB agenda tomorrow.</b> <i>SW commented that a new SBM has recently been appointed and a new site manager and premises administrator will be recruited to aid with addressing areas of concern at Stantonbury.</i></li> <li>● <b>A Trustee asked what is in place to capture evidence required?</b> <i>TR explained that this reporting has made schools a lot more aware. There has been a massive positive change in the last 12 months. The evidence is also captured in a shared area on Google.</i></li> <li>● <b>The Chair asked whether any support from Trustees was required in terms of raising this issue with EWS.</b> <i>CEO explained they are still financially vulnerable and pupil numbers are still challenging, although there is some growth. TLT needs to keep them focused on improvement and using their limited resources and with no wasting of public money. It was noted by trustees that a change in culture is key to improving this turnaround.</i></li> <li>● <b>A Trustee asked if there are any ongoing concerns at a site are there any external consequences?</b> <i>TLT is ultimately the responsible body. The H&amp;S external provider conducts audits on a regular basis, and the process or procedures can be identified as areas for improvement. For example, at Stantonbury the audit raised questions about how Bunsen burners are handled and stored; and the risk assessment within the faculty was identified as an area needing further evidencing and paperwork.</i></li> <li>● TR sought Trustees' approval for three current SCA schemes to be uplifted: <ul style="list-style-type: none"> <li>○ Water Hall glulam beams – additional £11,000</li> <li>○ LGA emergency fire lighting – additional £17,920</li> <li>○ RA and Sponne cladding schemes were higher than the £600K provisionally allowed across both schemes. Tenders are coming in closer to £800k. A reallocation of £100k contingency is requested to mitigate this risk. (This is purely to manage risk and not full approval for uplift; once the schemes are fully tendered the full uplift will be brought back for Trustees approval.)</li> </ul> </li> <li>● <b>ACTION:</b> Trustees were asked to take time to read the SCA proposal papers in full and were asked to respond to KLF by Friday 28/1/22 on the following two items: <ol style="list-style-type: none"> <li>1. <b>Seeking approval for the three uplift items outlined above</b></li> <li>2. <b>Seeking approval for the items listed in the SCA 2022 schedule in blue, these are identified as essential and predicted to receive support, yet are time sensitive and need to seek quotations now in order for works to take place during summer holidays</b></li> </ol> </li> <li>● JRC explained the process to new Trustees - we don't know the full sum awarded until Spring - but we need to get approval in principle to progress with quotes until such time as the funding is confirmed.</li> <li>● <b>A Trustee checked whether the uplift is from money from the 2020-21 pot that has already been approved and projects have come in slightly higher than anticipated.</b> <i>This was confirmed.</i></li> <li>● TR provided a summary update on the SSICB condition funding for new schools joining the trust <ul style="list-style-type: none"> <li>○ Update on Knowles Primary windows, heating and external stoneworks:</li> </ul> </li> </ul>	ALL
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	<ul style="list-style-type: none"> <li>○ Practical completion was issued on 10th January 2022 and concludes all DfE SSICB funding for the school. During the scheme there have been some unavoidable delays due to steel lead times and then Covid resources limitations, however works to the heating plant, windows and the stonework identified as requiring attention at transfer have now all been undertaken.</li> <li>○ Trustees received an update on the Stantonbury School funding allocation of £4.4m for phase 1 urgent works and phase 2 master planning for the site.</li> <li>○ A further funding opportunity has been highlighted to the school in the form of a £2m+ S106 contribution from Milton Keynes Council. This is a historic developer levy that is linked in the wording to ‘new places’. However, the Council has offered some advice on how this funding could be secured. A report will be provided by the scheme’s Technical Advisor to MKC on 17th January outlining how the intended estates rationalisation will support an enhancement of the educational provision at the school and a decision from MKC is expected by the end of February.</li> <li>○ TR sought approval to ring fence the potential S106 money to go into the Masterplan funding envelope.</li> <li>○ <b>DECISION:</b> It was noted that the S106 money has to be for distinct separate improvements within the Masterplan, to be allocated to areas not connected to the SSICB funding that has been awarded.</li> <li>● A draft TLT Estates Policy was shared with Trustees, setting out the fundamental principles that schools are expected to work to, and setting out the criteria for judging schemes when they apply for SCA projects in the future. <b>Further work will be done on this but Trustees agreed the principle.</b></li> <li>● The TLT Estates Policy looks to reduce carbon emissions wherever possible and the Carbon Statement was also outlined.</li> <li>● The terminology BB103 was explained to Trustees. This is the assessment of the size of spaces required for schools and is a prescribed space allocation formulated by the DfE.</li> <li>● Tracy left the meeting at 17:31</li> </ul>	
6.	<p><b>CEO Report</b></p> <ul style="list-style-type: none"> <li>● The CEO report was shared with Trustees.</li> <li>● CEO reflected that staff absence is increasing at pace again this week and the situation has changed again since the report was written last week. The trust is experiencing a higher frequency of staff having to take time off to look after their young children, and not just Covid absences of staff themselves.</li> <li>● A regular review with the RSC was held in November 2021 and a summary letter shared with Trustees shows this was a helpful and positive meeting.</li> <li>● Attendance data across the MAT was reported, with a link to the Go 4 Schools Dashboard data to enable Trustees to drill down and explore further.</li> <li>● DfE reported attendance stats on 6/1/22: 91% for primary schools and 86% for secondary schools. Attendance is lower than we would normally see at this time of year but overall, TLT is ahead of the national averages.</li> <li>● CEO shared details on schools that are anticipating inspections this academic year.</li> <li>● <b>A Member asked whether Trustees are prepared and expecting a batch inspection, and do they know the questions that will be asked.</b> CEO explained that the inspections due are largely statutory so will be done individually. We could well see a MATSE (review not an inspection). The CEO has led a session with Trustees in September to prepare them for pending inspections.</li> <li>● Pupil progress data was shared, but was presented with a word of caution due to the pandemic and data has been rolled over due to Covid. Data to be gathered in March will be more telling and indicative of progress.</li> <li>● The November and December management reports were shared for Trustees to review.</li> <li>● <b>A Trustee asked whether there was any update on the Daventry Free School?</b> CEO replied that there are regular meetings and discussions are ongoing and it is likely to go ahead for 2024.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The CEO also presented an outlined proposal from West Northants Council (WNC) for a new Special School. There is currently no special school provision in South Northants and there is pressure to provide a school in the area. The plan outlines a proposal for 220-250 pupils aged 11-16, with post 16 as a possible option.</li> <li>• The WNC Interim DCS is working up a business model to go to elected members. Top level information was shared with Trustees so they are aware in case it becomes public in the next few weeks/months.</li> <li>• A Trustee asked for a progress update on the diversity and inclusion work previously asked for. This is still very much on the agenda and the TLT HR Manager is looking at various projects. The trust is possibly looking at a new HR package which could potentially enable further progress in these areas.</li> <li>• <b>ACTION:</b> Future agenda item – Diversity and Inclusion to be discussed at the next board meeting and to be raised at the next Pay and Personnel Committee meeting.</li> </ul>	Chair/KLF
7.	<p><b>TLT Central Risk Register</b></p> <ul style="list-style-type: none"> <li>• The Risk Register has been updated but no new likelihood or impacts have been identified and nothing new to bring to Trustees’ attention.</li> <li>• <b>ACTION:</b> A Trustee suggested that any new risks raised during the meeting or on the agenda should be reflected in the risk register following the board meeting. These need to be fed down to the LGBs to keep it refreshed every time.</li> <li>• Trustees who attended the recent CST risk management training were reassured that we have covered the same material last year with Bishop Fleming. Trustees were also impressed with the software package used for Risk Management and a demo will be set up. The CEO confirmed that a product demo for a different package has also been arranged for 31/1/22.</li> </ul>	JRC/KLF
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• The CFO shared a paper regarding the SIMS contract renewal. An automatic renewal for a period of 3 years has been imposed by ESS (the company who manages SIMS) and this takes the contract value over the UK Public Procurement threshold. There is insufficient time across all schools in the MAT to review alternative MIS providers and implement a new system with all the various bespoke changes required within the timeframes imposed. Therefore, the TLT Procurement Policy has been amended to take this scenario into account, and we are seeking Trustee approval to grant permission for schools to deviate from the procurement policy and not go to tender for this 3 year renewal.</li> <li>• Many schools in England are in this situation and effectively have been backed into a corner to go with the new arrangement, due to not being able to move to another provider in good time. The Confederation for School Trusts is seeking legal advice and is in negotiation with the DfE regarding the matter. However, in the meantime the CEO and CFO are making Trustees aware of this exceptional decision.</li> <li>• <b>DECISION:</b> CEO and Chair of Trustees signed the special consideration for confirming their support for this approach. The Board supported this decision.</li> <li>• A task group has already been arranged to start the process for searching for a new MIS and will meet to discuss the approach on 4<sup>th</sup> February.</li> <li>• The following TLT Governor appointments were approved: <ul style="list-style-type: none"> <li>○ Jason Abbott, Water Hall Primary, TLT Appointed Governor</li> <li>○ Jason Abbott, EWS, to remain as Chair of Governors</li> <li>○ Hannah Jones, Grace Academy Coventry, TLT Appointed Governor</li> </ul> </li> <li>• <b><i>A Trustee suggested it would be advantageous for safeguarding link governors to meet across the MAT to share information and experience.</i></b> The suggestion was supported on the proviso that colleagues are aware of different model policies and requirements imposed by the 6 different LAs that the MAT operates in.</li> <li>• Due to there being no further business the meeting was declared closed.</li> </ul>	

<b>9.</b>	<b>Dates of next TLT Board meetings</b> <ul style="list-style-type: none"> <li>● 21<sup>st</sup> March 2022</li> <li>● 25<sup>th</sup> May 2022</li> <li>● 18<sup>th</sup> July 2022</li> </ul>	
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Meeting closed at: 17:58

Next Meeting: as above



Signed:

Date: 21/03/2022

Chair of Trustees

<b>ACTIONS from this meeting</b>		
<b>ACTION</b>	<b>BY WHOM</b>	<b>BY DATE</b>
1) Review and comment on the 3 SCA uplift items 2) Review and comment on the SCA 2022 schedule items in blue	Trustees	28/2/22
Identify any new risks raised during the meeting and record in the risk register following the board meeting. Cascade these to LGBs to keep it refreshed every time.	CEO/CFO/Clerk	Ongoing
<b>Future agenda item:</b> Diversity and Inclusion to be discussed at the next board meeting and to be raised at the next Pay and Personnel Committee meeting	Chair / KLF	21/3/2022