



TOVE LEARNING TRUST

Minutes

Meeting	Trustees
Date	4 December 2017

Attendance & Apologies	
Trustees	
Christopher Watt (Chair) (CW)	P
Jamie Clarke (JRC)	P
Jo Chitty (JC)	P
Tim Foster (TF)	P
Graham Rees (GR)	P
Neil Roberts (NR)	P

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

In attendance: CW, JRC, TF, GR, NR, JC, SW, LO, EOW, MP, KLF (Clerk)

No.	Item	Action
1.	<p>Apologies & Introductions</p> <p>Martin Post Regional Schools Commissioner (MP) was welcomed to the meeting. MP was observing the meeting as the RSC, to observe best practice in MAT committee meetings, and to give CW feedback following the meeting.</p> <p>There were no apologies.</p>	
2.	<p>Declaring interests</p> <p>None</p>	
3.	<p>Minutes of Previous Meeting</p> <p>CW signed the minutes as a true reflection of the meeting.</p> <p>All actions from the previous meeting have been completed.</p>	
4.	<p>CEO report</p> <ul style="list-style-type: none"> • JRC presented the CEO report, including a summary of current schools in the MAT • MAT improvement plan <ul style="list-style-type: none"> ○ JRC presented a summary of the MAT improvement plan. Improvements to tracking and reporting on the improvement plan were discussed. ○ CW and JRC to meet to plan further developments to the MAT improvement plan and to bring to next meeting for discussion, and use as a reporting tool in future meetings. Include column to identify action owner and target date. ○ MP provided guidance that DfE would find it helpful to see “If we grow like ... XXXX is required to deliver it”; include any assumptions about grants; present in Gantt chart format. • Student progress and exam update <ul style="list-style-type: none"> ○ JRC reported that EWS results are not as reliable as hoped; using own mark schemes rather than national data in maths for example. ○ CW commented that it has taken time for FLLs to understand the importance of data integrity; it is an ongoing learning curve; LGB have previously not engaged with rigorous data reporting or holding leaders to account. ○ SW queried P8 targets. JRC confirmed they are challenging yet ambitious. 	CW/JRC

	<ul style="list-style-type: none"> ○ JRC confirmed EWS LGB is making progress and their main priority needs to be T&L. ○ JC confirmed LGB are taking this on board. 	
5.	<p>Update regarding current schools and the MAT</p> <ul style="list-style-type: none"> ● MAT teaching and learning coach has had a positive impact. Unions are happy with the transition from little to no monitoring to increased monitoring. ● Ongoing issue regarding Wootton Primary School with land negotiations which is causing delay and frustration for WPS and the MAT. <ul style="list-style-type: none"> ○ The trustees challenged whether WPS are clear on what the desired outcome needs to be, and debated the merits of progressing without a final resolution to land negotiations. ● JRC to email MP to check if there would be a problem if the MAT progresses despite the land issue. ● Safeguarding training – to share planned training between Sponne and EWS to avoid duplication and increase cost efficiencies. Add to MAT improvement plan. ● EWS revised budget presented. Things are improving; admissions numbers are increasing; although staff costs are still high. Alternative revenue streams eg Willison Sports Centre being explored. <ul style="list-style-type: none"> ○ Write to RSC regarding a letter of comfort 	<p>JRC</p> <p>JC JRC</p> <p>JRC</p>
6.	<p>MAT expansion plans</p> <p>Lord Grey</p> <ul style="list-style-type: none"> ● JRC presented the background on Lord Grey becoming a member of the MAT and recommended to trustees that they join TLT and work towards an April 2018 transfer date. ● Trustees discussed the fabric of LG buildings; governance and leadership direction; cultural fit with TLT; proximity to Shenley Brook End and Hazeley. ● Bid funding is required to make more rapid change; to build capacity; and to make LG more sustainable. ● Trustees voted in favour of Lord Grey joining TLT. <p>Rushden</p> <ul style="list-style-type: none"> ● Rushden – EOI from Rushden was introduced as a new document at the meeting ● Trustees raised concerns about items highlighted in the summary documents, and management of the school rather than the T&L ethos. Need to fully evaluate the trust’s liabilities in order to progress. ● JRC shared view that the previous MAT has not delivered nor supported the school effectively. ● School is an amenable partner whereas TEFT trust is less forthcoming. However this is not achievable without the MDIF bid award. ● JRC to write to Martin Post to share concerns about potentially taking on Rushden, effectively seeking a letter of comfort, need further clarity over the £ liabilities which will be transferring over. ● JRC to advise Rushden an alliance with TLT is looking probable, but TLT is seeking further reassurance that next year’s budget it’s not in deficit and is sustainable. <p>Bugbrooke Primary</p> <ul style="list-style-type: none"> ● Bugbrooke Primary has previously been approved to join MAT, but Wootton Primary needs to be on board first. 	<p>JRC</p> <p>JRC</p>
7.	<p>Trust policies</p> <p>The TLT Finance Policy; TLD Scheme of Delegation; and TLT Charging and Remissions Policy were agreed.</p>	
8.	<p>Accountants presentation</p>	

	<ul style="list-style-type: none"> • Elaine Olson-Williams (EOW) presented the Trustees Report and Financial Statements for year ended 31 August 2017. • EOW thanked SW and her team for their support with generating a very complicated set of accounts, and commended the trustees in their regular attendance at meetings. • Amendments noted: <ul style="list-style-type: none"> ○ TF is Vice Chair, not JC (p1) ○ CFO in full rather than acronym (p1) ○ Trustees numbers should read 'increasing to 6' in due course (p13) ○ Note 11 – S Marshall is a member of LGB not a trustee; S Wagstaff not a trustee, but is registered as CFO with Companies House (p41) ○ Check how many people claimed expenses (p41) • EOW explained income and expenditure contains both schools now. Deficit figures look better when pension deficit is removed. The accountant's impression is that costs are being managed well. Pension liabilities have reduced as the stock market has increased. • EOW confirmed potential misstatements totalled £423.00 which is immaterial. <p>EOW presented the Audit Findings report</p> <ul style="list-style-type: none"> • There were no contingencies or claims reported by trustees • An irregularity issue was highlighted (p8); TLT is working with EWS to revise processes and consolidate accounts for South and North sites. • It was reported that EWS now have better segregation and processes in place. • The trustees approved the accounts with the amendments discussed 	
	<p>AOB</p> <p>CW confirmed TLT is creating clearer divisions between the MAT and Sponne to remain more independent, and TF has resigned from LGB Sponne.</p> <p>CW will resign as CoG for LGB, PC to step up as Chair, CW will remain an advisor.</p> <p>MP thanked the trustees for the invitation to attend, commended the trustees on the level of challenge during the meeting and confirmed he would be writing to the Chair to provide feedback.</p>	

Meeting closed at: **8:10pm**

Next Meeting: **5th February 2018**

ACTIONS from this meeting		
ACTION	BY WHOM	BY DATE
CW and JRC to meet to plan further developments to the MAT improvement plan and to bring to next meeting for discussion. Add Safeguarding to MAT improvement plan.	CW/JRC	ASAP
JRC to email MP to check if there would be a problem if the MAT progresses despite the land issue.	JRC	ASAP
Safeguarding training – to share planned training between Sponne and EWS to avoid duplication and increase cost efficiencies.	JC	ASAP
Write to RSC regarding a letter of comfort re EWS	JRC	ASAP
Write to Martin Post to share concerns about potentially taking on Rushden	JRC	ASAP
JRC to advise Rushden an alliance with TLT is looking possible, but TLT is seeking further reassurance	JRC	ASAP