



TOVE LEARNING TRUST

## Minutes

<b>Meeting</b>	Trustees
<b>Date</b>	5 February 2018

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)	Ap

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

**In attendance:** CW, JRC, TF, GR, JC, SW, KLF (Clerk)

No.	Item	Action
1.	<b>Apologies &amp; Introductions</b> Neil Roberts sent his apologies.	
2.	<b>Declaring interests</b> None	
3.	<b>Minutes of Previous Meeting</b> All actions from the previous meeting have been completed. AOB outstanding item – CW still to resign as CoG for LGB but the previous meeting was cancelled due to snow. The Chair signed the minutes as a true reflection of the meeting.	
4.	<b>CEO report</b> <ul style="list-style-type: none"> <li>JRC presented the CEO report and reviewed current schools in the MAT:</li> <li><b>EWS</b> <ul style="list-style-type: none"> <li>A summary of the DfE monitoring visit on 29/1/18 was presented; JRC confirmed it was a fair assessment of the current situation. Trustees agreed that having an external third party view provided a validated assessment upon which to act. Trustees discussed next steps outlined in the report</li> <li><b>ACTION:</b> JRC will prepare 1 page action plan for HTB outlining our support strategy for EWS.</li> <li>CW emphasised the need to get the right balance of the trust being hands on and allowing EWS to have enough autonomy, and raised the concern that governors' committees need to meet more regularly to monitor performance.</li> <li>JRC confirmed there are challenges of amalgamating the sites across the 8 mile gap; whilst they have a common strategy across sites, there are differences in the local/community which need to be taken into account.</li> <li>GR queried whether there is an issue with the senior leadership team. JRC advised that improvement is being made but the pace of change needs to increase. Quality of teaching provision will also be monitored.</li> </ul> </li> <li><b>MAT growth plan</b> – see item 6 below</li> </ul>	<b>JRC</b>

	<ul style="list-style-type: none"> <li>• <b>Student progress and exam update</b> <ul style="list-style-type: none"> <li>○ Moderation has been completed between Sponne and EWS.</li> <li>○ EWS targets are ambitious (FFT5)</li> </ul> </li> <li>• <b>MAT improvement plan</b> <ul style="list-style-type: none"> <li>○ JRC discussed the MAT improvement plan and highlighted the following:</li> <li>○ Training for governors across the MAT and trustees still needs to be started</li> <li>○ Need to complete skills audits for Sponne &amp; EWS governors; evaluate and implement more cost effective ways of assessing capacity and sharing training resources across the trust.</li> <li>○ Trustees reviewed how best to report progress and report on change in RAG status in categories being reported in the improvement plan. Also discussed how to show progress in different schools in the MAT. Suggested the introduction of a data dashboard to identify key topics and track progress.</li> <li>○ <b>ACTION:</b> CW and JRC to meet to discuss 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.</li> <li>○ <b>ACTION:</b> TLT Risk Register needs to be compiled before next trustees meeting.</li> </ul> </li> <li>• <b>Finance</b> <ul style="list-style-type: none"> <li>○ Financial Management Accounts for December 2017 were presented.</li> <li>○ TLT is showing an in-year surplus of £52K, which is an improvement from the £37K reported in November 2017.</li> <li>○ Trustees raised concerns about NCC financial crisis, and SW advised legal advice will be sought from Browne Jacobson if necessary.</li> </ul> </li> </ul>	<p><b>JRC/CW</b></p> <p><b>SW/KLF</b></p>
5.	<p><b>Update regarding current schools and the MAT</b></p> <p><b>Lord Grey</b></p> <ul style="list-style-type: none"> <li>• HT is leaving at the end of the year. Pentir are supporting us with appointing a new Principal for September 2018. Trustees were asked to support with interviews 21 &amp; 22 March.</li> <li>• <b>ACTION:</b> CW, SW, GR agreed to join interview panels 21 March. KLF to send invites.</li> <li>• Publicity materials and promotional announcements for the new academy are being planned after Y11 exams have been completed.</li> <li>• LGB make up may also change following the academy conversion.</li> <li>• Trustees asked how the trust can ensure a new HT and senior team will be effective if this hasn't been the case at EWS. JRC responded this is a different school with different challenges.</li> </ul> <p><b>Rushden</b></p> <ul style="list-style-type: none"> <li>• HTB has approved the first stage of the academy transfer from TEFT. Due to complexities of this rebrokerage the final decision needs to go to ministers, and timescales for this are unknown.</li> <li>• SW presented a summary of a visit to Rushden. <ul style="list-style-type: none"> <li>○ The school property maintenance programme has been well managed. However ICT is a concern.</li> <li>○ Bids of £80K (Environmental Impact Grant) and £150K (Improvement grant) have been submitted for the rebrokering.</li> <li>○ Caterlink contract needs reviewing and may need to retender.</li> </ul> </li> <li>• <b>DECISION:</b> Trustees agreed unanimously to progress with the Rushden transfer to TLT, pending the final decision by the DfE.</li> </ul>	<p><b>CW/SW/GR</b></p>
6.	<p><b>MAT growth plan</b></p> <ul style="list-style-type: none"> <li>• JRC presented a summary of the TLT growth plan as at January 2018. It was noted the colours on the Gantt chart are purely to differentiate between schools. Changes to tracking and reporting on the improvement plan were discussed.</li> <li>• The growth plan includes the plans for Lord Grey and Rushden to join the trust by 1</li> </ul>	

	<p>April 2018, and Wootton Primary School is proposed to join September 2018.</p> <ul style="list-style-type: none"> <li>• Sponne Daventry FS land is expected to be secured 2021.</li> <li>• Milton Keynes FS bid has not been confirmed and therefore is unlikely to have been awarded to TLT.</li> <li>• A further 2 good or better secondary schools have made enquiries about joining the trust.</li> </ul> <p><b>Wootton Primary</b></p> <ul style="list-style-type: none"> <li>• Land issues are still preventing any progression regarding WPS joining TLT. The land is owned by a trust of church wardens and WPS governors have agreed to pay the fees to progress and get the land surveyed, but these 2 items are causing a sticking point.</li> <li>• Following a meeting with the Diocese, CW confirmed the Diocese are supportive of WPS joining TLT and they are not obstructing the progress. The Diocese believes it is the Church wardens being obstructive.</li> </ul> <p><b>Bugbrooke Primary</b></p> <ul style="list-style-type: none"> <li>• No further progress to report at present. It is likely the timescales on the growth plan will be extended.</li> </ul> <p><b>MAT Staffing</b></p> <ul style="list-style-type: none"> <li>• A proposed staffing model was discussed, expanding key roles and recruiting new posts as the trust grows to ensure resilience and effective succession planning.</li> <li>• Deputy CEO to potentially join the team 2018-19 and may have a primary school focus.</li> </ul>	
7.	<p><b>IT developments across the MAT</b></p> <ul style="list-style-type: none"> <li>• JRC explained the MAT need to take a more accessible stance to IT and look at cloud-based infrastructure to enable better sharing and secure storage of resources.</li> <li>• Google drive was recommended as a viable solution, together with Google Classroom as a possible VLE replacement for FROG. This offers a cost saving solution to the MAT.</li> <li>• Discussed the introduction of TLT emails as a standard across the MAT, with different back-end domain name.</li> <li>• G4S was discussed: in secondaries it's a useful tool for parental buy-in, but is reliant on quality data inputs; in primaries it is less effective at meeting their needs.</li> <li>• <b>ACTION:</b> JRC to send G4S link to trustees (with KPIs and dashboard) for their feedback and comment.</li> <li>• MyConcern (safeguarding reporting tool) is also recommended to other schools.</li> <li>• CPOMS is used in MK area.</li> </ul>	JRC/ALL
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• JC asked if any other colleagues were likely to join the MAT as trustees. JRC confirmed there is only space for 1 more trustee which will be looked at when another school comes on board. CW may approach a lawyer contact to ascertain their interest.</li> <li>• Trustees asked to have copies of all committee minutes from all LGBs shared. KLF to distribute these via the TLT website.</li> <li>• CW requested meetings to be arranged with Tim Read (CoG EWS) and Stephen Breen (CoG WPS)</li> </ul>	<p>CW</p> <p>KLF</p> <p>KLF</p>

Meeting closed at: **7:35pm**

Next Meeting: **30<sup>th</sup> April 2018**

ACTIONS from this meeting		
ACTION	BY WHOM	BY DATE
Prepare 1 page action plan for HTB to check progress against next steps following EWS monitoring visit 29/1/2018	JRC	12/02/2018
Discuss further developments to the MAT improvement plan and to bring to next meeting for discussion	JRC/CW	30/04/2018
TLT Risk Register to be published for next meeting	SW/KLF	30/04/2018

Trustees to be invited to attend HT interviews at LG	KLF	07/02/2018
Circulate G4S link for trustees' view with KPIs and dashboard	JRC	19/02/2018
Distribute copies of minutes from other trust schools to all trustees via the TLT website	KLF	05/03/2018
Arrange for Tim Read (CoG EWS) and Stephen Breen (CoG at WPS) to meet with CW	KLF	05/03/2018