



TOVE LEARNING TRUST

Minutes

Meeting	Trustees
Date	24 April 2018

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

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

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

No.	Item	Action
1.	Apologies & Introductions Tim Foster sent his apologies.	
2.	Declaring interests None.	
3.	Minutes of Previous Meeting Outstanding actions noted: <ul style="list-style-type: none"> Resend G4S link to KPIs and dashboard information MAT school LGB minutes to be added to TLT website The Chair signed the minutes and confidential minutes as a true reflection of the meeting.	JRC KLF
4.	CEO report JRC presented the CEO report and reviewed current schools in the MAT: <ul style="list-style-type: none"> MAT improvement plan – a more detailed report will be presented at the next trustees meeting in June. Student Progress <ul style="list-style-type: none"> P8 data was discussed as being an unreliable predictor of actual results. Sponne outcomes are showing continued improvement. Lord Grey data is looking stronger although we are not able to confirm the reliability of 2018 projections based on the short time LG has been in the MAT. EWS results are projected to be improving but are poorer than expected. English has been identified as an area of weakness at Rushden and Sharan Matharu has been focusing on improving results in this area. EWS <ul style="list-style-type: none"> The Chair expressed disappointment with outcomes at EWS. Despite considerable investment and support from TLT leaders, improvements have not been commensurate with the time and resource dedicated to supporting EWS. Trustees debated the feasibility of having single sites under one headship and instructed the CEO to look at a feasibility study. Trustees have serious concerns about EWS finances and outcomes and 	JRC

	<p>confidence in their ability to manage these.</p> <ul style="list-style-type: none"> ○ ACTION: Ask Chair of Finance Committee at EWS whether CFO can attend the next meeting to provide support and guidance to the School Business Manager. <ul style="list-style-type: none"> ● Lord Grey Academy <ul style="list-style-type: none"> ○ Lord Grey joined the trust 1 April. JRC thanked SW and KLF for their work achieving this. ○ Jim Parker has been appointed the new Principal from 1 September 2018, and will be starting informally before then. He has a positive focus on change for the future and will be working sensitively with senior leaders during the transition phase when the current Headteacher leaves at the end of the academic year. ○ An additional 30 places have been agreed for 2019 PAN because MK has a shortfall in secondary places. This is funded by MK Council. ● Rushden Academy <ul style="list-style-type: none"> ○ Rushden transfer has been delayed from 1 April to 1 May 2018. An SLA has been agreed to enable TLT to offer T&L Support during the interim period. ○ Rushden are very receptive to a change in Trust and have already fed back that they have received more positive challenge, support and involvement from TLT in the past few months than they have from TEFT during the past few years. ○ Rushden have some challenging issues to address with students, but on the whole student behaviour is very positive. ○ The CEO reviewed risks associated with the rebrokerage of Rushden to TLT highlighting that the nursery will transfer at a later date to the rest of the school. This is a vital retention tool for staff at the school. Capital expenditure has been neglected by TEFT and therefore TLT will be applying for DfE capital funds to maintain buildings and ICT. A recoverable fund (ie loan) has been agreed to cover any significant overspend. ○ Governance will be reviewed and trustee Tim Foster has kindly volunteered to Chair an Academy Improvement Board (AIB) to replace the current governing body. Trustees agreed this should happen. ○ Trustees agreed that a change in direction was needed with governance to drive changes required and to support the Headteacher with practical support. ● Wootton Primary School (WPS) <ul style="list-style-type: none"> ○ No further developments to report regarding the land issue; the church wardens are still reviewing quotes for the land survey which is postponing any further progress. ○ Headteacher and governors are still very buoyant and positive about a prospective transfer to TLT but frustrated by the slow progress being made. ● MAT growth: <ul style="list-style-type: none"> ○ Bugbrooke Primary – plans to transfer will be delayed until January 2019 at the earliest. ○ Sponne Daventry – this project has been paused by DfE for the time being. ○ MK Free School – TLT were not awarded this project. TLT were in the top two or three bidders but unfortunately our involvement with the Sponne Daventry project may have put us lower down the selection list. ● Finance <ul style="list-style-type: none"> ○ Financial Management Accounts for March 2018 were presented including Sponne and EWS. LG figures will be reported for April 2018. ○ Trustees asked whether budget surplus or deficit are considered during due diligence and the transfer process. SW confirmed schools are asked for a 3 year prediction, but in the case of Lord Grey there was no School Business Manager in post at the time and a thorough investigation was not possible. ○ CFO noted that WPS finances would be thoroughly investigated before transfer. ○ Financial predictions for 2018-9 are being worked on. Sponne and Lord Grey are anticipated to be OK, but EWS will be in deficit even after further staff cuts. 	SW
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5.	TLT Risk Register <ul style="list-style-type: none"> Risks have been identified under five main umbrella headings across the trust, with mitigating actions being allocated at local school level. The draft version to share with trustees has been delayed due to time pressures with completing the recent school transfers. ACTION: Draft risk register to be shared with trustees in time for the next trustees meeting 	SW/KLF
	AOB <ul style="list-style-type: none"> The Chair requested a review of the trust business model for the CFO and school based business managers. NR offered support with reviewing the finance structure. Trustees debated the merits of a centralised or autonomous management structure across the MAT, as each school has a separate operating model at present. 	CW/NR

Meeting closed at: **8:00pm**

Next Meeting: 20th June 2018

ACTIONS from this meeting			
ACTION	BY WHOM	DUE DATE	COMPLETED
Resend G4S link to KPIs and dashboard information	JRC	04/05/2018	Completed 04/05
MAT school LGB minutes to be added to TLT website	KLF	25/05/2018	
CFO to ask Chair of Finance Committee to attend the next meeting.	SW	25/05/25018	
Review TLT finance function and school business manager operating model.	CW/NR	20/06/2018	
Draft risk register to be shared with trustees in time for the next trustees meeting	SW/KLF	20/06/2018	