



TOVE LEARNING TRUST

Minutes

Meeting	Trustees
Date	20 June 2018

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

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

In attendance: SW, KLF (Clerk)

No.	Item	Action
1.	Apologies & Introductions Apologies were recorded from GR and NR.	
2.	Declaring interests None.	
3.	Minutes of Previous Meeting Outstanding actions noted: <ul style="list-style-type: none"> • ACTION: Send link to G4S for KPIs and dashboard information to other trustees. • ACTION: GR/NR to review the TLT finance function and School Business Manager operating model. • The Chair signed the minutes and confidential minutes as a true reflection of the meeting. 	JRC CW/NR
4.	CEO report JRC presented the CEO report and reviewed current schools in the MAT: <ul style="list-style-type: none"> • Rushden Academy (RA) <ul style="list-style-type: none"> ○ RA transferred to TLT 1 May 2018. RA Nursery transfer is planned for 1 July 2018. ○ Very positive attitude from RA staff although they are under resourced at senior level. ○ The LGB has been temporarily suspended, with the formation of an AIB. 3 governors have transferred to the AIB and are providing valuable challenge. Chair of the AIB is Tim Foster. ○ Chair of AIB, CEO and Principal at RA have agreed to implement a new URN at Rushden. The school is therefore considered a new school and is unlikely to be inspected for 7 terms. This also facilitates the formal name change from Rushden Community College to Rushden Academy. ○ Trustees discussed how the change in Ofsted rating status will impact on the school and how to manage expectations regarding this. ○ ACTION: CEO to reassure Principal at RA re: impact of new URN and Ofsted 	JRC

	<p>status.</p> <ul style="list-style-type: none"> • Lord Grey Academy <ul style="list-style-type: none"> ○ New Principal designate, Jim Parker, is already working in the school with the current Headteacher until the end of term before his formal appointment starts September 2018. He is meeting staff individually and focusing on driving improvements. • Sponne Daventry <ul style="list-style-type: none"> ○ This project is still in pause mode. ○ ACTION: CEO to keep in contact with the DfE. • Wotton Primary School (WPS) <ul style="list-style-type: none"> ○ Progress has been made on the land issue; the church wardens have signed the land back over to the diocese; and surveyors have been instructed by the diocese. ○ Trustees discussed how to progress with the legalities regarding the land issue. ○ CFO asked what the RSC's view is? CEO explained the DfE's view is that it is out of their hands. ○ ACTION: Trustees agreed to implement a Memorandum of Understanding at WPS until a formal transfer date can be achieved. • EWS <ul style="list-style-type: none"> ○ Draft budget 2018/19 presented at the last governors meeting wasn't fully finalised and therefore not approved by governors. £80K has now been awarded and a further £35K has been saved. A £50K overspend has been proposed as the final budget 2018/19 – although another staff appointment is pending. ○ Trustees noted that the final budget overspend presented for recommendation was more reasonable than the £162K originally presented. • Finance <ul style="list-style-type: none"> ○ Trustees reviewed the management accounts. An updated version of the management accounts was circulated at the meeting with supporting explanatory notes regarding the Sponne capital expenditure for the sports hall which is distorting the overall surplus figure reported. ○ ACTION: Trustees asked that when more schools are added to the report, to show three schools per page. 	<p>JRC</p> <p>JRC</p> <p>SW/LO</p>
5.	<p>Update regarding central staffing</p> <ul style="list-style-type: none"> • Two potential new roles for the MAT were discussed to support future growth: <ol style="list-style-type: none"> 1) <i>School Improvement Director (SID) for Disadvantaged Pupils</i>: currently no-one in the MAT with the relevant skills and experience; probably combine this post with a senior leader in one of the MAT schools on a part-time basis. CEO is still actively seeking applicants for this post. 2) <i>Acting Deputy CEO (or similar)</i>: anticipated for September 2018. Trustees discussed succession strategy and looked at the balance of skills and experience needed across primary and secondary in order to support ongoing growth in the MAT. Sharan Matharu, current Director of School Improvement, has been working to improve teaching and learning at practitioner level on a consultancy basis. Trustees agreed they wanted to retain Sharan's skills and experience within the trust and her current role needs more seniority and authority in order to push changes through and be seen as a leadership post in the trust. Therefore combining her role with additional leadership at trust level would remedy this. <p>DECISION: Trustees agreed to appoint Sharan Matharu as Acting Deputy CEO (or similar) for 12 months from 1 September 2018, with no teaching element. The role will be advertised and open to other candidates after the 1 year acting up period if still appropriate.</p> 	
6.	<p>MAT training day</p> <ul style="list-style-type: none"> • MAT heads have agreed to hold a training day for all staff (680) across the MAT on Tuesday 4th September 2018, at EWS South Deanshanger campus. This will be the 	

	<p>afternoon session of the 2 training days at the start of the Autumn term.</p> <ul style="list-style-type: none"> Focus of the day will be on school improvement, with 2 sessions being run concurrently to cater for the large attendance. Trustees expressed an interest in attending and observing in faculty and support staff areas. ACTION: Circulate MAT training date and invite trustees to attend. Ask MAT heads if they would like to invite governors as well. 	KLF
7.	<p>Finance update – draft budgets for 2018/19</p> <ul style="list-style-type: none"> EWS £50K overspend expected. Sponne currently £200K approx. overspend expected but will reduce. Rushden Academy £30-40K surplus is expected looking at previous year’s budgets but senior leaders being appointed will have an impact on this. It was noted that there is very little financial experience at RA for support with budget setting this year. CEO asked CFO to liaise with the AIB regarding finances because they have not received management accounts in the past. ACTION: CFO to produce introductory notes for the RA finances to help the AIB challenge and support the improvements required. 	SW
8.	<p>TLT Risk Register</p> <ul style="list-style-type: none"> A draft version of the TLT Risk Register was shared with trustees. A copy will be emailed to trustees for comment on the structure of the template and content of risk items to be monitored. ACTION: Review risk register and send comments and feedback to CFO (SW & KLF) 	Trustees
	<p>AOB</p> <ul style="list-style-type: none"> SW – ACTION: Financial Management Governance Expenditure (FMGE) document to be produced for the trust. CW – ACTION: Arrange for Sarah Conway, Jim Parker, Jamie Clarke and Chris Watt to meet regarding the establishment of the AIB for LG. CW – Discussed post of Chair for Sponne LGB and unfortunately Paula Challen is now unable to take on the role due to personal reasons. Trustees supported CW’s ongoing role as CoG and advised the LGB to look for a strong deputy from September 2018/19 to develop as a potential replacement. 	SW KLF

Meeting closed at: **7:55pm**

Next Meeting: 16th July 2018 6:15pm

ACTIONS from this meeting			
ACTION	BY WHOM	DUE DATE	COMPLETED
Send link to G4S for KPIs and dashboard information to other trustees	JRC	06/07/2018	
GR/NR to review the TLT finance function and School Business Manager operating model	CW/NR	TBC	
CEO to reassure Principal at RA re: impact of new URN and Ofsted status.	JRC	29/06/2018	
CEO to keep in contact with the DfE re Sponne Daventry.	JRC	16/07/2018	
Trustees agreed to implement a Memorandum of Understanding at WPS until a formal transfer date can be achieved.	JRC	06/07/2018	
Trustees asked that when more schools are added to the report, to show three schools per page.	SW/LO	16/07/2018	
Circulate MAT training date and invite trustees to attend. Ask MAT heads if they would like to invite governors as well.	KLF	29/06/2018	
CFO to produce introductory notes for the RA	SW	19/07/2018	

finances to help the AIB challenge and support the improvements required.			
Review risk register and send comments and feedback to CFO (SW & KLF) by next meeting.	Trustees	16/07/2018	
Financial Management Governance Expenditure (FMGE) document to be produced for the trust.	SW	TBC	
Arrange for Sarah Conway, Jim Parker, Jamie Clarke and Chris Watt to meet regarding the establishment of the AIB for LG.	KLF	25/06/2018	Completed