



TOVE LEARNING TRUST

Minutes

Meeting	Trustees
Date	10 th December 2018

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

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

In attendance: SW, KLF (Clerk)

No.	Item	Action
1.	Apologies & Introductions <ul style="list-style-type: none"> Apologies were recorded from GR and TF. 	
2.	Declaring interests <ul style="list-style-type: none"> None recorded. 	
3.	Minutes of Previous Meeting <ul style="list-style-type: none"> All actions were completed. Minutes were signed by the Chair as a true reflection of the meeting. 	
4.	Accountants to present Annual Accounts 2017-18 <ul style="list-style-type: none"> Elaine Olson-Williams (EOW) and Guy Hodgkinson (GH) from MHA accountants presented the annual accounts for TLT for 2017-18. EOW thanked the team at TLT for their work in collating the accounts information. Trustees reviewed the annual accounts and accompanying notes. Trustees approved the annual accounts for 2017-18 and instructed MHA to prepare final versions for signing on 18/12/2018. 	
5.	CEO report <ul style="list-style-type: none"> Wootton Primary School (WPS) land issue has progressed slightly, with a new surveyor report expected by the end of the month. Sense of urgency regarding this is now well understood and options to progress have been outlined. WPS trustees have already spent £24K on this project with further sums from TLT. CEO pleased to report that TLT have been nominated a 'MAT Ambassador' which is a real privilege and may mean that we appear in ministerial speeches or case studies at government level. Student progress was reviewed. Targets are very high across MAT schools with +1 grade higher than national average, aspirational targets set as a stretch challenge, and reflects the ambitious approach in each school. Annual PMRs for staff provide opportunity to highlight lack of delivery to targets. Gaps in progress look large, but if practice improves and people work towards this, this is the best outcome. Attainment 8 scores were reviewed, and trustees were encouraged to look at FFT 	

	<p>documents to make comparisons to national averages in A8.</p> <ul style="list-style-type: none"> • Attainment is broadly higher at Rushden than Lord Grey at present. • English and Maths are more meaningful grades for comparison as they are the passport for students' futures. • EWS Executive Headteacher and Consultant Headteacher have been working with interim Headteacher to drive rapid improvement. Significant impact and improvement has been made and the CEO praised the support and change in outcomes as a result of the team delivering well on a range of difficult aspects. • MDIF Bid funds have only just been released due to the Integrated Curriculum and Financial Planning assessment, which took many months, and unfortunately did not give any further analysis than our own ICFP work. • Financial update: <ul style="list-style-type: none"> ○ Rushden nursery is operating at a loss currently, and trustees agreed to look at this longer term and the impact on staff retention. Rushden have completed a review of the local market rates and benchmarked local fees. ○ It was noted that Teaching School finances are reported within the total Sponne figures and are not separated out. ○ TLT consolidated summary £150K deficit, 1st quarter £90K surplus reported. ○ ACTION: Provide notes on accounts with explanatory detail about reasons for changes or anomalies etc. to explain the deficit versus surplus reported. 	LO
6.	<p>Update from Personnel Committee</p> <ul style="list-style-type: none"> • Trustees confirmed the annual Pay and Performance Committee met in October to review annual increments across MAT schools. • Several roles were analysed and benchmarked to ensure consistency and fairness. • Confidential minutes have been circulated to MAT Heads. 	
7.	<p>MAT Strategic Improvement Plan 2017 – 2022.</p> <ul style="list-style-type: none"> • The Strategic Improvement Plan has been updated and RAG rated for December 2018. • Most items are on track and good progress is being made. 	
8.	<p>Trust Policies</p> <ul style="list-style-type: none"> • Trustees reviewed amendments to the following policies: <ul style="list-style-type: none"> ○ TLT Finance Policy ○ TLT Scheme of Delegation ○ TLT Charging and Remissions Policy • Trustees approved changes and confirmed these as current versions for 2018-19. 	
9.	<p>AOB</p> <ul style="list-style-type: none"> • Trustees agreed to maintain the MAT management fee for core services at 2.5% of GAG for all 4 current schools in the MAT. • CFO discussed the option of having an additional cheque signatory for Sponne School. DECISION: trustees agreed that this could happen if required. • TF requested that all LGBs and AIBs across the trust conduct a Skills Audit. ACTION: Clerk to liaise with Heads PA's to complete this. 	KLF

Meeting closed at: 6:15pm

Next meeting: Monday 11th February 2018

ACTIONS from this meeting			
ACTION	BY WHOM	DUE DATE	COMPLETED
Provide notes on accounts with explanatory detail about reasons for changes or anomalies.	LO	31/01/2019	In progress
Clerk to liaise with MAT heads PAs/clerks to complete skills audits for all LGB/AIBs.	KLF	31/01/2019	Complete