



## TOVE LEARNING TRUST

### Minutes

<b>Meeting</b>	Trustees
<b>Date</b>	11 <sup>th</sup> February 2019

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

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

**In attendance: SW, KLF (Clerk)**

<b>No.</b>	<b>Item</b>	<b>Action</b>
1.	<b>Apologies &amp; Introductions</b> <ul style="list-style-type: none"><li>Apologies were recorded for GR.</li></ul>	
2.	<b>Declaring interests</b> <ul style="list-style-type: none"><li>None recorded.</li></ul>	
3.	<b>Minutes of Previous Meeting</b> <ul style="list-style-type: none"><li>All actions have been completed.</li><li>Minutes were signed by the Chair as a true reflection of the meeting.</li></ul>	
4.	<b>CEO report</b> <ul style="list-style-type: none"><li>CEO confirmed that the West Midlands RSC Headteacher board met 7<sup>th</sup> February and agreed, unconditionally, for Grace Academies (GA) to transfer to Tove Learning Trust (TLT). A target date of 1<sup>st</sup> April is being worked towards, although the DfE has alerted us to the possibility of this slipping to 1<sup>st</sup> May due to their workload and relatively short timescales.</li><li>A Hub report is referred to and will be shared with Trustees in the Classroom.</li><li>TLT management accounts for January 2019 were reviewed, with no new concerns highlighted since the previous meeting.</li><li>Management accounts for Grace Academy for December 2018 were shared with Trustees, showing £851K revenue and £395K capital funding reserve balances at Grace Academies will transfer over.</li></ul>	
5.	<b>Grace Academy Transfer</b> <ul style="list-style-type: none"><li>Trustees reviewed the expression of interest forms for each of the academies (Coventry, Darlaston and Solihull). Further information gathering and site visits will take place on 25<sup>th</sup> February and 8<sup>th</sup> March, and further due diligence will be undertaken during this time.</li><li>The CFO made Trustees aware that there are several ongoing personnel concerns and the liabilities of these will transfer over to TLT. Stone King will represent one current case in court, and the RPA insurance scheme is covering associated costs.</li><li><b>DECISION:</b> Trustees gave approval to proceed with the transfer of GA to TLT.</li></ul>	

6.	<p><b>EWS</b></p> <ul style="list-style-type: none"> <li>Trustees discussed the recent Ofsted inspection at EWS. The CEO reported that Trustees, the interim Headteacher and governance were well-praised for their quality of leadership and the impact on school improvement.</li> <li>Trustees agreed to build on the positive impact that strong leadership has brought to the school and commended the interim Headteacher on improving student outcomes, student behaviour and staff morale.</li> </ul>	
7.	<p><b>Rushden PAN</b></p> <ul style="list-style-type: none"> <li>Rushden AIB seeks approval from Trustees to reduce PAN from 210 to 180 with effect from 2020. This is based in DfE calculations and due to limited physical space on site.</li> <li><b>DECISION:</b> Trustees reviewed the consultation evidence from Rushden AIB, and on the basis of this accepted and agreed to revise the PAN.</li> <li><b>ACTION:</b> Check notification requirements to advise Local Authority of changes to PAN and share information with appropriate authorities and RSC Headteacher board.</li> </ul>	KLF
8.	<p><b>Schedule of meetings for approval</b></p> <ul style="list-style-type: none"> <li>Trustees reviewed the annual schedule for Trustees meetings and agreed to schedule separate meetings for TLT Finance Committee and TLT Personnel Committee to comply with the requirements of the Academies Financial Handbook.</li> <li><b>DECISION:</b> Trustees agreed to: <ul style="list-style-type: none"> <li>Hold 6 meetings per year;</li> <li>plus 2 Finance Meetings;</li> <li>plus 1 Personnel Meeting.</li> </ul> </li> <li>An additional TLT Trustees board meeting has been added 14<sup>th</sup> March to discuss and review GA transfer before the target transfer date of 1<sup>st</sup> April.</li> <li><b>ACTION:</b> Post a revised meeting schedule on the TLT Trustees Classroom.</li> </ul>	KLF
9.	<p><b>Trust Policies to review</b></p> <ul style="list-style-type: none"> <li>Trustees reviewed and accepted amendments to the TLT Financial Scheme of Delegation.</li> <li>CEO noted the need to review the overall Scheme of Delegation and decision making powers delegated to MAT schools. A clearer format to communicate this is needed.</li> </ul>	JRC
10.	<p><b>Appointment of auditors</b></p> <ul style="list-style-type: none"> <li>Following a recent tendering process a panel of Trustees and TLT finance staff have reviewed and appointed new auditors. The CFO confirmed all firms have been advised of the decisions.</li> <li>Trustees approved the appointment of Crowe UK LLP as the auditing and accounting service providers.</li> <li>Ellacotts were also approved as the new internal auditors.</li> </ul>	
9.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>No further news regarding the land issue at WPS.</li> </ul>	

Meeting closed at: 7:45pm

**Next meeting: Thursday 14<sup>th</sup> March 2019**

ACTIONS from this meeting			
ACTION	BY WHOM	DUE DATE	COMPLETED
Check notification requirements to advise Local Authority of changes to PAN and share information with appropriate authorities and RSC Headteacher board.	KLF	15/02/2019	In progress
Post a revised meeting schedule on the TLT Trustees Classroom.	KLF	15/02/2019	In progress