



Meeting

Date

Attendance & Apologies

Trustees

P

P

P

P

P

P

Trust representatives

P

P

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

In attendance: Katie Fell (Clerk) (KLF), Tracy Routledge (Estates Manager) (TR)

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	<p>Classroom to provide ongoing snapshot reports on a termly basis. Add this as a standing item to the Trustees Board agenda so regular review and monitoring is taking place.</p> <ul style="list-style-type: none"> An overview training matrix was presented to Trustees. Key areas of training identified were: Asbestos, Legionella, COSHH, Minibus training, Working at Height, Fire Safety and Manual Handling. <ul style="list-style-type: none"> The DfE is bringing in a competency matrix for Site Managers and TR will assess the skills identified and whether this is useful for a training requisite log. Possibly rolling out Smartlog system to other schools eg Rushden so H&S compliance can be easily accessed and training completed. This will enable more of a monitoring process for the Estates Manager. Smartlog may not be fully sufficient for Site Managers and look at alternative providers for more in-depth and specialist content. Trustees asked about enforcement of mandatory training. If there is a lack of engagement staff will be referred to the SBM and HT. Refer to CEO in extreme cases. 	TR/KLF
6.	<p>TLT School Capital Allocation (SCA) bids to review and approve</p> <ul style="list-style-type: none"> TR has been working closely with schools to identify up to 5 bids per MAT school. Schools have been encouraged to submit bids for specific projects identified as high priority if they have not identified these for themselves. TR has completed an assessment and scoring process initially. Trustees reviewed the different categories in the bid process. These must be capital items that cannot be budgeted for in the main school budget. <ul style="list-style-type: none"> Cat 1: Compliance or risk items - eg fire and integrity items Cat 2: Condition issues - eg astro turf replacement, roofing, boilers etc. Cat 3: Compliance – eg ongoing school maintenance issues Cat 4: Requires doing – eg lower priority Cat CR: Contingency / Risk items Items listed as ‘safeguarding issues’ were clarified. This refers to the lock system access control at GAS, which is not a safeguarding issue, but rather a procedural issue for control of old cards when staff leave. Amend report. TR has allocated a notional £100K contingency fund for reinforced aeriated concrete, because there is a current government advisory to establish the extent of risk in schools. This potentially affects all MAT schools except GA new builds, but the exact risk is not yet known. Trustees and TLT representatives discussed the proposal for Option 4 which considers an extension to Sponne science classrooms to deal with T&L issues, growth in intake and pressure on students. Sponne is due to receive S106 funds of around £1m in next 6 - 12 months. However, this alone will not be start on the science block build. The LA wants to see there is some commitment from Trustees to support development and expansion at Sponne, but out of £1.2m capital it was agreed that £800K cannot be allocated to one school. DECISION: Trustees confirmed they were confident that a thorough process of due diligence has been applied and were reassured that the scoring and assessment has been fair and consistent. Trustees therefore agreed to trust the professional judgement of the Estates Manager and CFO and accept their recommendations for the SCA allocation. TLT is waiting for confirmation of the exact SCA income sometime during the ‘spring’. Therefore trustees were unable to confirm the exact SCA allocation per MAT school during the meeting. DECISION: Trustees agreed to proceed with further surveys and estimates on the anticipated projects expected to be approved, until the final sum of monies is confirmed. Option 3a presented by TR was agreed as the best course of action based on priority. 	

7.	<p>CEO Report (JRC)</p> <ul style="list-style-type: none"> JRC presented the February CEO report to the board. A summary of progress over the past 5 years at the Grace Academies (GA) was presented. They were previously at risk and in the bottom 3 performing MATs in the country. They have turned things around, are now above average, and come out in the top 15. JRC started with GA in 2014, and it has taken 5 years to get to this point. Progress is above average at +0.14 across the MAT. GAC had an Ofsted inspection in December which removed the inadequate judgement and is now requires improvement. The TLT Growth Plan was reviewed. The rationale for growth over the next 5 years is a 'best guess' scenario due to not yet knowing all the potential future schools to join the trust. The intention of the Growth Plan is to inform the board of the longer term vision of the trust, to ensure we keep on track, and to hold the CEO to account for growth plans and the intention of the future of the MAT. CEO mapped out staffing requirements in the central team and presented a summary of the financial planning that has been costed to support the plan. The Chair asked about growth of central team to support further growth and building strength and depth in senior management. Possibly looking to appoint a deputy CEO at a mid-point growth and need for succession planning as part of our risk management strategy. Carl Salt is effectively a Deputy CEO, and TLT will possibly take on another HT to step into the role to broaden the senior management team at trust wide level. Trustees discussed in detail the need for more detailed succession planning at this stage in our growth, and the need for further resilience. However, Trustees acknowledged that there was no significant concern regarding this. WPS formally joined TLT on 1st January 2020. WPS is a strongly good Ofsted school and will be a lead Primary in the MAT. Pupil achievement and schools performance data was shared. Gaps between current and targeted grades are not uncommon at this stage but there is considerable work to be done at RA, GAC, GAD and GAS, and headteachers are putting strategies in place to drive these improvements. TLT headteachers agreed to report three progress points per year. However, in hindsight the December data drop has been too late. Consequently it will be requested earlier next year. Trustees have seen restructuring proposals during December, and these are progressing at GAC and LG in order to deliver revised budgets. The GAC pastoral team has had an important role to play and needed revising to be more effective. DECISION: Trustees confirmed their agreement to progress with the restructuring plans at GAC and LG. <p>Management accounts:</p> <ul style="list-style-type: none"> The new finance package is a significant improvement on SIMS finance but the management reporting needs to be further adapted so reports are more informative. ACTION: SW to liaise with Access to modify and improve management reports. There have been some issues with forecasting and how figures are reported, which will be resolved by the central finance team. For example, RA accounts need some additional work and supporting commentary to provide more guidance on the overspend figures reported. ACTION: Lindsay Oake (LO) to work with SBMs to review budgets line by line to show progress and make sure remain on track with (forecasting). It was noted that Sponne Teaching School doesn't set its own budget so figures show as zero but the report captures the spend to date. MAT improvement plan has been shared in the classroom. Biggest risk to note at present is results in the summer. 	<p>SW</p> <p>LO</p>
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10.	CFO updates (SW) <ul style="list-style-type: none"> LAT Due Diligence discussed in detail. School Business Manager posts are being recruited at RA and an Associate Business Manager for Sponne and across the trust. Chair asked about doubling up roles and using someone for Sponne for SBM and across the MAT. SW explained the proposed model builds more resilience and will supports on procurement and onboarding across the MAT, to release time for CFO on other projects. 	
11.	AOB <ul style="list-style-type: none"> No further business discussed. 	

Meeting ended 8:10pm

Next meetings:
TLT Audit Committee Monday 23rd March 2020

ACTIONS from this meeting		
ACTION	BY WHOM	BY DATE
Investigate Fire Risk Assessment at GAD	TR	ASAP
Monthly Estates reports to be uploaded to Trustees classroom.	TR	Monthly
Schedule annual presentation to the board by Estates Manager	KLF	27/03/2020
Liaise with Access finance system to customise and improve the management reporting functionality	SW	27/03/2020
Review school budgets with SBMs	LO	27/03/2020

Signed by:



Chair of Trustees

Date: 23/03/2020