

TOVE LEARNING TRUST
Minutes

Meeting	Trustees		
Date	26 th November 2019		
Attendance & Apologies			
Trustees		Trustees	
Christopher Watt (Chair) CW	P	Thomas Schilling (TS)	P
Jamie Clarke (JRC)	P	Duncan Nicholson (DN)	P
Tim Foster (TF)	P	Trust representatives	
Jo Chitty (JC)	P	Sue Wagstaff (CFO) (SW)	P

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

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

No.	Item	Action
1.	Apologies and introductions <ul style="list-style-type: none"> No apologies. Trustees introduced themselves to Tracy Routledge (TR) the new TLT Estates Manager. 	
2.	Declaration of interests <ul style="list-style-type: none"> No interests declared. 	
3.	Safeguarding <ul style="list-style-type: none"> No issues to report. JC has visited Sponne and EWS to check safeguarding registers. Found that second employment references for support staff is an issue at both schools, due to a lack of replies from referees. Trustees discussed that if the first reference raises any concern, complete a risk assessment and seek a second. ACTION: CFO to follow up with MAT schools to check safeguarding processes. 	SW
4.	Chair's Action <ul style="list-style-type: none"> CW reported that a Chair's Action was taken prior to the trustee's board meeting. This was to submit a change to the Articles of Association amending object 4 enabling the trust to take on the Children's Centre at WPS. This is to enable TLT to meet the eligibility criteria to complete the transfer of WPS. DECISION: Trustees agreed and approved the change. 	
4.	Minutes and Matters Arising from 23rd September 2019 <ul style="list-style-type: none"> Minutes were approved as an accurate record of the meeting and signed by the Chair. Trustees discussed housing and population growth in Towcester and the need for another secondary school in Towcester. CEO explained that figures submitted to DfE by NCC didn't stack up and there has been no progress as a result. Trustees were made aware of the history of the expansion in PAN and net capacity figures. Sponne is well above the range. Sponne extended the PAN a few years ago from 210 to 232 to cater for growing local population on the basis that further funding to pay for site expansion would be forthcoming. This never came to fruition and therefore Sponne has written to NCC to 	

request a formal meeting and review. Sponne will need to enter into formal consultation to reduce PAN because the current size of the building cannot cope as it is. Trustees considered the risks and implications of being well above capacity.

- Discussed implications of reducing PAN and impact on linked area.
- The need for an effective communications strategy with the local community was discussed. Need to highlight the importance of providing a safe environment for students and to avoid overcrowding.

5. TLT Estates Manager report to Trustees (TR)

- Tracy Routledge (TR) was welcomed as the new TLT Estates Manager.
- TR presented an overview Estates report, outlining her initial evaluation and strategies for supporting the trust. Priority is helping MAT schools to be consistent and legally compliant.
- A database will be set up for all compliance certification to be saved centrally to be completed by the Christmas holidays.
- Health and Safety provision from Elite (West Mids) and Ellis Whitham (Northants/MK) are being pulled together and ironing out any issues or variances.
- Schools are on board with what they need to do. EWS has a huge volume of things to address and has a new site manager in post.
- Fire compliance at EWS is an issue being looked at as a high priority. Science block fire alarms need urgent attention.
- Lockdown alarms for all locations are being investigated.
- TR is supporting schools with SCA (capital allocation) bids which replaces CfE bids now the MAT is larger. There will be a planned programme of capital investment across the estate. SBMs have been asked to identify at least 5 bids per school. Schools have a responsibility to use devolved capital for ongoing maintenance and planned maintenance programmes. JRC reminded trustees that Tracy's plan is evidence gathering and not a wish list from schools.
- Lord Grey need to develop an investment plan to replace Astro Turf and should be part of their ongoing development and maintenance plan rather than SCA funding.
- Risk identified with lapsed training at RA to be addressed. TR wishes to tap into skills within the trust and use existing expertise across the MAT.
- CW welcomed TR to the trust and thanked her for the update
- ACTION:** Trustees asked TR to present the following when she reports back in Feb 2020:
 - a training matrix and training plan
 - review list of priorities for next 3-5 years balancing suitability and curriculum needs.
 - Tracking of capital spend – where money is being spent and how effectively
 - Regular analysis of threats and risks identified from SWOT.

TR

6. CEO Report

- JRC presented the CEO report for November 2019.
- The teaching school hub pilot application made to the DfE led by Brooke Weston was unsuccessful. However the bid process has facilitated more efficiencies in working together and all parties have agreed to continue with joint projects.
- The transfer of WPS is still ongoing with a target completion date of 1 January 2020.
- Sponne Daventry/Free School is now back on the agenda following a minister's decision to 'unpause' the project.
- The Ethos programme is being rolled out to other schools in TLT. RA and LG being first, followed by EWS later who will be treated as 2 sites. The ethos programme has been very successful in the Grace Academies and this will give access to some video and training content to focus on gang culture which is especially needed in higher deprivation areas such as Lord Grey and Rushden.

TR

<ul style="list-style-type: none"> Exam outcomes from summer 2019 were reviewed and data shared in CEO report. This is still not a complete picture and some remarks are still due to arrive. Staffing figures were shared with Trustees. The MAT employs 874 people (although some double counting was noted) which equates to 744 FTE staff. This gives an indication of the scale of the MAT. Analysis of gender of teaching staff and diversity of all staff was discussed. TLT is an equal opportunity employer but there is still room for improvement in increasing ethnicity mix and employment of people with protected characteristics. 	
<p>8. Key reports from LGBs/ AIBs</p> <ul style="list-style-type: none"> Items were discussed as part of the CEO report above. 	
<p>9. Finance update (SW)</p> <p>Management Accounts for October 2019 were reported to Trustees:</p> <ul style="list-style-type: none"> The new Access system has been implemented so there is a new format for reports. In the new system a negative figure is a surplus and a positive is a deficit. Staffing is a high spend area - any discrepancies here need investigating. The £109k overspend on salaries reported this month is due to salary increments and backdating. This will not be the case every month. With the set up and implementation of the new system things are being ironed out and improvements in accounts presentation will come over next few months. Individual schools were highlighted and trustees were asked to be familiar with the accounts for the schools where they sit on AIB/LGBs. RA planning a £147k overspend. £20k additional deficit for the nursery is not included. TLT posting a surplus of £306k for 2019-20. <p>Annual Accounts 2018-19</p> <ul style="list-style-type: none"> A very rough draft of the annual accounts was shared with trustees. £94k unexplained difference reported from GA to TLT as part of the transfer. There are still a number of variances to be ironed out and the final picture is expected to look very different. There are some issues to pick up with Crowe and corrections to be made before final presentation to Trustees 9th December. Draft figures were only received by TLT at 5pm today. ACTION: Final figures to be received from Crowe by Friday 6/12/2019 latest in order to be reviewed before the Board of Trustees meeting on 9/12/2019. 	CROWE
<p>10. Trust Policies and Procedures for approval (JRC/SW)</p> <ul style="list-style-type: none"> The TLT Personnel Committee reviewed and recommended changes to the following policies in October 2019. <ul style="list-style-type: none"> TLT Pay Policy TLT Appraisal Policy TLT Capability Policy TLT Code of Conduct Consultations with unions were completed and amendments have been made. Headteachers and Principals agreed to have a more detailed Code of Conduct guidance which is useful in holding people to account. APPROVAL: Trustees ratified all 4 policies above. Policies to be updated and shared on google team drive. 	
<p>11. AOB</p> <ul style="list-style-type: none"> Jamie will be delivering another Ofsted Ready training session for Governors and Trustees on 11th December from 6-8pm at the GUTP. Circulate details to LG and RA. Chris Watt has stepped down as Chair of Governors at Sporne School. Emma Hay has taken on the post of Chair. Lord and Lady Edmiston have formally agreed to join as new members of TLT. They will not be available to attend many meetings but are fully supportive of the MAT and its aims and objectives. 	

Meeting ended: 7:40pm

Next meetings:

TLT Board of Trustees Monday 10th February 2020

TLT Finance & Audit Committee Monday 23rd March 2020

ACTIONS from this meeting			
ACTION	BY WHOM	BY DATE	
CFO to follow up with MAT schools to check safeguarding processes.	SW	20/12/2019	✓
Tracy/Routedge to attend TLT board meeting in Feb 2020. Final figures to be received from before the Board of Trustees meeting.	KLF/TR Crowe	10/02/2020 6/12/2019	
Future Agenda Item: Trustees meet with Heads to discuss MAT 10 year horizon growth and development plans	JRC/KLF	TBC	

Handwritten signature and date: 9/12/19