



Minutes

Meeting	Trustees
Date	20 September 2021

Attendance & Apologies

Trustees		Trustees	
Christopher Watt (Chair) CW	P	Amit Lakhani (AL) Co-opted Trustee	P
Jamie Clarke (JRC)	P	Tracy Bannister (TB) Co-opted Trustee	P
Tim Foster (TF) Trustee	P		
Jo Chitty (JC) Trustee	Ap	Trust representatives	
Thomas Schilling (TS) Co-opted Trustee	Ap	Sue Wagstaff (SW) CFO	P
Duncan Nicholson (DN) Co-opted Trustee	P	Tracy Routledge (TR) Estates Manager	Item 3 only

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

In attendance: Katie Fell (Clerk) (KLF)

No.	Item	Action
1.	<p>Welcome, introductions and apologies</p> <ul style="list-style-type: none"> Apologies received and recorded from Jo Chitty and Thomas Schilling. 	
2.	<p>Declaration of interests</p> <ul style="list-style-type: none"> None declared. 	
3.	<p>Estate Manager report</p> <p>Update on the SCA reconciliation</p> <ul style="list-style-type: none"> The SCA reconciliation report was shared with Trustees. This provided an update on 2020-21 allocation and progress on the 2021-22 allocation. 20/21 showed that 2 projects came in under budget and three were over budget. In two over budget cases there had not been a variation in the scope of works, just a change in specification due to availability or performance. In the third area, some areas had been missed in the original survey so the same principle applied, just over a slightly larger area. <ul style="list-style-type: none"> Sponne was a high level estimate for fire integrity issues based on the contractor's estimate; a review of quality and quantity of doors was required resulting in an increase of £15k that was approved prior to the order being placed. A further £5k was then also required to complete the project. The Chair asked for clarity on the approval process for how the increases were awarded outside of the trustee meetings. It was 	

confirmed that currently the TLT Estates Manager and CFO assess how essential it is to the works being completed and if there was sufficient contingency to allow for the additions.

- A Trustee asked whether the extra cost made everything compliant? SW confirmed yes in terms of the fire sounder, bells and emergency door replacements. However, there is still more to do.
- All works in 2020-21 have been reviewed previously by Trustees, and it is just 2021-22 figures still to be presented to trustees.
- CW requested an additional column to be added to the reconciliation report in the future that would show the difference between the money allocated and additional funding required.
- Of the 21/22 projects, attention was drawn to some savings on some schemes, and three significant uplifts for Trustees to review, which are outlined below:
 1. GAC duct work and the addition of netting as part of the works - netting was required at an extra £20K cost. Stops birds pecking at the covering and to prolong the life of the material. Without it the same thing would happen again so the additional cost was agreed.
 2. Knowles SSICB – part of the rebrokerage works due to taking the school on – the price of steel has increased since initial quotes received and have had to award tender at a higher cost to ensure school meets its requirements. The £20K overspend on £238K SSCIB budget could not have been foreseen so the additional funding was agreed.
 3. Sponne - £68K for roofing. Original quote covered 3 areas of Sponne - E block, school hall, and changing rooms in H block. Old zinc roofs were leaking on hall side but not over the changing rooms. Later inspections found that the Canteen roof, linked to the Hall, was deteriorating and roofers recommended to do remedial works at the same time. Initially declined offer due to higher cost. Reviewed plans with contractors, project manager and Headteacher and agreed it would be more cost effective to do 1 set of scaffolding and 1 set of repairs rather than patch fix. Resulted in changing area being omitted and canteen area included.
 - a) CW was in agreement for the work to be done as it made sense, but again queried the correct process for approving the additional £68k of work.
 - b) SW confirmed the actual roof part was £38k and £14k was for professional fees that were missing off the original quotation.
 - c) TR explained that the school had taken the decision at their own risk and the change would be covered by school budget if Trustees didn't approve the additional funds.
 - d) **Trustees asked whether Sponne governors are aware of the risk and potential cost.** SW confirmed it had been discussed with the Head and approval sought.
 - e) **Trustees suggested it is defined that when additional costs are a set % above the original, that it needs to be brought to Trustees, so can be approved mid-project.**
 - f) JRC advised this should be presented as a request for additional funds. CW requested a phone call to him or JRC to be kept apprised of the situation if it is critical to the project but costly.
 - g) CW stated that more effort should have been made to keep him updated. Need to resolve the process for next time. Agreed with Trustees comments and that it would be good to have a set % of the initial sum agreed.
 - h) TR discussed outstanding schemes:

	<ul style="list-style-type: none"> i) cladding at Sponne and Rushden and the final sums remaining ii) GAS asking for additional sums for astro replacement i) Trustees agreed additional funding for GAS astro repairs but it must be ring fenced for these works only. <ul style="list-style-type: none"> ● ACTION: Trustees asked CEO and CFO to consider introducing limits as a proportion of the total spend or to confirm the process to be followed in the case of emergency decisions to be made once projects were underway. <p>Update on Stantonbury</p> <ul style="list-style-type: none"> ● Discussed the need to appoint a technical advisor (TA). Trustees asked CEO and CFO to consider introducing limits as a proportion of the total spend or to confirm the process to be followed in the case of emergency decisions to be made once projects were underway. The TA has a value of around £250K over the next 2 years to project manage and monitor the progress of the master planning for the site. ● TR sought approval to instigate discussions with Bloom who are the DfE approved procurement company for this type of service. ● This is included in the CFO report on Stantonbury (regarding the mini competition) and will be funded from the £4.4m funding allocated to Stantonbury. ● The Chair agreed this is an essential aspect of progressing the Stantonbury School project to next phase. Trustees CW and AL expressed an interest in being involved in the procurement process. ● DECISION: Trustees approved the decision to progress discussions with Bloom to secure a technical advisor over 2 years at a cost of £250K ● TR left meeting at 17:24. 	
4.	<p>Clerking matters</p> <ul style="list-style-type: none"> ● Trustees approved updates to the TLT Committee Terms of Reference and updated Code of Conduct for LGBs. ● Trustees were asked to complete the annual statutory declarations and KCSIE awareness training. ● Changes to local governing body members were approved as follows: <ul style="list-style-type: none"> ○ Thomas Schilling to join Stantonbury AIB as the Trust representative ○ Ruth Panther to join Stantonbury AIB as a governor ○ Jo Chitty extension of 4 year term as governor at Sponne School. 	
5.	<p>MMA</p> <ul style="list-style-type: none"> ● Minutes from 7th July 2021 were agreed and confirmed as an accurate record of the meeting. Actions were reviewed and the diversity and inclusion works will be carried forward to the end of October. ● Minutes from 13th August 2021 were agreed and confirmed as an accurate record of the meeting. Actions were reviewed and noted as completed. The outcome of DfE funding decisions were discussed, and Trustees subsequently agreed that SIS would join TLT on 1st September 2021. ● Tracy Routledge will continue to report to Trustees on the funding programme. 	
6.	<p>CEO Report</p> <ul style="list-style-type: none"> ● Letter of thanks from RSC Kate Detheridge was shared with Trustees. 	

	<ul style="list-style-type: none"> ● JRC provided an update on the Safeguarding reviews at the end of the year. Considerable training has been undertaken in all our schools to update staff on HSB and the key messages with regards to safeguarding reporting. ● Nigel Handyside (NH) is booked to go back to Stantonbury to follow up on the cultural safeguarding review. NH will be commissioned to do an annual review, and all LGBs have been provided with copies of their school audits and are aware of any areas for improvement. ● CEO reported the positivity seen in schools returning to a more normal basis since March 2020. ● The trust is expecting possibly four of our schools to be inspected this term, and possibly another two the term after. ● Shared information on a probable MAT inspection in the Spring where no grading is given but the trust would receive a letter explaining what we do and what we can improve on. This could take up to 5 days, but nothing to be unduly worried about. The central executive team is working hard to make sure leaders, middle leaders, CoGs and Ho6 are well prepared. ● Stantonbury has now joined us. There is still a large body of work and improvements to be done. Everyone is very positive about making a difference, but we need to support some staff to ensure this is achievable and delivered. ● Stantonbury is holding regular SLT meetings with a positive outlook. A rapid improvement programme is required and we are still in the honeymoon phase. <p>Financial summary</p> <ul style="list-style-type: none"> ● The trust is in a strong financial position. EWS is expecting to turn out a surplus budget this year, but this is prior to any accrual work taking place. ● Thanks were given to the finance teams for the budget work completed and the time taken in preparing them. Some of the schools that have joined TLT have previously not been involved in budget setting process, so they are inexperienced but very grateful to have closer involvement. ● LGA have benefitted significantly from Covid funding and in total reporting a £750K surplus. ● 2020-21 has been a very unique year due to Covid and Trustees will need to highlight this in the annual report. 	
7.	<p>Stantonbury School update</p> <ul style="list-style-type: none"> ● CFO provided a summary update on the management and use of the capital development funding as part of the transfer. <ul style="list-style-type: none"> ○ SW outlined some of the key focus areas for mobilisation and capital development works. ○ The final sum awarded by the DfE was £4.4m and the two options of how to spend the funding were discussed. ○ The master planning route was discussed as being the most advantageous to the school. The trust will focus on immediate essential compliance issues and then forward planning and prioritisation of works will follow. ○ HR systems are in place ready for payroll. ○ General finance systems installation and training is under way. ○ IT is becoming more stable and able to support school systems and communication channels with staff and parents and across the MAT. ○ Furniture for the new build is still being resolved. ○ Commercial interests for Leisure Centre and Theatre are still planned, but have not been primary activities as part of the initial set up. Skilled and experienced staff in Leisure Centre and Theatre should provide a strong position going forward. ○ Other potential funding pots including Environment grant, Rebrokerage funding and TCaf funding have been applied for. 	

	<ul style="list-style-type: none"> ○ Strong trust presence in the school at the moment from central HR, Estates, Data, Finance etc. to maximise on the positive feeling that is there at present. Providing a supportive approach but not at the expense of the other schools. ○ <i>Trustees asked if we already have a separate trading company? No, the previous one was dissolved by GST.</i> ○ Discussed looking at setting up a separate trading company. SW/DN/TB to meet separately to review legal entities and options available to us to run various commercial operations. ○ JRC reported most parents and pupils he has met are very friendly, polite and well behaved and they have reported a very positive change and improvement compared to the Ofsted SM report. 	
8.	<p>TLT Strategic Improvement Plan (SIP) 2017-2022</p> <ul style="list-style-type: none"> ● Updated version of the SIP 2017-2022 was shared with Trustees. ● The SIP was initially a five-year plan and the CEO will be inviting Trustees to help with developing a longer term vision and strategy later this year. 	
9.	<p>Finance update</p> <ul style="list-style-type: none"> ● August P12 Management accounts for trustees have been shared in the classroom but will become P13 final accounts in due course. ● The 2021-21 teachers pay and conditions was still out for consultation at the time of the meeting. Trustees agreed to postpone reviewing salary increases and salary scales until a final published version is available. 	
10.	<p>Policies for approval</p> <ul style="list-style-type: none"> ● TLT Whistleblowing policy – there are minimal changes and some questions arose from union consultation that have been incorporated. Trustees approved. ● TLT Recruitment & Selection Policy – a revision of the policy to embrace safer recruitment as well as the wider process. It has been rewritten in line with KCSiE 2021. This is an important document from a safeguarding perspective to ensure safety checks are embedded in our processes. Clarity given around regulated activity (working 1:1 with children). Section 7.5 has been added to clarify no blanket retesting of DBS - but will redo if we have any concerns. Trustees approved. ● TLT Stress Management Policy – a new policy as part of our H&S requirements for managing stress at work. Introduces a framework based on HSE model and stress risk assessment. Need to make sure schools and local LGBs implement this at a local level. Trustees approved. 	
	<p>AOB</p> <ul style="list-style-type: none"> ● No further business. ● Thank you to everyone for attending. 	

Meeting closed at: 6:10 pm **Next Meeting: 18th October 2021 - postponed to 8th November 2021**

Signed:.....

Date:

Chair of Trustees

ACTIONS from this meeting		
ACTION	BY WHOM	BY DATE
Propose a procedure for introducing limits on SCA allocation. Determine thresholds as a) a % of total spend or b) over specific sum; and confirm the procedure to be followed in the case of emergency decisions.	CEO & CFO	November 2021
SW to contact TB & DN re meeting to discuss the implications of forming a trading company.	SW / TB / DN	When available