

WANDLE LEARNING TRUST

Trustee Meeting

6.00pm, Thursday 26th April 2018

PRESENT: Sian Mathias (SM), Jill Newey (JN), Sarah Marshall (SMa), Karen Best (KB); Sue Pidgeon (SP), Judi Dumont-Barter (JD-M), Christian Kingsley (CK), Mark Siswick (MS).

APOLOGIES: None

CHAIR: Sian Mathias

IN ATTENDANCE: Steve Wallis.

CLERK: Philip Moss

Meeting commenced at 6.00pm

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

SP - declared she was governor at Ravenscroft Primary School, Wandsworth.

SM reminded all Trustees to complete a declaration of business interests form if they had not already done so.

3. MINUTES OF PREVIOUS MEETING

Action 1: *Outstanding* - SW reminded those who had not completed a business interest form to do so.

Action 2: *Completed* - Governance Handbook had been updated following comments from Trustees. It will be launched at Governance Development session on 2nd May.

Action 3: *Completed* - Job Descriptions for joint Executive Heads have been updated.

Action 4: *Outstanding* - Dashboard is in development and will be shared with Trustees at future Board meeting.

Action 5: *Completed* - Governance Handbook and Financial Policies are now consistent.

Action 6: *Completed* - Logo is now being used on all Trust documentation and communications.

Action 7: *Outstanding* - Heads of Terms/School Prospectus in final draft for Trustee comments.

Action 8: *Outstanding* - Strategic Plan still in development.

Actions 9, 10 and 11: *Outstanding*: Policy scrutiny meeting took place on 16th April. Policies in process of being amended in the light of that meeting. Policy schedule has been drawn up identifying Trust level and LAC level policies.

Action 12: *Outstanding* - Three new Trustees have been appointed. One Trustee is still to be recruited to complete Trust Board. UPDATE: All Trustees now appointed.

Action 13: *Outstanding*: LACs for 2018-19 to be scheduled in relation to proposed Trust dates.

Action 14 and 15: *Completed* – Company House information now updated.

Action 16: *Completed* – Trustees have access to NGA and The Key.

4. FINANCE UPDATE

SW provided draft budget papers for 2018-19. Trustees were asked to note:

- The final balance figure for Chesterton was not yet known. Wandsworth LA had until 01/05/18 to notify the Trust of the school's surplus balance to be transferred to the Trust. A conservative estimate had been made for the purposes of the draft budget.
- Reserves were looking healthy. A R.A.G. system had been used to indicate the planned use of reserves going forward.

ACTION 1: SW to liaise with SMa and JN to finalise budget for 2018/19.

ACTION 2: The final budget to be signed off at the Trust Board meeting on 9th July to enable it to be submitted to the ESFA by the deadline of late July.

SM introduced a paper for discussion setting out a proposal to streamline and simplify financial functions and monitoring across the Trust. Trustees felt the proposal had merit but that it needed to be considered in the context of the wider cycle of Trust and LAC meetings.

ACTION 3: JN, SMA, KB and PM to meet to discuss proposal further and produce a governance cycle for 2018-19.

5. WANDLE TEACHING SCHOOL ALLIANCE

MS gave a presentation to the Board on the work of the Wandle Teaching School Alliance (WTSA).

Trustees asked how they would receive appropriate information on the work of the WTSA to ensure it was able to exercise appropriate oversight. MS explained that JN and Richard Gorringe (CGA LAC member) sit on the Strategic Board of the WTSA.

It was recognised that, while the purpose and aims of the WTSA were specifically related to providing support and professional development to any school within the wider community, WLT nevertheless had legal duties and responsibilities to oversee its operation.

ACTION 4: Regular updates regarding the work and financial performance of the WTSA to be provided to the Trust Board via the Trust's Standard's Committee.

6. TRUST WIDE POLICIES

SW reported that a group of Trustees had met on 16th April to scrutinise key financial policies for the Trust. These were now being updated.

7. TRUST GROWTH AND MARKETING UPDATE

MS and CK are continuing discussions with a number of schools that have shown an interest in joining the Trust.

Work has taken place on developing a due diligence process that will be used to inform the process of assessing risk/ensuring appropriate disclosure of schools joining the Trust. This will be shared with Trustees in due course.

8. TRUST DEVELOPMENT

SM reported that three people had accepted the invitation to join the Trust Board. They will attend meetings from now on and be formally appointed as Trustees at the Trust’s AGM in December.

One further Board vacancy remains but a process is in place for it to be filled.

SM reported that a fifth Member of the Trust had been appointed, Clive Lees. Clive is the Chair of a MAT in Bromley and therefore brings valuable experience and capacity to the Trust. A meeting of the Trust’s Members took place in March (minutes available on Fronter). The meeting of Trust Members will be the AGM on 6th December.

ACTION 5: JN and SP to develop Trustee induction materials/process.

9. AOB

SM reminded Trustees of Governance Development session on 2nd May.

The next Board meeting (13th June) will be a development session covering Trustee/Director legal duties and responsibilities and an overview of the educational performance of the Trust.

10. FORTHCOMING DATES

Trustees noted the dates for the remainder of the academic year.

PART 2 BUSINESS – 26th April 2018

CK, MS and SW left the meeting. All other Trustees recorded above remained.

SM referred Trustees to the minutes of the Pay and Performance Committee held on 13th March in which joint Executive Head pay arrangements had been agreed.

SM explained that a further pay and performance process for the Trust’s CFO (SW) and other key senior leaders of the Trust would be taking place shortly.

A letter of 10th April from Eileen Milner (CEO of the Education and Skills Funding Agency) was circulated. While it requested information relating to a FY prior to the formation of WLT, it nevertheless reminded Trustees of their responsibilities in relation to setting executive pay going forward.

ACTIONS – WLT TRUST BOARD MEETING – 26.04.18

AGENDA ITEM	ACTION No.	ACTION
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4. Finance update	1.	SW to liaise with SMa and JN to finalise budget for 2018/19.
	2.	The final budget to be signed off at the Trust Board meeting on 9 th July to enable it to be submitted to the ESFA by the deadline of late July.
	3.	JN, SMa, KB and PM to meet to discuss proposal further and produce a governance cycle for 2018-19.
5. Wandle Teaching School Alliance	4.	Regular updates regarding the work and financial performance of the WTSA to be provided to the Trust Board via the Trust's Standard's Committee.
8. Trust Development	5.	JN and SP to develop Trustee induction materials/process.

Signature _____

Sian Mathias, Chair WLT

Date _____