

WANDLE LEARNING TRUST

Trustee Meeting

6.00pm, Wednesday 3rd April 2019

PRESENT: Sian Mathias (SM), Judi Dumont-Barter (JD-B), Jill Newey (JN), Sarah Marshall (SaM), Sue Pidgeon (SP), Robert Waugh (RW), Emma Simmons (ES), Mark Siswick (MS)

CHAIR: Sian Mathias

APOLOGIES: Kate Burns

IN ATTENDANCE: Steve Wallis (SW)

CLERK: Philip Moss

Meeting commenced at 6.00pm

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

Sian welcomed everyone to the meeting. Apologies were received and accepted from Kate Burns.

SP declared that she was a Governor at Ravenstone Primary.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were approved and signed by the Chair.

3. CHAIR'S REPORT

Trustees noted the chair's report. SM highlighted a few key issues:

CGA Ofsted Inspection

CGA's recent Ofsted inspection had gone well with the overall judgement being "Good". SM reported that the lead inspector had interviewed J-DB, SaM and herself as part of the inspection and that overall it was a very positive experience. It was particularly notable that CGA's LAC had a very clear knowledge of the school.

The Trustees asked that their thanks to Christian and his team for such a positive and encouraging outcome were formally recorded and passed on as appropriate.

Executive Headteacher Performance Management

Trustees agreed it would be useful to receive clarification of the process for the performance management of the Executive Heads. Given their dual role as Headteacher of their respective schools and joint Executive Headteachers of the Trust it was important that this was reflected in their performance management process and that there was appropriate representation from the respective LACs and the Trust Board.

ACTION 1: PM to produce overview of the PM process in relation to the joint Executive Headteachers for discussion at the next Board Meeting.

ACTION 2: CK and MS to circulate to all Trustees their targets set at the last PM meeting.

Governance Development

SM outlined the actions she was taking to identify additional governors and asked for volunteers to support her. SP agreed to help with this work. It was felt that identifying a Trustee with specific “comms” skills might be a beneficial addition to the Board.

Trustees discussed the functions of their wider role within the Trust. They acknowledged the DfE’s preference was for a clear separation responsibilities across a Trust’s governance structure. However, they also valued the fact that there was LAC representation on the Board as this ensured a connection to the work of the individual academies. It was agreed that it would be beneficial for individual Trustees to attend LACs in order to get a better understanding of the way in which they operated. This would be particularly important when new schools joined the Trust who were not as well known as the existing academies in the Trust.

4. TRUST GROWTH

Confidential item. Notes of this discussion are contained in Part 2 minutes.

5. TRUST COMMITTEES

Trustees noted the minutes of the recent Finance and Resources Trust Committee.

SW updated them on the progress of budget setting for 2019-20. He explained that each LAC had had a first draft of the budget and these had subsequently been considered at the

Trust Finance and Resources Committee on 1st April. Further iterations were planned with the final budget being presented to the Trust's Finance and Resources Committee on 17th June for recommendation to the main Board on 4th July.

Trustees noted the discussion about central costs and that the plan was to set this at 4% for 2019-20.

6. MAT SELF-EVALUATION

CK introduced this item. Trustees were split into three groups to consider the performance of the MAT against the DfE's publication: *The Characteristics of a Successful MAT*.

Each of the three groups fed back their views on whether, in relation to the 9 criteria, the MAT was "Beginning", "Developing", "Embedding", or "Leading"

Trustees identified a number of key issues arising from their individual discussions. Overall, they felt that it was important to distinguish between the strong partnership between the two schools and the teaching school pre-formation of the Trust and the extent to which the Trust was adding value and fully integrating its capacity in the context of a MAT.

CK explained that the next step was to use the feedback from trustees to inform the MAT's development plan for 2019-20. **ACTION 3:** A draft of this plan to be shared with the committees prior to coming to the Board Meeting on 4th July for final comment and sign off.

Trustees also commented that it was important that an overarching Trust Risk Register was put in place. **ACTION 4:** PM/SW to draft Risk Register for consideration at next Board Meeting.

7. UPDATE FROM LACs

Trustees noted the minutes from the latest Full LAC committees along with relevant Headteacher/Senior Leadership Team Reports.

CPS

JN (chair of CPS LAC) outlined that there had been some changes to the membership of the LAC recently with a number of new appointments and the retirement of a long-standing member. JN also explained that she is planning to step down as chair of the LAC, but will continue on until secure arrangements for chairing are in place.

CPS has been without a business manager for some time now. SW had provided a significant level of support, which has been very helpful. Plans were now moving forward to make a permanent appointment.

Trustees congratulated CPS on being recognised by Wandsworth LA for their academic performance in 2017-18 and were impressed that the children had been invited to Downing Street on World Book Day.

CGA

JD-B (Chair of CGSA LAC) noted that, despite the positive Ofsted outcome, it remained challenging to provide a broad and balanced curriculum within the current financial context.

Two longstanding LAC Members were stepping down and being replaced by 2 new members.

As part of the process of producing a balanced budget for 2019-20 the number of Assistant Headteachers was reducing from 2 to 1.

8. HEALTH AND SAFETY

There had been no reportable incidents since the last Board meeting.

It was noted that SW and PM were undertaking a procurement process for a Health and Safety Adviser for the Trust. RW was supporting this process. An update on this process will be given at the next meeting. **ACTION 5:** PM/SW to update Trustees on the progress of appointment of the Trust H&S adviser.

9. FINANCIAL FORECAST

SaM introduced the item and explained that the forecast presented reflected the position at the end of February, although some elements of expenditure were reported up to mid-March.

The latest position was indicating a c.93k deficit overall (CGA). £100k from reserves had been used to cover the in-year deficit. Overall, therefore, the deficit was coming down.

10. AOB

There were no items of AOB.

11. FORTHCOMING DATES FOR AY 2018-19

- Monday 17th June – Trust Finance and Resources Committee
- Monday 24th June – Trust Standards Committee
- Thursday 4th July – Full Trust Board

ACTIONS – WLT TRUST BOARD MEETING – 03.04.19

AGENDA ITEM	ACTION No.	ACTION
3. CHAIR'S REPORT	1	PM to produce overview of the PM process in relation to the joint Executive Headteachers for discussion at the next Board Meeting.
	2	CK and MS to circulate to all Trustees their targets set at the last PM meeting.
6. MAT SELF-EVALUATION	3	A draft of the MAT Development Plan plan to be shared with the committees prior to coming to the Board Meeting on 4 th July for final comment and sign off.
	4	PM/SW to draft Trust level Risk Register for consideration at next Board Meeting.
8. HEALTH AND SAFETY	5	PM/SW to update Trustees on the progress of appointment of a Trust H&S adviser.