

## WANDLE LEARNING TRUST

### Trustee Meeting

6.00pm, Thursday 11<sup>th</sup> October 2018

**PRESENT:** Sian Mathias (SM), Jill Newey (JN), Sarah Marshall (SMa), Sue Pidgeon (SP), Kate Burns (KB), Andy Brock (AB), Robert Waugh (RW), Emma Simmons (ES), Christian Kingsley (CK), Mark Siswick (MS),

**CHAIR:** Sian Mathias (see item 2 below).

**APOLOGIES:** Judi Dumont-Barter; Karen Best

**IN ATTENDANCE:** Steve Wallis

**CLERK:** Philip Moss

*Meeting commenced at 6.00pm*

### 1. TRUSTEE APPOINTMENTS

The trustees **resolved** to appoint, Emma Simmons, Katharine Burns, Robert Waugh and Andrew Brock as co-opted trustees in accordance with article 58 of the Trusts Articles of Association and

**ACTION 1:** SW and PM to update the statutory books and notify the appointments to Companies House.

### 2. APPOINTMENTS

The clerk to the Board sought nominations for the role of Chair of Trustees for the Academy Year. Sian Mathias was nominated and left the room. No other nominations were received. Trustees voted unanimously to appoint SM as chair of WLT for the academic year 2018-19.

SM took the chair for the 2018-19 academic year.

Jill Newey and Judi Dumont-Barter were appointed as Vice Chairs.

### 3. APOLOGIES

Apologies were received from Judi Dumont-Barter and Karen Best.

### 4. DECLARATIONS OF INTEREST

SP declared she was governor at Ravenstone Primary School, Wandsworth.

### 5. ACTIONS AND MINUTES OF PREVIOUS MEETINGS

*Update on actions from meeting of 9<sup>th</sup> July 2018:*

- *Action 1:* PM to ensure record of robust challenge of budget is recorded in minutes. *Record of Budget discussions and challenge now included in the minutes.*
- *Action 2:* PM to amend minutes to record apologies from ES. *Completed*
- *Action 3:* PM to convene an additional Trust Finance and Resources Meeting early in the new term (Autumn 2018) to enable further scrutiny of the Budget to take place. *Meeting took place on 20<sup>th</sup> September.*
- *Action 4:* Trust Finance and Resources Committee to receive draft Trust Reserves Policy at its next meeting. *Completed*
- *Action 5:* SW to consider presenting Teaching School reserves in further budgets separately to reflect a) receipts in advance and b) reserves generated from trading. *Complete.*
- *Action 6:* Trust Finance and Resources Committee to sign-off “top-slice” arrangements for schools joining the Trust at its next meeting. *Complete.*
- *Action 7:* SW to submit WLT Trust Budget to ESFA by deadline. *Complete.*
- *Action 8:* All Trustees to feedback any comments to PM on Safeguarding Policy. *Complete.*
- *Action 9:* PM to upload all Trustee induction documentation to Fronter. *Complete.*

A number of “typos” were identified on the minutes.

**ACTION 2:** PM to correct minutes.

SMA noted that the issue of a Business Continuity Plan (BCP) had been raised at CGA's LAC Finance and Resources meeting. MS and CK confirmed that the individual schools had emergency procedures in place but a Trust-wide BCP should be developed.

**ACTION 3:** Executive Team to develop Trust BCP and bring to next Trust Finance and Resources meeting.

Trustees approved the accuracy of the minutes of 9<sup>th</sup> July 2018.

## 6. GOVERNANCE HANDBOOK 2018-19

Trustees noted that the WLT Governance Handbook for 2018-19 had been updated to include detailed terms of reference for the financial responsibilities of LACs. A minor amendment to the accompanying Scheme of Delegation had been made, clarifying each LAC's responsibilities around Permanent Exclusions

The handbook also included an updated Trustee Code of Conduct. ES had a number of drafting and meaning queries on the document.

**ACTION 4:** ES to send PM comments/corrections on Code of Conduct and PM to amend and circulate to Trustees.

**ACTION 5:** Trustees to sign finalised version of Code of Conduct.

SM provided an update on a number of Trust Board administrative matters:

- Membership of Committees were now confirmed:
  - Standards Committee: Kate Burns (Chair), Sue Pidgeon (vice chair), Emma Simmons, Judi Dumont-Barter
  - Finance and Resources Committee: Sarah Marshall (Chair), Emma Simmons, Andy Brock, Robert Waugh, Jill Newey (vice chair), Karen Best.
- Pen portraits of all Trustees were now on the WLT website.
- Learning walks and school visits for Trustees will be organised over the course of the academic year.
- The LACs, the Trust Board and committees will be sharing their minutes to ensure there is effective communication between governance layers and to ensure agendas are well co-ordinated.

- The Pay and Performance Committee will be meeting this term to consider pay arrangements for the Trust's Director of Business and Operations and Head of School at CPS. It will also undertake the performance management of the joint Executive Headteachers in conjunction with members of each LAC.

## 7. OVERVIEW OF OUTCOMES – SUMMER 2018

Trustees noted the summary reports provided. They were reminded that their role was to have an overview of the performance of schools across the Trust rather than undertake detailed scrutiny of them.

### *Chestnut Grove Academy (CGA)*

The provisional GCSE data showed that the key indicators (Progress 8 and Attainment 8) were an improvement on the 2017 figures and both were above the national average. Trustees also noted that the 28% of GCSEs taken were graded at A/A\* or 9-7.

At post-16 the average grade was a B- placing the school in the top 10% for progress.

Overall this was a very good set of results for CGA.

AB asked if a simple data graphic could be developed that showed the key indicators against comparative national data and what the key strengths and areas for development were.

CK explained the performance of both English and Science at GCSE and maintaining post-16 performance with a weaker cohort were the key areas of strength this year. Conversely, Maths, while improving, was not performing as well as it needed to (particularly at higher grades) and BTec courses had become more challenging for some students now that they did not include course work.

SMA made that point that EBacc performance had improved, particularly the %age of pupils achieving at grades 9-4. CK, while acknowledging this, noted that it remains challenging for students to follow a curriculum that complies with EBacc entry requirements as well as maintaining a broad, balanced and engaging curriculum.

The Trustees recorded their thanks and congratulations to CK and the staff at CGA for such a positive set of results.

### *Chesterton Primary School (CPS)*

The performance at CPS remains high, despite many pupils in the school facing significant levels of deprivation. 96% of pupils reached the expected standard in reading, writing and mathematics (RWM) at Key Stage 2, which is an outstandingly good result. The proportion of pupils achieving RWM combined at “greater depth” was 15%. This should be higher, but is dependent on more pupils reaching the higher standard in all three areas, and most particularly in writing.

MS expects the results this year will place CPS amongst the top 2 or 3 schools in Wandsworth. When the Department for Education (DfE) publishes KS2 data it will be possible to see how CPS compares nationally. The expectation is that it will demonstrate that CPS remains a very high performing school.

MS explained that it is important to consider the performance of Pupil Premium and ethnic minority pupils. Achieving such high performance overall indicates that these groups of pupils are also achieving well as they make up a significant proportion of the school’s cohort.

The Trustees recorded their thanks and congratulations to MS and the staff at CPS for such a positive set of results.

The joint Executive Headteachers brought Trustees up to date on a number of other issues relating to their schools:

- CGA had recently achieved the Silver Rights Respecting award from UNICEF and will be going for the gold award next term. CPS is already a gold award UNICEF Rights Respecting School. These prestigious awards acknowledge the positive work of both schools and underpin WLT’s ethos and values.
- The old building at CGA has now been removed and the area turfed over to create an attractive open space;
- CPS has been awarded one of the 32 national English Hubs. This is an excellent achievement given that the school now operates English, Maths and Early Years Hubs – the only Trust in the country to run these provisions in one Trust.

## **8. FINANCE AND RESOURCES COMMITTEE MINUTES**

Trustees received and noted the minutes of the first Trust Finance and Resources meeting held on 20<sup>th</sup> September.

SMA noted a number of points in the minutes:

- The Trust’s central cost strategy was considered in detail and approved. She noted that the inclusion of the MAT Development Grant and a conservative contribution from schools joining the trust during 2018-19 will improve the overall financial position of the Trust in 2018-19.
- The committee agreed that a small group of trustees will meet periodically with the executive team as due diligence activities take place on those schools considering joining the Trust. This will ensure Trustees as a whole are well informed when having to take decisions around these matters.
- Trustees noted the offer of a capital grant to CGA to develop a dedicated sixth form building.
- CGA LAC was proposing to use some unallocated reserves to improve the condition of the multi-use games pitches. These were a major income generator for the school but needed some work on them to bring them up to an acceptable condition. After some discussion Trustees **approved** this proposal. They noted, however, that CGA had set an in-year deficit this year and sought assurance that this was being addressed by the LAC and that the continued used of reserves was not a sustainable strategy over the medium term as it was not a substitute for achieving an in-year balanced budget.

## 9. AOB

There were no items of business.

## 10. FORTHCOMING DATES FOR AY 2018-19

Trustees noted further dates of meetings.

### ACTIONS – WLT TRUST BOARD MEETING – 11.10.18

AGENDA ITEM	ACTION No.	ACTION
<b>1. TRUSTEE APPOINTMENTS</b>	<b>1</b>	SW and PM to update the statutory books and notify the appointments to Companies House.
<b>5. ACTIONS AND MINUTES OF PREVIOUS MEETINGS</b>	<b>2</b>	PM to correct minutes.
	<b>3</b>	Executive Team to develop Trust BCP and bring to next Trust Finance and Resources meeting.

<b>6. GOVERNANCE HANDBOOK 2018-19</b>	<b>4</b>	ES to send PM comments/corrections on Code of Conduct and PM to amend and circulate to Trustees.
	<b>5</b>	Trustees to sign finalised version of Code of Conduct.