

THE RUTLAND LEARNING TRUST

MINUTES OF THE TRUSTEES OF THE RUTLAND LEARNING TRUST TO BE HELD ON WEDNESDAY 20 APRIL 2016 FROM 4PM AT BARNSDALE LODGE HOTEL

Present: Mr Z Sheikh, Mrs A Holland, Mr G Williams, Mrs J Seary, Mr D Evans and Mr S Fry.

In attendance: Nicola Tyers (Clerk), Graham Kirby, John Walker and Rob Gooding.

Apologies: Mrs Hickey, Mrs Eastwood and Mr Horrigan. Apologies were all accepted.

ACTION

1. **Appointment of Chair to Trust Board.** Mr Sheikh was proposed and seconded to stand and chair to the Trust and was unanimously appointed by those present.

Mr Evans was proposed and seconded to stand as Vice Chair to the Trust and was unanimously appointed by those present.

2. **Appointment of Clerk to the Trust Board and LGB.** The role of the Clerk was briefly outlined and Mrs Tyers was proposed and seconded to this role and was unanimously appointed.
3. **Declarations of Personal & Pecuniary Interest.** None. Mrs Holland declared a personal interest in that her daughter was the Head of School within the RLT. It was noted that this would only affect her ability to vote for any roles affecting her daughter financially.
4. **RLT Instead Visits.** Mr Gooding updated Trustees as to how the Instead Visits have been carried out within the Trust.

Langham

The data, progress, use of assessment was rated as 'good'. The teaching and learning in all years is 'good' with one 'outstanding' teacher. It was noted that disadvantaged pupils are still behind with all intervention in place. Trustees were pleased to hear that morale was high among the staff. *Trustees questioned what element of Mr Gooding's time is spent there. He confirmed that at the present time he is doing two days per week which he would continue for the short term.* Mr Gooding confirmed that Mrs Rowland was becoming much more confident in her role. Trustees were also pleased to hear about the turn around in the budget. It was noted that governors were now challenging and their input is improving at all times. Trustees were pleased to hear that despite being initially unsettled the teaching staff were very positive.

St Nicholas

Mr Gooding confirmed that in terms of standards, St Nicholas is

extremely strong and it was viewed that with a further year's assessment the school could be 'outstanding'. It was noted that the quality of teaching was at least 'good'. Trustees were really pleased to hear that Year 4, 5 and 6 would be mornings only single year groups with maximum class numbers of 20. It was noted that the middle management is doing the NPQL but is exemplary. Mr Gooding noted that the Section 48 would be held shortly.

Ketton

It was noted that the quality of teaching is consistently 'good'. Morale across the school is superb however concern was raised with the resignation of an excellent teacher who the Trust was trying to retain. Mr Gooding noted that progress was securely good with Year 6 and Reception 'outstanding'.

Whissendine

It was noted that pupil progress was always in line with expectation with some exemplary teachers. Mr Gooding noted to the Trust that Mrs Lucas needed to have a more involved leadership role across the trust to retain Mrs Lucas in her role at Whissendine.

Mr Gooding noted the work across the Trust with assessment by running moderation clinics, joint intervention, writing workshops, maths workshops and the heads of schools were meeting weekly.

5. **STRATEGIC AIMS of the Trust**

The Strategic Intent for 2015_18 was circulated prior to the meeting. Mr Sheikh outlined the purpose of the document. Mr Gooding presented a proposed website for The Rutland Learning Trust which would provide a link to each of the schools. The Trust were pleased with the initial workings and asked for Mr Gooding to do some more work to ensure it depicts the vision of the Trust to those who are interested such as potential staff, parents and suppliers. The Trust discussed whether it should be a little less focused on the CofE ethos but decided that the Diocese should be asked what their opinion on the new White Paper was to enable the Trust to grow but would gain a vision from the whole Trust to put together this vision. The Trust continued to discuss how the Trust wished to move the MAT forward and what the RLT is about. It was agreed this discussion would continue later in the meeting.

The Trust reviewed the initial actions, the most important one being Langham CofE Primary school joining the MAT and Mr Gooding outlined the fact that the sponsorship application had been delayed with the DfE and would then need to be approved by the HTRB (Headteacher's Review Board).

Mr Gooding noted that RLT had presented to Empingham & Casterton and to Exton & Greetham with further discussions with the Diocese regarding Uppingham CofE and Oakham CofE.

It was noted that a formal resolution had gone through at Langham's LGB and the Diocese had stated they wished for this to happen. Mr Walker was asked to send through some pro-forma paperwork to enable the school to move to consultation.

JW

It was agreed that the Strategic Intent document would be updated to include how the RLT intends to be sustainable and provide value for money.

Some elements of discussion were raised namely, Employment Titles (explicitly: Head Teacher, Head of School, Executive Head and CEO of the Trust) and Financial Top Slice. It was understood that these elements had been derived through the course of operation activities and the application for Sponsorship. Debate followed on the merits of these decisions but latterly it was agreed that as many Trustees are new and some existing Trustees were not on the previous Strategy Team (under the previous terms and organisational operation of the RLT) that a summary of 'where we are now' would benefit all and establish a starting point for developing strategy.

More discussions were held and it was decided that a Strategic meeting needed to be held to articulate and agree the strategy of the Trust moving forward.

The meeting was agreed to be held at **Whissendine School at 7pm on 17th May 2016**. With information to be submitted for redistribution by Nicola Tyers at least 1 week before the meeting. To this end any one with any useful information/relevant information for consideration should send to Nicola Tyers before 10th May.

ALL

Graham Kirby raised concerns with regard the continued financial commitments to facilitate systems for MAT expansion – he was reassured that these should continue in current vain.

6. **Adopt Articles of Association**

The Articles of Association have been formally ratified.

7. **Approve Scheme of Delegation, Board Terms of Reference and Decision Planner**

All Documents were circulated prior to the meeting.

The Trust were satisfied with the Scheme of Delegation and the Board Terms of Reference documents and ratified these.

It was noted that the Decision Planner key tasks have been taken from the Scheme of Delegation to outline who(m) has what level of responsibility for each task identified – this includes Trustees, Executive

Head, Local Governing Bodies and Headteachers.

The Trust agreed that the key for the Decision Planner would be changed to follow 'RACI' system and protocol which is a recognised industry standard. David Evans agreed to supply information on the RACI standards.

David Evans, Julia Seary agreed to go through the decision planner after Rob Gooding had made some edits and redistributed.

The meeting was agreed at 6pm on 17th May at Whissendine (before Strategy Meeting at 7pm).

DE

RG

RG, JS
& DE

8. **Appoint Trust Audit & Policy Committee Members**

There was a little confusion on this point – it was understood that an audit 'sub committee' must be formed with a chair responsible for the overseeing of the financial affairs of the trust and meet at least 4 times a year. After further investigation it is understood this only applies to trusts with turnovers in excess of £50 million pounds per annum. It was understood, but will be confirmed by our legal representative John Walker that we can operate this audit function within the normal operating functions of the current Trustees.

JW

The same reasoning was applied to the need for a separate policy sub committee. After some discussion it was agreed that only when changes to the existing policies in place occur, these changes be reviewed and ratified. Trustees whom wish to delve further into the minutia of Policy of interest are most welcome. It was mentioned that a third party maybe the best option for 'Policy Review' on a timely basis and their recommendations agreed by the Trustees.

It was understood that more meetings for sub committees should be kept to an absolute minimum and only occur if absolutely necessary.

9. **Date of next meeting**

The date of the next Trustees meeting was not scheduled as we are not yet aware of SATS results date – and RG would like to share these at this meeting. It will mostly likely be in second/third week of July.