



Trust Board Meeting Minutes

06 Nov 2019, 8.30am

Witley Infant School, Jubilee Hall, Witley

PRESENT:

Primary: Bev Cook, St James

Junior: Ann Fraser, The Chandler; Adam Samson (AdS) & **Michael Guest (Chairman)**, Godalming; Ron Downhill, Busbridge Jnr;

Infant: Katherine Smith & Anna Dawkins, Busbridge; Tom Rainer & Marion Davies, Farncombe; Andrew Stear (ASt) Milford; Victoria Abbott & Elaine Joyce, Moss Lane; Richard Thompson, St Mary's; Charlie Lewis, Witley Inf

Partner schools and organisations: Elizabeth Higgins & Mr Dan Torjussen- Procter, St Edmunds

In attendance: Rachel Dunnage, GLP Clerk

Meeting is quorate: 11/21 trustees

Note: Quorum is defined in our AofA as no less than half the number of Trustees subject to a minimum of 2 Trustees.

	Item <i>Note: GLP = Godalming Learning Partnership</i>	Lead Papers
1.	<p>APOLOGIES FOR ABSENCE: Andrew Smith(ASm), GLP Associate Director; Jon O'Connor, CSNet; Caroline Mallett, Head of School, St Mark & All Saints; Chris Wilmott & Lisa Seeley, The Wharf Nursery; Hugh Rawson, The Chandler; Debi Lawson, Broadwater; Richard Catchpole, Busbridge Jnr; Jo Thomas, Busbridge; Melanie Isherwood, Milford; Kate Turner, Witley Inf; Valerie Elliott, St James; Serena Roberts, St Mary's Shackleford; Andrea Simonsson, Farncombe</p> <p>WELCOME: Elizabeth Higgins & Mr Dan Torjussen- Procter from our Educational Partner schools</p>	
2.	<p>DECLARATION OF INTERESTS</p> <p>a. GLP Trust Declaration of Interests Some Board members are still to complete their Trust general declaration</p> <p>b. Interest in agenda items Board members declared no interests in agenda items.</p>	
3.	<p>TRUST DEVELOPMENT PLAN</p> <p>a. 2018-2019 Development Plan The Board received an evaluation of progress towards last year's development objectives and achievement of key performance indicators from AdS, in the absence of Associate Director Andrew Smith. MG explained that AdS has taken over as Chairman of the Headteacher group, in accordance with the rolling responsibility plan. MG thanked Hugh Rawson for his considerable achievements over the past two years, successfully bringing the GLP into life.</p> <p>AdS referred members to the GLP 2018-2019 achievements documents and confirmed that we will be promoting the work of the GPL one year on to all parents and our stakeholders in May 2020. We have:</p> <ul style="list-style-type: none"> Successfully metamorphosed the Godalming Confederation into the Godalming Learning Partnership (GLP) with 11 member schools and a number of other schools 	

	<p>as Educational Partners.</p> <ul style="list-style-type: none"> • Delivered maths training to all the teachers across the Partnership, to develop understanding and delivery on high level maths standards. • Delivered training to all Teaching Assistants across the Partnership on understanding Number Sense. • Recruited our first cohort of students to train, in our partnership schools, to become teachers from September 2020, in conjunction with Winchester University. • Supported the professional development of Headteachers and Senior Managers in all our schools through peer review. • Delivered resilience training to all our newly qualified teachers to help them manage their workload effectively to help them want to stay in the profession. • Ran professional development groups for all our Maths Leaders, Literacy Leaders, Deputies and SENDCos in order to share good practice and develop consistent approaches. • Offered an extensive programme of sports events to all our schools through the work of the School Sports Coordinators, based at Rodborough and Broadwater. <p>A key achievement of last year's work was the successful establishment of our GET Teaching School Direct teacher training programme which has ended up with 7 students (up from our target minimum of 5). This is going very well so far: the fortnightly sessions run in-house across our schools have been very well received with students consistently reporting that we are providing training that is directly relevant to their classroom practice and preferable to those run by Winchester. Interviews are already taking place for new students to join the Sept 2020 programme, with two people who wanted to join last year but waited to see how this year went before applying. We are monitoring the management of our programme carefully and asking for regular feedback from students on what we could do better. Their quotes and experiences will be used on our website, promotional materials and we will see if we can actually get students to join us at recruitment fairs.</p> <p>MG would like us to see if we can get someone from the University to come along to a Board meeting.</p> <p>VE felt that we should also keep well informed about what the Diocese and County are doing with their Schools' Alliance for Excellence (SAfE) organisation.</p> <p>There is much discussion at the moment about <i>cultural capital</i> and how we can make sure that all children have opportunities to experience the same areas of culture.</p> <p>b. 2019-2020 Development Plan</p> <p>AdS updated members on progress towards completing the plan. He explained that some of the priorities continue from last year:</p> <ul style="list-style-type: none"> • 2018 The Trust is working efficiently and conducting its key duties effectively. The Trust is financially secure. • 2018 The Trust's first cohort of trainee teachers successfully complete their training and are employed in our schools where appropriate. • 2018 Develop a system of School Support in order to help all Trust schools remain 'Good'. For this first year we have all our Healthchecks managed by the same external consultant and this will feed into our plans in a more coherent way. • 2018 Establishment of SENDCo network <p>One priority is carried over as it wasn't addressed in 2018:</p> <ul style="list-style-type: none"> • 2018 Develop some common approaches to recruitment in order to help schools find good staff and keep our best teachers and staff in the Trust. <p>Remaining priorities have been agreed by the Headteacher group:</p> <ul style="list-style-type: none"> • 2019 Raise the standard of writing across all Trust schools (logical move given the previous 2 years' focus on maths and an area highlighted for development amongst schools). The feedback from the GLP Talk for Writing (TfW) INSET has been very good 	<p>M Guest May 2020</p>
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	<p>and there is a real appetite to make sure TfW becomes a key part of literacy teaching across the GLP. Headteachers present confirmed that all their staff came back from the INSET training with many ideas about how they can implement strategies in school; one Headteacher has already seen the training put into practice in her school. Staff were all exhausted by the quantity of input on the day, but also acknowledged that the trainer was amazing and modelled everything brilliantly. Headteachers are very keen to buy into the programme for two years even though it is so expensive, because the quality of training is very high and the potential impact on children's learning considerable. The two year cost is c14k so Headteachers have established a working group to make sure that we are spending the money in the most cost-effective way.</p> <p>In response to governor questions, AdS explained that Headteachers plan to measure the impact of the TfW investment by taking sample groups of children and track their progress so that we can generate quantitative evidence. It is worth remembering that this is a long term project. The trainer has explained that phonics knowledge is a crucial part of the TfW process, which junior schools rely on the infant schools teaching. The writing styles taught at each school can have a delay impact when children move to a junior school (for example Godalming Jnr has 6 different styles coming in to their school). This is a perfect example of an area where having a GLP-wide approach can help children by achieving greater cooperation between schools and ensuring transition across all phases, including secondaries is as smooth as possible.</p> <ul style="list-style-type: none"> • 2019 Investigate possible models for running our schools economically more efficiently. We have two bursars working on this already. • 2019 Promote the activities of the Trust in the local community <p>Additional areas to be agreed:</p> <ul style="list-style-type: none"> • 2019 Governor development <p>i. <i>Process by which members are able to feed ideas into this new plan</i> The members agreed that the planning process should moved towards a financial year cycle and accepted that this may mean governance involvement may take closer to two years to be in sync. In response to governor questions, AdS confirmed that governors will be involved in the process of agreeing priorities and evaluating success. It will run along the same lines as school improvement plans and our GLP plan will reflect our schools' improvement priorities as we aim to help all our schools improve.</p> <p>ii. <i>Reflection of co-operative values</i> Not covered at this meeting.</p> <p>iii. <i>Inclusion of Headteacher support</i> The members agreed this was a very important aspect of our ability to retain of high quality staff and should be included.</p> <p>iv. <i>Inclusion of governance development</i> The members agreed that this was a clear area for to achieve synergies and should be included.</p>	
4.	<p>LAND AND ASSETS TRANSFER FOR FOUNDATION SCHOOLS</p> <p>MG reported that Busbridge Inf, Godalming Jnr and Milford schools have completed <i>transferring their school land and assets to the Trust</i> at the expected cost of £1500 each.</p> <p>Moss Lane is still gently moving forward but there are so many parties involved in this complex land and asset relationship that it is taking considerably longer than anticipated.</p> <p>VA has had another invoice from solicitors Stone King.</p> <p>EJ will pursue the delay with Stone King and ask again for another idea of total costs.</p> <p>As a point of interest, within this process, Godalming Jnr discovered that there is a covenant stating all their toilets must face south!</p>	<p>E Joyce 15 Dec</p>

	MG confirmed that the four schools are still all maintained schools.	
5.	<p>FINANCE & FINANCIAL MANAGEMENT</p> <p>a. Funding plans for 2020-2021</p> <p>AdS flagged up some changes to the data provided: Income has increased by 2 additional school direct students Expenditure on SD advertising will be reduced because press advertising was not found to have generated any interest. We will instead be exploring social media and preparing additional banners for public spaces and recruitment fairs.</p> <p>The Headteacher group has already looked at what would happen if different funding streams stop, for example the sports premium. EJ confirmed that at the Surrey Governors Association conference, a speaker also advised that these sports premium could well go.</p> <p>The Board agreed that the GLP costs distribution should be made on the pro rata basis proposed.</p> <p>b. Trust Bank Account.</p> <p>A: <i>ASm to update on establishment of a Trust Bank Account.</i></p> <p>MG reported that ASm's investigations have found that the Cooperative bank does not offer free banking unless we are a registered charity; we are not. He is also considering the Lloyds bank as it has a branch easily accessible in Godalming High Street. BC flagged up that the Cooperative bank operates a Community Directplus account which is free for not-for-profit organisations; you can manage the account through the post office.</p> <p>The Board would like ASm to try with the Cooperative bank because its ethics align best with our values and the future of our children.</p> <p>c. Transition of funds from Godalming Confederation</p> <p>The Board discussed how to ensure that financial plans are clear for the transition of funds from the Confederation, and that the implications are understood and agreed.</p> <p>The Board agreed that the Godalming Confederation funds currently held and managed by The Chandler Junior school will be transferred in full to the new GLP bank account.</p> <p>MG confirmed that, at the same time, the Bursar of Godalming Junior will take over as the GLP Finance Officer. MG reported that we have been advised by CSNet that we do not need to present a full set of accounts to Companies House.</p> <p>d. Purchase of Trustee Indemnity Insurance</p> <p>As required in our Articles of Association, the Board authorised the purchase of Trustee Indemnity Insurance.</p> <p>ASm to ensure this is purchased as soon as possible.</p>	<p>A Smith 15 Jan 2020</p> <p>A Smith 15 Dec</p>
6.	<p>TRUST STRATEGIC STATEMENTS</p> <p>The Board considered the four statements of GLP Strategy as proposed by the Steering Group:</p> <ol style="list-style-type: none"> 1. We will focus on the needs of our current schools when considering applications from potential professional partners. As a partnership set up to serve our local community, we will bear geographical location in mind when approached by other schools. 2. We will be financially sustainable and efficient in order to fund the professional development of our staff at all levels. 3. We will have an embedded bespoke teacher training programme which provides high calibre teachers for all our schools. 4. The work of the GLP will be well known and respected within the local community. <p>VA noted that there is a group of small schools in Guildford who are interested in what we are doing. The Board would like to ensure:</p> <ul style="list-style-type: none"> • we make the link in these statements with educating children • we are looking at the future of education <p>The Board also felt that economic sustainability is a given.</p>	<p>Steering</p>

	The Steering Group are tasked with reviewing these statements further to reflect the Board's comments and add in the link to our vision and aims.	Group Jan 2020
7.	<p>MEMBERSHIP DEVELOPMENT</p> <p>a. Appointment of Vice Chairman to the Board No governor trustees had self-nominated in advance of the meeting for the role of Vice Chairman to the Board. EJ offered to take on this role for one year and was duly appointed unanimously.</p> <p>b. Financial agreement with Educational Partners. Carry forward until Associate Director comes back. This year everyone is committed as they have been in the past.</p> <p>c. Constituencies The Board considered how we will ensure involvement of our constituencies and the use in the short term of broad based digital participation through surveys. PROPOSAL: Update from Working Group (Board Rep, Associate Director and Clerk) on plan for an annual event starting this December with aim to be virtual and fully established by summer term 2020. MG explained that we plan to use schools' staff, pupil and parent questionnaires to find out peoples' views, but recognise that we might need to promote our work to publicise what we are doing first. We need to make sure that we can show we are adding value to the education of children in the Godalming area. Our challenge is finding the time to focus on what is essentially marketing, rather than expending energies on what will make a direct difference to our children. BC reported that St James Primary recently conducted a stakeholder survey which asked about GLP and they received positive responses. BC will allow us to use these findings and will send them to RD.</p> <p>EJ suggested there could there be a central exhibition of the children's work in areas being promoted by the GLP. This idea could definitely work well with Talk for Writing using children's stories. AdS agreed that this would work well and is much simpler to set up than assembling a large group of children for a performance. He cautioned that it would take us a year to actually have the work we could present. The Steering Group is to plan for an event to take place in autumn 2020.</p>	<p>B Cook 15 Dec</p> <p>Steering Group Summer 2020</p>
8.	<p>PROCEDURAL MATTERS</p> <p>a. Open or Closed Meetings Trustees considered whether meetings will be open or closed. They accept that open meetings would fill the brief of cooperativeness. However, whilst we are setting ourselves up, the decided that meetings will remain closed.</p> <p>b. How minutes are available to governors and to the public. Trustees agreed that minutes will be emailed to the trustees who are responsible for disseminating within their own Governing Bodies and schools. Minutes will be made available to the public once they have been agreed by the Trust Board by PDF versions being posted on the GLP website and paper copies available on request from the Clerk.</p> <p>c. Professional Negligence Statement Trustees agreed to record the professional negligence statement below on each set of minutes: Advice given by trustees on this Board is incidental to their professional expertise and is not being given in their professional capacity.</p> <p>d. Confidentiality Statement Governors agreed to respect the confidence of those items of business which the Board decides are confidential and will record the following statement on their minutes: Trustees respect the confidential nature of discussions and do not disclose Board business or decisions. When minutes of Board meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.</p>	

9.	OPERATIONAL DOCUMENTS & TRUST ROLES The Board confirmed receipt of operational documents and role descriptions as agreed by the Steering Group. MG thanked everyone for their contributions to these documents. They will be reviewed periodically as part of the normal document review schedule of the Board.	
10.	GOVERNANCE DEVELOPMENT A: <i>The Board tasked ASm with conducting a governor skills audit across the GLP schools for the next meeting. They would like the audit to identify training needs and areas of expertise.</i> This action has been given to the Clerk who is putting together an online version of the National Governors Association survey to which will be added specific GLP relevant questions. The Board would also like to add a request for governors who are prepared to cover complaints in other schools. The Board would like to consider specific training not easily available elsewhere so that we can up-skill governance across all schools. The first suggestion was on specific safeguarding for governors – what do the safeguarding requirements mean in practice, for example, Single Central Record (SCR) training for governors. EJ reported that there is no requirement from Ofsted that governors check the SCR but only to talk with the person managing it – governors only need to know the procedures. RD will include the request for a pool of governors to consider complaints and ask for additional areas of training.	R Dunnage 15 Dec
11.	AGREEMENT OF THE MINUTES OF 13 MAY 2019 a. Minutes of the 13 May Board meeting. BC expressed concern over the JO'C statement in the minutes that being a Director is no additional issue. She is very clear that we can indeed be banned from being a director of our own company if the GLP is mismanaged. The Board agreed that the minutes should stand, as they are an accurate record of what was said. However, ASm will need to report back the definitive position at our next meeting. The minutes were signed by the Chairman. b. ACTIONS and matters arising All ACTIONS and matters arising are already covered under agenda items. c. Distribution and publication of minutes Covered in 8 b. above.	A Smith 27 Jan
12.	ANY OTHER URGENT BUSINESS There was no other urgent business.	
13.	DATE AND TIMES OF NEXT MEETINGS <i>Note: Our first AGM is required to take place within 18 months of incorporation i.e. before June 2020.</i> a. Board @ 8.30am: Mon 27 Jan and Wed 17 Jun b. AGM: The Board agreed to use the 17 June date for our first AGM, and considered if the timing of the meeting may need to change to make it more accessible to our constituencies	

Meeting closed 10.20am

Chairman's signature: *Michael Guest*

Date: 27.01.2020

	Year work started	Key delivery	Key Performance Indicators	Progress towards achievement
1.	2018 The Trust is working efficiently and conducting its key duties effectively. The Trust is financially secure.	Cooperative Foundation Trust status	<ul style="list-style-type: none"> The Trust has met according to its schedule and completed the business of: agreeing all working documents of the Trust; monitoring the work of the Headteachers' group; submitting a financial statement to Companies House within 18 months The Trust has developed a sustainable financial model for its work. 	
2.	2018 The Trust's first cohort of trainee teachers successfully complete their training and are employed in our schools where appropriate	School Direct programme	<ul style="list-style-type: none"> Recruitment of a viable group of trainee teachers (between 5 and 10 students) 100% retention of students. 100% employment of trainees when qualified. High levels of satisfaction shown through student evaluation. 	7 students recruited All students retained autumn term Autumn term
3.	2019 Raise the standard of writing across all Trust schools	Common theme for Development	<ul style="list-style-type: none"> All teaching and support staff feel skilled to deliver TfW techniques Standards of writing improve across all schools 	
4.	2018 Develop a system of School Support in order to help all Trust schools remain 'Good'	School Support Policy	<ul style="list-style-type: none"> All schools receive a <i>Healthcheck</i> between November 2019 and February 2020. There are clearly identified strengths and areas for development The common areas for development across the Trust are used to identify future Trust plans The Trust has an agreed plan to support any school in difficulty 	
5.	2018 Develop some common approaches to recruitment in order to help schools find good staff and keep our best teachers and staff in the Trust	Recruitment protocol	<ul style="list-style-type: none"> There are a few common strands to the recruitment process working consistently in our schools 	

			<ul style="list-style-type: none"> Recruitment of School Direct students, LSAs and staff become easier. The School Direct programme is full and schools are fully staff with good quality staff. 	
			<ul style="list-style-type: none"> Our current high quality staff stay with partnership schools 	
6.	2018	Establishment of GLP SENDCo's group	<ul style="list-style-type: none"> tbc 	
7.	2019 Investigate possible models for running our schools economically more efficiently	Economic Efficiency	<ul style="list-style-type: none"> Costed alternative models are produced for consideration Concerns of Headteachers have been addressed in the models Examples of how contracts, purchasing and SLAs can be purchased differently across the Trust 	
8.	2019 Promote the activities of the Trust in the local community	Community Relations	<ul style="list-style-type: none"> The work of the Trust is regularly promoted in individual school newsletters and the press 	
9.	2019	Governor development	<ul style="list-style-type: none"> tbc 	