



GODALMING LEARNING PARTNERSHIP

Hambledon Road, Godalming, UK, GU7 1PJ
A charitable company limited by guarantee
Reg no: 11717912

Trust Board Meeting Minutes

15 February 2019, 8.00 am
Jubilee Hall, Witley

PRESENT:

Primary: Valerie Elliott & Paul Thomas, St James
Junior: Hugh Rawson & Ann Fraser, The Chandler; Adam Samson (AdS) & Michael Guest, Godalming
Infant: Sally Warnke & Katherine Smith, Busbridge; Andrea Simonsson (AS) & Tom Rainer, Farncombe; Maureen Holland, Milford ; Victoria Abbott & Elaine Joyce, Moss Lane; Serena Roberts & Richard Thompson, St Mary's;
In attendance: Andrew Smith(ASm), Confederation Director; Rachel Dunnage, Confederation Clerk; Lisa Seeley, The Wharf Nursery; Kate Turner & Charlie Lewis, Witley Inf

Meeting is quorate: 15/16 trustees

	Item	ACTION Who & when
	<i>Note: GLP = Godalming Learning Partnership</i>	
1.	APOLOGIES FOR ABSENCE Andrew Stear (ASm), Milford Inf; Chris Wilmott, Wharf Nursery; Ron Downhill & Richard Catchpole, Busbridge Jnr. Adam Samson and Katherine Smith will arrive late.	
2.	ELECTION OF CHAIR OF THE TRUST BOARD Clerk reminded the members that it has been previously agreed the role of Chairman should be taken by a governor rather than a Headteacher. EJ proposed that Michael Guest, who has been leading the Operational Document working group and had agreed to Chair the first meeting, should become the Chairman of the Trust Board. Her nomination was eagerly seconded. There were no other proposals or self-nominations. Members present voted and agreed unanimously to the nomination of Michael Guest as Chairman of the GLP Trust Board.	
3.	APPOINTMENT OF COMPANY SECRETARY MG asked that members consider who should be appointed as Company Secretary, pointing out that if an employee is chosen, there will be cost implications for the Trust. The Clerk reminded members that the Company Secretary is an Officer of the Trust and as such is liable for any non-compliance with company law, VA: Is a financial background required for the role? MG explained that this is not really necessary in our organisation as we have a Bursar who will prepare the accounts for us. PT advised keeping the role separate from the administration role so that there can be unconflicted challenge can be of procedure. ASm indicated that the time requirements of the role in a local Academy were around 10 hours per annum. Members agreed that the Confederation Director, Andrew Smith, should be the Company	

	Secretary. He was duly appointed with immediate effect.	
4.	DECLARATION OF PECUNIARY INTERESTS There were no declarations of interests in agenda items.	
5.	AGREEMENT OF THE MINUTES OF 14 JANUARY 2019 Members of the committee agreed the minutes of the January Board meeting. The minutes were signed by the Chairman.	
6.	<p>CONFIRMATION OF TRUSTEES (including signing of relevant documents where appropriate)</p> <p>The Clerk confirmed that we now have signed trustee documentation from the following Associate Member schools:</p> <ul style="list-style-type: none"> • Chandler Junior • Farncombe Infant • St James Primary • St Mary's Infant, Shackleford <p>The Chair of Wharf Nursery expressed concern over having to sign to be a company director; she has no issue with becoming a Trustee but is not comfortable about the additional implications that a company directorship brings e.g. declaration on tax forms even if unpaid.</p> <p>MG proposed sourcing independent advice on this area. AS agreed that it would be helpful for all governors. ASm to arrange</p> <p>CL advised members that Witley Inf governors wish to discuss and confirm their position at their March full Governing Body meeting.</p> <p>ASm reported that the Busbridge Jnr governors are also seeking further clarification on a number of areas before finalising their position.</p>	A Smith 13 March
7.	<p>CONFIRMATION OF INITIAL MEMORANDUM OF UNDERSTANDING FOR PARTNER SCHOOLS AND EXTERNAL PARTNERS</p> <p>Members discussed briefly that this was the origin of the operational document and as such no longer exists as a separate document.</p>	
8.	<p>PROGRESS WITH 'OPERATIONAL DOCUMENT' AND PLANS FOR ITS AGREEMENT</p> <p>The latest version of the Operational Document has been circulated following a review to ensure it is in line with our Articles of Association.</p> <p>MG recapped briefly the genesis of the document. He shared his view that it has developed to encompass both the more general principles of the Trust as well as the practicalities of Board and committee operation and that it should in fact be two documents. RT agreed that this is probably the case and should be easily achieved.</p> <p>ASm emphasised the importance of ensuring how we are to manage the financial commitment from schools is clear and that the reality of how we work is laid out.</p> <p>EJ asked if there is anything, from ASm's experience in an Academy, which the DfE would expect to be included. ASm is not aware of any particular requirement that the DfE has. He recommends that we use CSNet to assure us that our documentation has been checked by the lawyers.</p> <p>Members agreed that RD will separate the operational document as indicated and refer the documents to CSNet so that the lawyers can confirm any external body e.g. DfE, Ofsted might judge them acceptable.</p>	R Dunnage 13 March
9.	<p>FILLING OF TRUST PLACES ON GOVERNING BODIES AT THE FOUNDATION SCHOOLS</p> <p><i>Adam Samson and Katherine Smith joined the meeting</i></p> <p>Following a degree of confusion over the use of language, the Clerk clarified that this Trust Board should only concern itself with the appointment of Foundation governors to the four schools which set up the GLP by changing their status from community to foundation. For clarity, these meetings will use the terms <i>GLP Foundation governors</i> when discussing this role</p>	

	<p>and <i>Founder schools</i> when referring solely to those schools which formed the GLP.</p> <p>The Founder schools confirmed their current position with regard to the appointment of GLP Foundation governors.</p> <ul style="list-style-type: none"> • Moss Lane Inf - increased their constitution by one; appointed one GLP Foundation governor from an existing governor and retain one vacancy. • Milford Inf - appointed two existing governors as GLP Foundation, including their Chairman. • Busbridge Inf - appointed two existing governors to the role. • Godalming Jnr - appointed two existing governors to the role. <p>LS: what is the role of the Foundation governor?</p> <p>EJ confirmed that the role is to ensure the values of the cooperative trust are being carried out within the school to whose Governing Body they have been appointed.</p> <p>Members discussed if there was any sense of conflict of interest with the Milford Chairman being both a trustee and the Foundation governor. Members agreed to monitor the arrangement.</p> <p>The Clerk reminded members that the Articles of Association define this Board as the appointing body for Foundation governors. The Board may delegate this authority to its founder school Governing Bodies as has been recommended by CSNet, but that right to appoint remains.</p>	<p>GLP Board On-going</p>
10.	<p>PLANNING FOR THE LAUNCH OF THE TRUST</p> <p><i>Tom Rainer, Farncombe Inf, left the meeting.</i></p> <p>MG asked if members wished to plan any events to launch the Trust. There was general support for this idea. Suggestions put forward were:</p> <ul style="list-style-type: none"> • a small event to which the press and local dignitaries are invited, plus the use of promotional leaflets to all parents • an event with children e.g. dance/singing festival and invited public & parents • celebration of first birthday rather than a launch to allow time to prepare an event • produce a logo plaque to put up in each school (ASm indicated that an acrylic version might cost c£30 each) • use the already established sports event calendar and tag a launch onto one of those sessions • use next Confederation Governance meeting (13 May) and invite press, local mayor, school councils/house captains and Diocesan representatives • an event in each school happening simultaneously <p>ASm noted that the GLP will receive wider public promotion through the School Direct teacher training adverts that are going into the Round & About magazine in March, April and May. In addition, the work of the Trust will be further highlighted in their April editorial.</p> <p>AdS proposed an annual event, such as a carol service in a local hall, to demonstrate our continued commitment to cooperation and ensure that the community remains aware of how we are working with children in the area.</p> <p>Members judged that the involvement of children in any launch was crucial.</p> <p>Members agreed:</p> <ul style="list-style-type: none"> • Headteacher Group to organise a children's launch event • MG, ASm and RD to organise a press launch for 13 May. To invite Alex Tear and Bishop Jo, Godalming Mayor and members of the council education committee. • ASm to organise a plaque for each school to take back from 13 May meeting. 	<p>Headteachers M Guest A Smith R Dunnage 30 March</p>
11.	<p>TRUST DEVELOPMENT PLAN <i>Including keys points for incorporation from the consultation document, delegation for drafting to Headteacher Group</i></p>	

	<p>ASm described the development plan already in place (Appendix 1). Members agreed that this would be accepted as the Trust Development Plan for this year 2018-2019.</p> <p>The Development Plan for 2019-2020 would be brought to the September Board meeting for trustee approval. Members would like to ensure that the cooperative values are reflected.</p> <p>Members agreed that we must consider how the Board will be able to feed ideas into this new plan and additionally, if we wish to broaden our focus out to include governance development. Clerk to note May agenda item.</p>	<p>R Dunnage May 19</p>
12.	<p>DEVELOPMENT OF AN ACTION PLAN FOR MEMBERSHIP DEVELOPMENT</p> <p>MG introduced the requirement for the Board to develop its membership. Members agreed that we should in the first instance focus on the remaining Confederation schools.</p> <p>ASm raised a practical problem regarding negotiations with these remaining schools, which can't be full members of the group but do want to be involved with our programme.</p> <ul style="list-style-type: none"> • Broadwater Secondary • Green Oak Primary • Loseley Fields Primary • Rodborough Secondary • St Edmund's Primary <p>It seems reasonable to expect that these schools should make a financial contribution to the joint work programme but ASm needs guidance on the level of contribution that he should seek. He gave the examples of Loseley Fields Pri which would just like to participate in the joint Sports events run by the Surrey Sports Coordinators (employed by the secondary schools) and St Edmund's Pri which would like to be part of all our joint work.</p> <p>VE stressed that it is very important for St James to have another Primary school as part of the Trust. She would want the members to encourage participation at all levels from the local primary phase schools.</p> <p>EJ proposed that we ask schools to buy into the work of the Trust as they would any other Service Level Agreement.</p> <p>ASm described his current approach to calculating contribution:</p> <ul style="list-style-type: none"> • a school wishing to join the full programme would make the full financial contribution that member schools do • a school wishing to join just the joint Sports programme would make the full sports premium contribution that members school do. <p>Members agreed that this approach seemed appropriate. Members decided to delegate authority to finalise a one year financial contributions deal to the Chairman of the Headteacher group and Chairman of the Board with the Company Secretary.</p> <p>HR suggested that we should have in mind an idea of the final size of the Trust; he has already been approached by schools outside the Godalming area which are interesting in joining. ASm agreed that we should consider this and particularly so in the case of Primary schools given that St James is our only ex-Confederation member.</p> <p>Members agreed that the ultimate size and composition of the Trust should be discussed by the Terms of Reference/Operational document working group.</p>	<p>H Rawson M Guest A Smith 28 Feb</p> <p>Operational Working Grp 30 Mar</p>
13.	<p>ESTABLISHING A TRUST BANK ACCOUNT</p> <p>MG introduced how we might need to establish a Trust bank account. ASm confirmed that the Confederation Bursar has also been asking questions about how the Trust monies may need to be treated differently to the way Confederation funds are currently operated e.g. VAT implications.</p> <p>Members did not feel qualified to make an informed decision at this stage.</p> <p>ASm will seek more information from CSNet.</p>	<p>A Smith 13 March</p>
14.	LAND AND ASSETS TRANSFER FOR FOUNDATION SCHOOLS	

	<p>The Founder schools updated members on the progress towards transferring their school land and assets to the Trust.</p> <ul style="list-style-type: none"> • Moss Lane Inf is still waiting to hear their position, with no clear idea of when it will be finalised. The Local Authority, Diocese and the lawyers are finalising the land ownership issues. • Busbridge Inf are also waiting for the lawyers to finalise transfer, but have not had any issues raised so far. <p>ASm reported that the Directory of the Diocesan Board of Education had expressed no concerns over the Moss Lane transfer of land.</p> <p>ASm asked if any Founder schools had received an indication of the costs of this legal work but none has. ASm requested an update on fees so far since the Confederation has limited flexibility to cover any additional charges.</p> <p>Each Founder school will ask for an update on the cost for the transfer of land and assets.</p>	
15.	<p>ANY OTHER URGENT BUSINESS</p> <p>i. Given the desire to publicise the launch of the Trust, members discussed whether or not the name should be changed to that previously proposed, but too late in the process to change the name on the legal documentation: <i>Godalming Education Trust</i>. HR expressed concern that the initials <i>GET</i> are used on the School Direct banner. However, this was not generally regarded as a problem, particularly as the working is <i>GET teaching</i> with the GLP. Members generally supported the current name's emphasis on learning and partnership and were content to continue as they are. ASm agreed that it is simpler to remain as GLP because this is the name used on all the School Direct documentation as well.</p> <p>MG confirmed that members have agreed to retain the name <i>Godalming Learning Partnership</i> for this Trust.</p> <p>ii. The Clerk requested clarification on the continued use of <i>Godalming Confederation</i> as a name. Members discussed the appropriateness of discontinuing usage. ASm expressed concern about doing so at the moment because we still have a number of schools which see themselves very much as part of the Confederation but which have not yet finalised what their relationship to the GLP will be. Members agreed that they did not wish to risk alienating involvement from any of these schools.</p> <p>MG confirmed that the use of <i>Godalming Confederation</i> will be considered formally at our next Board meeting, allowing time for the relationship of our remaining Confederation schools to the GLP to be clarified. Clerk to note May agenda item.</p>	<p>R Dunnage 01 May</p>
16.	<p>DATE AND TIME OF NEXT MEETING</p> <p>13 May 2019 at The Chandler Jnr, 4pm (may require change of venue).</p>	

Meeting closed 9.33am

Chairman's signature: *Michael Guest*

Date: 13.05.2019



Godalming Learning Partnership 2018-2019 Development Plan

	Key area	Success Criteria	Timescale	Key Personnel	Cost	Progress
1	Cooperative Foundation Trust status	<ul style="list-style-type: none"> The Trust is established and all Confederation schools have passed formal agreement to become equal partners. 	Jan 2019	HTs & CoGs with FGB approval	£4,000	
		<ul style="list-style-type: none"> Educational partners have been established and their role defined. 	Jan 2109	HTs & CoGs with FGB approval		
		<ul style="list-style-type: none"> All assets of the four new Foundation schools are successfully transferred to the Trust . 	April 2019		£6,000	
		<ul style="list-style-type: none"> The role for the Board has been defined; a draft business year has been agreed with a suitable timetable of meetings 	Sept 2019			
2	Financial sustainability Plan	<ul style="list-style-type: none"> A plan for the financial sustainability of the Trust is agreed by all parties <ul style="list-style-type: none"> - initially for financial year 2019/20 - for the next three years 	Dec 2018 April 2019	HTs & CoGs with FGB approval	NIL	
3	School Direct programme	<ul style="list-style-type: none"> Register the GLP as a provider of Primary School Direct programmes with UCAS and DfE. 	Sept 2018	Director	£600	
		<ul style="list-style-type: none"> Advertising including a new website is in place. 	Sept 2018	Director & Admin	£1750	
		<ul style="list-style-type: none"> Further advertising organised if necessary subject to recruitment 	Jan – April 2019	Director & Admin	Up to £2,000	
		<ul style="list-style-type: none"> School based training programme is agreed and parts allocated to all schools. 	Sept 2018	All schools and HTs working grp	NIL	
		<ul style="list-style-type: none"> Training programme developed and standardised. 	April 2019	HTs working grp	NIL	
		<ul style="list-style-type: none"> Candidates recruited in consultation with Winchester University. 	June 2019	HTs working grp	NIL	
		<ul style="list-style-type: none"> Liaison with Winchester University 	Throughout year	HTs working grp	NIL	

4	School Support Policy	<ul style="list-style-type: none"> Develop a School Support Policy for the GLP to ensure that all schools in the partnership remain 'good' or better. 	June 2019	HTs group in consultation with CoGs & FGBs	NIL	
		<ul style="list-style-type: none"> Consult with external agencies that can provide objective analysis of all schools performance. 	June 2019	Director	NIL	
		<ul style="list-style-type: none"> Establish acceptable levels of support from partnership schools for any school needing support 	June 2019	HTs group in consultation with CoGs & FGBs	NIL	
		<ul style="list-style-type: none"> Establish the role of the Trust in this policy 	June 2019	Board	NIL	
5	Recruitment protocol	<ul style="list-style-type: none"> Establish a protocol between all schools regarding <ul style="list-style-type: none"> - Advertising promoting the GLP - Sharing of unsuccessful candidates - Promoting School Direct through LSA recruitment - Retention and promotion of staff - Interviewing of common candidates 	April 2019	HTs group	NIL	
6	Establishment of GLP SENDCos group	<ul style="list-style-type: none"> Redefine the SENDCos group under the clear direction of the GLP HTs Group direction 	Dec 2018	HTs group	NIL	
		<ul style="list-style-type: none"> Agree a steer for the group to establish a SEND protocol across all schools and phases to ensure all SEND children have a high class experience throughout their education 	Dec 2018	HTs group	NIL	
		<ul style="list-style-type: none"> Set a timescale for the completion of such a protocol and monitor its progress. 	Throughout 2018-2019	HTs group	NIL	

Other maintenance work

1.	INSET				
2.	IPRs				
3.	Bursars				
4.	Early Years				
5.	Literacy Leaders				
6.	Maths Leaders				
7.	SSCo Sport programme				