

# Uttoxeter Learning Trust (ULT)

## Minutes of the Meeting of the Trust Board held at Bramshall Meadows First School on Tuesday 21 March, 2023 at 5.30 p.m.

**Present:** Mr. Slater (Chair, remotely via Teams), Mr. Pearce, Mrs Hunt, Rev. Sherwin, Mr. Haswell

**In attendance:** Dr. Clark (CEO)  
Mrs. Gallimore (PA to the CEO)  
Mr. Storer (CFO)  
Mrs. Wheeldon (Guest)

### 1 Welcome:

Trustees were welcomed to tonight's meeting by the Chair. A range of documentation had been circulated in advance of the meeting along with a clear and purposeful agenda. There was a healthy level of engagement evident throughout the meeting with the necessary due diligence exercised by Trustees in relation to the various decisions that needed to be made.

The meeting was quorate.

### 2 Apologies:

Resolved: That apologies for absence be received and accepted from Ms. Livesey and Mr. Harper.

### 3 Chair Power to Act:

The Chair confirmed he had taken the following actions on behalf of the Trust Board since the last meeting:

- Agreed the recruitment pack and advert for the advertisement of the CEO role. With the support of Insight HR and Mr Storer, the advert has been placed. Shortlisting will take place on 30<sup>th</sup> March and interviews will be held across 2 days on either 18<sup>th</sup>, 19<sup>th</sup>, or 20<sup>th</sup> April. Trustees to confirm with Chair availability for interview dates.

**Resolved:** That Trustees fully endorse the actions taken by the Chair of the Trust Board in each of the identified areas.

### 4 Declarations of Interest:

No declarations were made by Trustees in respect of any specific items on tonight's agenda.

### 5 Minutes of the Previous Meeting:

Mr Slater highlighted the following change to the minutes.

Page 2, Item 4 Chairs power to act:

~~Wrote~~ *Agreed a series of letters to inform Governors and Headteachers across the ULT that Dr. Clark will be leaving her current CEO role once her notice period has been served.*

**Resolved:** That the Minutes of the Trust Board held on Wednesday 15 February, 2023 (including Confidential Appendix) be approved as an accurate and true record.

**Resolved:** That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for inspection if required.

The Clerk will sign and date the ratified minutes on behalf of the Chair. This task is important to ensure the PA to the CEO can ensure there is an electronic copy of historical minutes, retained for future reference and audit purposes.

## 6 Matters Arising:

Looking specifically at the action matrix from the last meeting:

Minute	Owner	Action Required	Action Update
6	CEO	Make December minutes available as a public record.	GREEN
6	Clerk	Sign minutes on behalf of Chair and forward to PA of CEO.	GREEN
8	Clerk	Sign minutes from extra-ordinary meeting and share with PA of CEO	GREEN
9	CEO	Update Risk Register in line with feedback provided.	GREEN
10	Trustees	Respond to any training related emails from PA of CEO.	GREEN
11	CEO	Feedback Trustee position to Headteachers around data drive target.	GREEN

It is pleasing to note that all actions have been satisfactorily progressed since the last Trust Board meeting.

## 7 Risk Register:

The Risk Register has been updated in line with Finance and Audit Committee's request to add a line regarding the CEO vacancy.

Dr Clark recommended to the Trust board that Winter illnesses and power outages be removed.

**Resolved:** That the CEO take account of this action.

## 8 Finance:

Mr Storer had planned to present the gender pay gap report however the data has not been released yet.

**Resolved:** That Mr Storer will share data with Trustees as soon as it has been released.

## 9 CEO Report:

The CEO was invited at this point in the meeting to share any pertinent points that needed to be brought to Trustees attention.

### 9.1 – Quality of Education

All Saints CoE First School took part in a one-day inspection on 20 March 2023, as part of an Ofsted research programme, the inspection was focused on PE.

With the imminent SIAMS inspections Dr Clark suggested that there was a meeting arranged with Rev. Sherwin to discuss upcoming plans.

All schools are keen to progress with the migration to Arbor from SIMS. This has been discussed in depth at the last Finance and Audit Committee.

**Resolved:** All Trustees were in agreement with the move, which can now be actioned by CEO and CFO.

## **9.2 Safeguarding and Well-being**

Dr Clark confirmed to Trust board that Headteachers were in agreement to carry out the SCC well-being questionnaire, this will be actioned in schools during the Summer term.

Resolved: Dr Clark would like to arrange a meeting with Mr Haswell to discuss a Trust approach to exit questionnaires.

## **9.3 Review of Central Team**

### **Executive Headteacher Bramshall Meadows First School/ All Saints CoE First School**

Dr Clark and Mr Slater met with the applicant for the Executive Headteacher role, Mrs Cairns. Dr Clark and Mr Slater would like to recommend to the Trust Board that Mrs Cairns is appointed as the permanent Executive Headteacher across the two schools.

**Resolved:** All Trustees were in agreement with the appointment of Mrs Cairns.

## **Governance and Compliance Position**

Dr Clark presented for approval to the Trust Board a proposed job description and salary for the position of Governance and Compliance Lead, as discussed at the Trust Strategic Day.

**Resolved:** Trustees were in approval for Dr Clark to progress this position following discussions with HR.

## **School Improvement**

Some initial proposals for School Improvement have been presented and discussed at Education Committee.

At this point Mr Storer would like to draw to the attention of Trustees the central budget in relation to the two proposed posts. When the two roles are added to the budget they would cause an in-year deficit immediately and by year 5 this would be a £200,000 deficit. However, this is on the basis of the current portfolio of schools within the Trust. Mr Slater queried with Mr Storer the impact on the budget if the top slice were raised from 4% to 5%. Mr Storer confirmed that this increase would cover the in-year deficit. Mr Storer highlighted that this increase would impact the schools negatively, as they are already struggling with pay increases and energy costs.

Mr Pearce highlighted that the school improvement strategy was a one-year position which would be re-evaluated.

**Resolved:** Trustees agreed the school improvement position would be appointed on a one-year basis.

## **9.3 Strategic Priorities**

Trustees would like to organise a half-day session during the Summer Term to discuss the next steps.

**Resolved:** Mrs Gallimore will assist in the organisation of a second strategic meeting of the Trust Board.

## **10 Governance:**

### **10.1 NGA Skills Audit**

Mr Slater confirmed that Mrs Wheeldon has now completed her skills audit which has been added to the skills overview.

Dr Clark confirmed that any highlighted training needs would be addressed in due course.

Rev. Sherwin highlighted that the upcoming review of Governance will provide a good starting point to assess training needs and gaps in knowledge.

### **10.2 Role descriptors**

A Trustee Link Role description for Safeguarding and SEND was shared with the Trust Board prior to the meeting. Mrs Hunt had reviewed the NGA description and felt it needed to be more strategic rather than operational. Dr Clark confirmed that revisions were made following Mrs Hunt's feedback.

**Resolved:** Trustees accepted the Role description for Safeguarding and SEND link Trustee.

Mr Harper will review the Health and Safety Link Trustee role description.

Dr Clark highlighted the need for a role description for Link Trustee to Schools. Mr Slater discussed this is something that could be discussed at the strategic half day.

### **10.3 Trustees – statutory training update**

Trustees were reminded to complete any statutory training required.

### **10.4 External Review of Governance**

Trustees were informed that a folder for the documents required for the external review of Governance has been created on Governor Hub. Malcolm Trobe has been given access to Governor hub for the duration of the review.

Dr Clark confirmed to Trustees that Mr Davies will be finishing with the Trust board at Easter and Entrust has been contracted to support the Summer Term meetings.

## **11 Education Committee**

The Minutes of the Education Committee (24.01.23) had been shared with Trustees in advance of tonight's meeting.

The Chair of the Education Committee, Rev. Sherwin was invited at this point in the meeting to draw out any key matters from the Education Committee meeting held on 8 March.

**11.1** The committee received an update from Thomas Alleyne's High School via the headteachers report to Governors. Trustees had a number of queries regarding aspects of the report and Dr Clark will feedback to the committee at the next meeting.

**11.2** The committees received the end of year predictions from the first schools.

**11.3** The Education Committee also looked into staff absence trends across the Trust. In particular, the differences between teaching and support staff absence trends.

**11.4** The Education Committee reviewed a number of policies during the meeting including:

- ULT Anti-Bullying and Harassment Policy
- ULT Appeals Procedure
- ULT Resolving Grievances Policy
- ULT School Improvement Policy

**Trustee Challenge:** Mr Haswell queried what the percentage of absence was in schools. Dr Clark confirmed she would share the figures with Mr Haswell after the meeting; the KPI sheets can be sourced from the Education Committee papers.

**Resolved:** That all circulated minutes be ratified with immediate effect.

## **12 Finance and Audit Committee:**

The Minutes of the Finance and Audit Committee (08.02.23) had been shared with Trustees in advance of tonight's meeting.

The Chair of the Finance and Audit Committee, Mr Pearce, was invited at this point in the meeting to draw out any key matters from the Finance and Audit Committee meeting held on 15 March.

**12.1** The Finance and Audit Committee discussed the Risk Register and in particular the addition of the CEO vacancy to the register.

**12.2** Mr Storer presented a comprehensive finance report and the Committee discussed the implications of pay increases to schools.

**12.3** The preparation of the tender process for the external audit and legal support were discussed.

**12.4** Mr Beaver shared an update on the compliance arrangements across the schools.

**12.5** The Committee begun to explore what the best option might be in terms of the IT provision across the Trust.

**12.6** The Committee also discussed the cost incurred of operating the central team from Bramshall Meadows First School as the Local Governing Board queried whether there would be a contribution for the services provided.

**12.7** Trust expansion was also discussed and it was suggested an additional meeting in May should be arranged to discuss in depth the addition of Stone schools to the ULT.

**Resolved:** That all circulated minutes be ratified with immediate effect.

**Resolved:** Trustees agreed to pay Bramshall Meadows First School a modest contribution to cover costs incurred by the central team. Dr Clark and Mr Storer will discuss these with Mrs Cairns.

**Resolved:** Trust Board agreed in principle to access some support in selecting the most cost efficient IT provision going forward.

Dr Clark and Mr Storer met with The Woodlands Trust regarding the possibility of the Woodlands Trust joining the ULT. Trustees considered the proposal.

**Resolved:** The Trust board agreed the recommendation not to pursue a membership for The Woodlands Trust.

## **13 Policy/Document Ratification:**

The following policies/documents needed to be formally ratified at tonight's meeting:

- ULT Pay Policy - in year update support staff pay scale

- ULT Complaints Policy
- ULT School Improvement Policy
- ULT Grievance Policy
- ULT Anti-Harassment and Bullying Policy – NEW (previously local SCC policy)
- ULT Appeals Procedure – NEW

Trustees were happy to ratify the circulated policies/documents.

**Resolved:** That Trustees formally ratify the listed policies/documents.

**14 Any Other Business:**

Rev. Sherwin urged Dr Clark to highlight to schools that she would be available if staff needed someone to support them confidentially.

**15 Confidentiality:**

Trustees were asked to identify if there were any items/materials which needed to be excluded from any Agenda, Minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Trustees were also asked to identify any items included on the Agenda which require recording in a Confidential Appendix to the Minutes.

**Resolved:** There will be a confidential appendix associated with this meeting.

**16 Dates and Times of Future Meetings:**

The meeting schedule for 2022-23 has already been finalised.

The next meeting of the Trust Board will take place on Wednesday 24 May, 2023 at 5.30 p.m.

All that was left to do was for the Chair to thank all Trustees for their attendance and contributions to tonight's meeting,

The meeting was brought to a close.

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**Chair**

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**Date**

## Uttoxeter Learning Trust (ULT)

**Minutes of the Meeting of the Trust Board held at Bramshall Meadows First School  
on Tuesday 21 March, 2023 at 5.30 p.m.**

### Action Matrix

Minute	Owner	Action Required	Deadline	Action Update
2	Trustees	Confirm availability for the CEO interviews	End of term	
5	CEO	Make February minutes available as a public record if required.	NA	
5	Clerk	Sign ratified minutes on behalf of Chair and send through to PA.		
7	CEO	Update Risk Register in line with Trustee feedback.	Next meeting	
8	CFO	Pay Gap report to be shared with Trustees once available.	March	
9	CEO and CFO	Progress the migration from SIMS to Arbor.	September 2023	
9	CEO	Progress the recruitment process for the Compliance and Governance Lead role.	Next meeting	
9	PA and Trustees	Arrange a half day strategic planning meeting.	Next meeting	
12	CEO/CFO	Agree fee with Bramshall Meadows First School for use of the school as a central team base.	Next meeting	

**Date of next meeting:** Wednesday 24 May, 2023 at 5.30 p.m.