

## Uttoxeter Learning Trust (ULT)

### Minutes of the Meeting of the Trust Board held at Bramshall Meadows First School on Wednesday 24<sup>th</sup> May 2023 at 5.30 pm.

Present:	Role	Term of Office
Sid Slater (SS)	Chair of Trustees	31/03/2025
Stuart Harper (SH)	Trustee – <i>(arrived 6.10 pm)</i>	05/01/2024
Colin Haswell (CH)	Trustee	13/03/2026
Pat Hunt (PH)	Trustee	31/08/2025
Margaret Sherwin (MS)	Trustee	31/03/2025
Simon Pearce (SP)	Trustee <i>(via Teams until 6.40 pm)</i>	07/06/2026
Julie Wheeldon (JW)	Trustee	29/03/2027
<b>In Attendance:</b>		
Greg Beaver (GB)	Health and Safety/premises Lead	
Diane Morton (DM)	Governance Professional (Entrust)	
Andy Storer (AS)	CFO	
Trevor Sutcliffe (TS)	CEO	
Malcolm Trobe (MT)	CTS Governance Review	
<b>Apologies:</b>		
Pauline Livesey (PL)	Trustee Vice Chair	31/08/2025

#### **Papers shared in advance of the meeting on GovernorHub**

Education Committee Minutes 080323 Draft  
Finance Audit Committee Minutes 150323 Draft  
Risk Register 21 April 2023  
Trust Board Minutes 210323 Draft  
ULT Bereavement Policy (Summer 2023)  
ULT Board Agenda (24 May 2023)  
ULT Early Career Framework (Summer 2023)  
ULT ED visits Policy (Summer 2023)  
ULT H&S Policy Statement (Summer 2023)  
ULT Home School Communication Policy (Summer 2023)  
ULT Risk Management Policy (Summer 2023)  
ULT Whistle-blowing Policy (Summer 2023)  
Alleyes Academy April 2023 draft  
Alleyes Academy Sports Centre Feasibility Final  
Alleyes Stone – Estates due diligence summary – 09.05.23  
Alleyes Stone – Three year budget report 2023 to 2026  
Comparison TAHS with AHS  
Due Diligence Agenda (10 May 2023)  
Due Diligence meeting minutes 10.05.23  
Expenditure benchmarking 2021-22 TAHS and AHS  
Income Benchmarking 2021 – 22 TAHS and AHS  
Workforce Benchmarking 2021 – 22 TAHS and AHS

#### **1. Welcome and Apologies**

The meeting started at 5.30 pm.

Documentation had been circulated in advance of the meeting along with a clear and purposeful agenda.

The Chair (SS) welcomed Trustees to the meeting.

**Resolved:** That apologies for absence be received and accepted from Pauline Livesey.

The meeting was quorate.

## 2. Chair - Power to Act:

The Chair reported on actions taken on behalf of the Trust since the last meeting.

- The panel agreed to appoint Kerry Rochester (KR) as Chief Executive Officer (CEO) with effect from 1 September 2023. Kerry has accepted the role and the salary been agreed.
- Meetings have taken place with TS the Interim CEO and SC as part of the handover process. Further meetings have also taken place with KR, AS and TS.
- Meeting have taken place with the Chair and Headteacher at Alleynes Stone, AS and TS regarding joining the Trust.
- Signed letter on behalf of the Trust Board thanking SC and wishing her well in her next role.
- Agreed with TS for a support review at Thomas Alleynes High school which is underway.
- Agreed to look at the impact of the public relations and marketing company which is underway.
- Emailed all members regarding the Auditors change from Mazars to Daines. This was a member's decision rather than the Trust Board.
- School improvement discussions have taken place with KR and is an agenda item.

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

## 3. Declarations of Interest:

TS declared under agenda item 8 (school improvement) he is Director of Challenging Education.

**Resolved:** That there were no declarations made by Trustees in respect of any specific items on tonight's agenda.

## 4. Minutes of the Previous Meeting (21<sup>st</sup> March 2023)

**Resolved:** That the Minutes of the Trust Board held on Tuesday 21<sup>st</sup> March 2023 be approved as a true and accurate record and be signed by the Chair.

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

Trustee requested TS verbally update against the wellbeing survey.

## 5. Matters Arising:

**Resolved:** That the action matrix from the last meeting be discussed and updated.

**Resolved:** Trustees reported matters arising are covered under agenda items.

### Action Matrix (21/3/23)

Minute	Owner	Action Required	Deadline	Action Update/RAG Rated
2	Trustees	Confirm availability for the CEO interviews	End of term	Agenda item - Completed

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

## 6. Risk Register

AS reported the latest pay rises are beyond figures budgeted and strike action has not been included within the risk register.

**AGREED Action:** AS/TS to review the risk register and update once details are confirmed.

## 7. Safeguarding

PH confirmed she had checked the Single Central Record (SCR) offering further suggestions to improve this. The Trust have an overview of all 9 schools. PH confirmed the register to be compliant.

**Resolved:** That there were no further updates.

## 8. Trust updates

- **Trust expansion update**

*Refer to Confidential Part 2 Appendix*

- **Trust strategic day/afternoon**

**TS reported** a half day strategic planning session is planned; KR the new CEO will attend. A further half day in the Autumn term will be scheduled once KR has started in post and the CTS Governance Review report has been received from MT.

**When is this likely to be?** (MT) *A report should be available around 20<sup>th</sup> June 2023 and should be available for the next meeting.*

It was agreed once the report is received, holding a half-day session in July with KR beneficial.

**AGREED Action:** TS (Personal Assistant) to share proposed dates for 2<sup>nd</sup> and 3<sup>rd</sup> week of July and agree a common date for all.

TS advised week commencing dates have been scheduled for all meetings, to be shared with KR for further discussion.

**AGREED Action:** TS to share proposed week commencing dates with KR and include/update on GovernorHub calendar.

- **School improvement**

SS reported from the summary provided by SC. Following discussion with AS/KR a specification to be drafted by KR/AS. KR preference to review first and middle schools, source common threats and collate action plans to quickly get to know the schools.

An external review of secondary schools would be required and KR would attend to get familiar with the schools. External support may be required to review SEND.

**Resolved:** That Trustees **agreed** the proposed way forward.

TS shared details from a SEND support meeting held with Headteacher, LA model discussions took place, improved provision is needed to meet the increased needs.

There are a couple of hubs in Burton which the LA can fund and refurbish buildings for provision to take place. A preference is to retain Send within schools.

The LA Model, potentially hybrid model is to be explored further with the Trust and LA. There are similar models across other LAs. Funding is £10k per child.

There are also wider issues, Teaching Assistant (TA) support is much needed and the increasing ratio is key.

Trustee reported, this is a specialist area for PH, who could be appointed as the Trustee point of contact. Many LAs are exploring the model to retain in schools and working to clear terms and conditions.

**Is the Trust looking to be part of the hub or to be the hub? (PH) Other models designate a setting of expertise, as opposed to having many different needs in one area.**

The Trust to consider what happens within the classroom, to ensure all needs are catered for and gain further awareness what these are.

Dyslexia friendly status can be achieved, around inclusion. It would be good for all schools to have this; the cost is circa £500 to be explored. If all Trust schools have the status, it would ensure all classrooms lessons are inclusive to the needs of all children.

The lack of an Education Psychologist is hindering education and health care plans (EHCPs).

High quality provision in specialist fields, ie speech and language therapy are needed and a review of spend on these services, provision and outputs. TS has requested further information to ensure the most cost effective approach.

The next steps to meet with the LA and Headteachers to create a strategic plan. MS suggested contact with pyramid and feeder schools be made to promote good public relations to keep them involved.

- **Windsor Park SIAMs Inspection**

SS reported from the SIAMS inspection, the school performed exceptionally well.

MS advised it was by far, an incredible inspection and a delight to be a part of. The school were advised to be a flagship school and share good practice with other schools. The school was outstanding in all areas.

Ryecroft Middle School are in the window for inspection and working closely with Windsor Park. Hutchinson Memorial are in the window for next year.

**Resolved:** That Trustees congratulated Windsor Park and the team on this excellent result; the expertise will be fully utilised to support other schools.

**Will they be an expert for this area?** Yes and will support other church schools joining our Trust.

Trustees appreciate how fortunate they were to have a Vicar on the Trust Board.

## 9. CEO Verbal Report:

TS provided an update.

- The SEND work (as discussed) has taken place.
- Visits are planned to all schools with identified areas of scrutiny, either by way of celebration or further investigation to improve effectiveness which the schools welcome.
- The wellbeing survey was raised at the Headteacher's board and their view the current format is not as effective as it could be and requested a Trust wide survey. Headteacher's to share internal survey outputs to gather a Trust wide result.

**AGREED Action:** TS to review Headteacher's feedback on the wellbeing survey, agree the best approach and report back to this meeting.

*SP provided feedback from the Finance and Audit Committee meeting at this point in the meeting as he needed to leave the meeting early. Details of the feedback is shown under the agenda item.*

*SP left the meeting at 6.40 pm.*

**Is there a standard survey to meet both Trust and school needs?** *Schools were not using the same one themselves, this will be considered.*

**Resolved:** Governors **agreed** this approach be taken. Staff wellbeing is a key driver and important to ensure the right approach is taken.

TS reported each Headteacher disclosed 1 good thing about their school which they wanted to share with others.

**Resolved:** That TS was thanked for his update.

## 10. Education Committee:

- To receive the minutes of the meeting held on 8 March 2023
- To receive a report of the meeting held on 10 May 2023

The Minutes of the Education Committee held 8 March 2023 had been shared with Trustees in advance of tonight's meeting.

The Chair of the Education Committee (MS) was invited to draw out any key matters from the Education Committee meetings held.

- SC last meeting was acknowledged and was thanked for her leadership.
- Risk register and impact to education reviewed.
- Safeguarding issues were discussed.
- Christian distinctiveness – the first Autumn meeting will address the new SIAMS Framework. Training for the new CEO, regarding the new framework required.
- Key performance indicators and action points.
- ULT policies.

**JW questioned if the home school communications policy wording has been changed?** *MS confirmed the wording had been amended.*

#### **11. Finance and Audit Committee:**

- To receive the minutes of the meeting held on 15 March 2023.
- To receive a report of the meeting held on 2 May 2023.

The Minutes of the Finance and Audit Committee held 15th March 2023 had been shared with Trustees in advance of tonight's meeting.

*The Chair of the Finance and Audit Committee (SP) had drawn out key matters from the meetings held (earlier in the meeting).*

SP reported the minutes from the meeting have been shared on GovernorHub. Detailed discussions took place regarding Trust Board central functions and those functions held within schools. Further discussion to take place for decisions to be reached.

SS reported further updates from the meeting.

- AS shared this year finance report, internal audits and CIF bid updates.
- Trust growth.
- Health and Safety policy and educational visits.
- AS reported 5 bids were submitted in total and 3 were successful. Oldfields roof replacement, circa £600k. Thomas Alleyne's boundary wall £400k. Picknalls fire reform and alarm work £400k. £1.4M in total secured.
- It was disappointing All Saints was not secured as this is a school we are most concerned about from a health and safety view and has grounds for appeal. Trustees allocated £60k to this project and if unsuccessful to consider how this could be spent.

**How long does the appeal process take?** *(AS) This is usually quick. The appeal will be on the grounds of health and safety (mould) which is most concerning.*

#### **12. Policy Approval:**

SS requested policies be reviewed and discussed as required.

- **ULT Risk Management Policy** – Approved.
- **ULT Whistleblowing Policy** – Approved.

- **ULT Health and Safety Policy** - JW to review and amend wording as discussed. Approved subject to minor amendment
- **ULT Educational Visits Policy** – The Headteacher has final approval for educational visits and the programme for educational visits to be discussed with governors and ratified. Approved
- **ULT Bereavement Policy** – Approved.
- **ULT Early Career Framework Policy** – NQT to be changed to ECT. Approved.
- **ULT Home-school Communication Policy** - Approved.

**AGREED Action:** JW to review and amend the ULT Health and Safety Policy to read ‘the Trust Board will use their best endeavours to ensure that...’

**Resolved:** That Trustees formally **approved** the listed policies subject to suggested changes being made.

### 13. Any other Business

*Refer to Confidential Part 2 minutes.*

### 14. Dates and Times of Future Meetings:

The next meeting of the Trust Board will take place on Tuesday 27<sup>th</sup> June 2023 at 5.30 pm.

### 15. Confidentiality:

Trustees were asked by the Clerk to identify any items which needed to be excluded from agenda, minutes, reports, or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

**Resolved:** That the following items be included in a confidential appendix.

- Trust expansion update.
- Any other business item.

The Chair thanked all Trustees for their attendance and contributions to tonight’s meeting.

*The meeting closed at 7.10 pm.*

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Date**

### Action Matrix (24/05/2023)

Minute	Owner	Action Required	When
6.	AS/TS	To review the Risk Register and update.	Post meeting
8	TS	To share proposed dates for 2 <sup>nd</sup> and 3 <sup>rd</sup> week of July and agree a common date for all.	Post meeting
8	TS	To share proposed week commencing dates for all meetings with KR and include/update on GovernorHub calendar.	

9	TS	To review Headteacher's feedback on the wellbeing survey, agree the best approach and report back to this meeting.	Post meeting
12	JW	Review and amend the ULT Health and Safety Policy to read 'the Trust Board will use their best endeavours to ensure that...'	Post meeting

**Action Matrix (21/3/23)**

Minute	Owner	Action Required	Deadline	Action Update/RAG Rated
9	CEO and CFO	Progress the migration from SIMS to Arbor.	September 2023	Ongoing