



Minutes

Meeting	ANNUAL GENERAL MEETING		
Date	24 January 2022		
Attendance & Apologies			
Members			
Christopher Watt (Chair of Trustees) CW	P	Lord Robert Edmiston (RE)	Ap
Martin Lawrence (ML)	P	Lady Tracie Edmiston (TE)	Ap
George Mystkowski (GM)	P		
Trustees		Trustees	
Jamie Clarke (JRC)	P	Amit Lakhani (AL) Co-opted Trustee	P
Tim Foster (TF) Trustee	P	Frances Craven (FC) Co-opted Trustee	P
Jo Chitty (JC) Trustee	P	Trust representatives	
Thomas Schilling (TS) Co-opted Trustee	P	Sue Wagstaff (SW) CFO	P
Duncan Nicholson (DN) Co-opted Trustee	P	Lindsay Oake (LO) Principal Accountant	P

(key: P=Present, Ap=apologies received, A=absent)

In attendance: Katie Fell (Governance Professional/Clerk) (KLF)

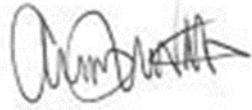
No.	Item	Action
1.	<p>Welcome and apologies</p> <ul style="list-style-type: none"> Members and Trustees were welcomed to the Annual General Meeting 2012-22. Thanks were given to all Members and Trustees for attending. The Chair formally thanked previous Member Eddie Craven who resigned immediately prior to the last AGM. Thanks were given to Eddie who served for over 30 years as a stalwart supporter of Sponne School and the Trust. 	
2.	<p>Apologies given and accepted</p> <ul style="list-style-type: none"> Apologies were received and accepted from Lord Robert and Lady Tracie Edmiston. Papers have been shared in advance of the meeting and it was confirmed they had not raised any questions or comments in advance of the meeting. 	
3.	<p>Declaration of any personal or business interests</p> <ul style="list-style-type: none"> No interests were declared in connection with the items on the agenda. 	
4.	<p>Minutes & Matters Arising from 25 January 2021</p> <ul style="list-style-type: none"> Minutes were reviewed and agreed as an accurate record of the meeting. Actions were reviewed and marked as completed. The Chair signed the minutes electronically as a true and proper record of the meeting. With reference to the minutes, Members asked whether there had been any changes to the Scheme of Delegation due to the growth of the MAT. There has been some tightening up of the wording and presentation to aid understanding. ACTION: Send an updated version of the SoD to Members. 	KLF
5.	<p>Receive the audited accounts for year ending 31 August 2021</p> <ul style="list-style-type: none"> Members asked about the Governance statement and what was the full programme of testing as outlined in the TLT internal scrutiny summary paper included for review. 	

	<p><i>There weren't any gaps in the testing, as it was actioned via a secure portal and testing was done remotely. All planned activities took place.</i></p> <ul style="list-style-type: none"> ● Members asked for further clarification regarding the audit findings report with reference to systems and controls for Fixed Assets (being partially addressed). <i>As new schools have joined the MAT they have brought with them different methodologies, and Crowe was engaged to improve this and a small working group was set up to look at this. The working group wasn't able to complete the work by year end, but the trust will set an end date for completion with Crowe. Members thanked the CFO for her response and noted it was not a significant item of concern.</i> ● ACTION: Establish a completion date for the Fixed Asset register. 	SW
6.	<p>CEO Annual report</p> <ul style="list-style-type: none"> ● The CEO provided Members with a review of growth and development within the MAT over the past 12 months, and how the MAT schools have dealt with and adapted to the challenges associated with the pandemic. ● The national lockdowns due to Covid and the serious impact this had on delivering quality teaching and learning via remote learning was highlighted. However, the CEO commended school leaders and pupils on how well they have adapted and responded to the challenge. ● Members asked whether there should be a review on the wellbeing and psychological impact on children of the pandemic. <i>The wellbeing and psychological impact is definitely scrutinised at local school level but it is not currently scaled up at MAT level in a formal KPI, although information is shared via the Chair of Governors networking group, the executive team and MAT HTs forums. LGBs are closer to the pupils and can respond to particular pressures in their communities - e.g. during lockdown, not one single child wasn't visited if they were at their home address and not in school and not engaged in learning. A lot of work went into safeguarding and pastoral support. Older secondary pupils in Year 10 have seen a lot of concerns with anxiety, such as eating disorders etc, and have struggled to engage being back in school. All pupils have returned to schools and are being supported in various ways depending on the challenges they are experiencing.</i> ● <i>TLT is very grateful to Lord & Lady Edmiston's charity that supports several of our schools with the Ethos programme, by providing pastoral and PSHE support with the challenges of the pandemic.</i> ● Members asked about the quality of education across the trust and monitoring of student assessment across the MAT. Within the central MAT team what opportunities are there to monitor current ways by the executive team to assess and improve T&L across 11 schools. <i>It has been very difficult during the pandemic although leaders have monitored the quality of remote lessons and observed teaching online. We have kept teaching and learning firmly on the agenda this year. The MAT-wide training day focused on teaching and learning, and was led by Richard Cahill (School Improvement Lead) who is based at EWS North but travels around all our schools regularly. Trustees are able to monitor progress of this via a data dashboard and attendance at LGB meetings.</i> ● Trustees asked about safeguarding concerns during the pandemic, and it would be useful for Trustees to understand the level of referrals that are coming from safeguarding; they expect there is a growing number of referrals from people that have never been in need before. <i>The CEO confirmed there has been an enormous increase in demand and also from children who have not required support before. Gaining access to support is also harder due to higher levels of demand, increased thresholds and longer waiting times to access support. TLT has had to be more self-sufficient as a result. The Ethos programme from Grace Foundation provides access to support that parents, pupils and families need. Sometimes it has been overwhelming for our DSLs and the volume of cases has taken its toll on most of them at some point during the pandemic. TLT has undertaken safeguarding reviews in all of our schools and continues to take it very seriously.</i> 	

	<ul style="list-style-type: none"> ● Trustees asked whether there was a future opportunity to include Carl Salt Director of Education in board meetings to report back on progress made to date, key data (tracking), areas of concern and initiatives that are being taken going forward? Alternatively a section in the CEO's report to highlight key areas on this front? It was confirmed that the Director of Primary, Jamie Nairn, and the School Improvement Lead, Richard Cahill, as well as Carl, will be invited to board meetings later this year. ● Members noted that the Director of Education was at the last AGM but had no opportunity to ask him directly this time. ● Principal Accountant Lindsay Oake left the meeting at 18:13. 	
7.	<p>Review of effectiveness of the Board of Trustees and of Board Members since last AGM</p> <ul style="list-style-type: none"> ● There has not been any formal external review of governance since the last AGM (largely due to the pandemic) but we are intending to secure an external consultant to support this. ● As part of Internal Scrutiny review the internal audit team has looked at the LGBs and this current term is reviewing the risk and assurance for the Trustees. TLT is now using a new larger internal audit team, and Trustees can now be provided with assurance of due process. ● Trustees are present and engaged with LGBs and school leadership, and for some new schools who have joined TLT this is a welcome change. ● Members were pleased to hear an external review of governance is planned and wished the trust success with this. ● Members confirmed that safeguarding reviews are an area being monitored and were reassured to hear about the trust's approach. 	
8.	<p>AOB</p> <ul style="list-style-type: none"> ● Members enquired whether it would be appropriate to get a system in place to sign off the minutes in a timely manner and not wait for 12 months to pass. Agreed. ● The CFO drew attention to the draft version of the internal scrutiny report from Bishop Fleming shared for your information, but this will be formally discussed and actioned at the next Audit meeting in February. This is a dramatic improvement on the internal scrutiny report from the previous supplier. ● Members expressed interest in the NGA Greener Governance Pledge and are looking for a commitment from Trustees to meet the 3 targets. The Estates Manager is progressing with green energy initiatives and the trust is committed to looking at greener approaches as part of our governance strategy. ● The CFO confirmed we are already working towards the 3 pledges outlined by NGA. <ol style="list-style-type: none"> 1) reduce carbon at your school or trust 2) put your school's or trust's contribution to environmental sustainability on the agenda 3) ensure a climate action plan is developed to make this happen in 2022. <ul style="list-style-type: none"> ○ Energy contracts have been renewed on a greener basis ○ We have a clear strategy to support energy reduction in our schools ○ TLT is committed to ensuring all its schools are Zero Carbon Schools by 2050. ● Trustees confirmed their commitment to the pledge and the message is being cascaded to our schools and LGBs. ● Due to there being no further business the meeting was declared closed at 18:39. ● Thanks were given to Members for attending the meeting and thank you to all Members and Trustees for their time and commitment. 	KLF

Meeting closed at: 18:39

Next Meeting: TBC



Signed: _____ Date: 21/03/2022
Chair of Trustees

ACTIONS from this meeting		
ACTION	BY WHOM	BY DATE
Send an updated version of the SoD to Members	KLF	11/2/2022
Establish a completion date for the Fixed Asset register	SW	28/2/2022
Circulate minutes and agree an appropriate mechanism to sign off in a timely manner	JRC/KLF	11/2/2022
Director of Primary, Jamie Nairn, to be invited to the TLT Board meeting on 21 March 2022	KLF	Invited to meeting on 21/3/2022
School Improvement Lead, Richard Cahill, to be invited to a future board meeting (date to be confirmed)		