



Ember
Learning Trust
Five schools, one aim

TRUSTEE MEETING OF THE EMBER LEARNING TRUST

held at Hinchley Wood Primary School

Tuesday 28th February 2017 at 8am

Board members:

FC - Fiona Collins, Headteacher - Hinchley Wood Primary School (HWPS)

NF - Nick Fry, Headteacher - Thames Ditton Juniors (TDJ)

MP - Monica Paines, Headteacher - Long Ditton Infants (LDI)

RH - Rebecca Hicks, Thames Ditton Infants (TDI)

DG - David Gumbrell, Headteacher, Long Ditton St Mary's (LDSM)

CS - Colin Stevenson, Governor - Hinchley Wood Primary School

BH - Bronach Hughes, Chair of Governors - Thames Ditton Juniors

TG - Tessa Griffiths, Chair of Governors - Thames Ditton Infants

SI - Stephen Ind, Governor - Long Ditton Infants

BF - Barry Fairbank, Chair of Governors - Long Ditton St Mary's

AW - Andy Withers, Co-operative Schools Network

MS - Matthew Sossick, Director of Initial Teacher Education

KR - Kerry Randle, Surrey County Council (SCC) joined the meeting at 8.40am

In attendance: CW - Colin Winchester - Company Secretary

EE - Eileen Englefield - Clerk

1 Apologies

There were no apologies, all members present at the meeting.

2 Welcome Kingston University Trustee

David welcomed Matthew Sossick from Kingston University (and Kerry Randle on her arrival).

3 Declaration of Pecuniary Interests

None.

4 Minutes of the Last Meeting

The minutes of the last meeting, held on Tuesday 10th January 2017, were agreed as a true record.

5 Matters Arising (not covered by agenda items)

Strategy to make wider public aware of financial situation in state primary schools. FC confirmed the matter was taken to the NE Heads quadrant meeting. Following a discussion it was decided to re-visit this item after 2017-2018 schools budgets were finalised at an individual school level.

Action: Clerk

Progress on placement of Kingston University students. DG is in discussions with MS. It is possible there are not sufficient differences between the ELT schools to meet Kingston University's Ofsted requirements. DG and MS to continue talks to establish if criteria can be met.

Action: DG/MS

6 Organisation for the Sir John Jones talk at Kingston University

DG to distribute information, including a site map and parking charge waiver details. Kingston University will donate £100 towards catering - DG thanked them for their generosity. It was decided to order tea/coffee/pastries at a cost of £405 to ELT. DG to visit the venue in advance. Introduction to Sir John Jones and thanks for the event (on the INSET day itself) have been agreed.

FC to issue the programme with a 9:30 for 10:00am start. Badges will be distributed to delegates on arrival with the new logo on them. Numbers agreed at 300 people maximum. FC advised the speaker fee is to be confirmed (in the region of £3,200) and that the invoice is to be presented after the event - FC.

DG to take photos and to organise Value songs.

MP collecting 10 photos from each school, by Friday 3rd March 2017, to prepare a slideshow.

Action: DG/FC/MP

7 New ELT Trustees

CW reported Kingston University and Surrey County Council will be now signed members.

Action: KR to chase legal department to confirm their signing of MoU.

8 Trust Development Plan

FC presented the updated plan. Events include a shared inset on 5th September 2017 and FC had offered recent LLSS staff meetings to other schools.

RH reported that the headteachers had attended a presentation from Sally Hewlett-Taylor on the 'Peer to Peer' project. This involved work between the schools (in groups of three), with external validation between the schools in a formalised way.

Claygate School are considering joining selected activities and where appropriate will pay a portion of costs.

MS/DG to investigate Kingston University's potential involvement with the Peer-To-Peer project. Maths Moderation KS1 to be re-planned. KS2 moderation is to continue, as scheduled, this week. **BH** progressing Inclusion training and the date is to be advised.

Action: FC/MS/DG/BH

FC met with Steve Barker (SB) to discuss joint governor training and was informed 2018 will bring a new Ofsted Framework. **BH** attended a course on managing data, presented by Ruth Murton, highlighting the varying sources of data across schools. **FC** to liaise with SB about potential joint-Governor training. **BH** raised the possibility of shared Governor safeguarding training. It was noted **SCC** provide an on-line training programme for Safer Recruitment. **BH/BF** to discuss this further. All schools to contact **BH** with requirements.

Action: BH/BF/All

9 Role of Trust Governors

CW to arrange a meeting in the summer term to bring Trust Governors together. Governors, present at today's meeting, to contact **CW** with their details.

Action: Trust Governors/CW

10 Elmbridge Partnership Funds

NF advised an amount of £15,193 has been allocated on the basis of pupil numbers. **NF** confirmed the Trust will have responsibility for the money. There remains a lack of clarity, but further allocations are expected. Funds received include Claygate School and following a discussion it was agreed that portion should be paid to Claygate as soon as possible. However, charges are to be made for activities in which Claygate participate.

MP noted the money was originally allocated for disadvantaged pupils. It was agreed these pupils would benefit from the planned activities and would also benefit from the Admissions Service being paid for by the Trust.

NF confirmed expenditure will also include training, moderation and teaching and learning activities.

AW advised of the need to apply for Charitable Status from HMRC. This is not automatic and **CP** will apply for the Trust.

Action: CW

(Kerry Randle joined the meeting at 8.50am)

11 School Admissions

KR to contact Julie Stockdale for the latest position and will report back to **FC**.

Action: KR

12 Land and Asset Transfer update

Two schools (**HWP** & **TDJ**) still to be confirmed. **NF** reported a recent agreement with **SCC** regarding use of a small section of land on the **TDJ** site.

CW reported that SCC is to re-examine a boundary line at HWPS. These items are expected to be resolved shortly, resulting in completion of land transfers.

Action: NF/CW

13 Trust Logo and Website

FC reported the logo will be available for the launch event. DG recommended the original logo file be used by all schools to maintain the high standard of the original logo and asked FC to ask the designer for this original JPEG file.

Action: FC/all

Website - in order to bring uniformity of ELT information published on individual school websites, the following was agreed:

A tab on the front page of each school website to link to following ELT pages -

- Ember Learning Trust logo (in full definition/quality)
- Ember Learning Trust plan
- Minutes of meetings
- Summaries of meetings
- Photos of events (when available)

TG and MP recommended a summary of aims be included.

TG to write and share the aim and the name of the 5 schools, to match the strapline '5 schools, 'One Aim'.

Agreed to upload and amend website information by the end of Spring Term.

Action: TG/ all Heads

14 Publicity - DG requested those with contacts at publications/media outlets promote publicity after the launch event. These include **AW** - CSNET, **NF/FC** - local newspaper, **DG** - Lychgate magazine, **MS** - Kingston PR team.

Action: AW/NF/FC/DG/MS

15 Sharing information on Staff Costs between Business Managers

Kellie Nolan (SBM at LDI) has arranged a meeting of SBMs on the 7th March 2017 to discuss.

16 Any Other Business

FC reported on recent charges issued for rates to ELT schools. FC advised there is actually no payment due. This advice was confirmed by David Green, Senior Principal Accountant (Schools Funding) at SCC.

RH, on behalf of all the schools, congratulated FC on the success of the recent Ofsted inspection at HWPS.

NF gave his apologies for the ELT meeting in June 2017 due to the date coinciding with a TDJ school trip - he would send a deputy.

Action: Clerk

- 17 Date and time of the next meeting (Tuesday 25th April at HWPS at 8.00am)**
This was confirmed. (Future confirmed date 20th June - 8am, FC to Chair.)
- 18 Appointment of Chair for next meeting - DG to hand over to MP**
This was confirmed. The meeting ended at 9.15am.