



**Ember**  
Learning Trust  
Five schools, one aim

## **TRUSTEE MEETING OF THE EMBER LEARNING TRUST**

**Held at Hinchley Wood Primary School**

**Tuesday 20<sup>th</sup> June 2017 at 8am**

### **Board members present:**

FC - Fiona Collins, Headteacher - Hinchley Wood Primary School (HWPS) - Chair  
SR - Sue Rodger, Vice Chair of Governors - Hinchley Wood Primary  
BH - Bronach Hughes, Chair of Governors - Thames Ditton Juniors  
MP - Monica Paines, Headteacher - Long Ditton Infants (LDI)  
RH - Rebecca Hicks, Headteacher - Thames Ditton Infants (TDI)  
DG - David Gumbrell, Headteacher - Long Ditton St Mary's (LDSM)  
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  
KR - Kerry Randle, Area Education Officer (NE) - Surrey County Council (SCC)  
AW - Andy Withers, Co-operative Schools Network

In attendance: CW - Colin Winchester - Company Secretary

DP - Debbie Poole - Clerk

DT - Darryl Taylor, Headteacher - Claygate Primary School

BH - Brian Howells, Governor - Claygate Primary School

### **1 Welcome**

FC opened the meeting with a welcome to all.

All congratulated DG and his staff at LDSM on their recent Ofsted result.

A further welcome was extended to DT and BH from Claygate Primary School.

DT spoke of partnerships and added that they have always felt local schools partnership are the best way forward for school development. DT explained how Governors at Claygate have worked hard to reach their decision and after looking at different models they have reached the decision where Claygate Primary would like to consider The Ember Learning Trust.

DT and BH left the room whilst the board considered the request.

It was unanimously agreed that Claygate would be welcome to join the ELT.

AW said, as there is a consultation period the likely timeframe is to be 1<sup>st</sup> November at the earliest. BH thought that realistically this would be 1<sup>st</sup> January 2018.

## **2 Apologies**

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

## **3 Declaration of Pecuniary Interests**

None.

## **4 Minutes of the Last Meeting**

The minutes of the last meeting held on Tuesday 25<sup>th</sup> April 2017 were agreed as an accurate record.

## **5 Matters Arising**

Kingston University have agreed that their students can be placed in the ELT schools. DG handed out, at the meeting, a letter from Kingston University regarding school placements. All Heads to let DG know the numbers of students they can take in 17/18.

**Action: All Heads**

MP handed out at the meeting, a 2017/18 School Expenditure Comparative Report that the School Business Managers had collated. LDSM figures missing from form.

**Action: DG**

DG has contacted Ruth Murton regarding working with Governing Body's in the ELT. Ruth is willing to carry out this work, which will be paid for out of the trust funds, and September 17 is a likely timeframe.

It was agreed that in the first instance the Heads and Chairs will meet with Ruth Murton.

**Action: DG**

## **6 Update on School admissions**

TG updated the board on her conversations regarding admissions with SCC. Schools to let TG know how much they have spent on admissions/appeals. TG is hoping to have an answer from Surrey by the end of this term.

**Action: All Heads**

## **7 Land and Asset Transfer update**

CW reported the land and asset transfer is almost complete.

To be agenda item at next meeting.

**Action: NF**

## **8 Trust Logo and website**

As there are soon to be six schools in the trust, FC agreed to ask the parent to redesign the logo. However it was mentioned that only the strapline be changed.

**Action: FC**

## 9 Trustee Governors – progress report on membership development

CW reported that a meeting was held recently between the Foundation governors in the partnership. CW said that a number of items had come from the meeting.

- a) The role of the Foundation governors is to be a supportive, critical friend
- b) Co-operative values: what do they mean and how do we measure? CW has suggested helping CSNet to develop a standard where Foundation governors can work across schools to see how the co-operative values are applied. It was agreed that CW will develop this standard with AW and DG said he is happy to be involved with this.

**Action: CW/DG/AW**

- c) Initiative with Surrey Libraries and local community.

It was agreed that the name should be Foundation governors with the exception of LDSM where they will be called Trust governors. It was agreed that each foundation/trust governor could be invited to observe a future board meeting.

Foundation/Trust Governors:

Hinchey Wood Primary: Helen Shamdasani, Colin Winchester

Thames Ditton Infants: Jeremy Scroston, Clarissa Fiander

Long Ditton St Mary's: Barry Fairbank

Thames Ditton Juniors: Joan White, Graham Newsom

Long Ditton Infants: Pat Taylor, Lis Braybrook

Claygate Primary: TBC once reconstituted.

## 10 Financial Report

SI reported that following approval by the board, he had paid £3000 re the Sir John Jones Inset and £1200 to Stone King (lawyers).

Authorisation of payments were discussed and SI is presuming that if it is discussed and agreed at the board meeting then this gives him authorisation to process payments.

The board agreed to continue with this payment process.

RH confirmed there was approximately £1200 to come back into the ELT funds from a recent assessment course.

SI asked for any more planned expenditure to be sent to him before the end of term. DG said there was a refreshments bill to be paid re the March INSET.

CW commented that the Trust now has charitable status with HMRC. This will be put on each schools website once wording agreed by CW/AW.

**Action: CW/AW**

## 11 Elmbridge Partnership Funds

NF had sent ahead of the meeting an email that FC read at the meeting.

'In addition to the £15,000 already in the account plus any refund from the assessment conference, there is still about £55k to be transferred from the Elmbridge Partnership, once outstanding bills have been paid, including the cost of the conference and redundancy payments, the exact amount should be clear by September'.

## **12 Trust Development Plan 2016-17 progress**

Handed out at the meeting, FC went through the report identifying the key notes (up-dated in purple for 20/6/2017 meeting).

Personal development, behaviour and welfare - FC reported that the Inset on inclusion is scheduled to take place at the start of the autumn term. The day will open with two key speakers and this will be followed by a number of workshops including Behaviour Support, ELSA and Emotional Literacy Support.

Summary of safeguarding action plans were handed out at the meeting and are attached to these minutes.

ELT Audit of SEND provision across schools are attached to these minutes.

Leadership and Management - Heads to work with Chris Byrne (former SIIP) who has agreed to work with all of the schools on their 'key lines of enquiry'. The format will be a visit to one school per half term. The heads will then collectively write and share a report on each school. All 'key lines of enquiry' will be challenged in a supportive manner. KR said the Heads needs to be aware that there is real importance on acceptance with any work such as this. Sometimes in a school an area of development is difficult to say so her advice is to get some ground rules before the work goes ahead because of the potential emotional impact it could have on peer review.

Heads to meet on 7<sup>th</sup> July where their agenda will include further work on safeguarding, assessment audit information and pupil premium strategy statements.

KR said that it is now important to keep up to date with medical alerts as this is something Ofsted are looking at closely. DG agreed this was on his recent Ofsted visit. KR added that governors are expected to make sure the actions on the plans are carried out.

## **13. Draft Trust Development Plan 2017-18**

Handed out at the meeting, FC explained this was an early draft of the next years plan and further work will be carried out on this at the Heads meeting on 7<sup>th</sup> July.

It was agreed that NF will send DT the safeguarding action plan work and FC to send DT the assessment audit information work.

**Action: FC/NF**

TG suggested each school sends out a paragraph in their annual/termly letter to parents on the work the ELT are doing. TG said she was happy to write something they could all share.

**Action: TG**

## **14 Shared Inset**

Tuesday 5<sup>th</sup> September at Hinchley Wood Primary. FC will compile an agenda and send to all. This INSET will be for staff in the first instance. Once exact numbers are known, we may also have spaces for Governors.

**Action: Heads to send FC numbers of staff attending.**

**15 Peer Challenge and support project**

Discussed earlier in meeting.

**16 Any Other Business**

CW reported that he, FC and MP had attended the Surrey Governors Conference to talk about the Cooperative Trust. CW said that one head at the conference had mentioned leadership skills within schools. CW asked if this could be accredited by KU.

**Action: DG to ask KU.**

RH said she has been asked to talk to schools in Kingston as they are very keen to find out more about the cooperative trust. FC said there are more and more schools asking about this model and suggested AW organised a Cooperative Trust conference in the Surrey area. AW said he will look into this.

**Action: AW**

DG reported that he had been to talk to the Head at Hinchley Wood Secondary about them considering joining the trust. All agreed that a partnership from Nursery to University would be a very good model of schools working together. Ben Bartlett had agreed to discuss this further with his Co-Chairs of Governors.

DG reported that he has tendered his resignation from LDSM and would be leaving at the end of the Autumn Term.

**17 Date and time of the next meeting (Tuesday 17<sup>th</sup> October at HWPS at 8.00am)**

**18 Appointment of Chair for next meeting - FC to hand over to NF**

The meeting ended at 09:40am.