

Minutes

TRUSTEES MEETING

Thursday 14th June 2018 at 8.30am Sandbach School

		Action
1	<p><u>Present and Chair's Welcome</u></p> <p>Present as Trustees: J Savage, J Cowell, J Hill, E Richards, G Merry, S Isherwood.</p> <p>In attendance: J Barber, D Osborne, L Robertson.</p> <p>Apologies: S burns, L Dooley</p>	
2	<p><u>Minutes of 20th March 2018</u></p> <p>Accepted as a true record.</p> <p><u>Action Points</u></p> <p>The reserves paragraph had been circulated following the November meeting and approved by trustees, the final accounts had been filed with companies house and the charity commission.</p> <p>An events list had been circulated to trustees.</p> <p>DO had removed Ella Brett as a trustee at companies house.</p> <p>A discussion took place regarding filling the empty seat on the trustees board. JC thought that although there was a vacancy on the board there was no need to fill this immediately as we now have a broad range of skills on the board and this should only be filled when we identified a need of further skills</p>	

<p>3</p>	<p>Activity Report</p> <p>JB had circulated the report prior to the meeting. He talked through the highlights :-</p> <p>To encourage those schools who have not engaged with ourselves in the past, we have teamed up with Warwick Music to pilot the 'pbuzz' scheme this will be provided free to the 4 schools taking part in the pilot. Warwick Music have written a scheme of work for the pbuzz and are supplying the instruments free of charge.</p> <p>SI asked why those 4 schools in particular had been chosen. JB explained that these schools were targeted as they hadn't engaged in First Access programmes for a number of years. LMT is continually trying to increase the number of schools that engage with music to benefit the children.</p> <p>The LMT has accepted an offer to perform at the Music for Youth National Festival 2018 on Wednesday 4 July at Birmingham Town Hall. The LMT commissioned British Composer Award winner Andy Scott to write 'Brass Revolution' for the occasion. The 18-minute piece features a wide range of our ensembles as part of our brass instrumental pathway, from First access groups, the LMT Academy Band, Lions Youth Band, Poynton Youth Band, Macclesfield Youth Brass Band, Foden's youth band in addition to students at the RNCM and Foden's band. This event has taken a lot of organising and he wanted to thank the back office staff for their hard work.</p> <p>ER asked if this event had been promoted in any way, JB said that in the past when the trust tried to publicise forthcoming events in the media it was seen by the media as a fundraising exercise rather than promoting the wide range of valuable experiences the trust provides to its children. JC and ER asked JB to forward a paragraph and photograph to them and they would prepare press releases. Also JS informed JB that he had contacts with the production manager of BBC Breakfast if JB sent the information to him he would speak to them about the event.</p> <p>JS stated that he had attended the LMT music education conference, he thought it was a very good event. He had also attended the conference run by the Norfolk Hub the number of attendees was higher due to the hub allowing music teachers employed in schools to attend for free and to also pay for their travel and cover costs, he asked if this was something that LMT could do. JB explained that the conference cost was approx. £5k and was free to all our tutors to attend, the trust did not have a budget to cover the increased costs of the Norfolk Hub model.</p> <p>JS explained that the Norfolk schools were members of the hub</p>	<p>JB send a paragraph and photo to trustees</p>
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<p>which allowed them access to the conference. JB explained that the revised 2018/19 budget included an additional conference for the secondary schools, which would cover exam boards and a separate Primary / SEN Conference in the hope that all school needs would be met, JB asked if schools paid a fee to be a member. JS said he would get more details of the membership of the schools to the Norfolk Hub.</p> <p>There are 5 non-teaching days across the academic year for LMT tutors. One of these is the date of the LMT conference, there are also two in September when the Music Mark N.W.conference takes place, and LMT pays for a number of self-employed tutors and employed teachers to attend this conference.</p> <p>Youth Music Fund C bid with Drake Music who specialise in working with young people with SEN/D, to fund a four-year project looking at workforce development, Assisted Music Technology and the development / implementation of an accredited Compose and perform course has been approved. We are one of a number of music hubs who have partnered Drake in their application so are delighted that we will be able to support the ongoing development of this area. This would be a four year project to which LMT had committed £10,000 per year. SI asked if this project was for SEN schools only or would all music teachers in other schools be able to access the training. There are a number of resource schools in Cheshire East, these schools have up to 10 places for SEN pupils and those teachers would benefit from the training.</p> <p>GM Advised JB to speak to Ian Donagarea the SEN officer at Cheshire East Council and inform them of the project, they would be very interested, could provide a list of all resource primary schools in the area and possibly provide funding. JB said that the initial project would be in special schools but would be rolled out to all teachers if it was successful.</p> <p>SI continued to explain that some rural primary schools also have a problem in regards to the projects we do, due to the small number of pupils and also accommodation and wondered if it would be possible for these schools to combine and meet at a local venue in order that they can take part. JB said that he would look into this.</p> <p>JB then reminded the trustees about the ‘My Whole World’ performance on 11th July which he hope they would be able to attend.</p> <p>The board thanked JB and his team for their hard work and for the wide range of activities enabling a greater number of children to benefit from our services.</p>	<p>JS obtain details of school membership to the Norfolk hub</p> <p>JB to contact SEN office at Cheshire East</p> <p>JB to look in to ways that the small rural primary schools can be included in the projects</p>
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4	<p>Management Accounts</p> <p>LR had circulated these prior to the meeting.</p> <p>She explained that although the trust had set a positive budget for the year ended 31st August 2018 of £23,957 the projected figures showed a deficit of £5,982.</p> <p>The reasons for this variance had been explained in the notes and action had been taken whilst planning the budget for 2018/19 to mitigate these where possible.</p> <p>A discussion was had in respect of the amounts of reserves held by the trust, although a deficit of £5,982 was not high in value we should aim to break even.</p> <p>JS recalled that the reserves policy was set at 3 to 6 months of running costs, DO added that there was also the requirement to hold back reserves to cover future relocation costs of LMT.</p> <p>There were no further questions</p> <p>The management accounts were approved.</p> <p>JS thanked LR for her work over the previous 18 months, providing accurate and clear financial reports on a regular basis.</p>	
5	<p><u>Budgets 2018/19</u></p> <p>LR had circulated the budgets and notes to the trustees prior to the meeting.</p> <p>The trustees were concerned that the budgets were showing a deficit following the previous discussion about reserves and felt they could not approve it.</p> <p>LR explained that the budget included depreciation following the Companies Act regulations, in previous years the cost of the purchase of the instruments had been included and depreciation ignored. There is a budget for instrument purchases but this is show separately. Fixed assets are written off over their estimated useful lives, matching income with costs incurred to produce that income.</p>	

	<p>DO went on to explain that this was a way of providing for future purchases of instruments.</p> <p>DO also advised the trustees that the trust was looking into new income streams in the future such as music lessons and instrument hire for adults.</p> <p>JB told the board that he had increased the costs following a meeting with Brighter Sounds where he agreed to invest £5,000 in a project aimed at developing tutors experience and understanding of working with children in challenging circumstances in addition to highlighting the pathway for young musicians into the role of being a community practitioner.</p> <p>It was agreed that the budget be reviewed and three budgets be produced, worse case, best case and break even.</p>	
6	<p><u>Sixth Form Proposal</u></p> <p>A discussion took place regarding a possible specialist Cheshire East A-level music course run in conjunction with the RNCM</p> <p>ER said she would be happy to help with the marketing as this would be a very exciting development for the area.</p> <p>SI asked for more details on this project.</p>	
7	<p><u>Sandbach Music</u></p> <p>At the start of the discussion it was made known that JS had been involved in this business in its initial years as a director and although he no longer has a connection he would not take part in the discussion and any decision made.</p> <p>The proprietor of Sandbach Music approached LMT with the suggestion that they may like to purchase the business, their circumstances had changed and they unable to continue managing the business due to time restraints.</p> <p>The business is in a prominent position in the town and provides private lessons to both adults and children. LMT would be paying for the goodwill, pupil list and instruments, the premises are rented.</p> <p>JB asked the remaining trustees to vote on whether LMT should go ahead and negotiate with the purchase of the business.</p> <p>JC/SI/JH agreed unanimously not to go ahead.</p>	

Meeting closed at 11.10 am

L Robertson

14th June 2018