

Minutes

Trustee Meeting

Thursday 19th September 2019 at 8:45 at 2a Bradwall Court

Agenda Item	Item	Action point
1	<p>Welcome and apologies</p> <p>Present as trustee: G Merry, J Savage, P Sharp, S Burns</p> <p>In attendance: J Barber, D Osborne, S Greasby, C Williams</p> <p>Apologies: R Dakin, J Cowell, J Hill, L Robertson, S Isherwood</p> <p>Apologies GM did not get email about delay of time. Schedule all meetings at 8.45.</p>	
2	<p>Minutes and Matters Arising</p> <p>Two-day audit with Howard Worth agreed.</p> <p>JS asked about Risk Register - JC sent apologies to meeting and asked to carry forward to next meeting.</p> <p>Minutes accepted and accurate</p>	<p>JC will present Risk Register at next meeting.</p>
3	<p>Review Milestone Document</p> <p>JB introduces - Confirmed end of process and the supportive nature of Arts Council. 98.7% education settings engaged. Now starting to engage with settings previously discussed with ACE as not appropriate for data capture. CW agreed it would be good to scrutinise all data to try to be accurate and transparent and make it worthwhile.</p> <p>CW - Is the document useful and will it be used it as a general tool? JB - yes, but not in exact format. The successful elements will be bought forward and continued to be used.</p> <p>CW - New date for Special Orchestra? JB - 23/10 at Church Lawton agreement signed 19/09/19. CW asked for details.</p> <p>CW - Update on data collection? JB - Good, deadline for return 30/9/19. Good working relationship also comes with financial incentive, £1000 for secondary schools. To gain incentive schools need to reflect how last year's money was spent and the impact it had, what they plan to spend this year's money on along with the data capture form. CW agreed incentive good idea. JB – Waiting on 3 secondary and 2 specials schools, and 45/50 primary schools. Partner ensembles also filling in and returning. Last year comprehensive and full set of data confident for this year. CW impressed with data already back.</p> <p>JS – Thanks was given to JB and team for hard work, interesting process and see activity mapped out. Important everything is being</p>	<p>JB send details of Special Orchestra to CW</p>

	<p>counted and valued in right way. SB - useful to see national picture and compare with LMT data.</p> <p>CW – Original (17/18) data collection not right, looked as though doing badly but actually doing well.</p>	
4	<p>Review of Articles of Association and Trustees</p> <p>JS gave brief overview.</p> <p>Carries forward to next meeting as meeting apology from JH.</p>	<p>JH to review articles at next meeting.</p>
5	<p>Management Accounts and Cash Flow</p> <p>DO introduced 12 month management accounts. Summary overall budget surplus of £8,000 thought may turn into deficit at last trustee meeting. Approx. £9,500 surplus - driven by additional continuation and SMEP income.</p> <p>2 variances; - Ensembles expenditure – income exceeds budget. 3 concert and not always held - JB agreed. - HQME over spent - ‘Wallace and Gromit’ and ‘The Snowman’ - not continuing - JB agreed.</p> <p>PS - £20k lost of HQME what do other hubs do differently to help with this? CW- Resonate in Liverpool have close relations with Liverpool Philharmonic, who look after a lot of the HQME.</p> <p>Greater Manchester and Manchester work closely with the Halle.</p> <p>JB - Grant money, two ways of looking at it; - Invest in project and parent and schools contribution matches - Bursary - invest to engage and create experiences, reduced cost / free to attend.</p> <p>JB - 2014, finance not as good - all 5 projects in 2015 had to break even. Cheshire East’s view was a loss was not a problem. ‘The Snowman’ and ‘Wallace and Gromit’ were disappointing, as schools and children did not engage, good they are anomalies. Derbyshire Music Hub - invest in this project and do not charge children to attend.</p> <p>CW - Should HQME be a fundraisers or an experience? Doesn’t matter either way as long as that is in the plan. JB did want events to contribute to revenue stream.</p> <p>DO - Surplus left at end of year, so cost of those events is more in time than monetary. JB agreed.</p> <p>CW - Why didn’t schools take part? How to improve it for the future? Doing something for the sake of doing it is fine - does not need to break even or make money as long as that is the plan.</p> <p>PS - Maybe low uptake as it’s an extra thing for schools to organise. HQ musician to go into school - easier to organise. CW to give feedback on what is and is not working in different areas.</p> <p>CW - On the right lines, need to decide what events are for experience and what are for money - both are fine.</p>	<p>CW - look at what other hubs are doing and is working well.</p>

	<p>JB - The two events were supposed to be both. Used 'Come Play with the Halle' as example. Trying to build up appreciation for the value of music in CE.</p> <p>All surplus reinvested in continuation grants as agreed two trustee meetings previously.</p> <p>CW – Why was the Halle sold out? JB- Traditional, running 7/8 years linked with core access. Schools make it part of wider opportunities. Celebration of work completed across the year. CW - Is it to do with the name? JB, name is strong, and great motivator for children to go and celebrate work they have done throughout the year.</p> <p>Snowman successful in the first year. Head teachers suggested 'Wallace and Gromit' end of SATS weeks.</p> <p>JS - Broad range and wide diversity of opportunities. Always thinking of new ideas. Good to be creative which JB is.</p> <p>CW - Grant gives opportunity to fail - not suggesting though. Can be entrepreneurial, if it fails can try another option.</p> <p>JS - Carry on being creative.</p> <p>JB - Example; looked at options for projectors and singing / singalong - copyright issues.</p> <p>JS - Touring staff bands - very successful in Derbyshire.</p> <p>JB - Music Mark meeting - One of the music hubs in Bolton has a charity shop. All profits go to music hub. CW knew of it. GM - Lots of charity shops in Sandbach, Crewe not really an option.</p> <p>DO - Average cash in bank debated in the past. Currently 2 months running cost. JB - Should be 6 months. £100k set aside for moving property.</p>	
6	<p>Systems Audit</p> <p>DO introduced audit options. Howard Worth agreed unanimously.</p>	
7	<p>Related Party Declaration Forms</p> <p>JS - Return completed forms to DO or LR ASAP</p> <p>Suggested that Trustee skill sets forms are completed.</p>	LR to circulate forms to trustees
8	<p>Statutory Filing</p> <p>DO – Paper copy passed round for trustees to check with details of records held by Companies House and Charities Commission. No changes, signed off.</p>	
9	<p>Sixth Form Course Update</p>	

	<p>JS - Course started in September, given overview. Sandbach School, LMT and Royal Northern College of Music (RNCM) partnership. Timing perfect as RNCM emailed looking for partnership.</p> <p>JB - 7 pupils on course from 4 schools: Trumpet, trombone, saxophone, clarinet, 2 vocalists (opera and music theatre), percussion.</p> <p>Premis of course, sign up to Sandbach school, audition for the course and be grade 7/8 on first study instrument. 10 hours music development alongside A Level music.</p> <p>Chamber Choir, Chamber Music, Advanced Oral, Keyboard Harmony. Once a term or more, lesson with senior tutor at RNCM. Met Heads of House in the main concert hall. Played for heads and deputy heads of different schools. Heads of school decide who best tutors are for pupils and these have been sent through.</p> <p>Really positive - students have been invited to different open days.</p> <p>There are teething issues - accommodation suitable for this year. Timetabling issues - unlinked with High school. Few weeks advertising for next years course.</p> <p>Initial conversation 2 years ago JS and JB, JB still to get head round 2nd year timetabling and staffing. JB really pleased with it even existing.</p> <p>PS - Children enjoying it? JB - different music experiences - all come together with different ideas, had strict ideas and student ideas needed realigning. Students have 10 hours A level music plus 10 hours of specialist course.</p> <p>SB - Fully behind it. Some students spooked by enormity of it alongside other A levels. Other staff are not aware of it.</p> <p>SB - Visited lesson. Students possibly over whelmed. Mindful of other staff - no concept of what is going in. Make sure see course from student's point of view.</p> <p>JB - All students in Grace Barber's form - build trust with her. Over whelmed within 2 weeks had not seen it coming. Students need to talk to Music staff.</p> <p>Discussion had over students being pulled in all directions.</p> <p>JS - Compared to elite sports programme, agreed that pupils need to be supported.</p> <p>SB - Understanding from staff - elite programme, not fully understood. Pupils need a voice.</p> <p>Initial teething issues - a couple of students have history of mental health issues - no relapse.</p> <p>Pupils need to be honest with staff so they can develop.</p>	<p>JB report back on pupils in next meeting.</p>
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10	<p>Dates of Future Meetings</p> <p>Dates circulated - Responses to LR, all 8:30 meetings moved to 8:45.</p> <p>Times to be confirmed for other meetings via email. Responses to LR</p>	
11	<p>Any Other Business</p> <p>JS Moving building - update? Sandbach house but not in short term, used for Sixth form this year.</p> <p>JB - Nothing has changed. When new build at Sandbach School is finished and space re-established, see what space is left at Sandbach House. Looked at Annex - noise pollution from practice. Minimum 12 months away. Park for now and do not look at other options.</p>	

	<p>PS - Is the £100k relocation fund getting the best rate? DO - 1 month notice deposit account. Interest rates low. Approx. £300 interest so far. Chosen for easy access to money.</p> <p>JB - Lloyds accounts discussion. Trustees happy JS becomes signature of account.</p> <p>JB - Met with Manchester Jazz Festival organisers - loses money each year, wondering how to stimulate extra income. JB suggested education strand to them - 30/4 national jazz day. They are looking at partnership with the RNCM. Looking at including local big bands, including LMT Big Band.</p> <p>JB - spoke with Paul Hine. This year's project is called 'Perfectly Normal' and will work with SEN children to put on a pre curtain performance at the Lyceum Theatre, before the LGBTQ+ community put on a music production of the children's book 'Perfectly Norman'. The author has allowed this free of charge and will run for 18 months.</p> <p>All agreed it sounded great.</p> <p>JS thanked everyone for attendance.</p>	<p>JS to fill in required forms for bank.</p> <p>JB to update if needed</p>
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The meeting ended at 10am

The date of the next meeting is 21st November 8:45 at LMT Office