

# Minutes

## TRUSTEES MEETING

Thursday 13<sup>th</sup> June 2019 at 8.30 at 2a Bradwall Court

	Item	Action points
	<p><b><u>Present and Chair's Welcome</u></b></p> <p>Present as Trustees: J Savage, J Cowell, J Hill, S Isherwood</p> <p>In attendance: J Barber, L Robertson, R Dakin, P Sharpe, Carys Williams.</p> <p>Apologies, G Merry, S Burns</p> <p>JC welcomed RD and PS to the meeting as potential new trustees.</p>	
	<p><b><u>Minutes of 14<sup>th</sup> March 2019</u></b></p> <p>Accepted as a true record.</p> <p>JC asked if DO had updated the records at the Charity Commission and Companies House, LR confirmed that this had been done.</p> <p>JC asked if LR had received a quote for a systems audit. LR replied that a quote had been received from Howard Worth Accountants which would cover all areas including governance at a cost of £1200 for two days work. SI stated that a systems audit took place at Marlfield School each term for a cost of £525, the board chose which particular areas to audit each term and this was undertaken by the schools auditors Jackson Stevens from Warrington. It was agreed that LR would obtain a further two quotes for the September meeting. LR reminded the board that at previous meetings it was suggested that this took place every other year so as to give confidence that systems were being followed and at the same time keep back office costs to a minimum. As a loss was</p>	<p>LR to obtain two further quotes for comparable work</p>

	<p>projected for the year ended 31<sup>st</sup> August 2019 and Howard Worth were</p> <p>Performing the independent examination of the current financial year in September LR suggested that the systems audit took place in January 2020.</p> <p>JC asked LR if she had forwarded the skills matrix as requested, she said that she had and this had been used as a basis to decide what skills were lacking in the board, leading to RD and PS being approached by the members of the Business &amp; Resources board.</p> <p>JC stated that LR had sent the risk register to her and she had started work on this with the aim of producing a one page document. She felt that some of the risks listed should not be there as ways of mitigating risk. She planned to meet with JB to discuss the document and produce an up to date risk register. PS pointed out that he had a great deal of experience in risk management and offered to work with JC and JB on this.</p> <p>JC reminded the board that Gemma Farrell had left the Love Music Trust to work for another company and to progress her career. She would be a great loss to the trust and she wished her well in her new role.</p>	<p>JC to meet with JB and PS to produce an up to date risk register</p>
	<p><b><u>Appointment of new trustees.</u></b></p> <p>At the previous meeting it was agreed that the Trust required additional trustees, following the resignation of Emily Richards the number of trustees had fallen to six. It had been discussed that a parent would be a valued addition to the board.</p> <p>RD and PS had both been approached with the possibility of being appointed.</p> <p>JS explained that he had known RD for a number of years, his children had benefited from the LMT through tuition and as members of the ensembles, his son was currently studying at the RNCM. RD explained that he wanted to give something back to the trust due to how much his children had benefited. He had a business background having his own businesses and</p>	

	<p>hoped that he could use his experience and knowledge to help the Trust.</p> <p>JB then introduced PS, who has a son that had gone on to the RNCM before having a career as a music teacher himself at Knutsford High School, alongside directing a number of the LMT's ensembles. PS had always been a great supporter of the arts and having semi-retired recently wanted to give something back.</p> <p>PS explained that he had worked with small and medium size companies in the UK and abroad, his role primarily being concerned with risk. He has experience with finance, accounts and cash flows.</p> <p>JS asked the board to introduce themselves to PS and RD which they did.</p>	
	<p><b><u>Arts Council update: Milestone Document</u></b></p> <p>JB explained to PS and JD that the Trust was funded by the DFE via Arts Council England (ACE). In exchange for this funding the Trust must provide services and met targets in four main areas:-</p> <p><b>First Access</b> – Whole class tuition  <b>Continuation</b> – small group and individual lessons following on from First Access  <b>Ensembles</b> – which children may join and experience playing with others.  <b>Singing</b></p> <p>Plus:- HQME (high quality musical experiences)  CPD ( education of music tutors ) and SMEP (School Music Education Plan)  Instrumental support (providing the facility to hire our loan instruments) and fundraising.</p> <p>The Trust receives funding via ACE which is available to Cheshire East schools to cover musical education, this education is not required to be supplied by LMT however there are a number of conditions that schools must meet to receive a grant, including that the school allows LMT to perform quality assurance reviews to ensure the pupils are benefiting and advancing.</p>	

In October the trust is required to file a data return to ACE detailing a wide range of information including the percentage of schools the Trust engage with.

Following the data return each year a feedback letter is received which includes a risk rating. In the past this has always been low, unfortunately the last letter showed a high risk. This was due to lower percentages of engagement compared to other hubs, some of which were recording 100% engagement.

CW explained that the quality of the Trust's work was not in question just the number of children they were reaching. Following discussions it could be seen that part of this was due to the way data was being recorded.

JS pointed out that in a discussion with CW, it had been agreed that when recording activity, LMT had been very conservative and other hubs were recording perhaps a telephone conversation discussing possible tuition as activity. LMT only recorded those that they had provided funding or tuition to.

Steps have been made over the last few months to engage those schools who were not previously engaging, details of which are in the 'Milestone Document'.

It is hoped that the Trust will have engaged with 98.7% of all Cheshire East schools by the end of the academic year.

CW said that the Trust should be proud of the work they had done over the last few months. A discussion was had about engaging with technical colleges, RD suggested that UTCs around the country should be contacted to see what happens in other areas. JC stated that once the new National Plan for Music Education is brought out they may find they need to include music education as part of their ethos.

PS asked CW what were the next steps that ACE expected LMT to take?

CW said that LMT should carry on doing what they have been doing, Although she was aware that some hubs have reported that they have reached 100% she realises this may not always be realistic for the LMT as long as the hub is aware of which schools they are not reaching and include in the data return the reasons why, ACE would be happy. The trust should look more into fundraising although there are no known plans to reduce funding in the short term this should not be relied upon in the long term.

	<p>SI raised her concerns about MATs (multi academy trusts) she felt that they would have their own employed music teachers and would therefore not require our tuition services in the future.</p> <p>JB explained that this would not be a problem the Trust would still be providing them with a grant the provider of the tuition was not a factor.</p> <p>He went on to say that he had been approached by MATs in respect of lower tuition rates for supplying tuition to all the schools in that Trust, however this would not be the case, all schools will be charged the same rate per hour.</p> <p>The music teachers employed by those MATs will also be able to draw on our expertise, attend our conference for example.</p> <p>It is the hubs responsibility to enrich what is available.</p> <p>JC asked CW when the trust's rating would change. CW replied that following the next data return in October at which point if things continued as they were she expected the risk rating return to lower</p>	
	<p><b><u>Management Accounts</u></b></p> <p>LR had circulated these prior to the meeting.</p> <p>She explained that although a surplus had been budgeted of £8,637 for the year, there was a projected deficit of £7,439. She had produced a document highlighting the main variances which had been both positive and negative.</p> <p>The two main negative variances were in relation to the salaries and the HQME events (The Snowman and Wallace &amp; Gromit). The budgeted salaries figure had included an uplift of 2% the actual uplift was 3.5% in relation to teaching staff as announced by the Department of Education. The Snowman took place for the second year with less showings in the hope that this would make it a viable event although the figures did improve it will not go ahead next year.</p> <p>Wallace &amp; Gromit did not attract sufficient numbers despite it taking place the week after the SATS. The Snowman will not take place in the future. The ACE grant is used to subsidise HQME events which enables the tickets to be available to children at a much</p>	

	<p>reduced rate. The intention being that the experience will encourage the children to engage in music.</p> <p>Although it was disappointing to project a deficit, the Trust holds reasonable reserves, there are two trains of thought one being that the Trust wants to generate a surplus each year the other is that the reserves are there to be spent on the Trust's objects and reserves that are too high could be criticised by the Charity Commission.</p> <p>JC stated that we should have a clear reserves policy.</p> <p>JB reminded the board that £100,000 of the reserves were to be used to re locate premises in the future , although this had been delayed, Sandbach School had now purchased Sandbach House and it is hoped that LMT would move during the next twelve months. This had been approved by ACE on the basis that this would result in savings in establishment costs of approx. £15,000 per annum, security and increased suitability, with instruments being stored at ground level. The reserves policy is then to hold up to six months running costs. This is included in the business plan sent to ACE.</p> <p>LR reminded the board that the budget for the year ended 31st August 2020 had been approved at a previous meeting however she had brought it up-to-date, taking account of the cancellation of Wallace &amp; Gromit and other items. The original budget showed a surplus of £12,550 the revised budget a surplus of £13,146 LR asked the board if they would approve the revised budget, this was done unanimously.</p>	
	<p><b><u>Cash flow</u></b></p> <p>The cash flow for the period ended 31<sup>st</sup> August 2019 had been circulated prior to the meeting. This showed a projected balance of £294k at the end of the financial year, at the start of the year this was projected to be £264k LR explained that this was partly due to a successful bid to the Postcode Lottery for £20k in respect of the life on re-shuffle project.</p> <p>There is a balance of £100k plus interest held with the Nationwide put aside for the relocation costs (and to</p>	<p>!</p>

	<p>take advantage of Financial Services Compensation Scheme) LR has decided to exclude this in the cash flows for the year ended 31<sup>st</sup> August 2020 until the actual expenditure and timing details are known. It was agreed that this was a sensible idea.</p>	
	<p><b><u>Statutory filing</u></b></p> <p>All statutory filing was up to date.</p> <p>JS asked JH how the review of the articles were getting along. JH said that this was going well that he was bringing them up to date with current legislation as well as reviewing trustee recruitment and rotation. He would be in touch with LR during the next few weeks and the drafts would be ready for the September meeting.</p>	
	<p><b><u>Activity Report</u></b></p> <p>The activity report had been circulated prior to the meeting. JB talk through the main points:-</p> <p><b>First Access</b> 68.9% of schools in Cheshire East are currently engaging with the Trust this is above the national average of 46.9% (2017/18). Kettlethume St Jame’s Primary School and Pott Shrigley Primary School have signed up to our Pbuzz project.</p> <p><b>Continuation</b> The Trust remains below the national average (25%) with an expectation of 22.45% for 2018/19. When Cheshire East Council provided music education, this did not include continuation (small group and individual tuition) the Trust has therefore built this up from nothing and the activity grows each year and it is hoped that we will be in line with N.A. by 2019/20.</p> <p><b>Vocal strategy</b> For 2019/20 the LMT is in the process of commissioning a second bespoke Songbook with copies for all CE Primary Schools (c. £6,200) to compliment the themes of the 2019/20 SingFest</p>	

programme, those of Animals and the Olympics. Additionally, selected songs will be commissioned for inclusion within the book to support the KS1 Betty Bear project. The 2019/20 Songbook is due to be launched in September.

#### **Ensembles and HQME**

The finals the Cheshire East School Music Competition for 2019 took place at Crewe Lyceum on 19th and 20th March. Three primary choirs, primary ensembles, secondary choirs and secondary ensembles were invited to the finals following the first round events in February. Handforth Grange Primary Choir, Stapeley Broad Lane School Folk Ensemble, Sandbach School Wind Orchestra and Alsager School Choir were crowned winners of the different categories and all four groups have been invited to perform at the LMT celebration weekend in June.

On 22nd June the LMT Percussion Ensemble will perform the world premiere of a new composition by Keele University student James Corley. This is the third year of the LMT Keele University Composer Fellowship and following on from new material written in previous years for the LMT String Sinfonia and Big Band the new work for percussion and backing track will be presented at Clonter Opera in June.

On 20th June the LMT will be taking 1450 children who are currently engaged in Cheshire East First Access programmes, to the Bridgewater Hall, Manchester to perform in the Halle 'Come and Play' concert. Prior to the event schools are sent music from the Halle to learn which they will play at the Bridgewater Hall alongside the Halle, in the hope that this will inspire the children to continue with their music tuition.

#### **CPD**

Utilising a portion of the funds previously designated to the Drake Think 22 Programme LMT has been running a tutor development programme in conjunction with CE Special Schools. Six tutors are shadowing and delivering support of musical activity in three CE Special Schools.

Josh Savage a past pupil of LMT has obtained a 1<sup>st</sup> class honours degree at the RNCM. JS was pleased to see Mark Concar at Josh's final performance at the RNCM with Matthew Brett (past pupil of LMT who had

	<p>won the percussion final of the BBC Young Musician 2018 award )</p> <p><b>SMEP</b>  The remainder of the Drake Think 22 Programme money has been utilised on the following.</p> <p>Conductive Music (STEAM Initiative) has been engaged to work with 4 schools including 2 previously non-engaged schools.</p> <p>Following a visit to the Special Virtuosi rehearsal at the RNCM (11th March) and the placement of tutors with the Special Schools, Sunday 7th July has been set as the launch of the Cheshire East Special Orchestra, 'Note Worthy' to take place at the National Autistic Society – Church Lawton school.</p> <p>JB had observed a session at Park Lane School where the pupils were wheel chair dancing (similar to a Barn dance).</p> <p>There were now 8 students on the Cheshire Specialist Music Course which will be starting in September.</p> <p>JS explained that Sandbach School had been contacted by the RNCM as they were aware that a number of pupils from Sandbach School had progressed to the RNCM and recognised the quality of the tuition. They were looking to work with a high school and create a specialised music course for A level students. A number of schools are no longer providing A level music courses and it is the purpose of the music hubs to fill any gaps. The LMT have been greatly involved with this, to include producing the prospectus and curriculum, sourcing tutors and funding. Other schools specialise in other areas such as sport no other schools are specialising in Music, so the demand is there.</p>	
	<p><b><u>Any other business</u></b></p> <p>JS asked PS and RD if they were still happy to join the board of trustees they both confirmed that this was the case.</p> <p>JS nominated RD as a trustee JC seconded, there were no objections.</p>	

	<p>JC nominated PS as trustee SI seconded, there were no objections.</p> <p>LR asked PS and SI to complete the necessary forms and return them to her she would then update Companies House and the Charity Commission. She offered to spend time with each of them to go through the finances or any other area in more detail at a time to suit them.</p> <p>SI announced that Marlfield School had been nominated for an arts &amp; crafts award, she would be attending the awards event with two children in London. She said that if it hadn't been for LMT and their input into the musical side of the schools education this would never have been achieved. Following the event she would write an article for the local press.</p> <p>JS then announced that Jonathan Eno a previous trustee of LMT had received the British Empire medal as recognition of his services to jazz music education.</p> <p>LR asked that all trustees check their diaries to future meeting dates to ensure they were able to attend, if they were unable to attend they could let her know and she would try to rearrange the meeting.</p>	<p>SI to write an article</p>
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The meeting came to an end at 10.30 am

The date of the next meeting 19th September 8.30am at Sandbach School