

# Minutes

## TRUSTEES MEETING

Thursday 13<sup>th</sup> September 2018 at 4.15 pm 2a Bradwall Court

|   |   | Action  |
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| 1 | <p><b><u>Present and Chair's Welcome</u></b></p> <p>Present as Trustees: S burns, J Cowell, J Hill, and E Richards.</p> <p>In attendance: J Barber, D Osborne, L Robertson.</p> <p>Apologies: J Savage, G Merry, S Isherwood</p>  |   |
| 2 | <p><b><u>Minutes of 20<sup>th</sup> March 2018</u></b></p> <p>Accepted as a true record.</p> <p><b><u>Action Points</u></b></p> <p>JB had forwarded a paragraph and photo to the trustees in relation to the Brass Revolution. He had not yet contacted the SEN office at Cheshire East or looked in to ways that the small rural primary schools could be included in the projects. This is because he, Sally Dinnis and Lorraine Baker-Wakefield are attending a meeting with Drake and other partners on 10<sup>th</sup> October after which he will have more up to date, accurate information with which to contact them.</p> <p>As JS had not attended the meeting the board were unsure as to whether he had obtain details of school membership to the Norfolk hub and this was carried forward to the following meeting.</p> | <p>JB to look in to ways that the small rural primary schools can be included in the projects</p> <p>JB to contact SEN office at Cheshire East</p> <p>JS obtain details of school membership to the Norfolk hub</p> |
| 3 | <p><b><u>Activity Report</u></b></p> <p>JB had circulated the report prior to the meeting. He talked through the highlights :-</p> <p>83 Primary schools accepted the First Access grant (based on numbers on roll for the academic year 2017/18). For September 2018 the forecast number of primary schools engaging with the programme is 89.</p> <p>A number of schools who have not engaged with the LMT for a number of years have expressed an interest in starting</p>   |   |

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|   | <p>First Access programmes from this September (including Weston Primary and St. Paul’s Catholic Primary (Poynton) and Weaver Primary who are interested in the pilot ‘Pbuzz’ scheme to be run in partnership with Warwick Music).</p> <p>The LMT has ring fenced £21,000 for secondary ‘new musical activity’ grants. Currently £20,000 has been claimed with one school still outstanding. He explained that he had emailed the outstanding school to remind them of the dead line, if this grant is not claimed the £1,000 will be split between the other schools.</p> <p>‘My Whole World’ was a Love Music Trust project funded by Youth Music led by Paul Hine that held a sharing at the Cheshire Fire and Rescue's Safety Central village in Lymm on July 11th. The programme was a ‘live soap opera for modern times’ and worked with young people from Crewe who are NEET, Young Carers and those on the fringes of the Youth Justice System. The project involved creative writing, music production and drama, dealing with issues that affect their lives. ‘My World’ has now been awarded a further £9,950 from the National Lottery Awards for All (June 2018) to continue running the project into the next academic year.</p> <p>DO asked if there was a charge for the use of the village, JB explained that it had been provided free of charge.</p> <p>JB and IMK met with Jackie Davies (Chair of the Steering group) in August to plan ahead for the next academic year. Dates and venues of meetings will be circulated the first week of September at the start of term.</p> <p>JC asked if the board should look at the membership and refresh this from time to time and that if members failed to attend meetings, they should be replaced. JB explained that the steering group members had been looked at recently , there were now 2 students on the board, plus Grace Barber and Tim Webster (Poynton High School)</p> |  |
| 4 | <p><b>Management Accounts</b></p> <p>LR had circulated these prior to the meeting.</p> <p>She explained that the figures circulated at the May trustees meeting showed a projected loss for the year ended 31<sup>st</sup> August 2018 of £5,982, we are now looking at a small profit subject to audit. This is for a number of reasons, such as events not taking place (an example being the wind band day) and costs on other events being below budget such as the Brass Revolution £1,399 below.</p>  |  |

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| <p>JC asked DO if he had any questions or points to raise.</p> <p>DO suggested that the cash flow be included as a separate agenda item each month, LR provides one to the board but there is no record that it is reviewed and discussed, this was agreed.</p> <p>ER asked if a graph could be produced to show the future cash flows</p> <p>He then went on to say that he and LR would provide an investment policy for the November Meeting.</p> <p>LR said that she would be presenting a revised budget for 2019/2020 at the next trustees meeting in November.</p> <p>JC said that we must ensure that we make a surplus of at least 3% and that we should build up reserves in case funding ceases after Brexit and a possible change in government.</p> <p>JB explained that he had attended a meeting recently at which it was discussed that the government were intending to write a new plan by 2020 and that the hubs may also become responsible for educating the under 5 year olds and also the 18 – 25 year olds. Music Mark had been advised that although the plan may be written it might not be implemented until 2022 due to possible bigger governmental issues.</p> <p>DO suggested that a business model be prepared to show how LMT would continue if the DFE/ Arts Council England grant ceased.</p> <p>A discussion was had in respect of what action could be taken if the grant funding ceased:<br/> Expansion of individual lessons – this is already in the pipeline once accommodation is available.<br/> Providing education in other institutions such as care homes/assisted living.<br/> Extension of events such as the Snowman for which we charge a fee to adults.<br/> Grants presumably would be paid directly to schools and ring fenced for music education. We currently provide education to approximately 80% of the 124 schools in the area and could also expand geographically, whereas currently we are restricted to Cheshire East.</p> | <p>LR to include cash flow as an agenda item</p> <p>LR to provide a graph of the cash flow</p> <p>DO &amp; LR to produce an investment policy</p> <p>LR to revise budget for 2019/20</p> |
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|   | <p>We would strengthen the LMT brand and develop a marketing strategy.</p> <p>LR informed the trustees that Howard Worth would be starting the audit on 24<sup>th</sup> September.</p>   |   |
| 5 | <p><b><u>GDPR policies</u></b></p> <p>The following were approved unanimously :</p> <p>Privacy notice<br/> Personal data breach procedures<br/> ICT acceptable use policy – self-employed contractors<br/> ICT acceptable use policy – Employed staff<br/> Data protection policy</p> <p>JC asked if Iain McKight had been appointed as the responsible person for GDPR and if he had set up a system for data retention and destruction.<br/> JB confirmed that Iain had been appointed the responsible person and that he would speak to him about data retention.</p> <p>LR distributed a report at the meeting in relation to filing at Companies house and Charity Commission.<br/> DO explained that the Charity Commission were currently making changes to their systems. In the past they had always contacted him prior to the filing deadline this had not happened due to these changes, resulting in him filing the annual return a few days late, he had written to Charity Commission and advised them about this weakness in their systems.<br/> At the same time he checked the Companies House website to ensure everything was up-to-date and discovered that Howard Worth had changed the year end date to 30<sup>th</sup> August the reason for this was that they had not filed the accounts for the year ended 31<sup>st</sup> August by the 30<sup>th</sup> June, by changing the financial period end this extended the filing period.<br/> He requested that a review of data held at Charity Commission and Companies house be an agenda item at future meetings.</p> | <p>JB speak to IM re data retention</p> <p>LR to include as an agenda point</p> |

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**Sixth Form Proposal**

JB had sent all trustees a document in respect of the proposal for a Cheshire Specialist Music Course and distributed an additional information document at the meeting. He informed the board that he and SB met with RNCM who were looking forward to working with LMT and Sandbach School in partnership, running the 'Cheshire Specialist Music Course'.

LMT would support the venture by covering the costs of the music tuition based upon 12 students this will amount to £13,500 and they would benefit with the quodos of being associated with RNCM.

Sandbach School would provide the accommodation and receive income for the A level students.

RNCM would provide tutors at their lowest charge and would be able to build relationships with quality musicians of the future.

JB felt he was ready to proceed he was aware of approx. 20 individuals from the LMT ensembles that might be interested in doing this course. However he had concerns that the accommodation would not be ready in time to start the course in September 2019, he felt that there was one chance to do this and would rather postpone this until September 2020 than provide a poor service.

SB & DO both guaranteed that the accommodation would be ready, the work would be started in January 2019 and would be ready by the end of the year.

JB pointed out that this may mean that it would not be ready for September 2019 and practice rooms would need to be found to accommodate the lessons, which could be permanently set up as music rooms complete with a piano.

A suggestion was made that Sandbach Music has such premises that are not used in school hours and they should be approached.

SB said she was concerned about attracting the number of students especially from those a distance away.

JB responded that he was already aware of 20 individuals who were members of LMT ensembles which may be interested, the major of which live locally, 2 live in Macclesfield but there is a direct bus from there to Sandbach. For students coming from further afield they could travel to either Crewe or Elworth station and then be picked up by a minibus. The alternative for the students would be to travel to Cheethams or attend a non-specialist course.

JB to contact Sandbach Music to check the possibility.

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|   | <p>A discussion was then had about promoting the course SB said that this should not be done directly through other schools and mentioned a promotion evening that was being held at Shavington High School.</p> <p>There was then a discussion about the document that JB had prepared although this was very informative a number of changes were suggested, it was agreed that JB and ER work together on this document and also produce a card highlighting the main points that could be handed to potential students.</p> <p>JB said he would do presentations at partner ensembles and approach the students who were members of the LMT ensembles.</p> <p>ER suggested that 6 sheets – outdoor advertising could be placed in prominent places such as close to high schools.</p> <p>JC suggested using social media such as Instagram and Facebook, local press and radio. BBC news northwest would also be interested due to link with the RNCM.</p> <p>JB said he hoped that the RNCM would offer to promote the course on their website, it would also go LMT's and Sandbach school's website.</p> <p>JC asked that it be made clear in the publicity that it was a full A level course on which pupils would achieve 3 to 4 A level qualifications.</p> <p>LMT would attend the presentation night in November at Sandbach school.</p> <p>ER would look into placing the course prominently in Google.</p> <p>It was agreed that in future years the students who had attended the first year would be a good source of promotion if we provided a high quality course.</p> |                                |
| 7 | <p><b><u>Related party declaration forms</u></b></p> <p>JC asked LR to send the forms out to trustees again</p>  | LR to send out forms           |
| 8 | <p><b><u>Dates of future meetings</u></b></p> <p>LR pointed out that there were no meetings between 15<sup>th</sup> November and 14<sup>th</sup> March and suggested that a Business &amp; Resources meeting takes place between these dates. It was agreed that a meeting take place on 10<sup>th</sup> January.</p>  | LR to send out meeting invites |
| 9 | <p><b><u>Any other business</u></b></p> <p>There was no other business</p>   |                                |

Meeting was closed at 18.30

Next meeting 15<sup>th</sup> November 8.30 am