

# Minutes

## TRUSTEES MEETING

Thursday 17<sup>th</sup> September 2020 via Zoom

	Item	Action points
1	<p><b><u>Present and Chair's Welcome</u></b></p> <p>Present as Trustees: J Savage, J Cowell, P Sharp, J Hill , S Burns, G Merry, R Dakin.</p> <p>In attendance: J Barber, L Robertson, D Osborne.</p> <p>Absent S Isherwood</p>	
2	<p><b><u>Minutes of 26<sup>th</sup> August 2020</u></b></p> <p>Action points:-</p> <p><b>JB</b> had produced a risk assessment for the office, which all staff had received and understood. A track and trace system had also been set up for the office and ensembles.</p> <p>He went on to say that he would be sending the data narratives to JC very shortly to enable her to do her report for the Sandbach school governors. The deadline for him to receive the narratives was this Friday he would then finish the document and send her a copy. This includes 10 narratives of a maximum of 500 words each.</p>	<p>JB to send data return to JC</p>

	<p>JC said that once she had done the report she would send it to DO and he can decide whether to put this on the agenda for October or November.</p> <p>The minutes were approved</p>	<p>JC to do report and send to DO</p>
<p>3/4</p>	<p><b><u>Management accounts/year ended 31<sup>st</sup> August 2020. Budget year ended 31<sup>st</sup> August 2021</u></b></p> <p>LR told the board that Howard Worth were currently in the process of the year end examination. Howard Worth had entered into a partnership this month with WR Partners.</p> <p>Her report would cover a number of areas as they were all intertwined.</p> <p>As mentioned previously there is a carry forward of Arts council grant as at 1<sup>st</sup> September of £56,576</p> <p>Following last month's meeting where the budget for the year ended 31<sup>st</sup> August 2021 was approved, we were asked to look into the allocation of costs I had already split costs such as rent, insurance and support salaries, however we looked further at instrument depreciation and salaries. This resulted in a revised split of depreciation, based upon the number of instruments on paid hire compared with those held by schools. A small proportion of JB's and Iain McKnight's salaries were also reallocated. This increased the front line budgeted costs for the year ended 31<sup>st</sup></p>	

August 2021. The total frontline spend for the year now being 86% of the grant, 6% above the 80 % which amounted to £30,821, leaving a balance of £25755 .

We had also been asked by the trustees to suggest ways of using these reserves on other projects and suggested the following:-

- Armchair adventures a new project working with Paul Hine. Involving children and older generations. We are looking at match funding of up to £10,000. The Trust would then apply for joint bids to cover the other costs, these bids have normally been successful in the past. The Arts council have pointed out that a weakness of the Trust is that obtaining funding from other sources was low.
- Conductive Music project. Entering into another project, following previous successful projects with our special schools £4200.
- CEYM Increase of budgeted costs by £1400

Additional unexpected costs of £500 had already been incurred in relation to transporting a Yamaha baby grand piano, donated by Pizza Express in Bristol. The value of which will be included in the accounts as a gift in kind.

<p>JS asked if we were aware of the funding opportunity from the Arts Council in regards to three or more hubs working together.</p> <p>JB said that he had received the email the day before but not had time to look at it too deeply, it was in regards to hubs working together to adapt their practices , the deadline for applications was 13<sup>th</sup> November and he promised he would look at this once the Data return had been completed.</p> <p>It was agreed unanimously to go ahead with the additional costs and the budget will be updated to include these.</p> <p>LR went on to remind trustees that it was her plan to produce a revised budget in December. As the next full trustees meeting to take place after December would be on 18<sup>th</sup> March, she suggested that the revised budget be emailed to all trustees, she could then reply to any questions raised and the budget could be approved at the Business &amp; Resources meeting on January 21<sup>st</sup>. It was agreed that this was a sensible idea.</p> <p><b>LR</b> asked that to ensure meetings went ahead could those who had yet to respond to her re their availability do this as soon as possible.</p> <p><b>JC</b> raised her concern that unspent Arts Council funds would be clawed back.</p> <p>LR went on to say that part of the Business Stabilisation Plan was a budget and a cash</p>	<p>JB to look into the funding available.</p> <p>LR to produce a revised budget in December</p>
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flow to 31<sup>st</sup> March 2021. This showed that the underspend was partly due to timing differences. The Arts Council financial year end being 31<sup>st</sup> March 2021, whilst the Trust's year ended was 31<sup>st</sup> August 2020. As the majority of costs go out during the autumn term. These include the grants to schools and our partners. The seven months to 31<sup>st</sup> March 2021 shows a deficit of £87.5k this is balanced by the summer term where there is a surplus of £73.5 k, a net deficit for the year ended 31<sup>st</sup> August 2021 of £14K. This proves that the Art's Council grant for the year ended 31<sup>st</sup> March 2021 will have been fully utilised.

The cash flow shows that we are in a strong cash position which will continue throughout the year. The minimum balance being £177.5 k inclusive of both Lloyds and Nationwide accounts.

**JB** Confirmed that what JC had said about the claw back of unspent funds was correct. He had spoken to Carys, who had confirmed that this would be the case.

**JC** said that we were in a strong position.

**Arts Council Filing 6<sup>th</sup> October and Business Stabilisation Plan**

**JB** Explained that the Arts Council had revised the remaining quarterly payment filing conditions for 2020-21. The business plan and needs analysis have now been replaced with a Business Stabilisation plan (to be updated in January 2021). He had spoken to Carys about the format for this document and was advised that the Milestone Document format would be a suitable one to follow.

**JC** asked if Carys had commented upon how other hubs were fairing.

**JB** replied that Carys had said nothing about other hubs.

**JS** stated that he was aware that some of the other hubs were struggling, their models not being able to adapt as easily as ours, their teachers being employed rather than self-employed. Also not all hubs had acted as quickly in taking tuition online.

**JB** had circulated the document prior to the meeting and just highlighted the main points.

**JB** asked if there were any questions or comments on the Business Stabilisation Plan, GM asked that 1 alteration be made in that she was a Sandbach town councillor not a Cheshire East councillor.

JB to update

	<p><b>JS</b> said that he could see a lot of work had gone into the document and that it was very clear.</p>	
6	<p><b><u>Sixth form course - September update</u></b>  <b>JB</b> told the board that after the auditions at which Andy Scott assisted, 9 places were offered of these 6 places were taken up, 3 from Sandbach school. The RNCM are auditioning the 6 pupils via Zoom in October after which tutors will be assigned to them. Lessons for the time being will continue online.  There have been challenges in respect of accommodating the students due to both the virus and building works which are due to be completed in January. However these challenges have been met through changes in time tables.</p> <p><b>JS</b> asked <b>SB</b> if she was happy with how things were going, she said that she was. Things would become easier from January, the school had it's highest ever intake for the sixth form this year and although time tables were changing weekly things were beginning to settle.</p> <p><b>JS</b> went on to thank <b>JB</b> for organising the collection and delivery of the piano whilst on holiday. The piano was of high quality and worth in the region of £8,000.</p> <p><b>LR</b> advised the board that once an accurate figure had been obtained the value of the piano could be brought into the accounts as a gift in kind.</p> <p><b>JB</b> continued by updating the board in regards to the upper sixth students, four of which had auditions with</p>	

	<p>conservatoires. One had chosen to apply for a more academic music course and 1 had decided to study Palaeontology.</p> <p><b>JC</b> This was good news and could be used to publicise the course and its success as part of next year’s recruitment process. it would also alleviate parents worries that by doing this specialist course would cut the pathways their child could take.</p> <p><b>SB</b> stated that there would be no open days to recruit children for the September 2021 sixth form courses, these would all be on line.</p> <p><b>JC</b> Wished all the students good luck.</p> <p><b>JS</b> Stated that 5 out of 8 students continuing into musical education was a very good outcome.</p>	
7	<p><b>JB</b> Explained that of the Trust’s seven staff, five were working In the office whilst two, Sally Dinnis and Victoria Palethorpe remained at home. However Victoria was coming into the office the following Monday for a few hours to record the Rock Melody (singfest) and the Harvest festival songs.</p> <p>There had been challenges, with a number of teachers showing coronavirus symptoms having difficulties in obtaining tests and delays in receiving results. In a recent case the tutor was to teach at two primary schools, the schools were happy to agree to online tuition, the test result luckily was negative, but this shows how versatile the Trust can be with the infrastructure being set up last term.</p>	

	<p>A number of schools were already sending whole year groups and classes home following positive test results.</p> <p><b>JC</b> said that she felt that this would be the future pattern with tutors being unable to teach on a face to face basis with little or no notice. It was good to see that the Trust could easily flip between the two and that this was a real strength.</p> <p>Otherwise lessons would be cancelled and this would have a negative effect on our future engagement with the schools.</p>	
8	<p><b>Statutory Filing</b></p> <p><b>DO</b> advised that all the filing was up to date, however the Charity Commission's new portal had been completed and had lost the related party information for the trustees. He asked <b>LR</b> to contact all trustees to ensure related party data was up to date, he would then update the records online.</p>	<p>LR to contact all trustees in respect of their related parties.</p> <p>DO to update with Charity Commission.</p>
9	<p><b>Any other business</b></p> <p><b>JC</b> Congratulated the team on keeping music education accessible during these times. She went on to say this was an ideal opportunity to publicise the work of the Trust. How quickly the Trust responds to challenge continuing to provide all children in Cheshire East with music education, alongside the innovation of the intergeneration project with Paul Hine. This would be a good news story for BBC northwest.</p> <p><b>GM</b> Supported <b>JC</b> suggestion.</p> <p><b>JS</b> pointed out that there was a publicity department at the college who could help with this, he suggested that he and <b>JB</b> got together shortly to discuss this more in detail</p>	<p>JS and JB to meet re publicity of the Trust</p>

**PS** Asked what the mechanics were in respect of feedback from school heads teachers and parents. Were things going well? How well? What improvements could be made?

**JB** Replied that there had been regular online discussions with heads up to July. The steering group which has representatives from all these groups meet regularly. Although as they are now attending university, the steering group will need to recruit two replacement pupil representatives. There have also been one to one conversations with all heads prior to the autumn term to discuss any worries they may have and to provide solutions to these where possible.

Such as online provision, change of instrument, splitting children into two groups, delaying large group tuition until 2021.

**JS** Suggested that the publicity may help other music hubs providing ideas from which they may benefit.

**JB** Told the board that he had attended two Music Mark meeting in the past few weeks and that some of the feedback was worrying, in some cases only 10% of the schools were continuing to engage with the hubs. Employed staff had been furloughed or redeployed.

**JS** This showed that there was even more of a reason for the Trust to promote how they had managed to continue to work in a safe way.

**JB** Went on to say that the Trust had flexibility due to tutors being self-employed, also the Trust had been creative and had moved quickly.

	<b>JS Agreed</b> that hard decisions had taken place over previous years to achieve this model which as a result is strong sustainable.	
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The meeting came to an end at 10.00 am

The dates of the next meeting

Full trustees – 19<sup>th</sup> November 8.45 am

Business & Resources – 15<sup>th</sup> October 8.45 am