

# Minutes

## TRUSTEES MEETING

Wednesday 24<sup>th</sup> June 2020 via Zoom

	Item	Action points
1	<p><b><u>Present and Chair's Welcome</u></b></p> <p>Present as Trustees: J Cowell, R Dakin, G Merry, S Burns, S Isherwood. P Sharp</p> <p>In attendance: J Barber, L Robertson, D Osborn,</p> <p>Apologies J Savage, J Hill,</p>	
2	<p><b><u>Minutes of 27<sup>th</sup> March 2020</u></b></p> <p>Points raised:-</p> <p><b>JC</b> asked if the trust needed a representative from Cheshire East Council following on from discussions at the last meeting re appointing Kathryn Flavell. It was agreed that this should be the case.</p> <p><b>JB</b> told the board that he had been in a meeting with Mike Harris from Cheshire East Council the day before and had asked him to consider possible individuals who could be approached.</p> <p><b>JC</b> asked <b>JB</b> to write to him formally to ask if there was anyone who could become a</p>	



	<p>informed of the relationship as part of their induction.</p> <p><b>JC</b> asked if the full trustees had received minutes of the Business &amp; Resources meetings.</p> <p><b>GM</b> confirmed that they had.</p> <p><b>JC</b> asked if we had sought confirmation regarding payments to tutors.</p> <p><b>JB/LR</b> confirmed that this had been done, tutors had been kept up to date on all of the support available to them by the government and had been able to earn income from the trust for their tuition alongside this support.</p> <p>The minutes were approved</p>	
3	<p><b><u>Management Accounts</u></b></p> <p>The accounts and notes had been circulated previously.</p> <p><b>LR</b> highlighted that the accounts showed an actual projected surplus of £31,174 compared to the budgeted surplus of £13,146. She reminded the board that a minimum of 80% of the grant must be spent on front line costs, this amounts to £386,937, and at the moment the projected front line costs total £326,121 which leaves £60,816 underspent this will be required to carry forward as restricted to the following year.</p> <p>The reason for this underspend is mainly due to the cancellation of events such as</p>	

the Halle, vocal residential etc. which were being partly funded by the grant.

A number of projects have been planned over the next few months which have not been included in the projected figures as yet as we are waiting for confirmation of exact amounts :-

A summer school is planned for the summer, working with conductive music at a cost of £1,000

Also In the short term due to the virus the mass events that the trust normally holds are looking very uncertain as is First Access teaching, the majority of our services being provided online.

As the majority of our services are provided on Zoom we are planning to purchase a higher level of this package with an account for each member of staff and our tutors, the new package would allow longer meetings than the currently capped 40 minutes through the version we currently have and also has additional security features. The cost for 12 months subscription for 50 users would be £9600 (£16 per month) although this could be paid for on a monthly basis to enable us to cancel or amend the contract as things get back to 'normal'.

Discussions are also taking place with school heads in respect of First Access tuition and social distancing class videos. The idea is to offer to up to 50 schools, 1 to 1 tuition on line for up to 30 pupils at a cost to us of up to £19,500 (15 tutor hours x £26 X 50 schools). The pupils would then

<p>record themselves playing the piece, the individual recordings would then be amalgamated to produce one performance, and this would be done in house or out sourced, at a cost of up to £10,000 (50 schools @ £200 each). This would provide another service to schools whilst providing an income stream for our tutors.</p> <p>There are also plans to run 4 CPD sessions over the summer for newly qualified teachers, years 1 &amp; 2, years 3 &amp; 4, years 5 &amp; 6. These will be prepared by Sally Dinnis and Victoria Palethorpe and take place on Zoom.</p> <p><b>RD</b> asked if part of the unspent grant could be set aside as a restricted fund for IT as it was important for the trust to have up to date hardware and software to meet the changes in the teaching environment.</p> <p><b>LR</b> said that this may be possible she would look into this for the following meeting and the end of year accounts.</p> <p><b>LR</b> pointed out that she had not produced a cash flow for the meeting, there are only 2 months until the end of the financial year and the budget for the following year has yet to be set.</p> <p>The cash balance as at 31st May 2020 is £285,494 compared to the previous year which was £269,696 an increase of £15,798.</p> <p>The second instalment from the Arts Council grant is due next month and we have had confirmation that the grant for 20/21 will not be reduced.</p>	<p>LR to look into a restricted fund for IT</p>
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<p>The average monthly out goings at the present time are £45,000</p> <p><b>PS</b> told the board he had sat in on a number of the online ensembles and was impressed with how well Kelly ran them.</p> <p><b>JB</b> said that he too was impressed she had learnt quickly and also organised the RNCM lessons.</p> <p><b>PS</b> asked given the dependence on IT did the Trust have back up laptops.</p> <p><b>JB</b> said that currently there were no back up laptops or iPads, however that Zoom meetings could take place on mobile phones.</p> <p><b>JC</b> asked that approval be given to purchase these as required if the need arose, all trustees agreed.</p> <p><b>GM</b> also suggested that a spare iPad or laptop be purchased.</p> <p><b>JC</b> asked what the latest was in respect of Zoom.</p> <p><b>JB</b> explained that currently all but 3 Zoom accounts were free and had been set using LMT email accounts, these accounts can be upgraded individually but this would require the use of the Trust's credit card by all users, Iain McKnight is looking into a way of all accounts with a LMT email address being upgraded as a whole, <b>JB</b> said he would chase this matter up after the meeting.</p> <p><b>RD</b> asked if the tutors could use their Zoom account for meetings other than those for the Trust <b>JB</b> advised him that this was the case and it could not be avoided.</p>	<p>JB to chase up Zoom upgrade</p>
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	<p><b>RD</b> asked if the Trust had looked into other platforms as discussed previously. <b>JB</b> replied that as SB had advised at the previous meeting there are different platforms each of which is more suitable for particular scenarios. It had been agreed that Zoom was the platform best suited to individual lessons and one of the most secure systems if used correctly, such as using the waiting room and the host controlling screen sharing.</p> <p><b>SI</b> asked if there was a policy for the use of Zoom and had it been circulated and signed by all users.</p> <p><b>JB</b> confirmed that there was a policy but was uncertain as to whether this had been signed by all users, he would look into this and ensure this was done.</p>	<p>JB to ensure policy is distributed and signed by all users.</p>
4	<p><b><u>Budget year ended 31st August 2021</u></b></p> <p><b>LR</b> had circulated a draft budget and notes prior to the meeting which she went through with the board. She explained that the plan is to provide a more accurate budget for the August meeting. At this point in time due to the virus there is much uncertainty as to what services we will be in the position to deliver. This budget has been based upon many events not being possible for example the residentials and showcases. The Cheshire East Soloist Competition in March is planned to go ahead as this is not a mass event, we have also included Come nad</p>	

Play with the Halle and the summer celebration at Clonter which were to take place in June, although the figures may change due to any distancing rules in place at the time.

Iain McKnight has provided the figures for school tuition and tutors based upon the assumption that schools will sign up for the same tuition as the previous year however this may be provided on an online basis if necessary. Individual lessons paid by parents has previously had an increase of 10% on the previous year, this budget has assumed numbers remain static for 20-21.

We are also looking at ways to provide alternative versions to services such as Singfest which would normally include a mass performance.

**JC** asked **JB** what he felt would be the position in September regards to the activity with schools and the budgeted income.

JB explained that 3 meetings had been held with groups of school heads. They had suggested that music tuition could become more theory based initially and cover history and notation rather than performance. He had sent a 'service resumption' document to all schools, this provided the up to date guidance from Music Mark and our intentions as a service provider to provide face to face teaching as soon as possible depending upon certain factors:-

- Government guidance and instruction, including that of class sizes

	<ul style="list-style-type: none"> <li>• The individual health circumstances of our tutors</li> <li>• Schools’ confidence in our ability to deliver ‘live’ tuition safely</li> <li>• Ongoing risk assessment of each individual activity</li> </ul> <p>He felt that schools were all thinking along the same lines and that face to face tuition would not take place in the Autumn term.</p> <p><b>SI</b> agreed that face to face tuition would not happen until January 2021 or possible Eater 2021.</p> <p><b>JC</b> stated that the Trust was in a very good position to provide the services that schools required at this point in time they had worked extremely hard and quickly to adapt to meet the schools’ needs, where as some other MEH’s had not been able to offer as much.</p>	
5	<p><b><u>Howard Worth Systems Audit</u></b></p> <p><b>LR</b> had circulated the report from Howard Worth including responses to the trustees prior to the meeting.</p> <p>The points raised and the responses were discussed.</p> <p><b>PS</b> stated that although the points raised were not of any significance individually and could all be rectified, a number of them mentioned the risk of fraud which should be taken seriously.</p>	

	<p><b>SI</b> told the board that a member of staff at her school had recently attended a course on fraud awareness and asked LR if she would be willing to attend a course, LR agreed.</p> <p>Action points</p> <p><b>LR</b> to receive training from Howard Worth in respect of the Xero accounting package and fraud awareness. She will also produce separate policies for petty cash and value for money (separate from the financial procedures manual).</p> <p><b>SI</b> will forward details of the course to LR</p> <p><b>DO</b> to review journals and bank reconciliations on a monthly basis.</p> <p><b>JC</b> with input from <b>PS</b> and <b>RD</b> will complete update the risk strategy and risk register.</p> <p><b>JC</b> request a report showing what fundraising the trust had done, what funding had been applied for, whether it had been a success or not and a list of possible organisations that could be approached. She suggested that there may be more success applying for funds for events or individuals allowing Trust funds to be spent elsewhere.</p>	
6	<p><b><u>Arts Council filing 7th July 2020 and summary of activity report</u></b></p>	

As mentioned earlier in the meeting the filing requirements have changed for the submission in July. A 3-month programme of activity is required which covers the period July-September 2020.

Following a number of meetings with primary school heads and music coordinators, the LMT has begun a process to create socially distanced videos for the Wider Opportunities classes that many of our tutors had been delivering to across the first two terms of the year. Minded that these students will have missed out on a trip to the Halle Orchestra for the Come and Play concert in addition to not having a celebratory concert at school for family members, we felt it would be a shame if their First Access programme simply ended and there was no formal celebration of their achievements.

The LMT is funding our tutors to deliver individual online lessons to each member of a schools' First Access class who wish to be involved in the recording (up to 10 hours of one to one online lessons per school) at the conclusion of which, students would be asked (with the help of their parents), to record their instrumental line for one piece onto a phone and forward it to the LMT.

We feel that our tutors are best placed to know what piece of music might work well with their individual schools and as such have left the choice of repertoire up to them.

The online lessons will begin the w/c July 6th and when the LMT has received the recordings we will arrange for them to be edited together so that the schools will have a video of their pupils performing which they will be able to share with parents and their school community. We

hope to have the completed videos back with schools so they can share with their communities towards the end of July – early August.

In addition to the video, we are hopeful that this process may encourage some of our young First Access instrumentalists to continue learning in September.

Continuation – Small Group and Instrumental lessons of the 368 pupils who were receiving Small Group and Individual lessons through the LMT, 249 have continued with their weekly lessons (68%). With parental consent, the lessons have been taking place on Zoom. Many of the lessons will be continuing throughout July and August ahead of the next academic year.

Over the Summer ‘break’ we will be holding an additional four weeks of free LMT ensemble rehearsals the week commencing Monday 10th August for 4 weeks. The last planned 'free' session will be in the w/c Monday 31st August with our aim that our regular 'paid' ensembles would start (continue) from the week starting Monday 7th September (either face to face or online as with current provision).

Following the success in May 2020, we are again running the ‘Online Digital Music Making’ course in conjunction with Conductive Music. In May, the course was accessed by 215 young people in Cheshire East who logged on to engage with sessions in music, composition, simple coding, recording, art and DJ’ing amongst other activities. The sessions are individually catered for different key stages with 10 sessions taking place across

the week. We are delighted this FREE course will be running again for those that missed it first time or enjoyed it so much they'd like to do it again from 29th June – 3rd July.

Over the summer 'break' the LMT has partnered up with Conductive Music to offer a free Summer School for children in Years 5 to 8. The free course is running the week of Monday 27th - Friday 31st July with a daily 90-minute session at 9.30am, learning about musical game coding, and creating simple online musical games. Student places are limited to 50 (on a first come first served basis). Information about the course has been sent to all primary school heads and music coordinators in addition to all CE Secondary Music Curriculum Leaders for them to share with their students. Whilst this is funded by the LMT (at a cost of £1,000) the student sign-up is directly with Conductive Music via a link.

Through July and August, the LMT Curriculum Lead Sally Dinnis and Vocal Lead Victoria Palethorpe are running four free CPD courses for NQT's and Primary School music coordinators / teachers.

**PS** and **GM** congratulated JB and his team on the work that had been done to ensure the musical education needs of Cheshire East children had continued to be met during these difficult times.

**JC** had emailed the board prior to the meeting to advise them she would be making a proposal that a bonus be paid to each member of the Central Team. The email explained that the Business and Resources Committee has been

monitoring the implications of and our response to CoViD since the last full Board Meeting. We met on 23 April and again on 20 May and at both meetings John presented the plans which were in place to ensure access to music education continued throughout lockdown both by providing new services to schools educating vulnerable children and the children of key workers and plans to provide access to children learning at home.

You will see from the report for agenda item 6 that LMT staff have really stepped up to the plate and offered an ambitious, varied and exciting programme to try and support our schools and our children across Cheshire East- verbal feedback from The Arts Council suggests the scale and scope of LMT activity is above many other hubs.

In addition to developing and costing and supporting a new delivery model with virtually no notice which involved liaising with schools and Arts Council, adaptation of materials and the creation of a reliable digital route and which complied with safeguarding and other requirements, our small central team had to cancel all the events planned for the post Easter period, had to revise all business plan and budget profiles and submit revisions to the Arts Council, provide advice and support to our army of sessional teachers to make sure they were aware of the government support schemes, were aware of the scale and nature of sessional hours that might be available via LMT under the new delivery model.

Where sessional tutors have undertaken additional/different duties they have been paid. Our small team of 7 central staff have undertaken a huge amount of additional work in very short order to develop an impressive programme to keep music education alive throughout the lockdown and this has been done against a back cloth of uncertainty and anxiety.

The Business and Resources Committee agreed to recommend to the Trust Board that each member of the Central Team (JB, IMcK, SD, VP, LR, SG, KT) be paid a non-consolidated bonus of £1,000 in recognition of both the additional work and the innovative and enthusiastic response made to support children, schools and families in Cheshire East during the lockdown.

This proposal is in line with the pay policy agreed by the Trust Board which makes provision for the award of non-consolidated bonus with the agreement of the Trust Board.

This proposal is affordable based upon the Trust's free reserves and the projected surplus as at 31<sup>st</sup> August 2021.

The trustees were then asked for their opinions, they all felt that this was the correct thing to do the team had worked hard in trying circumstances and with innovation had quickly adapted the services the trust provides to meet the changing needs.

It was agreed unanimously to approve the bonus and the board asked JB to pass on their thanks to the team.

7	<p><b><u>Sixth form course, auditions and September update</u></b></p> <p><b>JB</b> Informed the board that following auditions, nine students had initially been offered a place on the course starting this September, one of which has chosen not to take up a place, another has been forced not to take the place due to a clash with a chemistry course. He was pleased to announce that from September Jamie Sharp would be returning to the music department and working with the students. There were a small number of lessons outstanding with RNCM tutors these have been taking place via Zoom with Kelly Thomson arranging and attending for safeguarding purposes.</p> <p><b>JB</b> asked if the accommodation would be ready from September.</p> <p><b>SB</b> explained there would be some delay due to the virus and a date in December was now expected, however temporary accommodation would be found and pointed out that Sandbach school had set up a 'Zoom room' which students could use for both live and recorded tuition which may solve the problem of the student whose classes clash.</p>	
	<p><b><u>Statutory filing</u></b></p> <p><b>DO</b> informed the board that all filing was up to date.</p>	

	<p><b><u>Any other business</u></b></p> <p><b>LR</b> asked that those that had not confirmed their availability for the August meeting do so.</p> <p><b>DO</b> suggested that the Trust use the Governors Hub to distribute meeting documents and other papers to the trustees this costs £120 per annum he felt it was easier and more secure.</p> <p><b>JB/LR</b> agreed to look into this.</p>	<p>JB/LR to look into Governors hub</p>
	<p><b><u>Any other business</u></b></p> <p>There was no other business.</p>	

The meeting came to an end at 10.45 am

The date of the next meeting – 26<sup>th</sup> August 2020