

Minutes

TRUSTEES MEETING

Thursday 27th March 2020 at 8.30 via Zoom

	Item	Action points
1	<p><u>Present and Chair's Welcome</u></p> <p>Present as Trustees: J Savage, J Cowell, J Hill, R Dakin, G Merry, S Burns, P Sharpe</p> <p>In attendance: J Barber, L Robertson, D Osborn,</p> <p>Apologies, S Isherwood</p>	
2	<p><u>Minutes of 21st November 2019</u></p> <p>Accepted as a true record.</p> <p>Action points: -</p> <p>JC had worked with JB to complete the risk register which forms part of the business plan.</p> <p>DO Had filed the mandate with Lloyds to add J Savage as a signatory.</p> <p>DO had updated the terms of reference and the payroll policy.</p> <p>SB pointed out that this policy was suitable for normal times, however currently the DfE had put on hold various processes such as appraisals for the rest of the academic year.</p> <p>DO had not contacted Kathryn Flavell in respect of her becoming a Trustee as her position had changed and she was unable to fill the post on the board as a council member.</p>	
3	<p><u>Constitution</u></p> <p>SB Explained that some clarity was needed as to why Sandbach school was the sole member of the Trust. As time passes new Trustees of Love Music Trust and governors of Sandbach School become unclear of how the Trust was initially set up and why.</p> <p>.</p> <p>In 2012 the government oversaw the formation of music education hubs. SB, JS and JB set up the Cheshire East music hub (Love Music Trust), the agreement with Arts Council England is with Sandbach School (rather than the LMT). The school is fully committed to supporting the LMT and although the Trust is now financially secure a few years ago that was not the case and the school worked with the Trust to remedy the situation.</p> <p>It was agreed that as new trustees are appointed to the LMT they should be informed of the situation as should school governors. SB would add the Trust as an agenda item at governors' meetings, JC suggested that the school governors</p>	

	<p>receive an Annual Report from the Trust, which was agreed unanimously.</p> <p>JS explained that this discussion had been brought about by questions raised by Jon Hill who as a solicitor had been asked to review the Articles of association.</p> <p>JS asked JH if he would be happy if this discussion was continued at the next Business & Resources meeting and he agreed.</p>	
4	<p><u>Management Accounts and Cash Flows</u></p> <p>LR explained that the management accounts had been circulated prior to the meeting and were in line with the budget at that point in time. The projected figures to 31st August 2020 were obviously now incorrect and she would be preparing the March accounts the following week which would include updated projected figures.</p> <p>She had revised the cash flow based upon a worst case scenario, this showed the lowest bank balance being £142k at the Start of July, this is in addition to the £100k held with Nationwide.</p> <p>GM said that the reports were straight forward and she had no questions.</p> <p>JS stated that there were good reserves and asked PS for his opinion.</p> <p>PS said that Initially he had been worried in case ACE had reduced the Trust's funding and how that would impact on our financial position, however looking at the cash flow he now felt that the Trust was in a secure position.</p> <p>JB advised the board that he had spoken to Carys (ACE relationship manager) who had confirmed that the funding for the 2020/21 would not be reduced and that filing requirements would be relaxed, for example ACE understood that data could not be collected the same way as in previous years for the data return due in October and would need to be based only on information we held.</p> <p>ACE were impressed that during this difficult time we had still produced a business plan with appendices showing changes and actions taken over the last 2 weeks.</p> <p>JS congratulated JB and his team for their hard work.</p>	
5	<p><u>Budget year ended 31st March 2021</u></p> <p>LR Pointed out that budgets had been sent to the board the previous week (showing worst, breakeven and best case) and the trustees had approved the breakeven case.</p> <p>Since then there had been many changes, with events cancelled and school closures she had updated the budget to take account of these. The revised budgets had been circulated prior to the meeting with notes. The original budget had shown a surplus of £5,053, the updated budget a surplus of £2,755.</p>	

	<p>The original budget is to be included in the main body of the Business Plan with the revised budget as an appendix.</p> <p>JC asked if we were right to prepare budgets on the basis that schools would open in September.</p> <p>It was agreed that this was all we could do at this point in time.</p> <p>SB Explained the school heads association were at this point assuming that schools would open in September, although things were changing on a daily basis, she thought that after Easter towards the beginning of May there may be more certainty.</p> <p>GM asked if instrument hire had been increased in the budget LR stated that this figure was based on the current year and had not been increased.</p> <p>The budgets were agreed unanimously.</p>	
6	<p><u>Business Plan year ended 31st March 2021</u></p> <p>The business plan had been circulated the previous week.</p> <p>JB asked if there were any questions or amendments.</p> <p>JC suggested that in the 'Vision and Objectives' section it should mention the work that the Trust does with vulnerable groups. We work with schools and colleges but also those who are marginalised in the community that don't attend schools or colleges. We are doing this through projects such as Life on Reshuffle and it should be pointed out.</p> <p>The business plan was approved subject to this update.</p>	
7	<p><u>Statutory Filing</u></p> <p>DO advised the board that all filing was up to date he just needed to file the annual return with the Charity Commission.</p>	
8	<p><u>Sixth form course update</u></p> <p>JB told the Trustees that there had been 9 applicants for the course starting in September 2020. Interviews took place on Friday 20th March, Iain Raisbeck was unable to attend through illness and Andy Scott took his place, 7 auditions took place, 2 pupils being unable to attend due to illness. It has been agreed that the 2 pupils that could not attend could submit a recording. The quality of all auditions was extremely high.</p> <p>JS told the board that the research project that had begun with the RNCM was now postponed until next year due to the closure of RNCM due to the virus.</p> <p>SB said that they had been working hard as a school, to promote all the activities in this difficult time. It was suggested that the Trust also promote their activities on the school website.</p> <p>JB Informed the board that the aim is to have online activities on the Trust website by 6th April for their schools. JC suggested that pupils and parents on the current course be asked to give feedback. This could be used to improve next year's course and also as a promotional piece.</p>	

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Coronavirus

JB had previously circulated a document 'Impact of Covid-19 on the Love Music Trust'.

Following the closure of schools, the Trust has produced tuition packages for both pupils at home and at school. To include a daily 'big sing', pre-recorded lessons and online lessons. Schools have been offered the packages for the duration of the enforced closure for the cost of £46 per week. This cost replaces schools normal engagement charge and for many sits beneath what they would normally pay.

Those children being taught individual lessons were offered a lesson on line via Zoom, 66% of which have taken up this offer. Sandbach School wishes to offer a new service for staff who are unable to work due to caring for their child at home. They will be offered a joint music lesson (parent and child) for which the trust will provide free instrument hire and the parent (staff member) would pay for the lesson.

The school is also looking at offering year 7 and 8 pupils a set number of music lessons at home which the school will pay for. JB thanked SB for the school's support.

A number of HQME (high quality musical experience) events have been cancelled, this had little effect on the cash flow as most events worked on a break even model.

LMT ensembles have been cancelled. However, ensemble directors such as Mark Concar were keen to set up online ensembles, as most of the children involved had their own instruments at home.

JS asked that JB got in touch with him as he had contacts who could help to set this up.

The tutors had been paid up until the end of term despite being able to teach due to school closures, on the condition that where possible the lessons were made up in the future.

JS said government support of self-employed people up to 80% of their average net profit had been great news but we need to ensure our tutors were kept up to date with all the news such as the 4-week deadline to file outstanding self-assessments in order that they receive this funding.

LR pointed out that Iain McKnight had emailed all tutors the previous day with the details of the announcement.

JS advised the board of other benefits small businesses could receive, he would email details of these to LR to forward on to tutors.

It was felt that confirmation from Howard Worth in respect of any payments made to the tutors over this period be sought. LR to contact Howard Worth.

Any other business

JC said that she had supported the trust at the recent Cheshire East Young Musicians competition with key stages 3,4 and 5 and was extremely impressed with the quality of the performances.

	<p>The next trustees meeting is in June , RD suggests that a meeting is held sooner , JS pointed out there would be a Business and Resources meeting prior to that and the minutes would be forwarded to the full trustees in meantime if anything major arose a full trustees meeting would be arranged earlier.</p>	
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The meeting came to an end at 9.30 am