

Minutes

TRUSTEES MEETING

Thursday 30th September 2021 via Zoom

	Item	Action points
1	<p><u>Present and Chair's Welcome</u></p> <p>Present as Trustees: J Savage, J Hill, P Sharp, S Burns, G Merry.</p> <p>In attendance: J Barber, L Robertson, D Osborne.</p> <p>Apologies: J Cowell, R Dakin, S Isherwood.</p>	
2	<p><u>Minutes of 24th June 2021</u></p> <p>The minutes were reviewed and accepted as a true record.</p> <p>Action points: -</p> <p>LR explained that all policies remained on hold, until Sandbach School receives Governors' approval for their updated policies as the Trust must keep its policies in line with the school.</p> <p>JB had written an article on the success of the Specialist Music Sixth form students which he submitted it to the Chronicle</p>	<p>DO to forward policies once approved</p>

Trustees meeting dates

LR asked that all Trustees who hadn't done so advise her of their availability for the meetings in the coming year to 31st August 2022. The dates had been on the agenda for the Trustees meeting on 18th March.

JS asked the boards' opinion on holding future meetings on ZOOM or whether they preferred to return to face to face.

GM suggested that the meetings remain on ZOOM until spring.

This was agreed by the board.

JH went on to discuss the AGM he explained that the Articles stated that the Trust should hold an AGM. However as there is only one member (Sandbach school as represented by **SB**) who attends each board meeting there is little benefit of an AGM taking place. There are also issues currently regarding the validity of AGMs that take place virtually. He proposed that it would be best to hold an AGM next year, this was approved unanimously by the board.

JS Pointed out to the board that **JC** would unfortunately have to miss several meetings in the coming year, as she is the Vice Chair and stood in for him when required he asked if anyone knew the procedure for appointing a person who

	<p>could take her place as and when required.</p> <p>GM explained that this should be done at the meeting as long as there was a quorum to agree the temporary appointment.</p>	
4	<p><u>Financial Reports</u></p> <p>LR had circulated the reports prior to the meeting. She went on to summarise the main points.</p> <p>The management accounts to 31st August 2021 (subject to audit) show a deficit of £2,615 compared to a budgeted deficit of £47,992, resulting in the brought forward restricted reserves as of 31st August 2021 standing at £50.660 a reduction of only £4,916 on the figure brought forward at 1st September 2020. This was due on the whole to the Covid restrictions continuing much longer than was expected and preventing projects and events planned towards the end of the summer term being cancelled.</p> <p>The unspent restricted reserves as of 31st August should not cause any concern as it is expected that as at 31st March 2022 all restricted funding will be spent. This will be monitored and reported upon on a monthly basis taking account of any unforeseen circumstances that may occur.</p> <p>A high proportion of the frontline spend takes place in the autumn term, this includes grant payments to schools and</p>	

funding to partners. The asylum seekers project carried forward from the summer has already begun and the Bennett workshop will take place in January.

This frontline spend can be seen in the budget to 31st March 2022 which forms part of the stabilisation plan, the deficit for this period is £ 38,535.

The budget for the year ended 31st August 2022 had been revised. Three budgets were always produced the only difference in these was the amount of grants paid to schools, the board had always approved the mid-case budget which showed an average of grants paid in recent years. Iain McKnight had advised her that the amounts that were currently being paid to schools were £9,800 in excess of the budgeted. She had updated the budget which resulted in a deficit of £11,868.

WR Partners are currently in the process of preparing the statutory accounts and doing the annual checks.

JS Asked if the additional grants showed a slow or sudden increase in schools taking the grants.

JB Explained that the process of engaging with schools started in April when draft service level agreements were sent to the schools, in September schools that had not returned their signed agreement were followed up, this year more schools are taking up First Access than ever before leading to an increase in grants being paid.

	<p>JS thanked LR for her hard work producing all the reports</p>	
5	<p><u>Business Stabilisation Plan</u></p> <p>JB That it was had been an extremely busy time at the office explaining that the Arts Council quarterly submission was due the next day, initially the Trustees meeting had been planned for the previous week but unfortunately had to be delayed.</p> <p>Previously the Arts Council had required an annual business plan however due to the times we are in this was changed to a three-month rolling business stabilisation plan. He explained that due to the Trust’s structure when compared to other hubs we were in a favourable position.</p> <p>The plan had been circulated to Trustees prior to the meeting, he went on to point out the main areas.</p> <p>Engagement</p> <p>As of September 2021, within Cheshire East the LMT currently (academic year 2021/22) is engaging with;</p> <ul style="list-style-type: none"> • 124 of the 124 Primary Schools (100%) • 22 of 22 Secondary Schools (100%) • 8 of 9 Special Schools (88.9%) • 1 of 2 FE colleges (50%) <p>The only special school we are not engaging with is the David Lewis special</p>	

school, which has recently opened and has 4 pupils, he had tried to contact the school on a number of occasions but had received no response.

The FE college is Macclesfield College and he is looking into a way they can be engaged.

In total the LMT is currently engaging with 155 of 157 (98.7%) education settings across the four 'core roles'.

First Access

All First Access programmes have now returned to face-to-face delivery.

In June 2021, there were 101 settings engaged with First Access.

This has moved to 97 settings currently or 61.8% with 10 pending across primary, secondary and special schools.

With pending agreements, this number will rise to 107 settings or 68.2%, this compares to a national average of 49%.

Ensembles

LMT ensembles have resumed face to face rehearsals utilising the large rehearsal spaces we are fortunate enough to enjoy.

The commission of 'Back to Life' by composer Jay Stannard to write a new piece for all Cheshire East Wider Opportunities groups, LMT ensembles and choirs is now complete. The video of the massed LMT forces was released online in September 2021.

PS praised the video and asked **JB** to pass this on to the team, **JB** said that the majority of the work was performed by Jay

Stannard and Simon Greasby who he agreed did an amazing job.

He went on to say that he had recently spoken to the Trust partners, who had conveyed how they had struggled over the last year with some feeling unable to charge membership, where ensembles were taking place online or even cancelled. The funding they received from the Trust had allowed them to continue engaging with the members.

Singing

All LMT choirs are running as usual from September with additional new members.

A new LMT additional needs choir 'Noteworthy' will meet for the first time on 6th October at the New Life Church in Congleton.

The new LMT Singing Together Songbook was created in house with original songs and produced by Simon Greasby. This has been circulated to all primary schools and the tutors.

Continuation

The gross income for small group and individual lessons exceeded £100,000 for the 1st time this month. These lessons originally started in 2014 and have grown year on year.

SMEP

The usual projects will continue this year such as Betty Bear, Rex and Lost Words.

The new project entitled 'Everyday People' for asylum seekers started this month. Working with Cheshire East LA and Music Action International. This project involves two of our tutors Jay Stannard and Clair Smith and is based at Crewe Lyceum. The first session was very successful with 6 young people, all of which are attending Cheshire East college on the ESOL (English Speakers of Other Languages) course. It is expected that numbers will grow by word of mouth.

The group will be taking part in our Christmas concert on 6th December.

GM asked if the young people taking part were resident in Cheshire East.

JB explained that Steve Nevitt (Cheshire East Council) co-ordinated the recruitment, all of them are currently fostered in the local area.

JS thanked John for the hard work put into the document, which shows the positive impact the Trust is making across the borough. The video 'Back to Life' shows a representation of what the Trust provides.

PS agreed, it shows the happiness of children being able to perform closely together, it would be good for every child and teacher to see if it were possible.

JB explained that it was shared with all the children and schools that took part, it was

	<p>also included in Barlines our four weekly newsletter, which is sent to all schools in the area.</p> <p>JS Said that he would write a piece and publicise the video, and add it to his email signature.</p> <p>SB stated that it should be brought to the attention of Cheshire East.</p> <p>GM said she would see that this is done, they may include it in one of their news feeds.</p> <p>PS asked if there were any issues in respect of videos of the children being circulated in the media and also to copyright.</p> <p>JB replied that all schools had obtained permission from parents regarding the children being seen in a video and that there had been a contract with J Stannard that confirmed the ownership of the piece belonged wholly to the Trust.</p>	<p>JS to write a piece and publicise the video</p> <p>GM to bring the video to the attention of the council</p>
6	<p><u>Asylum seekers project/Noteworthy choir/early years</u></p> <p>JB The asylum seekers project and Noteworthy choir had been discussed in point 5.</p> <p>The early year's project started during September unfortunately the numbers attending are low. JB and Sally Dinnis have a meeting with St Peter's Church Nursery to discuss the possibility of providing them with a free service, this would support greater numbers of early years' children and remove the cost of venue hire. Any agreement would be on the condition that other children would be able to attend the sessions.</p>	

7	<p><u>Delegated authority/Related parties and skills matrix</u></p> <p>JS asked if the current levels of authority were working.</p> <p>JB said that they were.</p> <p>JS proposed that they remain this was agreed unanimously</p> <p>LR requested that any Trustees that had yet to return their related parties form and updated skills matrix do so.</p> <p>DO asked if this was a requirement of the Arts Council and if the matrix had to show high experience in all areas.</p> <p>LR replied that it was good governance and expected by the Arts Council. Although we would like to have a high level experience in all areas this isn't always realistic. She felt that between all the Trustees their experience was at a good level.</p> <p>DO Pointed out that we had a solicitor on the board and that he may have experience in insurance which was one of the lower areas.</p> <p>JH Stated that he had some experience in insurance.</p> <p>LR told the board that the insurance policy had been renewed with a new provider, the cover was the same and there was a saving of £1,500.</p>	
8	<p>Cheshire East Holiday Activity programme grant</p> <p>JB The Trust had been successful in applying for the grant with the support of SI and Marlfield School. This provided four weeks' summer school for 25 pupils per day, for 4 days per week. The program involved both musical and nutritional education with the child receiving both</p>	

	<p>breakfast and lunch (prepared by themselves).</p> <p>He went on to say that Cheshire East Council had suggested that the Trust apply again for the project that is planned to run over the Christmas holidays.</p>	
9	<p>Statutory filing</p> <p>JS DO had been forced to leave the meeting early, but he felt that filing would be up to date.</p>	
10	<p>Any other business</p> <p>JS advised the board that he would hear by the end of October about the bid discussed in the previous meeting. He would update the Board on any news and if the bid was successful the details would be discussed in the November meeting.</p>	

The meeting came to an end at 9.50 am.

The dates of the next meeting

Full trustees – 18th November 2021 8.45 am.

Business & Resources – 21st October 2021 8.45 am.