



Minutes

TRUSTEES MEETING

Tuesday 20th March 2018 at 4.15pm 2a Bradwall Court

		Action
1	<p><u>Present and Chair's Welcome</u></p> <p>Present as Trustees: J Cowell (acting Chair), J Hill, S Burns In attendance: J Barber, D Osborne, C Williams, L Watts</p> <p>Apologies: J Savage, S Isherwood, G Merry, E Richards, L Dooley</p> <p>JH was welcomed to his first meeting as trustee. CW was also welcomed.</p>	
2	<p><u>Minutes of 17th November</u></p> <p>Accepted as a true record.</p> <p><u>Action Points</u></p> <p>JC asked if a paragraph had been created to include in the trustees report to explain the reserves. JB agreed to check this with Linda Robertson and ensure that the new paragraph is and circulated to the trustees.</p>	<p>JB to ensure that reserves paragraph actioned and circulated.</p>
3	<p><u>Delegated Authority</u></p> <p>Further discussion was had in respect of raising the authorised limit for JB. This required approval from DO following discussion at the previous trustees meeting (November 2017). DO proposed simplifying the breakdown of delegated authority as follows: payroll limit, non-payroll limit, instrument limit. Currently any non-payroll expenditure greater than £10k must be approved through trustees meetings, with the exception of expenditure on instruments, which has a higher limit of £15k. JB pointed out that expenditure on Come and Play at the Hallé will be more than £15k. Expenditure with Carrot Productions may also be higher than 15k. SB suggested that this expenditure could be approved at Business & Resource meetings going forward. This was agreed. JB produced a list of invoices between £3-5k since November 2017.</p> <p>It was agreed to simplify the document as proposed by DO. Limits to be amended as follows: Payroll: DO (£30k), SB (£50k) Non-payroll: JB (£3k), DO (£5k), SB (£10k) Instruments: JB (£5k), DO (£10k), SB (£15k)</p>	

Activity Report

JB had circulated this to trustees prior to the meeting.

With reference to First Access, JB mentioned that Warwick Music have provided LMT with free access to schemes of work, and 200 PBuzz instruments. For schools that do not currently engage with First Access programmes, we could use this new pilot project to encourage their participation. It is estimated that this could extend to 7-8 schools.

CW asked about the take up from plastic instruments to real brass instruments. JB pointed out that the instruments are very light and durable, so good to use with children at an early stage. JB explained that there are two approaches to First Access programmes: they are either seen simply as a way of encouraging children to move on to Continuation programmes; or are considered as something that can be of genuine musical benefit to children in its own right.

JC questioned why schools would turn down the opportunity to participate in a First Access programme.

JB answered that this decision would be dependent on priorities and resources in schools.

JB mentioned that Continuation programmes continue to grow.

With reference to forthcoming LMT events, JB highlighted that the LMT has been offered the Music for Youth National Festival 2018 Massed Ensemble Performance Opportunity on Wednesday 4th July.

JB also highlighted that the inaugural Battle of the Bands final will take place on 29th March.

JC requested that a list of future events be circulated regularly to trustees. This was agreed.

With reference to fundraising, JC requested discussion of the LMT partnership with Brighter Sound.

JB explained that Youth Music are the largest provider of grants for music education in the UK. Brighter Sound are specialists in engaging young musicians in challenging circumstances. They have been awarded up to £50k funding to support ongoing projects led by Paul Hine in his work with children in challenging circumstances. This funding will support this work for a further 4 years. A meeting is planned at the end of April 2018 to discuss how this will develop.

SB mentioned that a leaflet for Life on Reshuffle had been received by a group that she Chairs. A representative from local authority was unaware of the Love Music Trust, indicating a lack of awareness at this level. SB asked how we could ensure more awareness.

JB to arrange for events list to be circulated.

	<p>JB pointed out that LMT invites members of the local authority along to events. SB suggested that it might be a good idea for some of our pupils to perform at local authority events. JB mentioned that we do receive funding from Cheshire East for Life on Reshuffle.</p> <p>DO mentioned that Ella Brett had resigned from the board of the LMT Trustees at the beginning of March 2018. Her resignation was formally accepted. She is to be removed from the list of trustees on Companies House with immediate effect. JB said that he understood that JH and ER serve to replace her. This makes a total of 8 trustees, out of a maximum of 9. JC asked if it might be a good idea to engage another secondary school head as trustee. JB pointed out that the head of ECAPH (Andrew Hodgkinson) is a member of our Steering Group. JC said that we need to get schools as engaged as possible, and that we should capitalise on opportunities to do so. SB mentioned that it may be worth approaching The Head at Eaton Bank. JB suggested that it might be a good idea to approach someone from the council. SB said that the staff at the council are very busy. She mentioned that we could potentially ask Mark Bailey if he might suggest someone. JC requested that JB look at this and comes back with suggestions. This was agreed.</p> <p>JB gave some background to Drake Music (specialists at working with musicians with SEN/D). There was specific mention of Mi.Mu gloves, and the positive reaction to Drake Music’s participation in the last LMT conference. JB explained that, along with 5 other music hubs, LMT has signed up to a 4-year programme with Drake Music. This will include the implementation of an accredited ‘Compose and Perform’ module. A young disabled music leader from Drake Music will be speaking at the forthcoming LMT conference. The first year will comprise a pilot programme in a special school.</p> <p>JC commented that Cheshire East Young Musician of the Year was a very positive event, and that it was good that we had sponsorship for this.</p>	<p>DO to remove Ella Brett from list of Trustees on Companies House for LMT.</p> <p>JB to suggest new possible trustees</p>
5	<p><u>Management Accounts</u></p> <p>DO briefly ran down the list of variances to clarify their meanings. He highlighted the deficit in income on HQME. JB explained that following The Snowman concerts in December, LMT received an unexpected bill of £1400. This was due to Victoria Hall’s imposition of a roof levy on each ticket sold. This</p>	

	<p>was not agreed beforehand. Victoria Hall has been booked for 2018 on the basis that we will not pay for venue hire. JB confirmed the event ran with support of the ACE grant, subsidising the costs of children’s tickets. JC asked whether the format would stay the same for next year. JB said for 2018 we would be holding one performance during the day, with the option to extend this to two if demand is there.</p> <p>DO pointed out that expenditure on SMEP was higher than expected. The overall deficit was therefore driven by the investment on The Snowman and an extra £8k spent on instruments and ensembles. This variance is because there was no budget to account for depreciation in instrument costs. JC proposed that this depreciation (approximately 12.5%) should be taken into account going forward. This was agreed. DO mentioned the need to budget for rolling purchase of instrumental stock.</p> <p>With reference to instrument costs, JB mentioned the pilot tuned percussion project taking place at Elworth Hall School. It has been agreed that LMT would pay for the instruments and school would pay for First Access and Continuation programmes. Feedback from Elworth Hall has been very positive so far. SB asked whether it would be fairer for the pilot to move to a different school next year. It was agreed as a pilot, the programme would be open to bidding by other schools next academic year.</p> <p>The Management Accounts were accepted.</p>	<p>DO to budget for depreciation in instrumental costs going forward.</p>
6	<p><u>New Premises</u></p> <p>Different alternatives are currently being explored.</p>	
7	<p><u>Sixth Form Proposal</u></p> <p>JB mentioned that this proposal was discussed at the last Trustees Meeting, but that nothing was agreed due to lack of a quorum. There are a number of schools in Cheshire East that no longer offer A level Music. A proposal has been put forward to potentially cater for this need. This would also include subsidised music lessons for Gifted & Talented pupils across the borough. SB explained that this is proposed to begin in September 2019 and suggested that LMT could circulate information to students already identified as appropriate for the course. SB also mentioned the need to look at travel for any students involved. Various alternatives were discussed, including residential bursary funds and placements. JC said that a decision on this proposal would be required before the beginning of August. SB said that she would hope to have a clearer picture by the end of April.</p>	

8	<p><u>Business & Resources Meetings</u></p> <p>There is a need to decide dates for forthcoming Business & Resources Meetings. They have been set up in order to provide more regular opportunities to discuss ideas and sign things off. The Chair of Trustees currently has limited availability. Forthcoming Business & Resources Meetings were scheduled as follows:</p> <p>8.30am on 10th May 2018 8.30am on 11th October 2018</p>	
9	<p><u>Trustees Meetings</u></p> <p>It was proposed to move at least two of the forthcoming Trustees Meetings to early mornings to accommodate members' availability. It was agreed to check with absent trustees whether the current proposed dates will work with a start time of 8.30am.</p>	<p>LR to check with absent trustees whether proposed dates and times are possible.</p>
10	<p><u>Easter Bacs</u></p> <p>JB provided a brief explanation of the Bacs process, and asked SB and DO whether the current proposed dates work for Sandbach School. JB agreed to ask Linda to email DO and SB to check this.</p>	<p>JB to ask Linda Robertson to email DO and SB to check that dates work for them.</p>
11	<p><u>Any Other Business</u></p> <p>DO raised the idea of patrons for LMT, and showed a promotional brochure recently produced for Sandbach School. JB commented that this would be a good way to promote buy in, but that there are financial implications with regard to what LMT can offer patrons in return.</p>	
	<p>Dates of next meetings (at 8.30am dependent on Trustee availability)</p> <p>14th June 2018 13th September 2018 15th November 2018 14th March 2019</p>	

Meeting closed at 5.45 pm

L Watts

Date 20.03.18