

**MINUTES OF A MEETING OF THE TRUSTEES OF  
M20 LEARNING TRUST  
HELD IN PERSON AND VIRTUALLY  
ON  
10<sup>th</sup> DECEMBER 2024  
COMPANY NUMBER 08698831.**

**Trustees Present:**

David Allan (DA) Chair  
Mark O'Keefe (MO'K)  
Karen Walkden. (KW)  
Kate Dean (KD)  
David Kennedy-Pitt (DK-P)  
David Cundy. (DC) via video link  
Pauline Black (PB). via video link

**Apologies:** None

**Also in attendance:** Alison Knowlson Governance Professional  
Liz Hardy CEO  
Tina Smith CFOO

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**PART TWO –CONFIDENTIAL BUSINESS**

**Due to the queries raised in Part One I have made this meeting all PART TWO**

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The meeting was quorate and started **5:15pm**

<b>1</b>	<p><b><u>TRUST ACCOUNTS AND MANAGEMENT LETTER</u></b></p> <p>Sohaib auditor from DJH Mitten Clarke presented the audited annual report and accounts highlighting.</p> <ul style="list-style-type: none"><li>• income was higher than expenditure, resulting in a surplus of £155k.</li><li>• Net open funds surplus is £109k giving a total carry forward of £4.9 m</li><li>• The total tangible fixed asset additions of £176k.</li><li>• Funds the restricted fixed asset fund and general funds amounted to £4.9m</li></ul> <p><b>Management Letter.</b> There were no regulatory concerns, and the auditors gave an unqualified audit report.</p> <p><b>Audit Finding</b> During expenditure testing, we found that for 2 out of 20 items tested (10%), there was no purchase order raised.</p> <p><b>TS responded:</b> A meeting was held today with the relevant people which related to these purchase orders. I do believe there were purchase orders with them. However, these were raised after the date of the invoice.</p>
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	<p>The finance staff have been reminded there must be a requisition and purchase order at the time before the invoice is paid. Additional training for two members of staff will take place in the new year.</p> <p>The trustees received and <b>approved</b> the accounts for the year. The accounts will be signed by LH and the Chair of Trustees.</p>
<b>2</b>	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>The Chair welcomed all to the meeting; there were no apologies.</p>
<b>3</b>	<p><b><u>DECLARATIONS OF INTEREST and AOB</u></b></p> <p>Trustees were asked to declare any potential pecuniary or conflicts of interest that may occur during the course of the meeting, none were declared.</p> <p>The following conflicts of interest were declared by DK-P.</p> <ol style="list-style-type: none"> <li>1. He cannot participate in any discussions or vote on issues related to BNY or its subs/affiliates.</li> <li>2. DK-P cannot vote on or make recommendations about any specific individual managers, funds or securities.</li> <li>3. His advice should be limited to macro decisions about investment strategy, such as asset allocation and types of investments the portfolio should invest in.</li> <li>4. He must report any situations where he has received material, non-public information to BNY Compliance.</li> </ol> <p><b><u>AOB</u></b></p> <p>There was nothing raised for later in the meeting.</p>
<b>4</b>	<p><b><u>MEMBERSHIP</u></b></p> <p><b>Trustees</b></p> <p>There are no vacancies on the Trust Board.</p> <p><b>LGB membership</b></p> <p>The LGB has recruited two new parent governors.</p>
<b>5</b>	<p><b><u>CHAIR'S ACTIONS</u></b></p> <p>The Chair and Vice Chair visited Barlow Hall and Brookburn schools (which are part of the LINK Learning Trust), led by Jane Kennedy and met Jen Holden at Brookburn, showcasing the very different schools within a mile of each other.</p> <p>In the Working Group; DA signed the Memorandum of Understanding to take the merger forwards. <b>(This is confidential)</b></p>

6	<p><b><u>PART ONE MINUTES AND MATTERS ARISING</u></b></p> <p>The part one minutes of the meeting of the M20 Learning Trust held on <b>24<sup>th</sup> September 2024</b> were <b>confirmed</b> as a correct record, <b>approved</b>, and will be signed by the Chair.</p> <p><b>Matters Arising:</b> There were no matters arising</p> <p>The Action log was reviewed, and all actions completed.</p> <p>There was a date in January 2025 for the M20 Trustees and Governors to meet. This has been changed to a date at the end of February for the amalgamated Trust Board to meet. <b>(This is confidential)</b></p>
7	<p><b><u>PART ONE REPORTS FROM COMMITTEES</u></b></p> <p><b>The School Improvement and Standards Committee</b> met on the 19<sup>th</sup> November 2024, chair Kate Dean gave a verbal update.</p> <p>The meeting focused on;</p> <ul style="list-style-type: none"> <li>• SEND and Pupil Premium children</li> <li>• Reviewed the Strategic plans.</li> <li>• Safeguarding and well-being.</li> <li>• David Cundy joined the SI&amp;S committee for the first time and requested a school visit to understand the IT provision arranged for the 10<sup>th</sup> January 2025.</li> </ul> <p><b>FOAR Committee</b> 8<sup>th</sup> October and 4<sup>th</sup> December 2024.</p> <p>MO'K gave the trustees an update of the two meetings.</p> <p>Reviewed the Risk Register.</p> <ul style="list-style-type: none"> <li>• Due to its size (147 risks), trustees agreed to divide the register into sections.</li> <li>• Each trustee will review their assigned section and provide feedback.</li> <li>• The approach was adopted to ensure thorough and focused attention on each risk.</li> </ul> <p><b>LGB Minutes</b></p> <p>These minutes were not available for the meeting.</p> <p>MO'K noted the difference in the minutes from the LGB and the Trust Board, (produced by two different people). That was raised during the meeting with the Ofsted inspector and queried how the newly formed SGBs will have good governance support.</p> <p>TS stated that as the trust grows there needs to be oversight of the SGB meetings. The agenda and minutes will be standardised and there will be sharing of best practices.</p>
8	<p><b><u>PART ONE CEO REPORT AND MATTERS ARISING.</u></b></p> <p>LH highlighted the following:</p>

	<ul style="list-style-type: none"> <li>• Trust Strategic Plan</li> <li>• Beaver Road Ofsted Inspection Data Summary</li> <li>• The recent inspection at Beaver Road School achieved outstanding outcomes (draft report awaited).</li> <li>• Northenden Community School received a graded "Good" in its Ofsted inspection, led by the executive leadership at M20 and has a MoU with M20.</li> <li>• Martenscroft School achieved "Outstanding" in all areas under the Ofsted framework with support from the M20 exec team.</li> <li>• The LA have approached M20 to support Collyhurst Nursery – MoU with Martenscroft for support which LH will oversee.</li> <li>• LH highlighted the importance of the Early Years provision for the Trust.</li> <li>• LH highlighted the financial irregularities at Northenden which are being investigated by the LA.</li> </ul> <p>The trustees raised concerns about these irregularities; the implications of the school joining the trust and any reputational damage to the new CAT.</p> <p>LH stated the LA are conducting an audit on the irregularities and this should be sorted before Northenden joins the trust.</p> <p>TS reassured the trustees the budget can be rescued as the deficit is -£4k.</p> <ul style="list-style-type: none"> <li>• <b>Attendance</b> to date is 96.2%</li> <li>• There have been two Subject Access Requests</li> <li>• One child has been suspended for two occasions.</li> <li>• Racist incidents the trustees discussed the incidents that have occurred this term and asked for a bar chart for the quarterly incidents. <b>Action.</b></li> </ul> <p><b>Q: The Subject access requests are in relation to a complaint?</b></p> <p>R: Yes, they are from the same parent of two children and they arrived in school on the last day of term, the parent didn't follow the school's policy. The SARs wasn't actioned until 1<sup>st</sup> September 2024.</p>
9	<p><b><u>RATIFICATION OF POLICIES</u></b></p> <ul style="list-style-type: none"> <li>• Managing serial and Unreasonable complaints Policy</li> <li>• Complaints Policy</li> <li>• Suspension and Exclusion Policy</li> <li>• Pay Policy</li> <li>• Risk Management Policy</li> <li>• Whistleblowing Policy.</li> </ul>

	The trustees have read, understood, and <b>approved</b> the above policies.
<b>10</b>	<p><b><u>TRUSTEE TRAINING AND DEVELOPMENT</u></b></p> <p>KW highlighted the Trustees Training Policy is for renewal in the March Trust Board meeting. TS will add the front page for the policy <b>Action</b></p> <p>The trustees training form will be sent to trustees for them to update their training for 2023-24 and for 2024-25.</p>
<b>11</b>	<p><b><u>DATES OF FUTURE MEETINGS</u></b></p> <p>The following meeting dates were agreed:</p> <p><b>M20 Trust Board</b></p> <ul style="list-style-type: none"> <li>• 25<sup>th</sup> March 2025</li> <li>• 15<sup>th</sup> July 2025</li> </ul> <p><b>M20 School Improvement and Standards</b></p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> June 2025</li> </ul> <p><b>FOAR</b></p> <ul style="list-style-type: none"> <li>• 11<sup>th</sup> March 2025</li> <li>• 13<sup>th</sup> May 2025</li> <li>• 8<sup>th</sup> July 2025</li> <li>•</li> </ul> <p><b>Shadow Board meeting</b></p> <ul style="list-style-type: none"> <li>• February 2025</li> </ul>
<b>12</b>	<p><b><u>AOB</u></b></p> <p>There was nothing raised at the beginning of the meeting to discuss.</p>

The meeting moved to Part Two .

.....Chair

.....Dated