



Town Farm Primary School

Every Trust Inaugural Trust Meeting Minutes

5 June 2018 at 16.00pm

Present: Jon O'Connor JO (CSNET); Nick Williams NW (C of G); Asif Bhatti AB (HT)

In attendance: Jane Thacker JT (SBM)

	TOPIC	Action
1	Welcome, Messages & Apologies Everyone present	
2	Declaration of Pecuniary Interest No declarations of interest in Agenda items were received	
3	Appointments - Trust Meeting Chair (pending) – Jon (JO) agreed to chair the meeting today and recommended that at the next meeting a chair be appointed and run for a term of 1 year. <i>Asif Bhatti – following this meeting agreed to be the chair for a period of 1 year. This was agreed by all attendees.</i> - Trust Company Secretary - Recommended a member of the school team who would be responsible for completing returns to HMRC and submitting annual accounts. Everything can be submitted electronically and JO will send a standard letter for submission to HMRC. <i>Jane Thacker – following this meeting agreed to be the company secretary for a period of 1 year. This was agreed by all attendees.</i> - Trust foundation governor appointees - 2 Foundation Governors to be appointed and these can be redeployed from the Governing Body. JO advised that he had sent Vicki Prince (Clerk to governors, Babcock 4s) an instrument of governance which she was completing. - Trust Board Members/Trustees – Usually the Head Teacher, Chair of Governors and the Foundation Governors can be confirmed once the instrument of Governance is in place. All signing can be completed electronically.	JO
4	Review of Key Trust Guidance Documents - Brief overview of main responsibilities, liabilities and powers of a Charity Trustee. - JO advised that the basis was around the NOLAN principles and that regular updates about charities could be found on the Charity's Commission website. He would send further information. - Familiarisation with the Articles of Association – These had been circulated in advance and it was advised that the framework is legally binding. - Memorandum of Understanding with Trust Partners – This would be completed once the trustees had been appointed.	JO
5	Trust Development Planning - Education Partnership Plan - The initial priorities will be complete in the next couple of weeks and a copy will be sent to JO. - Trust development day/half day - This could be an event that is arranged to include	AB AB

	the school council. • Official Launch of the Trust - Time to be confirmed. • Trust Membership Development - There was a discussion about linking with other organisations in the area.	AB
6	Business Arrangements • Establishing a Bank Account - There was no immediate urgency because the school hadn't got any trust income. It was explained that collaborative working with other school organisations sharing expertise wouldn't generate any income however in the longer term the school may get sponsorship or donations from other companies that would be invested in improving children's education. • Update on Land and Asset Transfer – Surrey County Council sent their surveyor on the 30th May to review the land. The initial feedback has suggested that it will take approximately 9 months to complete the transfer. It was discussed that the school is likely to have a disused section included in the transfer which will have future costs associated with its clearance.	
7	Any other urgent business none	
8	Date of next meeting: to be confirmed	

Meeting ended at 17.10 pm