



## MINUTES OF THE AGM FOR THE EMBER LEARNING TRUST (ELT)

Held via Zoom from Long Ditton St Mary's School at 11.00 am on

Thursday 23 November 2023

**Trustees (\*) / School Representatives present:**

**Sandra Cunningham \*** (SC), Chair of ELT and Headteacher, Claygate Primary School (CPS)

**Sarah Martin\*** (SMa), Headteacher, Long Ditton St Mary's (LDSM) and Headteacher, Long Ditton Infant and Nursery School (LDINS)

**Elsbeth Leach\*** (EL), Headteacher, Thames Ditton Infant School (TDIS)

**Meryl White\*** (MW), Chair of the Governing Board, Resources Committee, CPS

**Bronek Carr\*** (BC), Foundation Governor and Co-Chair of Governors, TDIS

**Kirsty Francis\*** (KF), Foundation Governor and Chair of Governors, LDINS

**In attendance:** **Bonita Edwards** (BE), Treasurer and Company Secretary, DPO, Ember Learning Trust

**Sara Morgan** (SMo), Clerk, Ember Learning Trust

**Rachel Cook** (RC) Chair of Governors, LDSM

**Apologies:** **Eleanor Walker** (EW), Foundation Governor, LDINS

Item	Topic	Action
1	<b>Welcome and introductions</b> The Chair (SC) opened and welcomed ELT Trustees/Attendees to the meeting, which was not attended by any parents from the schools.  There were no declarations of pecuniary interests at an individual level. BC noted that he was a Board member of an Education Support Company but did not except any conflict of interest.	
2	<b>Apologies for absence</b> EW had sent her apologies in advance, which were accepted.	
3	<b>Trustees Report</b>	

	<ul style="list-style-type: none"> <li>It was noted that the Report had been updated by SMA and recirculated to attendees during the meeting. The final updated version to be sent to BE for submission.</li> <li>Everyone present at the meeting, noted the final version and approved it.</li> <li></li> </ul>	
<b>4</b>	<p><b>Trustee Appointments/Retirements during the period of the Report up to 30 June 2023:</b></p> <p><b>Appointments:</b></p> <ul style="list-style-type: none"> <li>Elspeth Leach (TDIS) had been formally appointed a Trustee in place of Rebecca Hicks.</li> <li>Meryl White was formally approved and appointed a Trustee as the board of governors' representative for CPS.</li> <li>Both were appointed in January 2023.</li> </ul> <p><b>Resignations/Retirement:</b></p> <ul style="list-style-type: none"> <li>Lis Braybook, Governor and Trustee from LDINS resigned in January 2023.</li> </ul>	
<b>5</b>	<p><b>Note of current officials</b></p> <ul style="list-style-type: none"> <li>Sandra Cunningham: continued as Chair</li> <li>Elspeth Leach: appointed as Vice-Chair</li> <li>Bonita Edwards: continued as Treasurer and Company Secretary</li> </ul>	
<b>6</b>	<p><b>Update on Trust Accounts</b></p> <ul style="list-style-type: none"> <li>BE informed the meeting that the Accounts had been reviewed and approved by the Independent Examiner, Steve Clark, and will be signed following the meeting.</li> <li>BE drew the meeting's attention to the figure of £10,034 for expenditure in 2022/23 which included an amount of £5,435 to former Member schools and nearly £4k spent on training, resources and membership, with a small amount on administration and insurance.</li> <li>At the end of the period in question, June 2023, there was £14,715 in the bank account.</li> <li>In answer to a question raised by a Trustee, BE noted that it might be possible to move the funds into a savings account to generate some interest. BE would follow up on this point.</li> <li>The accounts were approved by the trustees, and signed by the Chair.</li> </ul>	<b>BE</b>
<b>7</b>	<p><b>Appointment of Auditors if necessary</b></p> <ul style="list-style-type: none"> <li>This has not proved necessary.</li> </ul>	
<b>8</b>	<p><b>Update on Vision Statement/Values for the ELT</b></p> <ul style="list-style-type: none"> <li>It was noted that the strap line on the ELT logo had been removed, otherwise there were no changes to note.</li> </ul>	
<b>9</b>	<p><b>Any Other Business put forward by the Trustees</b></p> <p>There was no further business put forward.</p>	

*The meeting ended at 11.20 am.*

**Signed (Chair of the ELT):** ..... **Date**.....