

**Minutes of a meeting of The Rowley Trust on Monday 1<sup>st</sup> July 2024  
at 2.30pm held via Microsoft Teams**

**Present**

Craig Westby Head Teacher, Old Hill Primary School  
Matthew Whiteley Head Teacher, Rowley Hall Primary School  
Alison Bhardwaj Head Teacher, Springfield Primary School Springfield Primary School (Vice Chair)  
Anita Van Straaten Deputy Head Teacher, Temple Meadow Primary School

**Apologies**

Paul Newby – Head Teacher, Brickhouse Primary School

**In Attendance**

Paul Field - Resources Consultancy Ltd – Financial Adviser  
Kylie Raybould, School Business Manager, Old Hill Primary School

**RLT01/24 - Welcome and apologies**

The Vice Chair opened the meeting.

Apologies had been received from Paul Newby and were accepted.

**RLT02/24 – Approval of Board Minutes 3<sup>rd</sup> July 2024**

The minutes were approved

**RLT03/24– Matters Arising from the Minutes**

There were no matters arising.

**RLT04/24 – Financial Statement for year ended 31<sup>st</sup> March 2024**

Paul Field presented the Report of the Directors and Unaudited Financial Statements. He explained the legal and administrative information and outlined the Directors' Report. Moving on to the Financial Statement Paul Field explained that the Trust had income of £1,700 (£340 per school) and expenditure of £1,366 and therefore made a surplus of £334 in 2023/24. This has increased the funds held by the Trust from £3,913 to £4,247. The £4,247 funds were held in cash at bank/petty cash (£4,667) less £420 owed to Old Hill Primary School for the service level agreement.

**Resolved** that the Trust recommend approval of the Report of the Directors and Unaudited Financial Statements to the Annual General Meeting.

**RLT05/24 - Rowley Hall update on Academy Update**

Matthew Whiteley provided an update on the conversion to Academy. Work was on-going with Elliot Foundation Academies Trust. The conversion had been delayed because of the state of the roof and the heating in the new building. A DfE bid to undertake improvements had been submitted and a potential conversion date in December 2024/January 2025 was being pursued subject to approval by the Regional School Commissioner.

The Trust had been contacted by Elliot Foundation Academies Trust for information on the RLT legal advisors. Initial work has identified that it appeared a straight forward process for Rowley Hall Primary School to terminate membership through 11.6.1 of the Articles of Association. It was proposed that Higgs and Co, who updated the Articles of Association in 2017, would be contacted to confirm the process including the letter required from Rowley Hall Primary School and the minute required by the Board. It was hoped to the legal costs could be kept to a minimum.

Matthew Whiteley advised that there may be an issue with the Rowley Hall land and building which will need to be transferred to Elliot Foundation Academies Trust. It is understood that the land and buildings were owned by Sandwell MBC as the local education authority. There have been discussions about the land and buildings being transferred from Sandwell MBC to RLT and then onto Elliot Foundation Academies Trust, however, the RLT preference would be for the transfer direct from Sandwell MBC to Elliot Foundation Academies Trust

**Resolved that:**

*That the Board to approve the use of Higgs & Co to be legal advisor on the termination of membership of Rowley Hall Primary School from RLT.*

**RLT06/24 RLT Administration Charges**

The costs for 2024/25 are estimated at £420 for the service level agreement, £500 for Paul Field to assist with the Finance, prepare the Annual Report, organise the AGM and £34 companies house. Any one off legal costs associated with the termination of the Rowley Hall membership would be in addition.

**Resolved that:**

*That the Board be aware of the estimated administration charges.*

**RLT07/24 RLT Contributions**

Paul Field advised that with £4,247 in reserves and annual running costs just below £1,000 it is possible to set the contributions at zero for 2024/25 and 2025/26.

**Resolved that:**

*That the Board approve a zero charge for 2024/25 and 2025/26*

**RLT08/24 Retirements and Appointments**

There were no changes to Board Membership.

**Noted**

**RLT09/24 Rotation of Chair/Vice Chair**

It was agreed by the Trust in previous years that, unless there good reason to do otherwise, the Chair/Vice Chair roles should rotate as follows:-

Chair	Vice Chair
Head Teacher of Brickhouse Primary School	Head Teacher of Old Hill Primary School
Head Teacher of Old Hill Primary School	Head Teacher of Rowley Hall Primary School

Head Teacher of Rowley Hall Primary School	Head Teacher of Temple Meadow Primary School
Head Teacher of Temple Meadow Primary School	Head Teacher of Springfield Primary School
Head Teacher of Springfield Primary School	Head Teacher of Brickhouse Primary School

This will mean that Alison Bhardwaj Head Teacher, Springfield Primary School will become Chair and Paul Newby, Head Teacher of Brickhouse Primary School will be Vice Chair.

***Resolved that:***

Following the Annual General Alison Bhardwaj will become Chair of Rowley Learning Trust and Paul Newby the Vice Chair.

**RLT10/24 – Any other business**

There was no other business

*Chairs Signature..... Date.....*