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14/01/2021

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COMPANIES HOUSE

**SHAKESPEARE SCHOOLS FOUNDATION  
BOARD OF TRUSTEES MINUTES**

**Tuesday 28 January 2020 at 2pm Dean Bradley House**

|          |  | <b>Actions</b>            |
|----------|--|---------------------------|
|          | <p><b>Attended by:</b> James Dray (Chair)<br/>Vicki Wienand, Chloe Surowiec-Allison,<br/>Geraint Talfan Davies</p> <p><b>By phone:</b> Guy Davies, James Hadley, Laura King,<br/>Petrina De Gouttes</p> <p><b>Staff:</b> Ruth Brock, Hannah Watson, Chris Stead, Mike Tucker,</p>  |                           |
| <b>1</b> | <p><b>Trustee business, Minutes and matters arising</b></p> <ul style="list-style-type: none"> <li>Minutes of previous meeting were agreed</li> <li>Declarations of interest: none</li> </ul>  |                           |
| <b>2</b> | <p><b>Finance: latest forecast &amp; cashflow</b></p> <ul style="list-style-type: none"> <li>CS presented the Management accounts to Nov &amp; forecast (187-200k deficit) and a 2019/22 cashflow graph.</li> <li>Cash was positive through the year end with no use of the overdraft. Speedier invoicing resulted in 50 schools paying before year end. TTR has now been received.</li> </ul>   |                           |
| <b>3</b> | <p><b>Key reports – sign up and fundraising etc</b></p> <ul style="list-style-type: none"> <li>The Festival Sign up report is encouraging and shows 222 YTD compared to 161 last year.</li> <li>The Income Generation Report was presented (£105k secured to date) and key trust targets (Q1 2020) circulated</li> <li>Big Give was £73k and bucket/festival giving was good. Atherton still in progress</li> <li>Workshop sales progressing (secured levels for 2020: Education 33%, Corporate 50%)</li> </ul> <p>Staff except RB then left the meeting for the next discussion</p>   | <b>Trustees to review</b> |
| <b>4</b> | <p><b>Coram decision</b></p> <ul style="list-style-type: none"> <li>Letter from Carol Homden circulated confirming the Coram board decision</li> <li>Detailed paper on the Coram decision discussed in particular: <ul style="list-style-type: none"> <li>The different options open to SSF were discussed.</li> <li>It was recognized that the integration cost savings will be challenging but that cost savings are essential in any event to target a surplus and to rebuild reserves</li> <li>The fundraising challenge</li> <li>Governance going forward</li> <li>The interests of the different stakeholders: creditors, the beneficiaries and the staff</li> <li>The mission alignment and culture of the 2 organisations</li> <li>Internal and external communications</li> </ul> </li> </ul> |                           |

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|          | <p>The Board agreed unanimously that it wished Shakespeare Schools Foundation to join the Coram group as at 1 April 2020. It resolved to change the name to Coram Shakespeare Schools Foundation at that time and to admit Coram as sole member of Coram Shakespeare Schools Foundation and to adopt the draft Articles provided including the reserved powers, to take effect 1 April 2020 subject to the equivalent resolution by the Coram Board.</p> <p>The trustees confirmed their willingness to continue serving on the new board</p> <p>The Board is keen that the internal and external announcements should proceed as soon as possible to facilitate the necessary consultations and so that the cost saving actions required in the budget can be progressed.</p> <p>The board gratefully acknowledged the work put in by working group to achieve this result and in particular by Ruth</p> | <p><b>JD to write to Coram</b></p> <p><b>CS to oversee company secretarial</b></p> <p><b>RB</b></p> |
| <b>5</b> | <b>Trustee only discussion</b>  |   |
| <b>6</b> | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• House of Lords event 1 April</li> <li>• Next board 28 April</li> </ul>   |   |

