



**SPRING COMMON ACADEMY TRUST**  
**MEETING OF TRUSTEES**

**Monday 11th January 2016 at 5.30 pm**

**Present:** Anne Aldred (Chair)  
 Kim Taylor (Head)  
 Stacey Rose (SR)  
 Kirstie Dolan (KD)  
 Jay Browning (JB)  
 Christine Gilder (CG)  
 Lynda Adam (LA)  
 Carole Steedman (CS)

**In Attendance:** Nathalie Watkins (Clerk)

Item	Minutes	Actions
1	<p><b>WELCOME AND APOLOGIES</b></p> <p>AA welcomed everyone to the meeting and welcomed the Head back after a car accident on 8 December.</p> <p>Apologies were received and accepted by the Trustees from Judy Ward. AA, as Vice Chair, chaired the meeting in JW's absence</p>	
2	<p><b>REFRESHMENTS AND AGENDA FORMAT FEEDBACK</b></p> <p>Trustees were asked if they still required refreshments at meetings and if so whether what is currently provided is what they want. Trustees requested the following: tea, coffee, tap water, fewer sandwiches, crisps, fruit e.g. grapes and biscuits. Head suggested that sandwiches were not reduced for meetings where there were a high number of staff attending due to meetings following on from the school day and no opportunity to have dinner.</p> <p>It was clarified that the meeting refreshments were not to be removed to fulfil the commitment of the Trustees to provide tea and coffee for staff room this term. This is to be funded separately.</p> <p>The clerk asked for feedback on the agenda format and it was agreed to remove the 'Type' and 'Time' columns</p>	<p>Clerk to feedback to Liz Ward</p> <p>Head to organise</p> <p>Clerk to action</p>

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3	<p><b>DECLARATIONS OF INTEREST</b></p> <p>None</p>	
4	<p><b>APPROVAL OF MINUTES</b></p> <p><b>The minutes from the FGB meeting on 14<sup>th</sup> December 2015 were approved as a correct record</b> and signed by the Chair</p> <p>A copy of minutes from the FGB meetings on 14<sup>th</sup> September and 4<sup>th</sup> November 2015 were approved and signed by Chair as no record of these being approved could be found in previous minutes.</p>	
5	<p><b>MATTERS ARISING</b></p> <p><u>Staff Governor recruitment</u> Staff vote still to be implemented between the two staff candidates. Must be actioned prior to next Trustees' Meeting. AA offered Staff Trustees assistance if required. Head to follow up the procedure for recruitment and voting with Governor services.</p> <p><u>Academy Deed of Variance for Voting</u> Solicitors confirmed that there is no option for Trustees to vote by proxy (for example email or telephone), only face to face, therefore there is no need to amend articles for Trustees. This week solicitors are drawing up new articles for Members to create the same conditions.</p> <p>JW, JB and CG will be required to sign but can be done outside of meetings prior to the next Meeting of Trustees in March.</p> <p><u>Meeting dates</u> Head explained that the Academy needs to do detailed monthly accounts and recommended that a sub group of the Finance Committee meet monthly to analyse reports with Head Teacher and Bursar. Trustees agreed that having the Finance Committee meeting at the same time as the Personnel Committee was not working and a daytime meeting would be better. Head distributed a Finance Planner clarifying what needs implementing when. <b>Finance Planner is distributed with these minutes.</b></p> <p>The following dates were agreed for the Finance Meetings:</p> <ul style="list-style-type: none"> <li>• Wed 27<sup>th</sup> Jan 1.45pm (tentatively to replace 21<sup>st</sup> Jan shared Personnel Meeting).</li> <li>• Fri 26<sup>th</sup> Feb 1.45pm</li> <li>• Thur 17<sup>th</sup> March 5.30pm as an item in Trustees' Meeting</li> <li>• Mon 25<sup>th</sup> Apr 5.30pm</li> <li>• Thur 16<sup>th</sup> June</li> <li>• Mon 18<sup>th</sup> July as an item on Trustees' Meeting agenda</li> </ul> <p><b>PLEASE NOTE REVISED DATE FOR TRUSTEES MEETING FROM 11<sup>TH</sup> JULY TO 18<sup>TH</sup> JULY</b></p>	<p>SR and Head to implement.</p> <p>Head, JW, JB, CG</p> <p>Clerk</p>

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	<p>A new meetings' date document will be circulated with these minutes</p> <p><u>Agree 2016 -17 Term Dates</u>  Head presented a proposal for 2016/17 inset days, explaining that it is up to the Academy to choose when they have their training days. After discussion and feedback from Staff and Parent Trustees, <b>Trustees agreed to accept the proposal.</b></p> <p>Agreed 2016/17 Inset days: Thur 1<sup>st</sup> Sept, Wed 4<sup>th</sup> Jan, Fri 10<sup>th</sup> Feb, Tue 18<sup>th</sup> April, Thur 7<sup>th</sup> July  These will now be published</p> <p>2017/18 dates to be looked at in next Trustee Meeting</p>	<p>Clerk</p> <p>Head</p> <p>Head and Clerk</p>
6	<p><b>ACADEMY CONVERSION REPORT</b></p> <p>A property issue novation was signed by Trustees transferring the defects liability to the Academy for KS3 classroom</p> <p>Head advised that all other documents were completed and thanked AA for her assistance is signing all the documents</p>	
7	<p><b>GOVERNOR UPDATES</b></p> <p>Trustees were made aware of LA termly briefings, the Annual Governors' Conference and the LA Governor Workshops. It was requested that the details be sent electronically to all Trustees.</p>	<p>Clerk</p>
8	<p><b>HEAD TEACHER'S REPORT</b></p> <p>The Head Teacher provided a copy of her report to all attendees and talked through it.  A copy of the report is distributed with these minutes.</p> <p>The report confirmed that the Legal requirements for Academy conversion were met and the funding agreement from RT Hon Nicky Morgan Secretary of State was dated 21<sup>st</sup> Dec 2015 for 1<sup>st</sup> Jan 2016 conversion.</p> <p>It was reported that the LA agreed to include a statement about charging for use of facilities by third parties if the Academy choses to in the future.</p> <p>It has previously been agreed that all statutory policies would stay the same however the name and logo will need changing and then they will all need signing by a Trustee. AA volunteered to do this on 12/1/16</p> <p>A Trustee asked about updating the logo/name on school uniforms. The Head advised that uniform would remain the same for the rest of the academic year and then from</p>	<p>AA and HEAD</p>

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	<p>September updated uniform would be available to phase in as children needed new uniform. Head confirmed that except for updating the logo/name there were no plans to change the school uniform.</p> <p>Head stated that staff would be consulted on staff uniform update in case a change of colour or style was favoured.</p> <p>Head requested that Trustees adopt the standard Freedom of Information Act Publication Scheme for Academies rather than having a bespoke document created. <b>Trustees agreed to adopt this for compliance.</b> A copy is distributed with these minutes</p> <p>Head informed Trustees that she has written to all parents/carers about the completed conversion and hoped all had seen a copy of this. She invited Trustees to contact parents if they felt it necessary however Trustees felt that Head had covered everything necessary in her communication.</p> <p>Head advised that the HR handover check list had been completed however it should be looked at in the next Personnel Committee Meeting. Over time the Trustees can decide whether to continue with all the current HR providers.</p> <p>Trustees asked to provide Head with approximately 4 sentences about themselves to be published on the website</p> <p><b><u>NURSING UPDATE</u></b>  In summary, SCA cannot employ a nurse directly as they have to be employed by a health body to provide clinical governance. At present CCG are offering a named nurse as a triage system. Trustees of the Academy expressed dissatisfaction triage which does not guarantee face to face contact to a nurse to view patients.  Agreed by all that SCA do not want a glorified TA/First Aider or a pool nurse but a dedicated nurse for SCA alone, on site, full time.  Due to current situation parents have to come into school daily when tests or medical procedures are required as there is no nurse on site.  Head has written to several directors of nursing within other health authorities and looking to meet with Deputy Director in Stevenage. AA requested that Sunflower Care is not dismissed from the search. Also decided to take the next step and contact local MP for assistance.</p>	<p>Clerk to ensure on agenda</p> <p>All Trustees</p> <p>CG/LA to provide MP contact details to Head</p>
	<p><b>POLICIES</b></p> <p>An updated Health and Safety Policy was distributed. Head advised that there were just a few minor updates and recommended adoption by the Trustees. <b>Trustees agreed to accept and approve the new policy.</b> A copy of the policy is distributed with these minutes.</p>	

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	Policy signed by Vice Chair and Head and it was agreed to review the policy in Dec 2016	
	<b>ANY OTHER BUSINESS</b> Restaurant Days information provided by Post 16 Manager and Trustees and Clerk encouraged to attend	
6	<b>DATE OF NEXT MEETINGS</b> Trustees Meeting Thursday 17 <sup>th</sup> March 2016 at 5.30pm Curriculum Committee on Tuesday 19 <sup>th</sup> January at 5.30pm Personnel Committee moved from 21 <sup>st</sup> January to 4 <sup>th</sup> February at 5.30pm Finance Committee moved from 21 <sup>st</sup> January to 27 <sup>th</sup> January at 1.45pm (TBC see documents attached).	

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