



## SPRING COMMON SCHOOL

### FULL GOVERNORS MEETING

**MONDAY 19 OCTOBER 2015 at 6.00 pm**

**Present:** Kim Taylor (Headteacher)  
 Judy Ward (Chair)  
 Mary-Anne Bolton  
 Jay Browning  
 Anne Aldred  
 Kirstie Dolan  
 Lynda Adam

**In attendance:** Alison Staff  
 John Sutton (Bursar)

1	<p><b>WELCOME AND APOLOGIES</b></p> <p>JW welcomed everyone to the meeting and advised that the purpose of the meeting today was to agree and confirm decisions in relation to the school converting to become an Academy.</p> <p>Apologies for absence were received and accepted from Carole Steedman and Stacey Rose. Apologies were not received and therefore not accepted from Christine Guilder.</p> <p>JS was present for the meeting to assist with the discussions in relation to Finance but would not be involved in any voting.</p>	
2	<p><b>ACADEMY CONVERSION</b></p> <p>KT advised that she continues to work closely with the Legal representatives and that there was a need now for Governors to make some decisions in order to move forward. KT advised that JW would be away shortly and that confirmation had been received that KD and AA would be able to sign on behalf of Governors in JW's absence.</p> <p>KT advised that to achieve the January conversion deadline the following will need to happen:</p> <ul style="list-style-type: none"> <li>• Friday 6 November – Final draft documents to be with the DfE</li> <li>• Monday 7 December – Confirmation to the DfE that the CTA and lease are agreed</li> <li>• Friday 18 December – Signed documents to be with the DfE</li> </ul>	

Decisions which need to be made by Governors today are:

- **Accountants** – JS provided Governors with a comparison between Rawlinsons and Streets Accountants and advised that his recommendation would be for the Academy to use Rawlinsons. The reasoning behind this is that they have lots of experience, they are local to the school and they currently work with other schools in the area. Following a vote, Governors unanimously agreed that Rawlinsons would be the chosen Accountants for the Academy.
- **Bank** – Currently the school banking is with Barclays and a RBS Business Card as part of the LA. Once the school converts to become an Academy, it will need its own bank account. JS provided Governors with a comparison between Barclays and Lloyds and KD asked why only these two banks and not others. JS advised that as the school was already using Barclays, the natural route was to look at them. JS advised that his bank of choice would be Lloyds and advised that this was due to their experience in managing educational organisations. However, Governors did not feel that this had any bearing on the decision as it was irrelevant whether a bank had knowledge and experience in education as the school would be run as a business and therefore the management by the bank of a business account was more important. Following a vote, Governors unanimously agreed that Lloyds would be the chosen Bank for the Academy but at a future date, Governors would look at an appropriate deposit account that would pay interest. KT advised that the bank account could not be set up until the end of November.
- **Financial Toolkit** – JS provided Governors with a quote and Financial Procedures Manual from HCSS Education. This is a system which has been developed from a joint specification created with Capita. This is a financial reporting toolkit which would allow the Academy to produce high quality financial reports. Governors discussed the costs and KT advised that this would be cheaper than what the school is currently paying. Following a vote, Governors unanimously agreed that the Financial Reporting Suite for FMS would be the chosen toolkit for the Academy.
- **Capita Accounts and Licence** – KT advised that the school currently use through the LA a range of Capital products i.e. accounts, dinner money, SIMS Personnel etc and the recommendation is that in the first instance, the Academy remain with Capita. Following a vote, Governors unanimously agreed to continue with Capita Accounts and Licence for the Academy.
- **Decision to Set Up and Prepare in November and Ed ICT to Assist** – Following a vote, Governors unanimously agreed to use EDICT for the academy.
- **Insurance** – KT provided Governors with a copy of a quote from LGSS for Insurance for the Academy. This

would be an annual cost and would cover all aspects of insurance including building, contents, liability etc. KT advised that this was approximately £6k less than the school was currently paying. Following a vote, Governors unanimously agreed to use LGSS Insurance for the Academy.

- **Name of Academy and name of Academy Trust** – KT talked to Governors option the options of becoming a MAT in the future and the legalities around this and is recommending to Governors that when the school becomes an Academy, it becomes a MAT. KT advised that this would be an empty MAT and would only change in the future if it was felt that this was the right decision for the Academy. This would give the Academy choices in the future without the need to undergo long consultation processes. Following discussion, Governors voted and unanimously agreed that the school would convert to become a MAT. The name for the Academy was unanimously agreed by Governors to be the “Spring Common Multi-Academy Trust’ and known as Spring Common Academy.
- **Members and Trustees** – At a previous meeting, Governors provided information in relation to Members and Trustees and both JB and JW confirmed that they were happy to be members. KT will speak with Christine Gilder to confirm that she would also be happy to be a Member. All Governors would be Trustees. In addition to the current membership it was agreed that 3 additional vacancies for Trustees would be included making a total membership of 13 Trustees. Work would be undertaken to recruit to the 3 vacancies.
- **Schedule of Changes** – KT advised that this was a document which needed to be submitted by 6 December and that no changes would be made unless recommended by the Legal team who are supporting the school through its conversion process.
- **The Articles** – KT provided Governors with a Guidance Note from Browne Jacobson on The Articles and a copy of the Academy Articles of Association and talked through this with Governors.
- **Commercial Transfer Agreement** – KT provided Governors with a Guidance Note from Browne Jacobson on the Commercial Transfer Agreement and a copy of the Transfer Agreement document. KT advised that this was a document which would need to be signed by the LA and the School.
- **Employees/Personnel** – Already have TUPE template letter from Brown Jacobson and KT advised that the only change in contracts will be the name of the school. An optional meeting for staff is to be organised with EPM.
- **Pensions** – KT has contacted the LGSS pension scheme and advised that the school will be converting to an

	<p>Academy with effect from 1 January 2016. Governors had previously agreed not to pay the fee for information at this time as do not want to have to pay the fee required twice.</p> <ul style="list-style-type: none"><li>• <b>Legal Liabilities</b> – KT advised that this has already been followed up and that there is one outstanding matter relating to a teachers personal injury claim which is in the hands of Zurich Insurance.</li><li>• <b>Funding Agreement</b> – KT provided Governors with a copy of the Guidance Note from Browne Jacobson and advised that this is the final document to be signed and that the school does not become an Academy until this has taken place. Funding Agreement is with the Education Funding Agency and money will come direct from them to the school. KT advised that the school currently was predicting a carry forward of £175k but KT is hoping that this will be in the region of £200k. LA will initially take all the school money and once reconciled and agreed would then reimburse the school. This process can take up to 3 months. A school budget will need to be established from 1 January 2016 with the school financial year running from 10/09 to 31/08 each year.</li><li>• <b>General</b> – KT advised that the Academy would continue with EPM and that contracts will not be changed into the new name until after the funding agreement has been signed. All contracts will remain unchanged until this time. KT also passed on her thanks to everyone for their work in supporting the process of conversion.</li></ul>	
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