



# **SPRING COMMON ACADEMY BOARD OF TRUSTEES' MEETING**

**Monday 25<sup>th</sup> April 2016 – 6pm**

## **MINUTES**

**Present:**

Judy Ward (Chair)	Kim Taylor (Head)
Kirstie Dolan (KD)	Jay Browning (JB)
Stacey Rose (SR)	Rachael Goodwin (RG)
Anne Aldred (AA)	

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

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>The Chair welcomed everyone</p> <p>The meeting was quorate with over 3 Committee Members present</p> <p>Apologies were received from Lynda Adam and Christine Gilder</p> <p>The Chair informed all Trustees of the resignation of Trustee Carole Steedman over Easter and that she had written a letter to Carole expressing her grateful thanks for the work and effort that she had put into her time as a Governor/Trustee</p>	
2.	<p><u>DECLARATION OF INTERESTS</u></p> <p>None</p> <p>It was confirmed by the clerk that The Academies Financial Handbook requests that 'trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the trust', must be declared. AA reissued her form, Lynda</p>	

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	<p>attendance information to be published on the academy's website All confirmed that the details shown for them were correct. Head fed back that accountants liked the format of the document.</p> <p><b>ACTION: Clerk to update Trustee meeting attendance register regularly for website and add in charitable interests and Christine Gilder's information.</b></p> <ul style="list-style-type: none"> <li>• Staff use of staff room</li> </ul> <p>Head informed that she had discussed the issue with the SMT and they feel the need to discuss it with staff. SR commented that she felt that the reason many TAs did not use it was that they do not get a full lunchbreak. Head feels that in some instances (from lesson observations) this has a lot to do with teachers not managing TA's time efficiently e.g. when children are changed or other deployments. She also felt that during times when there are a lot of supply staff that staff feel that there are some things that they cannot get supply staff to do due to lack of training and competency. RG also felt that hand overs not always going smoothly can encroach on lunchtimes. <b>ACTION: Head to follow up use of staff room</b></p> <ul style="list-style-type: none"> <li>• Update on lunchtime provision/menu issues</li> </ul> <p>Head said that it has been clarified that when a weekly menu is sent out to parents for the week, it cannot change. There must be enough choice and enough food in quantity for both sittings.</p> <p>SR said still an issue; she goes in to first sitting after EY and often is no choice left. <b>ACTION: Head asked SR and any other Trustees to do learning walks at lunchtime with Caroline to help support the efforts. DECISION: It was concluded to continue to monitor the situation with CSC school meals service.</b></p>	<p>Clerk</p> <p>Head</p> <p>All Trustees</p>
5.	<p><u>SAFEGUARDING AND SCR</u></p> <p>AA reported back on her meeting with deputy head Julia McIntosh. They went through all the information provided by the LA and <b>SCA is meeting all the requirements.</b></p> <p><b>AA confirmed that she had reviewed the SCR.</b></p> <p>AA stated that JM was concerned that not having a school nurse has an issue on safeguarding and Trustees agreed.</p>	

	<p><u>Nursing</u></p> <p>The Chair asked Head for an update on where she was with regards getting a dedicated school nurse. Head informed board that there is no conclusion to the issue yet and that she continues to bring it up regularly at the many meetings she attends as a wider local issue. Her attempt to have another Health Trust let SCA have governance, supervision and training has not come to fruition due to distance. Currently only have access to nursing via telephone and attendance on site for specific appointments. KD stressed as a parent how important it is to feel that a nurse knows your child rather than them just being a name. AA reminded Head to look into Sunflowers providing nursing for private providers. <b>ACTION: Head to investigate.</b></p> <p><b>DECISION: It was agreed that all avenues had been explored and the next step was to contact the local MP.</b> AA volunteered to do this with Head.</p> <p><b>ACTION: AA and Head to make contact with local MP</b></p>	<p>Head</p> <p>Head/AA</p>
6.	<p><u>HEAD TEACHERS REPORT</u></p> <p>The Head distributed a copy of her report and ran through it with trustees encouraging any questions or queries. <b>Distributed with minutes</b></p> <ul style="list-style-type: none"> <li>• Awaiting results of Autism reaccreditation – feeling positive</li> <li>• Achieved Eco School Green flag reaccreditation</li> <li>• Good will on both sides to continue Crossing Borders project with school in Belgium and 2016/17 visit dates have been planned and approved by Trustees.</li> <li>• International Award revalidation at end of June. There is a collation of evidence ready for submission.</li> <li>• Gov't have decided that Academies cannot set their own term dates but must follow those set by the LA in the local area.</li> </ul> <p><u>Personnel</u></p> <p>Trustees and Head will provide a presentation to staff on training day on 6<sup>th</sup> June around, sickness policy, supply cover and the financial impacts that may result in staff reductions. <b>ACTION: Chair asked all Trustees who could to attend Inset day at 2.30pm on 6<sup>th</sup> June.</b></p> <p>A Trustee felt that the only people who will be there or take note of figures are those who are not abusing the system. RG explained that at her old school staff had to call a nurse from an external company if they wanted to</p>	<p>All Trustees</p>

	<p>call in sick and the company would pass the information on to the school. This worked as a deterrent to those who took time off sick regularly. They also had to have a return to work call. <a href="#">A Trustee expressed concern at those texting absences in</a>. Head confirmed that this is not the policy.</p> <p><b>ACTION: Head to investigate texting</b></p> <p>Liz Ward, PA to Head, attended a LGPS presentation last week. <b>ACTION: Liz to attend Personnel Committee on 12<sup>th</sup> May to report on LGPS.</b></p> <p>Head circulated the Leadership review showing what had happened from its introduction in 2014. A new review is required, not because 2 senior staff have left, but because the school has become an academy, a training school and has had its pupil numbers increased since the previous review. Head consulting with SMT at present waiting for their feedback, from this a proposed plan will be pulled together and this presented to staff for their views. There will be a consultation period in May.</p> <p>Head intends to have all this information for Personnel Committee on 12<sup>th</sup> May. <b>ACTION: Head asked Trustees to email her any views they have on the structure so that this can also be taken into account for the initial proposal for the consultation. ACTION: Head to ensure timetables are ready by end of May</b></p> <p>Head distributed staffing structure and school organisation plan 2016-17. <b>DECISION: Trustees approved this staffing structure and school organisation plan and the Chair signed it.</b></p> <p><u>Finance</u></p> <p>The report provided an update for those not on the Finance Committee on Financial Management and Governance self-assessment and validation with EFA. Head also explained the process of Internal Audit and the Responsible Officer report compiled by Rawlinsons, SCA's accountants. <b>DECISION: Trustees agreed that the Academy was on track in terms of progress with the Financial Planner from Jan – July 2016.</b></p> <p>Head explained the Accountants' Responsible Officer report and confirmed</p>	<p>Head</p> <p>Liz Ward</p> <p>All Trustees</p> <p>Head</p>
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that in the prior Finance meeting the Chair of Finance had signed the bank reconciliation reports checked by Esther Hay for Jan, Feb and March. Head confirmed all the financial policies and procedures had been approved to be compliant with Academies Financial handbook and funding agreement.

#### Property

All recommendations from fire safety assessment and review report in March 2016 have been completed so the school is safe. A Governor asked why the fire alarm goes off in all buildings rather than just the effected one. Head explained from her personal experience it was best practice to assemble all pupils, staff and visitors at the central point. Trustees accepted this view

#### Curriculum

Cambridgeshire's' LA senior adviser Keeping In Touch visit with Head and Chair of Trustees produced an outstanding rating overall. ACTION: Head will continue to update the SEF (School Evaluation Form)

ACTION: By the next Curriculum meeting on 21<sup>st</sup> June Head will ensure that there will be an updated long term curriculum map.

In April 16 the Autism Education Trust published 'A progressive framework for pupils on the Autism Spectrum'. DECISION: Trustees approved SCA's intentions to adopt this framework from beginning of next academic year.

The report summarised what will be discussed at the strategy day. JW asked if Trustees could have a copy of the LA SEND strategic plan for strategy day and Head felt that it would be beneficial to ask Judith Davies from the LA to come to a meeting to discuss the latest plans personally with Trustees. ACTION: Head to invite Judith Davies to board of Trustees meeting on 18<sup>th</sup> July

Chair asked if there had been any response from parents following the letter sent out about becoming a parent Trustee. Head said that there were no responses. KD felt that the letter was too official and might appear to daunting for a parent. KD volunteered to write something about being a

Head

Head

Head

	parent Trustee and then send to the Chair to look at distributing. <b>ACTION:</b> KD to write some text and Chair to distribute	Chair/KD
8.	<p><u>POLICIES</u></p> <ul style="list-style-type: none"> <li>List of all policies to be distributed</li> </ul> <p><b>ACTION:</b> Head has a list and will arrange to have it sent to clerk. <b>ACTION:</b> Head to ensure that all Trustees will be given the policies on disc on 18<sup>TH</sup> July.</p> <ul style="list-style-type: none"> <li>Complaints Policy</li> </ul> <p>This was circulated in advance of the meeting. There were no questions. <b>DECISION: the policy was agreed and approved by the board and signed by the Chair</b></p> <ul style="list-style-type: none"> <li>Equalities Policy</li> </ul> <p>Equalities plan 2016/17 was approved at the last Board of Trustees' meeting but was not signed. <b>DECISION: Chair signed the Equalities Policy and Plan.</b></p> <ul style="list-style-type: none"> <li>Personal Information Policy</li> </ul> <p>This was circulated in advance of the meeting. There were no questions. <b>DECISION: the policy was agreed and approved by the board and signed by the Chair.</b></p>	Head
9.	<p><u>TRUSTEE TRAINING</u></p> <p>AA and RG are attending a Governor Induction course</p> <p>JB will attend the Summer Term Governor Briefing. <b>ACTION: JB to report back on Governor briefing at next Board of Trustees meeting</b></p> <p>AA wants to update safeguarding training – <b>ACTION: AA to look at LA training offered</b></p> <p><b>ACTION: It was agreed that the clerk would keep a record of training attended by Trustees</b> and Clerk offered assistance to all Trustees if the needed help finding or booking on to courses.</p>	<p>JB</p> <p>AA</p> <p>Clerk</p>

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	<p>All trustees were given the Governing Board Skills Audit from the NGA to complete. KD, Head, RG, AA and JB completed at the meeting. <b>ACTION: Chair and SR took the document away to complete.</b></p> <p><b>ACTION: Clerk to arrange for absent Trustees to complete and for a copy of each to be provided to Training Link Governor</b></p>	<p>Chair and SR Clerk</p>
10.	<p><u>AOB</u></p> <p>Head raised 5 points</p> <ol style="list-style-type: none"> <li>1) Issue of pupil experience due to congregation at the Lower School entrance of parents, taxi drivers and escorts at the beginning and end of the day. Some are there up to half an hour early, often rude to staff trying to get in and out of school during the working day. SR agreed it was a real issue. Head informed that SCA were going to try and enforce a change. SR stated that a few escorts stand chatting after they have collected a child and autistic children can become distressed. Trustees asked if gates could open later on? Head said this will be considered when dealing with the issue.</li> </ol> <p><b>ACTION: Head to write to LA education transport for assistance with contractors and to come in and monitor.</b></p> <p>Head has asked Deputy Head to see which parents and escorts are involved so they can be approached sensitively and a letter can be circulated. <b>ACTION: Deputy Head to meet with parents and letter created and sent out to parents</b></p> <ol style="list-style-type: none"> <li>2) Head also reported on an incident where a taxi driver pretended that children from the Academy had broken his taxi window. Bursar and Caretaker with the driver and no evidence. The Academy has never had issues of children causing any damage to vehicles.</li> <li>3) Confidentiality issues. <b>ACTION: Head explained she will meet all staff tomorrow.</b> Issues with staff passing confidential information to escorts, telling parents information rather than use of Home to School books, passing on information that is closed due to procedures. Head explained that information can easily get misconstrued passed from staff to escort to parents which results in a busy entrance way and</li> </ol>	<p>Head</p> <p>Head/Deputy Head</p> <p>Head</p>

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	<p>thereby creates anxiety for parents around SCA communications.</p> <p>There have been specific incidents, where information that only Head and JM should hold, has become wider knowledge. Head said that even one breach of confidentiality affects SCA's reputation and means that Head and Deputy have to work hard overtime to regain trust.</p> <p>Head is willing to implement 'safer code of conduct' which allows for disciplinary action for these issues and will make it clear again to all staff. <b>DECISION: Trustees approved this course of action and appreciated the openness of the Head to day matters with Trustees.</b></p> <p>4) Head requested that the Board grant the Personnel Committee the authority to agree more staff recruitment at the next Committee so that it can progress rather than having to wait until the next Board meeting on 18<sup>th</sup> July. <b>DECISION: Trustees agreed that the Personnel Committee can approve recruitment</b></p> <p>5) Head reported that after interview Caroline Place was offered the permanent position of Assistant Head of Autism provision. Trustees wholeheartedly approved of this appointment</p> <p>RG reported that taxis are blocking the path for wheelchairs from the Hydrotherapy pool to the main school by parking on the pavement. Please can this be addressed in addition to entrance ways with Education Transport (ET)? <b>ACTION: Head to report to, and sort out with, ET</b></p> <p>SR wanted to minute that whichever cleaner is currently cleaning the staff room is doing a brilliant job.</p> <p>AA gave her apologies for the Curriculum Committee meeting on 10<sup>th</sup> May</p>	Head
11.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> <li>Strategy Day 18<sup>th</sup> June 9.30-2.30, Hemingford Pavilion. SMT to be</li> </ul>	

	<p>invited to join Trustees.</p> <ul style="list-style-type: none"><li>Monday 18<sup>th</sup> July at 5.30pm</li></ul>	
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