



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

Wednesday 14th December 2016 – 5.30pm

MINUTES

Present:

Judy Ward (Chair)	Kim Taylor (Head)
Jay Browning (JB)	Rachael Goodwin (RG)
Anne Aldred (AA)	Lynda Adam (LR)
Stacey Rose (SR)	

In Attendance:

Liz Ward (Clerk)
Graham Jones (Rawlinsons Chartered Accountants)

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 Board Members present</p> <p>Apologies were received and accepted from Kirstie Dolan (KD)</p>	
2.	<p><u>DECLARATION OF INTERESTS</u></p> <p>None</p> <p>Stacey Rose and Lynda Adam have now completed their pecuniary interest forms.</p>	
3.	<p><u>APPROVAL OF MINUTES AND AGREED ACTIONS UPDATE</u></p> <ul style="list-style-type: none"> DECISION: The Minutes from the Board of Trustees' meeting held on 12th October 2016 were approved and signed by the Chair <p>OUTSTANDING ACTION: KD to provide some copy of why she likes being a parent governor to JW</p>	KD

READ & AGREED AS A TRUE RECORD

Signed.....(Chair) Date.....

	<p>AA met informally with CP re lunchtime provision. AA will arrange a formal meeting in the new year.</p> <p>Discretions Policy was agreed with LGSS and they have filed a copy for their records.</p> <ul style="list-style-type: none"> • Personnel Committee Minutes meeting held on 24th November 2016 Not available for this meeting • Curriculum Committee Minutes meeting held on 22nd November 2016 Not available for this meeting • Audit, Finance, Premises and Health & Safety Minutes meeting held on 6th December <p>Decision: Trustees approved the Audit, Finance and Health & Safety Minutes held on 6th December.</p> <p>Decision: Trustees agreed to employ Avocet Cleaning 8 hours a day cleaning with 4 cleaners on site. For a year in the first instance.</p> <p>Decision: Trustees agreed to Reception Project. They requested a meeting to see if we can lower costs.</p>	AA
	<p><u>Presentation of the Outcome of Audit and Provisional Annual Report</u></p> <p>Graham Jones from Rawlinsons, Accountants distributed 4 different coloured documents to Trustees;</p> <ul style="list-style-type: none"> • A white document which is the trustees report and statutory accounts. • A yellow working document which is the management accounts for Trustees. There are 2 purposes for this document: - to help understand the white document and to provide a breakdown of funds. • A pale blue paper which explains different sections of statutory accounts. • A peach document which lays out roles and responsibilities and refers to ethical standards Rawlinsons are drawn by. <p>Graham explained the documents to Trustees and took any questions arising. Jay questioned how the pension deficit figure is calculated. Graham advised that this figure is for the Local Government Pension Scheme based on an actuary</p>	

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	<p>report. The Government has indicated that if anything should happen to an Academy, they would pick up the deficit to protect employees.</p> <p>Kim feels the accounts reflect that we manage our money very well and have a good accounts team. Trustees acknowledged this and thanked Kim, John and Esther for their work in managing the accounts.</p> <p>Trustees had no further questions and Anne Aldred proposed that the accounts were accepted. Jay Browning seconded.</p> <p>Decision: Trustees approved the accounts and they were signed.</p> <p>Graham advised that they would send over a pdf version of the signed accounts which our Finance Department will upload to the EFA. At the end of January, Rawlinsons will upload our accounts to Companies House. Graham advised at this time, the accounts can be added to our school website.</p> <p>Judy thanked Graham for his explanation and clarity of documents.</p> <p>Graham left the meeting.</p>	
4.	<p><u>MATTERS ARISING</u></p> <p><u>Sickness Policy</u></p> <p>Trustees looked at this policy after the last meeting and they had no comments to make.</p> <p>Decision: Trustees approved the Sickness policy.</p> <p><u>Appointment of Accountants for 2017</u></p> <p>Judy proposed we reappoint Rawlinsons as accountants and auditors for the next financial year.</p> <p>Decision: Trustees agreed to appoint Rawlinsons as Academy accountants for the next financial year.</p> <p><u>Trustee Recruitment Update</u></p> <p>AA has prepared a draft letter to send out to a local business consortium group. Judy Ward is meeting Malcolm Coury tomorrow who may be interested in becoming a trustee. Malcolm has a finance and business background.</p>	

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Kim has spoken to a couple of professionals who may have capacity later in the year to become a Trustee. She will approach parents personally to ask if they would consider becoming a trustee.

SEND Peer review results

Kim tabled a report from the Local Authority about special needs in Cambridgeshire. Vast majority of pupils are in mainstream schools. Outcomes for children in primary and secondary schools are very poor compared to national expectations.

AA mentioned it was noticed from the pupil premium learning walk that the specialist TAs were not working as much with pupils as they were providing cover. This has been a problem and supply staff cannot fill specialist vacancies. Kim advised if we are able to make changes we will. AA/JMC will look at this again through the pupil premium learning walk in the new year.

Nursing Update

Gina Williams will be commissioned through Sunflower Care as our school nurse for 20 hours a week.

AA, KD and Kim met with John Peberdy and Mark Slade from CCS earlier this month. CCS are saying they will provide us with a designated nurse, on a designated day, 1 day a week. Kim has asked Gina to work 4 days a week - 1 day will be an overlap to achieve a streamlined and cohesive approach. CCS advised there is also a possibility of Universal School Nursing (PSHE, SRE). AA questioned if this would be specialised enough for our pupils. CCS advised they would not accept responsibility of any training Gina delivered and would not sign off competencies for training Gina had delivered. Kim questioned this. Our nurse and school has liability insurance, CCS has liability insurance. Kim is content that Sunflower Care are adequately insured and if their nurse made a mistake it would be dealt with through Sunflower Care indemnity. Kim/Anne do not feel any vulnerability as Sunflower Care have insurance, governance and competency standards and therefore due diligence has been fulfilled for Trustees.

The first part of Gina's employment would be an induction with Sunflower Care. There needs to be a meeting to agree boundaries, establish terms of co-operation and avoid duplication.

KT to resend.

KT

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	<p><i>Action: Kim to arrange meeting between CCS, Sunflower Care and Trustees asap.</i></p> <p>Kim thanked Anne and Kirstie for their work with Sunflower Care and CCS to develop our health provision.</p>	
5.	<p><u>SAFEGUARDING AND SINGLE CENTRAL RECORD</u></p> <p>AA/JMC did a safeguarding audit and our School Central Record came out as being exemplary. Anne thanked Liz and Eija for their work in keeping this statutory document live.</p>	
6.	<p><u>HEAD TEACHER'S REPORT</u></p> <p>Kim tabled her report (attached).</p> <p>SR – advised that staff have not noticed any difference since Academy conversion.</p> <p>Kim thanked Simon for covering staff to complete medical training to support high needs pupils. Our staff team have shown remarkable flexibility to embed routines for complex needs pupils.</p> <p>Kim explained the 3 possibilities for a Free school agreed at Trustees Strategic meeting on 18 July.</p> <ol style="list-style-type: none"> 1. 16-19 PMLD facility with the Local Authority. If demand can be proved, funding will come from DfE to set up, plan and start. 2. EYS and Nursery. The Local Authority want this to be a mainstream provision, although we submitted a bid. 3. A Special School on Alconbury Weald which we could bid for. <p>Kim is meeting the Local Authority on Friday with Judy Ward, to ask about the bid process.</p>	

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7.	<p><u>STRATEGIC PLAN</u></p> <p>Kim will contact Trustees in New Year to get an evaluation of the plan from individual trustees.</p>	
8.	<p><u>POLICIES</u></p> <p>The following policies agreed by Committees were ratified by Board of Trustees</p> <p>Curriculum</p> <p>Physical Intervention – wording has been changed.</p> <p>DECISION: Trustees agreed the amended policy.</p> <p>Jay feedback following a learning walk at HRC with Judith Ledwith (attached).</p> <p>DECISION: Trustees to ratified the following decisions by committees: -</p> <p>Finance –</p> <ul style="list-style-type: none"> • NCTL Audit submitted 09/12/16 • Engagement of school nurse. • £4,000 virement from general curriculum for PE support. • Approval of Reception project. The amount for Reception is still higher than we wanted. A meeting is to be arranged with Kirton Construction, Architect and Classic Windows to see if any savings can be made. • Approval of £3,000 to BlazeQuel for backup batteries. <p>Personnel –</p> <ul style="list-style-type: none"> • Maternity Policy amendments. • Updates to teachers induction and appraisals booklets. • Job description for lead safeguarding role. • Staff recognition and achievement policy – see AOB. • Staffing pay awards. • Appointment of Jay Browning as IDRP Adjudicator 	
9.	<p><u>TRUSTEE TRAINING</u></p> <p>Anne will book some training in the New Year.</p> <p>Jay has booked to go on the termly briefing in January.</p>	
10.	<p><u>AOB</u></p>	

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	<p><u>Behaviour Report</u></p> <p>Kim tabled a behaviour report prepared by Simon. Jay asked if details of the incidents could be added.</p> <p><u>Complaints Policy</u></p> <p>New guidance was received from the local authority recently. Kim has looked at this and made one recommended change to our policy – that any complaint must be made within 10 working days of the event.</p> <p>Decision: Trustees Agreed to the new Complaints Policy dated December 2016.</p> <p><u>Investors in People</u></p> <p>Will contact us in January. AA would like to be involved.</p> <p><u>Staff Recognition and Achievement Policy</u></p> <p>Judy received a letter from a TA about the staff recognition and achievement policy which she shared with Trustees - attached. Trustees felt disappointed that some staff feel this way, the intent of the policy was staff appreciation. Trustees agreed to amend the wording - ‘work better’ is the identified issue, and Judy will write a letter back to the TA concerned.</p> <p><u>Personnel</u></p> <p>Kim advised Trustees that we have a senior supervisor post that is not being carried out. Kim wishes to end this post and has to produce a business case for Trustees. Trustees were shown the Policy and Procedure for Handling Redundancy along with EPM guidance.</p> <p>DECISION: Trustees approved the Policy and Procedure for Handling Redundancy Dec 16.</p>	LW to email
11.	<u>CONFIDENTIAL ITEMS – see separate minute.</u>	
12.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> • Thursday 16th March 2017 at 5.30pm 	

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