



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

Monday 18th July 2016 – 5.30pm

MINUTES

Present: Judy Ward (Chair) Kim Taylor (Head)
Jay Browning (JB) Rachael Goodwin (RG)
Anne Aldred (AA)

In Attendance: Nathalie Watkins (Clerk)
John Sutton (Bursar)

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 Lynda Adam and Stacey Rose.</p> <p>No apologies were received from Kirstie Dolan. (Apologies were received the following day from Kirsty who did not attend due to a family health emergency.)</p> <p><u>TRUSTEE RECRUITMENT UPDATE</u></p> <p>Still short of Trustees but now waiting for next term to pick up on recruitment. A Trustee suggested trying the CCC website and it was also reiterated that a second parent Trustee was desirable. KD still to provide JW with copy on being a parent Trustee, for a letter to parents. Aiming for 11 or 13 Trustees.</p> <p>ACTION: KD to provide some copy on why she likes being a parent</p>	<p>KD</p>

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	<p><i>governor to JW</i></p> <p>DECISION: It was agreed that as Christine Gilder remains a Member that hard copies of meeting minutes would be sent to her. ACTION: Head to liaise with her PA Liz Ward.</p>	Head
2.	<p><u>DECLARATION OF INTERESTS</u></p> <p>None</p>	
3.	<p><u>APPROVAL OF 2016/17 ACADEMIC YEAR BUDGET READY FOR SUBMISSION TO EFA FROM BURSAR (CFO) AND HEAD (AO)</u></p> <p>Bursar led this part of the meeting informing Trustees that the budget has to be submitted online by 31st July.</p> <p>Bursar has input data onto the EFA online form but not yet submitted as awaiting the Board's approval today.</p> <p>Bursar showed Trustees a budget document explaining that this showed the same information as the online form just in a different format.</p> <p>Bursar explained that the end of June accounts were used to forecast the end of year position in order to create a carry forward for the budget.</p> <p><i>Carry forward from 2015/16 academic year of £490k</i></p> <p><i>Deficit in the 2016/17 budget of £192k</i></p> <p><i>So surplus for 2016/17 of £297k</i></p> <ul style="list-style-type: none"> • 45k of carry forward being used 3 x 1 yr TA positions • 41k of carry forward being used to support standard budget • A Trustee asked where the funds for the building work would come from and Bursar confirmed that it would be from the unallocated segment of the £297k carry forward. • In January '16 Trustees agreed they would look for a carry forward of £200k. The excess £97k is in part made up of funding (therefore ring fenced) received now rather than in September when expected and some cost savings. <p>Staff absence insurance – from April to Aug this year SCA did not take out insurance. DECISION: Trustees agreed that from September '16 they would</p>	

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purchase the insurance for 6 days plus absence for the wellbeing benefits to the staff. The selected LGSS policy is cheaper than previous insurers by approx. £5k

Bursar informed Trustees that at the Board Meeting on 14th Dec '16 Trustees must appoint accountants for 2017. **ACTION: Clerk to ensure on agenda**

Clerk

Head reminded Trustees that Browne Jacobson Solicitors could still be used for legal advice.

Receiving around £3.5m in funding and grants. Bursar put to Trustees that the non increase in funding against the increase in costs will lead to increased financial pressure on all schools. There is often a delay in funding but school must put staffing in for safety. The highest need children's funding does not cover the full cost of looking after these children.

DECISION: It was agreed that the 1% increase in teachers' pay should be given now rather than waiting until October

Bursar explained that a 31st August LGPS actuaries report will be created based on year end not budget and that will be required to request pensions from the LA.

Chair put to Trustees that the budget had been examined and approved by the Finance Committee and that she proposed that the Board accept the budget. **DECISION: Trustees agreed to accept the presented budget for 2016/17 academic year.**

Chair thanked Bursar and the finance team for all their hard work.

FEEDBACK ON 2ND HALF OF INTERNAL AUDIT

Trustees were shown the Responsible Officer Report from Rawlinsons' visit on 11th July 2016. Every item was classed as low risk 'green' except point 2.7 which relates to the Gift Policy - gifts given and received by individuals and the school. In SCA's gift policy there is nothing around the giving of gifts

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from the school. The policy needs amending to include information on who the Board delegate authority to give gifts on behalf of the school and up to what value these gifts can be. The circumstances for giving gifts from the school and what the gifts should be were discussed and **it was agreed that the Head should have the authority to give the gift of flowers on behalf of SCA in the following circumstances:**

- **Leaving employment**
- **Illness**
- **Funerals**
- **Compassionate reasons**

To reduce point 2.7 to low risk The Anti Fraud and Delegated Authority policies needs amending to include gifts received and given.

ACTION: Head to create a draft amend and circulate for approval.

Head

Esther Hay and Bursar were very pleased that there was only this one minor issue found on the review.

NEW RECEPTION UPDATE

Liz Ward, Kate Cowley Bursar and Ester Hay met and reviewed the proposals on behalf of the admin staff and reported back to Head.

Liz Ward and Head visited the new Phoenix School in Peterborough to see what they have done.

Bursar fed back to architects. The artist impression provided is all in line with the preferred option A

At present only rough and varied ideas on costs

- 1) £75k estimate from architect (does not include legal fees, building control and drawings)
- 2) £30-50k estimate from builders who have worked for the school in the past
- 3) £1,500/m² from Liz Ward's (PA to Head) son who works in the building industry and is qualified to provide such advice

DECISION: Trustees agreed Bursar to progress towards an actual cost.

ACTION: In order to do this Bursar is to

- 1) **Give the architects approval for the next set of drawings to be created for a builder or quantified surveyor**

Bursar

	<p>2) Create a full pack to send out to tender</p> <p>A trustee asked why the academy didn't go straight to tender and it was explained by the Bursar that it is better to specify as much as possible in advance so that the tenders are as accurate and comparable as possible.</p> <p>Chair asked if it was possible to get to three tenders by the next Board meeting on 12th Oct '16. Head and Bursar felt this was possible but asked Trustees to approve an upper limit on spend to get to his point. DECISION: Trustees agreed on £5.5k upper limit on this stage of the process</p> <p>ACTION: Bursar to aim to bring 3 quotes for the building work to next Board meeting (12/10/16)</p> <p>Chair thanked Bursar and Head for preparation of information for Trustees.</p> <p>Head informed Trustees of the New Financial Handbook for 2016 and it has been circulated.</p> <p>Bursar left the meeting at 6.30pm.</p>	Bursar
4.	<p><u>APPROVAL OF MINUTES AND AGREED ACTIONS UPDATE</u></p> <p>Discs of all Academy policies was distributed to all present. Thanks were expressed to Liz Ward for creating these.</p> <p>The following sets of minutes were reviewed, noted matters arising discussed and all were approved as a true record of proceedings and signed by the Chair</p> <ul style="list-style-type: none"> • The Board of Trustees Meeting Minutes held on 25th April 2016 <p>Agreed to approve and adopt the sickness policy as only 1 written response and the two people who came to the meeting just wanted it explaining. RG feedback that staff just wanted to know what had changed. A trustee asked how could the policy be evaluated for success and Head responded that staff absence would be monitored over the next year and compared to previous years.</p> <ul style="list-style-type: none"> • Trustees' Strategy Day Minutes from 18th June 2016 <p>The revised Keeping Children Safe in Education Policy for 2016/17 has been</p>	

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published. There is only a new long version but no short version therefore the school will alert staff to all the changes to the previous version. Staff will be asked to view on the network and sign to say that they have done so.

- **The Curriculum Committee Meeting Minutes from 21st June 2016**

Belgium reassured that post referendum both parties wished to continue with the reciprocal visits programme.

Learning Walks - **DECISION: Trustees agreed they would try to allocate a Trustees to attend each Learning Walk. ACTION: Clerk to circulate up to date list of Learning Walks and place on Board of Trustees next agenda ACTION: Trustees to think about which ones would fit in with their allocated priorities and which ones they are available to attend**

A Trustee asked if there could be an Ofsted info box created that contained feedback from Trustee visits and Learning Walks attended. Head assured Trustees that she has an electronic file of this nature.

Another Trustee asked where feedback from parents is kept. Head again assured Trustees that this is recorded.

- **The Personnel Committee Meeting Minutes from 23rd June 2016**

The following reports and policies had all been approved and accepted by Committees and were put to the Board for ratification. **DECISION: The Board accepted all of the reports and policies accepted by the committees and listed below.**

Finance: Management Information document from Rawlinsons, Risk Register and Action Plan, Delegated Authority Listing, Purchasing Policy, Internal Financial Procedure, Financial Regulations, Letters of engagement with Rawlinsons

Personnel: Management of sickness absence policy consultation

Curriculum: Early Years' Policy, Moving and Handling, Computing Policy, Sensory Curriculum Policy, Personal, Social and Health Education and Citizenship Policy, Science Policy, Policy for Mathematics and Numeracy

Clerk

All Trustees

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5. HEAD TEACHER'S REPORT AND MATTERS ARISING

Update on crowding at the Lower School and transport

One side is now for parents and one side for transport and situation is being monitored by staff. Timings for acceptable collection have been recirculated. Head will continue to monitor the situation with staff and may have to resort to only opening the gates at certain times.

Update on lunchtime provision/menu issues

Caroline Place has been monitoring. **Action: AA to catch up with CP to ensure that the kitchen are delivering the menu.** Increased quantity of food for older children.

Update on Nursing

In negotiations with a private company (see confidential minutes) and following a successful visit with them they have been invited to visit the school this week.

Have written to the local MP but still awaiting response.

It was discussed whether the school could offer support to parents in addition to nursing. Trustees would like this very much but question whether at present the academy could afford a parent support officer. Head asked for guidance on what the Board were looking for from nursing provision so as to be able to discuss fully when the company visit. **DECISION: Trustees agreed based on budget that a part time nursing position would be sufficient but for the full year not just term time.** All felt that it was important to keep in with the core offering from Cambridgeshire Community Services for the training they provide as it is standardised across all special schools. Also felt that it was important to steer clear away from continence as this should remain an NHS provision. Costs from the private company would be supplied when they visit late this week.

Transitions

All been very positive

AA

	<p><u>Personnel</u> Assistant Head job advert is now live</p> <p><u>Strategic Issues</u> Meeting with Judith Davies - Head spoke to her about the demands of the county for special school provision and additional placement capacity. Suggestions discussed:</p> <ol style="list-style-type: none"> 1) PMLD + residential 4 beds for students aged 19-25 joint commissioned with adult social care – Free School. Head explained that for this SCA would have to change their Articles of Association. This is the LA key priority and most expensive for them. It would be a resource for Cambridgeshire not just locally and might provide some respite care as well 2) Nursery, outreach/support + 1 Key stage 1 class – Free School. Currently there is a waiting list and local nurseries cannot take these children and due to age they are too young to travel too far. The best solution would be to build a SCA nursery to include a KS1 class. Alternatively short term LA could provide SCA with a mobile and then there could be a class for those with no where else to go. 3) Autism for primary aged pupils with provision for High functioning autism free school – Free School <p>The LA will come back to Head in August because at present they also have a problem finding placements for EY children who need a special school from SEND panel but SCA are full.</p> <p>DECISION: Progress thoughts on all three options and see where they go</p>	
6.	<p><u>REPORTS AND FEEDBACK</u></p> <ul style="list-style-type: none"> • Annual Trustees Safeguarding and Child Protection Report. A copy of the report was circulated and Trustees were informed that both AA and JW had seen, and signed to say so, this report. Julia McIntosh is still to sign. A Trustee asked if they get a report on who is on the Child Protection register. Head said that there was just one child at the school at present on the register. • Pupil Performance End of Year Report (next meeting) 	

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- Behaviour report (Anti bullying to report next meeting)

Now 5 Team Teach trainers in school to support staff and pupils.

A Trustee questioned the cost of earlier transition due to increased behavioural issues of a child due to emotional issues from bereavement.

Educational, physical and social care involvement, however interventions will be funded by the school in future as additional funding ends.

KD has been on the behaviour walk but not present to report back. Trustees queried the high level incidents noted.

A Trustee asked who was involved in a behaviour plan and how is it disseminated to other staff involved with the child.

Head explained that the class teacher and assistant head create the plan and then all staff who are in contact with the child are given a copy of the plan. She stressed that it is important allow implementation to see results and pupil impact.

The results show that the number of behaviour incidents improve as you go up the school as the school spends a lot of time focusing on communication. Incidents with Post 16 are often related to mental health issues rather than communication or social issues.

- Safeguarding and SCR update

Single Central Record was viewed and signed at the Personnel Committee with no issues of follow up.

- Post 16 Trustees Report

JB had been into school to talk with Judith to ensure everything necessary was being done. The only issue Judith raised was that there were a lot of child protection issues with one child, taking up a lot of staff time.

- Audit of Governing Body Effectiveness

Head distributed a draft she had completed but Chair felt it best to role over to next term and look at the personal skills audits completed by individual

	Trustees.	
7.	<p><u>POLICIES AND DOCUMENTS TO BE REVIEWED</u></p> <ul style="list-style-type: none"> • School Development Plan 2016-20 <p>Exploring options for a Free School Development was added as a priority as Trustees felt that it was important that staff should be aware of what the Board was thinking about.</p> <p>A Trustee asked if 6 priorities were too many for the Head. Head explained that JM and SP plus the new facilitator would take on some of the priorities. It was debated as to whether someone else could take on staff training. Head felt that there was no one at present to do this but by making the process electronic so it will be much easier in the future.</p> <p>DECISION: Trustees wanted to assure staff of the following points</p> <ol style="list-style-type: none"> 1) Any Free School Development would employ new staff, it would not impact on staffing at the current school. 2) It will be labelled a 'Free School' to ensure maximum funding though exact structure of plan is still unknown 3) That this will be a stand alone entity not something just stuck on to SCA <p>ACTION: JW agreed to come in to sign PE Policy, Strategic Plan and Development Plan and Prevent Action Plan as there were no physical copies at the meeting only electronic version as circulated.</p>	JW
8.	<p><u>TRUSTEE TRAINING</u></p> <p>Clerk listed the training undertaken this academic year by Trustees. JB volunteered to attend the LA's Governor termly briefing at Wood Green in September and report back.</p> <p>Completed Governing Body's Skills Audit forms were given to the Chair and it was agreed that training will be discussed further in the next meeting in October once Chair has reviewed the documents.</p>	
9.	<p><u>ELECTION OF CHAIR AND VICE CHAIR(S) FOR 2016/17 ACADEMIC YEAR</u></p> <p>Trustees were asked if any of them present would like to stand for the</p>	

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	<p>position of Chair. JW stated that she was happy to hold the position for another year. JW left the room and Trustees voted by a show of hands.</p> <p>DECISION: JW was unanimously elected as Chair of the Board of Trustees</p> <p>Trustees were asked if any of them present would like to stand for the position(s) of Vice Chair(s). AA said that she would be happy to continue. There were no other volunteers. AA left the room and Trustees voted by a show of hands.</p> <p>DECISION: AA was unanimously elected as Vice Chair of the Board of Trustees. Trustees unanimously agreed that they would very much like for KD to also stay on as Vice Chair. ACTION: In her absence it was decided that the clerk would contact her to ask if she would stay on in the role.</p>	Clerk
10.	<p><u>APPROVE TRUSTEE CODE OF PRACTICE FOR 2016/17 ACADEMIC YEAR</u></p> <p>All Trustees were happy that the current code continues for the next academic year without any amends. DECISION: The existing code of practice was approved.</p>	
11.	<p><u>AGREE COMMITTEES' MEMBERSHIP, APPOINTMENT OF CHAIRS OF COMMITTEES AND APPROVAL OF TERMS OF REFERENCE FOR 2016/17 ACADEMIC YEAR</u></p> <p>DECISIONS: Existing TOR for Personnel, Curriculum and Audit, Finance, Premises and Health & Safety committees were approved</p> <p>It was agreed with so many Trustees absent that the appointment of Chairs for the committees would be deferred to next term.</p> <p>All Trustees present confirmed that they were happy to remain on the committees on which they currently sit. AA requested to join the Personnel Committee as it makes sense when she is the Safeguarding Trustee.</p> <p>ACTION: Clerk to check with absent Trustees if this is the case with them.</p> <p>It was felt that Trustee Lead roles should reflect the priorities that they have chosen to work on and that where possible they should attend relevant</p>	Clerk

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	<p>Learning Walks to these priorities</p> <p>DECISION: It was agreed that the Strategic Plan would become a standing item on the Board of Trustees agenda. ACTION: Clerk to add to agenda template</p> <p>Trustees attending Learning Walks</p> <p>Welfare Learning Walk – 20th Sept – AA</p> <p>Sensory Circuits Learning Walk – 26th Sept – JB</p> <p>Behaviour Learning Walk - 6th Oct – ACTION: JW to see if KD can attend.</p> <p>Trustees requested that Head adds times into the Learning Walks timetable. ACTION: Head and SLT to revise Learning Walks document adding in the times.</p>	<p>Clerk</p> <p>JW</p> <p>Head</p>
12.	<p><u>DATES OF NEXT MEETINGS</u></p> <ul style="list-style-type: none"> • Curriculum Committee – Tuesday 4th October at 5.30pm • Personnel Committee – Thursday 6th October at 5.30pm • Audit, Finance, Premises and Health & Safety Committee – Tuesday 11th October at 1.30pm • Board Of Trustees – Wednesday 12th October at 5.30pm 	

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