



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

Wednesday 12th October 2016 – 5.30pm

MINUTES

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

In Attendance: Nathalie Watkins (Clerk)

No.	Minutes	Actions
1.	<u>WELCOME AND APOLOGIES</u> The Chair welcomed everyone The meeting was quorate with over 3 Board Members present Apologies were received and accepted from Lynda Adam and Stacey Rose.	
2.	<u>DECLARATION OF INTERESTS</u> None ACTION: absent Trustees still need to sign a 2016/17 academic year form	LA, SR
3.	<u>APPROVAL OF MINUTES AND AGREED ACTIONS UPDATE</u> DECISION: The Minutes from the Board of Trustees' meeting held on 18th July 2016 were approved and signed by the Chair OUTSTANDING ACTION: KD to provide some copy on why she likes being a parent governor to JW OUTSTANDING ACTION: AA to meet up with Caroline Place to continue to monitor lunchtime provision/menu issues	KD AA

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

	<p>KD agreed she would remain as Vice Chair alongside AA for Board of Trustees after Trustees expressed their desire that she did so at the previous FBT meeting when she was absent.</p>	
<p>4.</p>	<p><u>MATTERS ARISING</u></p> <p><u>Sickness Policy</u> – Head advised that SCA had received some amends from EPM. Head suggested that amends should be accepted. DECISION: As document had not been seen in advance it was agreed Trustees would take it away to look at and if no feedback was received by Head in a week she should take it to staff. DECISION: It was agreed to adopt the current version of the Sickness Policy as recommended by HR agency for procedure for operational purposes and then if changes are desired by Trustees these be looked at in the next meeting.</p> <p><u>Learning Walks</u></p> <ul style="list-style-type: none"> • AA Welfare • KD Behaviour • RG Participation • JB Sensory • JW Numeracy • JW Autism • ACTION: Head to ask LA about attending the EY Learning walk • TBC PMLD • TBC KS2 • TBC KS3 • AA Pupil Premium • JB Environment and Equalities • JB Post 16 and College Links <p><u>Committee Chairs</u></p> <p>DECISION: The Board of Trustees approved the appointments of KD as Chair of Audit, Finance, Premises and Health & Safety Committee and Personnel Committee and LA as Chair for Curriculum Committee</p> <p><u>Trustee Recruitment Update</u></p> <p>A Trustee asked if her suggestion to try the CCC website to advertise for a Trustee had been followed up. It had not. Trustees asked Clerk to enquire.</p>	<p>Head ALL ALL ALL</p>

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	<p>ACTION: Clerk to liaise with School Governance team. Head and Chair explained that they have registered everywhere they can on Trustee recruitment websites so Trustees will now need to look to personal contacts. A Trustee suggested posting an ad in a local publication asking for a Trustee with business, financial and HR knowledge/background. DECISION: It was agreed that letters would be sent out to local businesses in Huntingdon to try to find a Trustee. ACTION: AA to draft a letter and AA and JB to distribute.</p> <p><u>Parent Questionnaire</u></p> <p>The results of this had been distributed in advance of the meeting. There were 74 responses. The highest vote was for Safeguarding which everyone was very pleased about. Many of the parents' comments were lovely and Head showed some to Trustees, she expressed how proud she was.</p> <p>21st Oct is Carnival Day – during assembly AA will give out certificates to named staff from parent questionnaires – approx. 30 staff</p> <p>ACTION: Trustees requested that Head sends a sheet of the parent quotes out with the newsletter at the end of term</p> <p>Chair requested that it be minuted how very pleased the Trustees were with this feedback and would like to thank all staff for creating a school with a reputation like this.</p>	<p>Clerk</p> <p>AA, JB</p> <p>Head</p>
<p>5.</p>	<p><u>SAFEGUARDING AND SINGLE CENTRAL RECORD</u></p> <p>The SCR had been seen in Personnel Committee, reviewed and initialled by all and signed by Chair.</p> <p>ACTION: Head to circulate the case studies that had been prepared as they had not been provided with the meeting packs.</p> <p>Head very pleased with outcome of Safeguarding question on parent questionnaire.</p> <p>Julia McIntosh (JM) went on training on how to be an effective Safeguarding Lead and has come back with a few new ideas.</p> <p>SCA continue to receive updates from Andrew Hall National Safeguarding Trainer</p>	<p>Head</p>

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	JM will talk with AA and present to the Personnel Committee	
6.	<p><u>HEAD TEACHER'S REPORT</u></p> <p>Report had been distributed in advance. The first page showed the results of SCA Key Information for the School census. There is to be a Workforce census in November to be completed online. Liz Ward has had training and much is already pre populated for November submission.</p> <p>Currently 175 pupils, 58 on Pupil Premium and 11 looked after.</p> <p>Head highlighted that there have been no complaints that have required the formal complaints procedure all have been resolved informally with the online complaints tracker.</p> <p><u>Sufficiency of special school places:</u></p> <p>2014 Strategic Plan was shared with LA and they agreed 2 extra classrooms were required. So far one has been provided. As school grows it is not just about more classrooms but also everything around these, like reception, equipment, facilities.</p> <p>Head has produced a document showing the size of school over the next 5 years if current children stay and no new ones are added apart from a new intake in EYFS each year. In addition she has created the same projection if a second EYFS class was added as per the LA submitted bid for age 3 and 4 year olds additional class resulting in a possible increase of 10 placements to the current 175 pupil number for September 2017.</p> <p>To accommodate just current pupils and additional Early Years SCA need one additional classroom for 2017 and another classroom in upper school by 2018 -19.</p>	

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Projections - bracketed numbers are with the additional class:

	Year	2017	2018	2019	2020	2021
EYFS	EY	10(20)	10 (20)	10 (20)	10 (20)	10 (20)
Key stage	1	10	10(20)	10 (20)	10 (20)	10 (20)
	2	8	10	10 (20)	10 (20)	10 (20)
Key stage	3	16	8	10	10 (20)	10 (20)
	4	11	16	8	10	10 (20)
	5	7	11	16	8	10
	6	8	7	11	16	8
Key stage	7	9	8	7	11	16
3	8	12	9	8	7	11
	9	19	12	9	8	7
Key stage	10	12	19	12	9	8
	11	26	12	19	12	9
Post 16	12	9	16	12	19	12
	13	9	9	16	12	19
	14	6	9	9	16	12
Total (A)		172	173	170	167	158
Total (B)		182	183	200	208	208
classes		18	18	20	20	20

Head was keen to stress that these figures did not account for any children joining other year groups which frequently happens. This year already 5 have been turned away as no space.

The conclusion to the calculations is that for 2017 the school might just about cope but by 2018, 19 classrooms would be required and by 2019 this would need to be 20 or 21. There is also no way of knowing how many of these students will be PMLD. The projection is vital as needed to put in any bid to the EFA.

Head had listed the Cambridgeshire LA objectives for specialist provision 2020 and how this links to the school plan to 2020.

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The Head Teacher's report also listed Cambridgeshire LA strategic priorities ahead and LA System Leadership Objectives and how these fit with SCA's strategy and priorities. Head noted that the new Facilitator had started very well working on some of these priorities.

Trustees discussed the great need to increase capacity with a new school or new build. A Trustee asked if Head was concerned that SCA would lose staff to a new school but she felt that this was highly unlikely. Trustees discussed the new schools planned in the county and also the options open to SCA to be involved.

Head advised that there is a SEND peer review in mid November with Essex and Norfolk coming to review Cambridgeshire though this is likely to focus on SEND provision/standards in standard schools.

Issues around Protocols not being signed. Head advised that she was happy to counter sign but would not be the only signatory.

Trustees asked Head to Feedback to Trustees by email and at the next meeting following her meeting with LA. Head asked Trustees if she could express an interest in sponsoring the school in Alconbury. **DECISION: Trustees agreed that Head could talk to the LA about this.** A Trustee asked if there was anything that Trustees could do to help. Head advised that it would be good to be able to invite a Trustee to meetings.

A Trustee asked if SCA were considering sponsoring the new special school in Alconbury when would the Board need to act? Head advised that the timescales for decisions would be within the next year. **ACTION: Head to let LA know that SCA might be interested, however Head felt that for the LA to consider them SCA would require more Trustees.**

A Trustee asked if Head would consider getting a professional to help create the bid, Head responded that she would want to do it but might need marketing support. Head suggested that the Board start the process before it is open for bids.

Head

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7.	<p><u>STRATEGIC PLAN</u></p> <p>All staff have been briefed and are working on their priorities</p> <p>A National Autistic Advisor visited yesterday and was very complimentary. SCA hoping to be accredited for the next 3 years so very pleased with this independent view. A Trustee commented how nice it is to see even verbal students using sign language as well. It is embedded in the school and pupils.</p>	
8.	<p><u>POLICIES</u></p> <p>The following policies agreed by Committees were ratified by Board of Trustees</p> <p>Curriculum Collective Worship Policy; Sex and Relationship Policy</p> <p>Personnel Pay Policy; SEND Policy; Safeguarding Policy; Pay Progression</p> <p>Finance Gifts and Gratuities Policy, Pay Policy, June to Sept bank reconciliations</p> <p>Clerk clarified that Committee Meeting minutes are sent to all Trustees however policies are only sent to Committee members. DECISION: Trustees agreed this is how they wanted things to continue</p> <p>Chair drew Trustees attention to the amends that the Finance Committee had made to the Gifts and Gratuities policy. Gifts received up to £10 and gifts given up to £40.</p> <p>Head alerted Trustees to the fact that the accountants would be presenting to the Board at the next meeting.</p> <p>Discretions Policy for Pensions – distributed in advance of the meeting. SCA have consulted a pensions expert from LGSS about this policy and the policy was sent back with lots of suggestions. Head has been through these and recommended that Trustees accept her amended version. Head explained that she has tried to be very fair and has agreed to some, but not all, of the changes. Those Trustees who had read the policy were in full agreement. DECISION: The policy was agreed and accepted by the Board of Trustees and signed by the Chair. A copy will be sent to the pensions company to keep on file.</p>	

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<p>9.</p>	<p><u>TRUSTEE TRAINING</u></p> <p>The clerk has sent all Trustees the documents and links to training available via the School Governance Team. This was displayed on the OHP in the meeting as it was too large a document to justify printing a copy for all. DECISION: It was agreed that if Trustees wanted to take up the training they would book the courses themselves and inform Clerk and JW that they had done so</p> <p>JB reported back on the termly briefing she had attended.</p> <p>Head advised that there is some NSPCC online training now available for staff</p>	
<p>10.</p>	<p><u>RECEPTION UPDATE</u></p> <p>Head and Chair summarised the current situation that had been discussed at length at the Finance committee. In summary there was only one valid bid back and at a cost of £140k where as Trustees had been expecting £70-£90k. The Finance Committee has agreed that the Bursar is going to speak with architects to see if any changes can be made to reduce costs but not alter the overall appearance. These revised plans will go out to tender again and the results will go to Finance Committee and then FBT to see if Trustees are prepared to spend the additional amount. Head still recommends this but Trustees need to look at commitments for the year and reserves to maintain stability. It is hoped that by the next meeting there will be some recommendations from the Finance Committee how to progress.</p>	
<p>11.</p>	<p><u>AOB</u></p> <p>A Trustee informed the Board that Emma Quinn has been working with Year 8 and 9 facilitating the writing of a school song by students on school values. The song is being entered into a competition in Cambridgeshire. Once it is fully created it will be recorded. The Trustee suggested that it could go on the website and other Trustees thought that this was a lovely idea.</p> <p>On Friday Head is doing some lecture for new trainee teachers in Peterborough.</p> <p>Head informed that the Teaching School course for an MA in SEN at Anglia Ruskin is going really well with both FT and PT students</p>	

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	<p>Head advised that the staff are all working really hard and are very busy at the moment.</p> <p>Head asked Trustees if they would agree term dates for 2017/18 as she is having requests from parents for them. Head pointed out the main change was that there was an inset day in June and one in July for health training rather than one after Easter. DECISION: Trustees approved the term dates for 2017/18</p>	
12.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> • Wednesday 14th December at 5.30pm 	

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