



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

**Tuesday 11<sup>th</sup> February 2020 – 5pm-8pm**

**MINUTES**

**Present:** Judy Ward (Chair) Lynda Adam (LA)  
 Keith Strong (KS) Kim Taylor, Head (KT)  
 Sue Bailey (SB) Wayne Palmer (WP)  
 Jay Browning (JB)

**In Attendance:** Nathalie Watkins (Clerk) Rebecca Ward (RW)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u>  <i>Meeting started at 5.10</i>            The Chair had given apologies for the beginning of the meeting and as previously agreed the Vice Chair, SB, started the meeting.            Apologies were received and accepted from the Chair for the beginning of the meeting.            No apologies were received from Ilker Yoney.            SB welcomed everyone and invited Rebecca Ward to give Trustees a quick overview of what she felt that she could bring to the Board. Following this Trustees introduced themselves briefly giving an overview of their backgrounds and associations with the school.            RW was asked to briefly step out the room. <b>DECISION: It was proposed and seconded that RW should be appointed as a Trustee of Spring Common Academy Board.</b>            RW was invited back into the room and congratulated.</p>	
2.	<p><u>DECLARATIONS OF PECUNIARY INTERESTS</u>            None            RW completed her declaration of eligibility and pecuniary interest forms.</p>	

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	<p>DECISION: It was agreed that should the Phoenix School come up in discussion again that IY would be asked to step out of the room for the discussion as the Trust that he is a member for have taken on this school following a decision made against SCAT.</p> <p><i>Chair joined the meeting 5.40</i></p>	
3.	<p><u>APPROVAL OF THE MINUTES</u></p> <p><b>DECISION: Trustees approved the minutes from The Board of Trustees’ meeting 4<sup>th</sup> December 2019 and the Chair signed a copy.</b></p> <p><b>ACTION: Clerk to ask Liz Ward to provide a couple more document packs for meetings.</b></p>	Clerk
4.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <p>ACTIONS</p> <ul style="list-style-type: none"> <li>• WP to create a skills audit – see item 10</li> <li>• KT to send Strategy document out to all Trustees again. KT brought 3 hard copies to the meeting but Trustees reiterated that they just wanted a copy emailing so they had sight of it should they need it. KT requested that if any amends are required that they are emailed to her. <b>DECISION: KT to assume that Strategy Document is acceptable if she receives no emails to the contrary.</b> <b>ACTION: KT to send document to Clerk and Clerk to distribute to Trustees.</b></li> <li>• WP to do the safer Recruitment training at some point in the near future. <b>ACTION: Clerk to send WP the dates</b></li> </ul> <p>MATTERS ARISING</p> <ul style="list-style-type: none"> <li>• New name for the Trust – KT has had no feedback from staff. Chair asked if Trustees felt that a different name should be decided on before a second school opens under the Trust or after. <b>DECISION: Trustees felt that the Trust name should change now as the current name may put off potential schools from joining the Trust.</b> A Trustee proposed the name ‘Inclusio’ which is Latin for inclusion. <b>ACTION: KT to put ‘Inclusio’ to staff/SLT and assess feedback. KT also to see if any other suggestions come up.</b> KT informed Trustees that she was looking into branding</li> <li>• Minutes from latest AAG meeting – these had been circulated on email. A Trustee not on the TLW Committee asked how this would</li> </ul>	<p>KT/Clerk</p> <p>Clerk</p> <p>KT</p>

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	<p>run with the TLW. Trustees from the TLW Committee advised that they had discussed this at some length at the last meeting and there were actions coming out of the discussion. <b>DECISION: The Board requested that reviewed (and possibly revised) TOR for the TLW Committee and the AAG are brought to the next FBT meeting.</b> <b>ACTION: TLW Committee to look at TLW Committee's and AAG's Terms of Reference to ensure that the division of responsibility is clear. ACTION: Clerk to add to TLW Committee agenda and then FBT agenda</b></p> <ul style="list-style-type: none"> <li>• After school club transport and cuts. KT informed Trustees that this was currently in consultation but it is likely to be cut which will effect some pupils who currently use the club. <b>A Trustee asked if Pupil Premium funds could be used for this</b> but KT said that the cost was too high. KT wants to keep the Club running but it needs to be viable so if numbers drop as a result of a cut in the transport funding she hopes to find new attendees nearer school to sustain the offering. <b>A Trustee asked if there will still be transport funded at the end of the school day.</b> <b>A.</b> Yes. KT will provide an update post consultation.</li> <li>• High Needs Fund deficit update. Currently waiting on a decision from the Secretary of State. KTs biggest concerns are the introduction of a banding system and teachers pay grants for 21/22 not coming direct from Gov't but through local authority pot. Continues to be a concerning situation.</li> <li>• Pupil numbers – 192 at present with 2 starting after half term. Full for Sept 2020. There was a discussion around other Special Schools due to open in the near future and their capacities.</li> <li>• Academy Ambassador's mentoring scheme – KT is investigating the opportunity to have a business person as a mentor.</li> </ul>	<p>LA Clerk</p>
<p>5.</p>	<p><u>BOARD OF TRUSTEES MAKE UP FOR 2019/20 AND BEYOND</u></p> <ul style="list-style-type: none"> <li>➤ Members <ul style="list-style-type: none"> <li>• Advert on Academy Ambassadors</li> </ul> </li> <li>➤ Trustee Number Maintenance</li> </ul>	

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	<ul style="list-style-type: none"> <li>• KT to provide update from Health Commissioning lead follow up – KT unable to make contact</li> <li>• Academy Ambassadors advert for Vice Chair and Finance background. SB asked if Chair felt that they would find a Safeguarding lead from the current Board to replace her when she takes on the role of Chair. Chair confirmed. Chair informed Trustees that she had been contacted by Academy Ambassadors today with a potential Trustees details and she would keep Trustees updated once she has had a look.</li> <li>• IY university professor contact – no update</li> <li>• KT post vacancies on the Teach in Cambs website recommended by the School Governance Team. Clerk reiterated that this website will now allow for adverts for Governors. KT felt that there would only be teaching background on here but Trustees did not feel that was a bad thing as the Board needs a balance and the number of Trustees with a teaching background is set to fall over the next couple of years. <b>ACTION: KT to place an ad on this website</b></li> </ul> <p>➤ Chair of Trustees for 2020/21</p> <ul style="list-style-type: none"> <li>• SB has not had her place confirmed yet on the NGA Chair course but assumes that she will soon as it starts shortly.</li> </ul> <p>➤ Succession planning – see points above on adverts with Academy Ambassadors</p>	KT
6.	<p><u>EXECUTIVE HEAD PROPOSED OBJECTIVES DISCUSSION</u>  <i>See confidential minutes</i></p>	
7.	<p><u>EXECUTION/IMPLEMENTATION OF THE GROWTH PLAN</u>  <i>See confidential minutes</i></p>	
8.	<p><u>SAFEGUARDING AND SCR</u></p> <p>SB had circulated her report from her visit 22/01/2020 prior to the meeting. No questions arose from the report. SB advised that the day she came in she chose to check the SCR for the supply staff there that day. There were 22 in that day. KT explained that many were in for training.</p> <p>Office staff brought to SB's attention that currently the archive system does not link with the SCR so a member of staff wants to revise archive folder</p>	

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	<p>system for next academic year and already has plans in place for this.</p> <p>No training needs were identified.</p> <p>NSPCC Safeguarding training aimed specifically at Governors is available as an online course for £25pp. It should take 2-3hrs but can be done in 40 minute blocks. Chair asked Trustees if they would rather do this online training or attend the course provided by the Local Authority.</p> <p><b>DECISION/ACTION: Trustees agreed to complete the NSPCC online Safeguarding training for governance before the FBT meeting on 9<sup>th</sup> June. ACTION: Clerk to add a check on understanding of training to the agenda for 9<sup>th</sup> June.</b></p>	<p>All Trustees</p> <p>Clerk</p>
<p>9.</p>	<p><u>CHAIR'S REPORT AND WHERE APPROPRIATE COMMITTEE CHAIRS' SUMMARY REPORTS</u></p> <p>Chair of FPP, KS, summarised to Trustees that there remains a longer term funding issue but hard to predict size of issue until confirmation of Govt and LA funding agreed. As the budget is currently down on funding income Genevieve Cowcher and KT have worked to reduce spend in other non staffing areas and presented the proposal to the FPP Committee. Chair of TLW, LA, explained that the Committee had worked with a new agenda format that had been well received with more top line reports</p>	
<p>10.</p>	<p><u>TRUSTEE TRAINING</u></p> <ul style="list-style-type: none"> <li>• Skills Audit</li> </ul> <p>Chair asked Trustees their view on the Skills Audit circulated in advance of the meeting that clerk had located. It was created by The Key based on the Competency Framework for Governance. A Trustee said that they felt it was good for a personal independent view but misses the broader strategy element. Trustees agreed that their advertisements for Trustees on Academy Ambassadors shows that the Board have identified their skill shortages for making the Trust grow.</p> <p><b>ACTION: WP to create a survey monkey of this audit</b>  <b>ACTION: All Trustees to complete</b>  <b>ACTION: Chair to audit and flag any gaps</b></p> <p>A Trustee suggested using this audit as part of a Trustee induction to support the mentoring mentioned in the Code of Conduct</p> <p>Trustees discussed how to address a review of skills for the broader</p>	<p>WP</p> <p>All Trustees</p> <p>Chair</p>

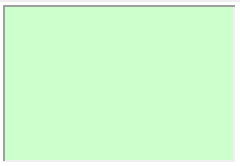
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	<p>strategy. It was suggested that broad skills areas were identified and then ticks added for people who had skills in this area.</p> <ul style="list-style-type: none"> <li>Trustee visits recorded</li> </ul> <p>Clerk reiterated the need to record school visits. <b>ACTION: Clerk to send school visit form to Trustee. ACTION: KT to ensure the office have a supply of these.</b></p> <ul style="list-style-type: none"> <li>Training</li> </ul> <p><b>ACTION: Clerk to send WP training dates for Safer Recruitment</b>  <b>ACTION: Clerk to send RW information on current Introduction to Governance courses.</b></p>	<p>Clerk KT</p> <p>Clerk Clerk</p>
11.	<p><u>POLICIES AND DOCUMENTS</u></p> <p><b>DECISION: Trusted accepted the Equalities Plan provided by KT and the Chair signed a copy.</b></p> <p>Ratification by the FBT of Policies, Documents and Decisions agreed by Committees that require approval by Board</p> <ul style="list-style-type: none"> <li>TLW: None</li> <li>FPP: <b>DECISION: Board of Trustees ratified the Pay Policy</b></li> </ul>	
11.	<p><u>AOB</u></p> <p>Chair asked the Board if they felt that a Strategy Day was necessary this year now 3 FBT meetings a term ran for an extra hour and meetings in general are more strategically focused.</p> <p><i>See also Confidential minutes</i></p> <p><b>DECISION: Trustees agreed that a Strategy Day was not necessary this year due to the extended FBT meetings to cover strategy.</b></p> <p>Chair thanked the Vice Chair for starting the meeting on her behalf.</p>	
12.	<p><u>CONFIDENTIAL ITEMS</u></p> <p><b>DECISION: Trustees approved the confidential minutes Part A and Part B from The Board of Trustees meeting 4<sup>th</sup> December 2019 and the Chair signed a copy of each.</b></p> <p><i>See also Confidential Minutes</i></p>	

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13.	<u>DATE OF NEXT MEETING</u> <ul style="list-style-type: none"><li>• Tuesday 24<sup>th</sup> March 2020 at <b>6pm</b></li></ul>	
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Meeting ended at 8.15PM

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