



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

Wednesday 13th June 2018 – 6pm

MINUTES

Present: Judy Ward (Chair) Lynda Adam (LA)
 Anne Aldred (AA) Kim Taylor (Head)
 Rachael Goodwin (RG) Keith Strong (KS)
 Sue Bailey (SB)

In Attendance: Nathalie Watkins (Clerk) Genevieve Cowcher (GC)
 Wayne Palmer (WP) Ilker Yoney

No.	Minutes	Actions
1.	<u>WELCOME AND APOLOGIES</u> The Chair welcomed everyone Apologies were received and accepted from Kirstie Dolan No apologies were received from Jay Browning The meeting was quorate with over 3 Board Members present.	
2.	<u>APPOINTMENT OF NEW TRUSTEES</u> IY and WP introduced themselves to Trustees and explained what they thought that they would bring to the Trustee Board. IY and WP left the room. DECISION: Trustees voted unanimously for Ilker Yoney and Wayne Palmer to become Trustees of Spring Common Academy Trust. Both wish to sit on the FPP Committee	
3.	<u>DECLARATION OF PECUNIARY INTERESTS</u> None	
4.	<u>APPROVAL OF MINUTES</u> DECISION: Trustees approved the following minutes and the Chair signed a copy of each. <ul style="list-style-type: none"> The Board of Trustees meeting 8th March 2018 Janice Martin's review of Governance meeting has moved from 4 th May to 4 th July.	

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

	<p>DECISION: KS and SB agreed to attend.</p> <ul style="list-style-type: none"> Finance, People and Premises Committee meeting 15th May 2018 <p>AA is happy for KS to Chair the new FPP Committee; awaiting feedback from Browne Jacobson (solicitors) regarding a meeting on HR matters.</p> <p>The minutes from the following meetings were rolled to their next respective Committee meeting:</p> <ul style="list-style-type: none"> Finance Committee meeting 8th May 2018. ACTION: SB to approve draft so that clerk can circulate. Learning, Teaching and Welfare Committee meeting 14th May 2018. ACTION: LA to approve draft so that clerk can circulate. Note: LA had only received minutes the day prior 	<p>SB</p> <p>LA</p>
<p>5.</p>	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <p>See also confidential minutes</p> <ul style="list-style-type: none"> Agenda/Preparation for Strategy Day <p>Trustees discussed what they wanted on the agenda for the strategy day. ACTION: Clerk to pull together an agenda and circulate.</p> <p>ACTION: All Trustees to come with a list of the 3 biggest challenges facing the Trust (excluding the new school) and 3 things that make SCA education special in their opinion. This will provide focus for next year's school priorities and also aid defining what makes SCA special that the Board can aim to replicate at Alconbury Weald.</p> <p>ACTION: Head to ask SMT to also do the above and be prepared to present/discuss them on the day.</p> <p>Head advised that Deputy Head wished to do some strategic Child Protection / Safeguarding work with Trustees on the Strategy Day. DECISION: Trustees decided that they wanted to do Chid Protection/Safeguarding training at the next FBT meeting not the Strategy Day. ACTION: Clerk to add to agenda</p>	<p>Clerk</p> <p>All Trustees</p> <p>Head</p> <p>Clerk</p>
<p>6.</p>	<p><u>SUMMARY RISK REGISTER AND OVERVIEW OF RISK MANAGEMENT</u></p> <p>KS explained that businesses focus on three areas, strategy, performance and risk whereas educational establishments focus on strategy, educational performance and financial performance.</p> <p>Risk has now been pulled out a bit more clearly in the financial handbook but the focus has always been on purely financial risk.</p> <p>KS proposed a framework to Trustees that would build on the Financial Risk Register created by the school for the DfE on conversion and updated in July 17. This framework goes beyond just financial risk. KS had identified 17 risk areas and</p>	

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sorted them by committee. These all posed potential risk to the academy's finances or reputation or management time.

KS explained in terms of process that each Committee obtains the required assurances throughout the year from the Head that everything possible is being done that can be and records this information. The Committee will then do an annual review and take this summary to the Board for an annual report.

KS focused Trustees on assessing residual risk (probability) when completing the traffic light system contained in the document.

Head requested that high, medium and low risk were the indicators currently used throughout the school and that she would much prefer this is used for consistency.

DECISION: The Board agreed to the revised indicators but decided that they should be written in the traffic light indicator colours.

KS and GC requested that Committees reference what is done in their records so that documents can be sourced to support the risk level identified. GC suggested Trustees looked at some risk mapping and also pointed out that risk can include not taking up opportunities.

A Trustee asked where the building sat in the 17 identified areas. KS agreed that this was an area that could afford its own segment but felt that it could also be covered by several of the other criteria eg Health and Safety. It was discussed that perhaps facilities could be placed in item 12.

ACTION: Discuss the location of premises/buildings in the proposed risk register document at the next FPP meeting.

Head enquired about the original DfE risk register completed by the school that forms the basis of much of GC's work. KS explained that everything in the DfE document is in the new proposed risk register and therefore GC can draw through the data she requires.

DECISION: Trustees accepted the draft proposed risk register summary

ACTION: Committees to review their section and complete it in the next meeting in Sept/Oct 18.

DECISIONS: Any high risks identified must go straight to the Board

Clerk suggested that it might be worth giving a Committee member the role of jotting

FPP
Committee

All

	<p>down evidence provided for risk management at each meeting so there is a list of evidence available for the end of year review.</p>	
7.	<p><u>CHAIR'S REPORT AND, WHERE APPROPRIATE, COMMITTEE CHAIRS' SUMMARY REPORTS</u></p> <p>Chair advised that she wished to continue the subscription with the Local Authority's School Governance Provision at £66 per Trustee.</p> <p>LA gave a quick overview of the TLW Committee meeting and commented how very impressed she was with the Teaching and Learning Policy that Trustees were to approve this evening.</p> <p>KS summarised the FPP meeting: on track for a balanced budget (possible surplus for IT investments); next meeting would be looking at 2018/19 budget and probably running two scenarios based on differing pupil numbers; the Committee has concerns over teacher pay review as this may prove more challenging next year</p> <p>H &S report had no concerns apart from audit actions All GDPR documents prepared by Head and DPO were approved. Rawlinson's Accountant audit only raised a couple of small risks - Head confirmed that these had been dealt with in a meeting earlier today.</p>	
8.	<p><u>SAFEGUARDING AND SCR</u></p> <p>Trustees had seen the May report. Since then AA has met with Safeguarding Lead JM and gained information from the report from Diane Stygal, Cambridgeshire Local Authority Officer from Safeguarding audit. There are some red and amber points but they are minor and quick to deal with.</p> <p>AA and JM will be conducting a Learning Walk with Jan Martin as a safeguarding review. AA requested that the results of the audit and learning walk be placed on the next agenda for summary.</p> <p>ACTION: Clerk to include on FBT agenda 19th July. ACTION: AA to send Trustees a copy of the report with actions taken in advance of the next meeting following Chair's request.</p>	Clerk AA
9.	<p><u>HEAD TEACHER'S REPORT</u></p> <p>Head distributed a copy of her report to all present.</p>	

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Head thanked Trustees for their kind words about her OBE investiture

Jan Martin School Improvement Advisor is coming in for an independent review.

SMT have been focusing recently on reviewing H&S (incl. fire risk assessment) and safeguarding.

Staff and Parent Questionnaires have been completed and head is still collating the parent responses including recommendations for staff recognition awards. In general the staff results were very pleasing. Trustees asked to see the questions.

ACTION: Head to circulate staff and parent questionnaire questions.

Car Parking: Head has a meeting set up next week with local residents who had signed a petition about car parking problems in Coxons Close near the school. The Travel plan has been created and eased the situation but it remains an ongoing issue. The school has contacted Cambridgeshire County Council for advice and they suggested updating the Travel Plan to show that the school is still focusing on the issue.

Planning permission has been refused for the additional 6-7 parking spaces planning application shall be resubmitted based on a drainage survey outcome. This will be done by CCC and then re-submitted.

Head has been doing research on teacher workload in school. Many teachers are recording between 2 and 15 hrs additional work a week. DfE report on this out shortly.

Current staff numbers for 2018/19 (based on 195 pupils) will be 114

GC is finding funding delays for SEN Matrix on individual pupils. She explained that 175 pupils are paid for centrally and the remaining 20 pupils are funded by the LA and this top up funding is traditionally paid late, in June/July.

School Development Plan

Head reviewed the progress with School Development Plan and has looked at the current priorities and feels that next year Priority 1 (Promotional Information for SCA to refresh photos and to provide deeper information on website) could be integrated

Head

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	<p>into the New School Priority (6) taking the Priorities down to 5.</p> <p>Head provided a progress report on the current priorities and a suggested priorities for 2018/19 for further discussion at the Trustees Strategy Day. She confirmed that her senior management team supported these priorities ahead for the school.</p> <p>ACTION: Trustees to take away and read in advance of discussing them on the strategy day.</p> <p>6th July is the SEND Conference and Head invited any Trustees who wished to attend.</p> <p>Head has been concerned about Pupil Attendance figures so asked for a report from Simon – the current attendance rate is 91% which is still higher than the Special School average but Head feels that it needs some attention.</p> <p>A Trustee enquired who contacts the family about attendance? A. Class teams initially and then Assistant Heads. It is a strong focus for the school as they need to be assured children are safe.</p> <p>A Trustee asked if it was worth doing some case studies on specific children. Chair suggested that this should be discussed at the TLW Committee not here and this was operational.</p> <p>The report also contained the SEND data checks requested by the DfE to compare SCA's profile to the national special school profile.</p> <p><u>See also Confidential minutes</u></p>	All Trustees
10.	<p><u>POLICIES AND DOCUMENTS</u></p> <ul style="list-style-type: none"> • DECISION: Trustees approved the Teaching and Learning Policy and Chair signed a copy. • Overview of ownership of policies for review and sign off ongoing and linked with TORs <p>The Board ratified the following Policies, Documents and Decisions agreed by Committees</p> <ul style="list-style-type: none"> • Curriculum: none • Personnel: none • Finance: Bank reconciliations to end April 18 – KS advised that Rawlinson's 	

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	<p>Accountants say that these do not need to come to the Board for ratification. Trustees were concerned about this as it was something that had come up in the past at an Audit. ACTION: KS to reconfirm.</p> <p>Financial Delegations, Policies and Procedures – LW, PA to Head Teacher, and GC have ensured that the documents have been updated as per new delegated authority amounts and people. Head has signed as the responsible officer and these are now on the website.</p>	KS
11.	<p><u>TRUSTEE TRAINING</u></p> <p>Mandatory Prevent Training still needs completion by several Trustees. It can be accessed online. ACTION: Clerk to ask LW to recirculate as a prompt to those who have not yet completed it.</p> <p>Chair asked if everyone had now accessed their new Spring Common email. Several Trustees had not. ACTION: Trustees to all access their Spring Common email and ask LW if they encounter an issue. DECISION: For the time being Clerk to continue to communicate with email addresses currently used until all Trustees have sorted the new emails.</p> <p>A Trustee asked for a link to the email system to be sent out with emails informing Trustees that there was mail in their SC inbox. ACTION: Clerk to obtain link from LW.</p> <p>DECISION: For the time being Clerk to continue to communicate with email addresses currently used until all Trustees have sorted the new emails.</p>	<p>Clerk</p> <p>All Trustees</p> <p>Clerk</p>
12.	<p><u>AOB</u></p> <p>none</p>	
13.	<p><u>CONFIDENTIAL ITEMS – staff members left the room</u></p> <ul style="list-style-type: none"> DECISION: Trustees approved the confidential minutes from Board of Trustees meeting 8th March 2018 <p>See also Confidential minutes</p>	
14.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> Strategy Day Saturday 7th July 2018 at 9.30am- 2.30pm Thursday 19th July 6pm (Finance Committee 5.30pm) 	

Meeting ended at 8.25pm

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Matters to be placed on the future agendas

- Risk Register
- AAG development including appointment of Chairs
- Scheme of Delegation
- Performance Dashboard monitoring strategy by FBT
- Actions for FBT from Self – Evaluation Key Areas of Governance
 - Strategy & strategic development
 - Risk Management, policies and compliance overview
 - Composition of Board & effective Board Team
 - Clear governance structure & effective division and delegation of responsibilities

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