



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

Wednesday 6th February 2019 – 6pm

MINUTES

Present: Judy Ward (Chair) Lynda Adam (LA)
 Anne Aldred (AA) Kim Taylor (Head)
 Keith Strong (KS) Jay Browning (JB)
 Sue Bailey (SB)

In Attendance: Nathalie Watkins (Clerk)

No.	Minutes	Actions
1.	<u>WELCOME AND APOLOGIES</u> The Chair welcomed everyone Apologies were received and accepted from Ilker Yoney and Wayne Palmer . The meeting was quorate with over 3 Board Members present.	
2.	<u>DECLARATION OF PECUNIARY INTERESTS</u> None	
3.	<u>APPROVAL OF THE MINUTES</u> <ul style="list-style-type: none"> DECISION: Trustees approved the minutes from The Board of Trustees meeting 11th Dec 2018 and Chair signed a copy The minutes from the TLW Committee meeting 22nd Jan and FPP Committee meeting 23rd Jan 2019 had not been approved, by the respective Chairs, for circulation, so approval was rolled to the next Committee meetings. ACTION: LA and KS to let Clerk know if any amends are required or if they are happy for minutes to be circulated to their respective Committees. 	LA/KS
4.	<u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u> <ul style="list-style-type: none"> Update on actions/progress around Governance Leadership of Board of Trustees for the future CONTINUING ACTION: Trustees to think of personal contacts OUTSTANDING ACTION: Head to ask JL OUTSTANDING ACTION: Head to enquire with EPM about advertising the roles Clerk advised Board that Governor Services are working with the teaching cambs website to get a Governor recruitment section on the site. Governor Services are planning on looking at the process of governor recruitment with the aim of providing support to schools. Also more schools are now having Vice Chairs for Committees to help with succession planning and also Co-Chairs.	All Trustees Head Head Head

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	<ul style="list-style-type: none"> • Member recruitment. ACTION: Head to continue to follow up • AAG update – a second meeting of the staff advisory group has occurred (a mix of Teachers and TAs). Finance and Personnel areas were discussed. A schedule of these meetings has been created. Head hoping to have first parent advisory group meeting this term. A Trustee asked how discussions from the staff group are feedback to all staff. A. A variety of ways including: Teacher meetings; minutes; Inset Days; newsletters. • School Values document update – Head has fed back comments from last meeting to Leigh Aitken and he is going to work with the school council on amending the document. • Equalities Document – this plan had been circulated with the agenda. A Trustee asked how this was different from the Development Plan as there is a lot of repetition in the two. Head explained that this is more of an action plan and that it is compulsory to have one. • Do Trustees still want a meeting arranged with Jan Martin? After some debate and conflicting views it was agreed that Trustees would still like to meet with Jan Martin for a Governance review. ACTION: Head to suggest a 3.30 meeting on a Tuesday to Jan and then feedback prospective dates to Trustees. • Timescale for Scheme of Delegation work. DECISION: It was agreed that this would be placed on the agenda for the next FBT meeting. ACTION: KS to circulate previous draft. Need to ensure that it links in with the new management roles. • Staff turnover. There was no information provided on this. DECISION: Trustees felt that this information was important for them and asked Head to provide a very brief summary in her Head Teacher’s report for FPP Committee showing joiners/leavers rolling 12 months, recruitment success and exit interview sum up. 	<p>Head</p> <p>KS</p>
5.	<p><u>CHAIR’S REPORT AND WHERE APPROPRIATE COMMITTEE CHAIRS’ SUMMARY REPORTS</u></p> <ul style="list-style-type: none"> • The Chair had nothing to report. • The Chair of the FPP Committee summarised a few points from the meeting as minutes had not yet been circulated. FPP Chair informed the Board that: Baldwins had been reappointed as Accountants for the school this year; management accounts were on track – thanks were given to Head and staff for impressive way the supply budget was being managed; the Committee had discussed Value for Money and concluded that as an Outstanding Ofsted rated school working within budget with a regularly reviewed procurement policy and with benchmarking activity in plan that the school was seeing value for money. • The Chair of the TLW Committee provided a brief summary of some of the topics that were discussed at the Committee meeting: Head amending dashboard to come in line with new Ofsted guidelines; SCALES assessment tool; the efforts to make EHCPs the leading document by incorporating IEPs within these; new curriculum framework. 	
6.	<p><u>UPDATE ON CAPITAL PLAN AND NEW SPECIAL SCHOOL AT ALCONBURY WEALD (PRESTLEY WOOD ACADEMY)</u></p> <ul style="list-style-type: none"> • Capital Plan <p>Head informed the Board that the tendering process was due to commence soon. The current plans however are not accurate at present. A project manager from</p>	

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	<p>the Local Authority has been appointed as this is a Local Authority project so the contract will be between the contractor and the Local Authority. SCA's role is to ensure that the proposals are compatible with the site and ideas of the school. Head already has a couple of queries about access to outside areas and light in the building. Detailed planning starts in March. ACTION: Chair asked that this be a stand alone item on the next agenda where Head will bring full plans to show the Board. Head informed Trustees that she thought it likely that the work would be phased over two budgets for the Local Authority. Head said that she was constantly talking to all involved to ensure it kept moving.</p> <p><u>Alconbury Weald Special School</u> No real movement on Alconbury Weald Special School since last meeting. Head has been invited to meetings about the secondary school that are due to commence soon. Head also attends the Alconbury Weald Education Group. Not much that can be done as Local Authority's hands are tied. Head is looking at making links with the current primary school. Head explained to Trustees that the Outstanding Ofsted report received in November will help when the project goes to consultation again.</p>	Head/Clerk
7.	<p><u>PERFORMANCE AND RISK MANAGEMENT MONITORING</u> No concerns were flagged from Performance and Risk management monitoring. Clerk asked for clarity on what areas Head wanted the colour changing because as far as she could see this had already happened.</p>	
8.	<p><u>SAFEGUARDING AND SCR</u> Prior to the meeting the Safeguarding Trustee had circulated her most recent monitoring report. SB had accompanied AA in her visit in the interest of succession planning. SB talked to Liz Ward about staff access to SIMS to prevent the need for hard copies of confidential documentation. Liz has explained that some staff were better than others at accessing the system. The admin back up is that a flag is posted when something new is added. SB felt that it would be beneficial to talk to staff about how easy they find this to use as it then prevents confidential documents having to be printed.</p> <p>Some records in the SCR have now been archived following Ofsted's visit. The biggest issue in completing the SCR, is catering staff. Head assured the Board that she is not allowing catering staff on site until photographic documentation is sent through from catering company, they have to wait in reception. Some of the catering staff do not have DBS checks so school has to risk assess. A Trustee asked why DBSs were not being done by the company and has the school complained. Head explained that she has emailed to complain about that and several other issues that have arisen with the company. A Trustee asked how long the contract was for A. One year. Head has had a meeting with the regional manager and made them aware of the multiple issues. The company has been unable to get a staple staff and Head unhappy with the management style – it is not in keeping with the school's management style. Renewal time will be the point of influence and a meeting will be convened to discuss the contract and management style.</p>	
9.	<p><u>HEAD TEACHER'S REPORT</u></p> <ul style="list-style-type: none"> • A trustee queried the current outreach process/programme. Head explained that in the past the school was receiving £30k per region they covered with outreach and they covered nearly 2 regions. As of Jan 1st outreach work needs commissioning. So until a new system is in place the school will either have to charge or go to the START team. Local Authority have dropped the overall Outreach funding available and the drip effect of work makes staffing hard to plan as cannot appoint staff without knowing what work the Academy is getting. 	

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	<ul style="list-style-type: none"> • Currently a 2% Teacher pay increase is being proposed. Last year this was half funded by the government but not clear if the same will happen again this year. ACTION: Head to provide a concise summary for the FPP meeting's Head Teacher report. • Head is concerned that the academy is no longer competitive for clerical or administrative staff and would like to have a discussion about whether the Trust would like to become a Living Wage employer to help maintain these staff. A Trustee asked if this was also an issue for finance staff A. no. A Trustee suggested looking at the number of weeks they worked a year to see if this could be amended. It was agreed this could also be looked at. • The next inset day will focus on the semi formal curriculum. Head has bought in some speakers as this previously went down very well. 	
10.	<p><u>POLICIES AND DOCUMENTS</u></p> <ul style="list-style-type: none"> • OUTSTANDING ACTION: as the Strategy Document had not yet been updated it will move to the next meeting agenda. <p>Ratification by the FBT of Policies, Documents and Decisions agreed by Committees that require approval by Board</p> <p>DECISION: The following policies and decisions approved or made by the Committees were ratified by the Board:</p> <ul style="list-style-type: none"> • TLW <ul style="list-style-type: none"> ○ Behaviour and Physical Interventions Policies. A copy of each was signed by the Chair • FPP <ul style="list-style-type: none"> ○ Appointment of Baldwins as Accountants for 2019; ○ Acceptance of Serial Complainant Guidance from DfE; ○ Reserves Policy (on the understanding that the requested amends have been made). ACTION: Head to ensure a copy is provided for signing at next FPP meeting if not before ○ Financial Regulations Policy (on the understanding that the requested amends have been made). ACTION: Head to ensure a copy is provided for signing at next FPP meeting if not before ○ Approval of £31,200 virement from current reserves to fixed asset reserves as funds used for changing beds and white boards was carry forward from last year due to delay in funding. 	<p>Clerk/Head</p> <p>Head</p> <p>Head</p>
11.	<p><u>TRUSTEE TRAINING</u></p> <p>Further discussion was had around arranging a meet up with Trustees or Governors from other special schools. DECISION: Trustees agreed that a tea should be arranged ACTION: Head to invite Special School's in Cambs and Peterborough to send a couple of Trustees/Governors to a tea at SCA on 21st May 4pm-5.30pm</p> <p>Clerk updated Trustees on the reorganisation of Governor Services in the Local Authority and the merging with Peterborough.</p> <p>Clerk advised Trustees that there is a new Governor Guidance note from the Local Authority which pulls together all training resources available to Governors in one document. ACTION: Clerk to email Trustees Guidance Note 43</p> <p>JB informed the Board that she had attended the termly Governor Briefing. ACTION: Clerk to circulate documents JB has emailed her from the termly briefing.</p>	<p>Head</p> <p>Clerk</p> <p>Clerk</p>
12.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>See confidential minutes</p>	

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13.	<p><u>AOB</u> A Trustee wanted to understand why the pool keeps needing repair work and if there is a fundamental problem with the way it is built. ACTION: Trustees asked Head to source an independent external contractor to make an assessment on the pool to inform Trustees if it is just ongoing issues arising from use or if there is a bigger underlying problem.</p> <p>ACTION: Clerk to send latest version of meeting dates to LA and JB</p> <p>Trustees had had problems accessing their school email accounts. Head confirmed that there should no longer be any issues and that the problem had been as a result of the system being migrated to Office 365.</p> <p>The Ofsted celebration party was really well appreciated and Head wants to thank Tina and Gayle for all their hard work organising it.</p> <p>Chair of Finance signed the Admission Agreement in respect of services provided by Edwards and Blake at Spring Common to participate in the Local Government Pension Scheme. Genevieve Cowcher had provided info around this document. When Edwards and Blake (part of the Elior group) won the contract to provide the catering at Spring Common, any staff who transferred under TUPE and were members of the Local Government Pension Scheme, legally have to remain able to be part of the pension scheme after the transfer. In order for Edwards and Blake to comply with this legislation, they are required to apply to the Cambridgeshire Pension Fund and become an Admitted Body of the scheme. The schedule in the Admission Agreement has to reflect everyone who was eligible to participate in the Local Government Pension Scheme at Spring Common as of 1st June 2018 (when the transfer to Edwards and Blake took place). Even if the colleagues have subsequently transferred or left after the transfer, they still need to be included on the schedule. The Admission Agreement required for Elior to become an Admitted Body has been prepared by Cambridgeshire Pension Fund and signed by Edwards and Blake. The document states that it should be signed under seal but SCA does not have a seal so it was agreed with all parties that the use of the school's address stamp will suffice. This impacts a total of 4 staff (present and previous). Clerk was asked to print name as a witness to Chair signing the document. Chair of FPP pointed out to Trustees that the document lays out that should Edward and Blake fail to pay the pension contributions the Academy remain liable.</p> <p>DECISION: Trustees agreed that they would like a roller banner proclaiming the Ofsted result for the reception area ideally with children on it.</p>	<p>Head</p> <p>Clerk</p>
14.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> Monday 18th March at 6pm 	

Meeting ended at 8.10pm

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