



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

**Tuesday 12<sup>th</sup> December 2017 – 6pm**

**DRAFT MINUTES**

**Present:**

Judy Ward (Chair)	Lynda Adam (LA)
Anne Aldred (AA)	Kim Taylor (Head)
Rachael Goodwin (RG)	Keith Strong (KS)
Kirstie Dolan (KD)	Malcolm Coury (MC)
Sue Bailey (SB)	Jay Browning (JB)

**In Attendance:**

Nathalie Watkins (Clerk)	Genevieve Cowcher (GC) Finance Manager
Graham Jones (GJ) Rawlinsons	Caroline Giles (CG) Rawlinsons

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>The Chair welcomed everyone and introduced GJ and CG from Rawlinson Accountants. For the benefit of GC (new to role as Finance Manager at SCA), and GJ and CG the Chair asked everyone to briefly introduce themselves. Apologies were received and accepted from Jillian Sanders No apologies were received from Barbara Roos-Skinner The meeting was quorate with over 3 Board Members present.</p>	
2.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u></p> <p>None</p>	
3.	<p><u>END OF YEAR ACCOUNTS PRESENTATION FOR APPROVAL TO SUBMIT TO ESFA</u></p> <p>CG distributed 4 documents to all present:</p> <ul style="list-style-type: none"> <li>• Report to Management for Year Ended 31 August 2017.</li> <li>• Trustees' Report and Audited Accounts for Year Ended 31 August 2017.</li> <li>• Management Information for Year Ended 31 August 2017.</li> <li>• Summary of Accounts Period Ended 31 August 2017.</li> </ul>	

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Head distributed a document:

- Comparison of 2016-17 Final Results with Forecast Position at September Board Meeting created by KS (Chair of Finance)

GJ walked Trustees through the Management Information document and the first 23 pages of Trustees' Report and Audited Accounts. It was agreed that, as the Finance Committee had already reviewed these documents/accounts to the point that they were happy to ask the Board for ratification, that there was no need for GJ to take the FBT through the notes on pages 24-41.

GJ explained the summary sheet and GC asked to input that there were no surprises in the accounts and that although cash has decreased this is clearly due to the investment in capital build. GC drew Trustees attention to the key figure of £281k which is the unrestricted cash carry fwd which Trustees would be able to reconcile with the academy's policy to maintain a £200k reserve fund each year. Head then followed on directing Trustees to the document KS had created showing how this figure is derived.

**A Trustee raised concerns about the c.£41k debtors line.** GC explained that these were simply monies that had not been received by 31<sup>st</sup> August but had since been received or continue to be chased up. MC stated that this was a very small amount compared with a non academic business and a very nice position for a company to be in.

There was debate by some Trustees who did not agree with the attendance data to FBT and Finance meeting in the full accounts. **ACTION: Clerk to send the latest attendance document to CG for comparison.**

Clerk checked that the amends requested by the Finance Committee had been made to the satisfaction of the Chair of Finance and Head and they agreed with the exception of the attendance details.

**DECISION: Trustees approved the SCA Trustees' Report and Audited Accounts for Year Ended 31 August 2017 subject to the checking, and potential amending, of the Trustee meeting attendance details. Trustees gave Rawlinsons the approval required to submit these accounts online to the ESFA before 31<sup>st</sup> Dec 17.**

GJ concluded by drawing Trustees' attention to the appendix in the Report to Management where 6 risks have been identified by the accountants following

Clerk

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	<p>audit and recommendations are listed. All six risks are identified as 'Low' risk.</p> <p>Trustees concluded the review with the Accountants by stressing the need to review timelines for next year so that account information is made available much earlier to Trustees to view in advance of the Finance Committee and the FBT meetings.</p> <p><i>6.50pm MC, GC, GJ and CG left the meeting.</i></p>	
4.	<p><u>APPROVAL OF MINUTES</u></p> <p><b>DECISION: Trustees approved the following minutes and the Chair signed a copy</b></p> <ul style="list-style-type: none"> <li>• The Board of Trustees meeting held on 10<sup>th</sup> October 2017</li> <li>• Personnel Committee meeting held on 21<sup>st</sup> Nov 2017</li> </ul>	
5.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <p>Actions update</p> <ul style="list-style-type: none"> <li>• Head to ask JM to produce a 1 page top line summary of key results vs targets for last year in layman speak for Trustees not on Curriculum Committee – Head has produced and included in her report for item 8 on the agenda.</li> <li>• Jillian Sanders (JS) in her absence had produced a report providing an update on the website and incorporating her actions. <ul style="list-style-type: none"> <li>➤ Website is mobile compatible – <a href="#">A Trustee asked if it could be looked into having the telephone number connect directly when clicked on.</a></li> </ul> </li> </ul> <p><b>ACTION: JS/Head</b></p> <ul style="list-style-type: none"> <li>➤ There is now a school app – flyer distributed to Trustees</li> <li>➤ JS has checked the website for compliance</li> <li>➤ A 'professionals' tab is now live on the website and JS's report listed documents on the tab</li> <li>• Clerk to see if there is a document from Governor Services that advises how often certain policies should be reviewed and also which policies have to go on the website – Head informed Trustees that she had a draft Policies and Procedures Directory from JS but it now requires committee ownership and timescales adding which she will do in conjunction with the Governance Working Group. Clerk informed the Board that she had obtained a Governor Guidance Note document from Governor Services and also a document from the DfE on statutory policies for schools which includes review frequency for each policy. Clerk gave a copy of each to Head to help in completion of Policies Directory. <b>ACTION: Head to work with documents provided</b></li> </ul>	<p style="text-align: center;">JS/Head</p> <p style="text-align: center;">Head/JS/Governance</p>

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<p>by Clerk and Governance Working Group to complete the Policy and Procedures document ensuring it includes review dates for every policy and by which committee.</p> <ul style="list-style-type: none"><li>• JW to meet with Julia McIntosh and Caroline Place regarding her involvement in Priority 2 – JW reported she had attended a learning walk with Caroline and was very impressed with much of what she saw and with the actions Caroline had planned for issues raised in the walk. After the learning walk they discussed EHCP action plans. There are concerns about lack of other professionals attending meetings. JW has not met directly with Julia but the relevant information has all come to the Curriculum Committee.</li><li>• Head to update last years Development plan with green for actions completed and send this with the new plan to JS for uploading on to the website. – Head informed the Board that it was updated but just needs sending to JS to upload on the website. <b>ACTION: Head</b></li><li>• Head to provide JS with the Child Protection Policy as it currently stands for uploading on to the website and to update Trustees when she has heard back from LA - Head has finally heard back from LA and they have agreed the addition. Head has sent additional section to other Special Schools in Cambridgeshire in the hope that they will include it in their CPP. Most have said will look to do this at next review. Hoping also the LA will build it into their next review. Trustees had seen the amends to the Policy. <b>DECISION: Trustees approved the SCA Safeguarding and Child Protection Policy Nov 17 and the Chair signed a copy.</b></li><li>• Clerk to investigate which lead roles are recommended and a review of this to be scheduled for the next meeting – Clerk informed Trustees of the following response from the School Governance team at Cambs County Council '<i>All governing boards have specific legal responsibilities for pupils with SEND, therefore, some GBs appoint a specific SEND governor. The Keeping Children Safe in Education statutory guidance places an expectation on GBs to allocate a board member with leadership responsibility for the school's safeguarding arrangements. Other than that, it is up to the GB to appoint link governors as they feel appropriate, but we would recommend a focus on school development priorities.</i>' <b>DECISION: Trustees agreed that based on this information no action to SCA's current 'Trustee lead roles' process needs reviewing.</b></li><li>• Clerk to send the details she has to KD for her to advise if any details</li></ul>	<p>Working Group</p> <p>Head</p>
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	<p>out of date - Clerk circulated the updated contact details around the room for updating or confirming correct. <b>ACTION: Clerk to circulate to Trustees as a confidential document</b></p> <p>Matters arising</p> <ul style="list-style-type: none"> <li>Trustee recruitment and attendance</li> </ul> <p>Head advised that the Academy Ambassadors ad is live again.</p> <p>No one has heard recently or had any responses to emails from Barbara Roos- Skinner, she has not attended a meeting this term and has not sent apologies for missing any FBT or Personnel Committee meetings. <b>ACTION: Clerk to contact Barbara Roos-Skinner by letter to ask if she wishes to continue as a Trustee</b></p> <p><b>Decision: It was agreed that SCAT should increase the number of Members to 5 and that they should be predominantly non Trustees. ACTION: Head to follow up with those she has contacted previously who seemed interested.</b></p> <ul style="list-style-type: none"> <li>Appointment of Accountants for 2018. Chair of Finance, Head and Finance Manager are happy with the Audit proposal/costs for 2018. Trustees had been sent a copy of the proposal.</li> </ul> <p><b>DECISION: Trustees agreed to appoint Rawlinsons as the Accountants for SCAT for 2018.</b></p> <p><b>DECISION: Trustees agreed that this proposal must be received much earlier in future to allow for more discussion/benchmarking if required</b></p> <ul style="list-style-type: none"> <li>ESFA Letter to Accounting Officer (Kim Taylor, Head Teacher in the case of SCA). <b>ACTION: KS to send to Clerk for distribution to all Trustees to view and then bring back to the table at next meeting. ACTION: Clerk to add to next agenda</b></li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Head</p> <p>KS &amp; Clerk</p> <p>Clerk</p>
6.	<p><u>CHAIR'S REPORT AND WHERE APPROPRIATE COMMITTEE CHAIRS' SUMMARY REPORTS INCLUDING GOVERNANCE WORKING GROUP</u></p> <p>The Chair had nothing to report</p> <p>The Chair of Curriculum had nothing to report</p> <p>The Chair of Personnel told Trustees the Committee had been looking at the Staff Sickness Policy and this is for approval later in the agenda</p> <p>The Chair of Finance summarised the activity of the Committee. He asked for the opinion of Trustees not on the Committee to life insurance for Head Teacher. He provided the rough monthly costs for both life cover and life and critical illness. Those Trustees not on the Finance Committee who spoke up were in favour of both Life and Critical Illness Cover despite the considerably higher monthly premiums. It was felt life alone was not particularly useful.</p> <p>Chair of Finance informed Trustees that the Committee have asked GC to</p>	

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	<p>obtain an additional quote from Zurich for a comparison to that already sourced. A Trustee not on the Finance Committee commended KS on the succinct report and said how useful and clear it was.</p> <p>KS gave a review of the Governance Working Group’s activity at the last meeting and plans for the next meeting. The group had discussed part time internal HR support as an alternative to an HR provider. This led to a discussion as to when the HR contract was due for renewal – A. March 18.</p> <p><b>DECISION: Investigate alternative options and costs for HR provision.</b></p> <p><b>ACTION: KS to speak with acquaintance, Clerk to see if she can obtain other companies used by schools.</b> The other option discussed was to talk to DMat. Clerk asked if Trustees wanted to talk about the Parent Support Officer Role that was agreed in principal by the Personnel Committee but sits outside budget so Finance Committee wanted it discussed at FBT. <b>DECISION: Finance Committee to review budget position at meeting on 16<sup>th</sup> Jan and then a clearer discussion can be had on both Parent Support Officer and internal HR support (discussed in Working Group).</b> <b>ACTION: Clerk to put on Finance and FBT agenda</b></p> <p>There was a debate between Chairs of Committees and various Trustees as to whether Committee Chair reports should be included in the FBT agenda. There were concerns that it would extend the meetings and result in a return to trawling through minutes. Clerk suggested that perhaps it should be done on an ‘as appropriate’ basis where if the Chairs felt that there was a decision or discussion that took place that the Board members should all be aware of that this should be reported – she suggested asking the question ‘should the Trustee know this if asked by Ofsted or a parent?’. Some Committee Chairs felt that the minutes of Committee meetings were sent to all Trustees and this should be sufficient, others felt that the minutes didn’t always provide the context that a brief verbal report would plus there was often many items in the minutes purely relevant to that committee and it was a lot to ask Trustees to read through to pull out the relevant items.</p>	<p>KS Clerk</p> <p>Clerk</p>
7.	<p><u>SAFEGUARDING AND SCR</u></p> <p>AA advised that she had not reviewed the SCR herself but that she had spoken to Liz Ward who maintains the document who advised that there were no anomalies. AA informed Trustees that the school is now keeping all forms electronically rather than hard copies except declarations of association. AA has arranged to come into school before it starts on 8<sup>th</sup> Jan to observe supply staff and contractors completing relevant checks/forms/training and cross reference all supply and contractors with the SCR to ensure it is completed accurately and fully.</p>	

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	<p>Head informed the board that the named designated safeguarding leads at the school were now meeting regularly to complete follow up checks and discuss cases. Julia McIntosh has attended further training and wishes to further update the e-safety and acceptable use of ICT by staff policies <b>ACTION: Clerk to put on next Personnel agenda.</b></p> <p>JS also referred to Child protection and e-safety in her report – she listed the policies now on the website and that once the Nov 17 version of the Safeguarding and Child Protection Policy is agreed this evening she will have this updated version put on the site. JS’s report informed Trustees that the school website now has external links and downloadable documents regarding e-safety.</p>	Clerk
8.	<p><u>HEAD TEACHER’S REPORT</u></p> <p>Head distributed a copy of her report to all present.</p> <p>She touched on several points from the report.</p> <ul style="list-style-type: none"> <li>• Head intends to conduct a peer review with an SEND leader and Ofsted trained inspector as a self evaluation exercise in between Ofsted visits</li> <li>• Head referred Trustees to the School Pupil Targets distributed with her report. This summarised the assessment KPI results for 2016/17.. 90% of pupil met the targets for English, Maths, 93% of Pupil Premium students met the targets for English and Maths, 83% EAL met the English target and 93% the Maths target and 100% LAC met the English and Maths targets. P scale progress - 85% moved 1 level for English and 93% for Maths. 100% of pupils left school with English and Maths accreditation.</li> </ul> <p>91.5% attendance vs 90.1% average for special schools and 95% target.</p> <p>No school exclusions.</p> <p>Head gave context that 90% is always the target and that the school’s data is moderated internally and externally with other special schools in Cambs. Confident in the data as can now be tracked back 7 years. P-Scales will be coming to an end at the end of the academic year. SCA involved in a pilot to test new assessment system.</p> <ul style="list-style-type: none"> <li>• SEND Conference organised for 6<sup>th</sup> July 18</li> <li>• Andrew Reed from DMat has convened a meeting for all leaders of Alconbury Weald schools. JW and Head to attend.</li> <li>• Lesson observation – 12 outstanding, 8 good, senior leaders and those off sick will be observed next term.</li> <li>• Learning Walks have helped the school be evaluative and make swift</li> </ul>	

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	<p>changes to day to day practices</p> <ul style="list-style-type: none"> <li>• A Trustee asked to be sent the questions from the staff and parent questionnaires. <b>ACTION: Head to send to KS</b></li> <li>• Head ran through the priorities for Spring 18.</li> <li>• Nursing update – nurse has now started at the school. Head and AA meeting with service director for health next week to discuss the lack of provision (against what was committed) and future plans. <b>A Trustee asked if they will be able to raise the lack of attendance of professionals at EHCP meetings. A.</b> It will be brought up with many other issues.</li> </ul> <p>Head distributed a Behaviour Incident report for Autumn 17 created by Simon Paynter. It showed an increase in incidents from the previous 2 terms however Head and Trustees discussed that it is always higher in the Autumn term as pupils adjust to new classrooms and teachers and there is an influx of new students. Simon had provided further context to the figures for Trustees to read in the report.</p>	Head
9.	<p><u>STAFF NOMINATIONS FOR AWARDS FOR ACHIEVEMENTS AND RECOGNITION</u></p> <p><b>DECISION: AA to give out awards at the training day on 3<sup>rd</sup> Jan. ACTION: AA to confirm attendance with Head</b></p>	AA
10.	<p><u>POLICIES AND DOCUMENTS</u></p> <ul style="list-style-type: none"> <li>• Rolling policy review document update – see details in item 4</li> <li>• Safeguarding and Child Protection Policy updates – approved in item 4</li> <li>• e-safety policy – deferred to next Personnel Committee meeting</li> <li>• ICT acceptable use for staff – deferred to next Personnel Committee meeting</li> <li>• Staff Sickness and Absence Policy update. The updated policy was agreed by the Personnel Committee to go out to staff consultation. There was no feedback during the consultation period. <b>DECISION: the Board ratified the Staff Sickness and Absence Policy and Chair signed a copy.</b> A Trustee not on the Personnel Committee suggested at next review item 16.6's wording be reviewed. Head informed that she was being more proactive in all dealings relating to this matter.</li> </ul> <p><b>DECISION: The Full Board of Trustees Ratification the following policies, documents and decisions agreed by Committees:</b></p> <ul style="list-style-type: none"> <li>• Bank reconciliations to end Oct 17</li> </ul>	

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11.	<p><u>TRUSTEE TRAINING</u></p> <p><u>Learning Walks</u></p> <p>Head fed back main development made since her Welfare Learning Walk. JW was very impressed with the learning walk and follow up ideas from the Learning Walk she attended. KD was due to attend a Learning Walk with Simon Paynter but it was cancelled due to an incident – awaiting revised date. LA attending an Early Years Learning Walk in Jan.</p> <p><u>Feedback from any training attended or Trustee school visits</u></p> <p>KS attended a Finance Conference signalled to him by Head. He suggested that it might be a useful conference for GC to attend in the future.</p> <p><u>Spring Term Governance Training Programme &amp; Conference</u></p> <p>Clerk had emailed next term’s training courses and dates yesterday along with the termly Governor Briefing flyer and drew Trustees attention to this. AA was looking at the dates for Safer Recruitment.</p>	
12.	<p><u>AOB</u></p> <p>Head read from JS’s report that there has been some negativity around parking permits from staff and annoyance that often there are bays left empty during the bay (not necessarily visitor ones). She has concerns about the system. Head asked if any other Trustees had had any feedback A. No. Head reminded everyone that the feasibility study was looking at parking solutions and the Council are looking at alternative parking options too. JS had also asked for a review on school transport efficacy. <b>ACTION: Head to pick up with JS outside of meeting.</b></p> <p>Head informed Chair that she had just received a letter from MC tendering his resignation as a Trustee</p>	Head
13.	<p><u>CONFIDENTIAL ITEMS – Head and RG left the room</u></p> <p><u>See Confidential minutes</u></p>	
14.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> <li>Thursday 8<sup>th</sup> March 2018 6pm</li> </ul>	

Meeting ended at 8.30pm

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