



**SPRING COMMON ACADEMY
Full Board Meeting**

Tuesday 14th October 2020 – 5.30pm

Remote meeting held on TEAMS due to Covid-19 Pandemic social distancing requirements

MINUTES

Present remotely:

Kim Taylor, Executive Head (KT)	Sue Bailey (Chair)
Jay Browning (JB)	Rebecca Ward (RW)
Lynda Adam (LA)	Keith Strong (KS)
Taff Gidi (Chair)	Wayne Palmer (WP)
Ilker Yoney (IY)	

In Attendance remotely: Nathalie Watkins (Clerk)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>This was a remote meeting held on TEAMS due to Covid-19 Pandemic social distancing requirements.</p> <p>Trustees had been briefed prior to the first remote meeting that they were to ensure that they were in a suitable location where they could not be overheard should confidential matters arise.</p> <p>LA, KS and IY were expected to attend but not present at start of meeting. No apologies were received from Michael Westcott Rudd, the rest of the Board was present.</p> <p>The meeting was quorate with over 3 Trustees logged in.</p> <p>The Chair welcomed everyone to the meeting</p>	
2.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u></p> <p>None</p>	

READ & AGREED AS A TRUE RECORD

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

	ACTION: WP, JB and MWR are still to complete their annual Declaration of Interests form for the Academic Year 2020/21 and email to clerk and Liz Ward.	WP, JB, MWR
3.	<u>APPROVAL OF MINUTES</u> DECISION: The minutes from the FBT meeting on 22nd July were approved	
4.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <p>ACTIONS</p> <ul style="list-style-type: none"> ACTION: KT to confirm that Genevieve Cowcher has received a signed copy of the budget from Judy Ward. KT is confident this will have been received as GC has not queried it with her. Time frames for, and obstacles to, new pay policy – see item 5 KT confirmed that the Annual Safeguarding report Trustees had viewed at 22nd July meeting has been amended to say that Trustees had NOT had safeguarding training/updates this year due to the pandemic last term. Appointment of or recruitment for Vice Chair and Safeguarding Lead – see item 5 <p><i>LA, KS and IY joined the meeting @5.38</i></p> <p>MATTERS ARISING</p> <ul style="list-style-type: none"> Trustees reviewed the current Code of Conduct and agreed amends for academic year 2020/21. These included inclusion of a statement about expectations during Covid situation (ie not visiting school) and virtual working; operating on an approved platform, list of Trustees at end needs updating, include acceptance of the virtual policy as part of the acceptance of the Code of Conduct. ACTION: KT/Chair to arrange updates and send to clerk to circulate. ACTION: Trustees are to reply via email their acceptance of the code in the absence of being able to all sign one copy. Virtual Meetings policy This was a new policy that Chair had created following recommendation from the clerk to have one in place. Chair utilised guidance from The Key and also the Local Authority provided by clerk. Trustees discussed the areas of the policy that Chair had highlighted. DECISION: Trustees would rather have all meeting documentation in one go. Clerk to send agenda and all documents 7 days in advance of the meeting. If additional documents are then provided to the clerk she will send all documents including those already sent in one email 4 days prior to meeting. Any document provided to clerk less than 4 days in advance will be discussed at the meeting at the discretion of the Chair. Trustees requested that documents are given an item number that corresponds to the agenda so they know what the document is referring to. ACTION: Clerk to ensure documents are named 	<p>KT</p> <p>KT/Chair</p> <p>All</p> <p>Clerk</p>

READ & AGREED AS A TRUE RECORD

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

	<p>with an agenda item number before the document title.</p> <p>Trustees discussed item 4.2 at length, regarding the calling of a meeting with less than 7 days' notice in urgent circumstances. Trustees requested that they have the ability to challenge the need for the meeting to be urgent if they are unable to attend.</p> <p>ACTION: KT/Chair to arrange updates and take to next FBT meeting in Dec for sign off.</p> <ul style="list-style-type: none"> Academy Ambassador's mentoring scheme KT and previous Chair Judy Ward had been sent this information previously. It offers the opportunity for mentoring to be offered to Chairs, Trustees and Executive Heads. SB explained that she would have a mentor as part of the NGA Chair training programme she is undertaking. KT explained that she had been offered a mentor but nothing came to fruition. KT felt it was not something she needed to be involved with as she is already part of a CEO network in the area. ACTION: Trustees to let Chair know if they are interested in the mentoring scheme. Trustees to decide if agendas distributed 7 days in advance without additional documents or all together but less than 7 days – agreed in Virtual Policy discussion. New date for next FPP Committee meeting due to current date being too early for Auditors. Clerk explained that she had flagged the date of the next FPP meeting to the Finance Manager as she was concerned following FPP meeting that the date would be too early for the auditors. GC has confirmed the meeting needs to be much closer to the beginning of Dec. DECISION: Trustees agreed a change of date to 25th November at 6pm subject to GC and the auditors being available. ACTION: KT to ask GC to liaise with auditors around this change of date. 	<p>KT/Chair</p> <p>All</p> <p>KT</p>
5.	<p><u>BOARD OF TRUSTEES MAKE UP FOR 2020 AND BEYOND</u></p> <ul style="list-style-type: none"> Members KT to submit an ad for <u>Members</u> to Academy Ambassadors as still require 2 more. Trustee Number Maintenance ACTION: Chair to find out if the 3 candidates from Academy Ambassadors who expressed an interest pre March (Covid) are still interested and available. ACTION: KT to place a new ad with Academy Ambassadors with a focus on skills required for the TLW Committee IY fed back that his lead was not interested in the role. Chair thanked him for 	<p>Chair</p> <p>KT</p>

READ & AGREED AS A TRUE RECORD

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

	<p>his efforts.</p> <ul style="list-style-type: none"> • Succession planning requirements/skills requirements for Board Trustees are undertaking an audit of skills to return to Chair. ACTION: Chair to flag any gaps identified to KT to include in the recruitment ad • Vice Chair of Trustees and Safeguarding Lead Trustee for 2020/21. As at the meeting on 22nd July no one volunteered for these roles. Clerk suggested SB provided Trustees with an idea of what is involved in the two roles. ACTION: Chair to speak with individual Trustees about the roles having undertaken both herself. ACTION: KT to include these areas in the Academy Ambassadors advert. 	<p>Chair</p> <p>Chair</p> <p>KT</p>
<p>6.</p>	<p><u>EXECUTIVE HEAD REPORT</u></p> <p>KT had provided a report in advance of the meeting and ran through this with Trustees.</p> <p>Ofsted are doing interim visits</p> <p>Attendance is very good. If those who are unable to return are excluded from the calculations, of the 195 pupils on role, 184 are able to attend school. There is a regular attendance of 172 which provides an attendance rate of 93% which is higher than most other special schools.</p> <p>School's reputation during Covid has increased as a result of KT having a big impact on policy making.</p> <p>22nd October is the deadline for all schools to have a remote learning policy to provide remote education. The Local Authority have created a new learning platform to support this as part of the government's continuity planning. The special schools' remote learning policy which KT has led on is just being finalised.</p> <p>The school intends to use the catch up funding available to employ another teacher thus releasing others to support home workers and those who have lost skills over the school closure period.</p> <p>Phase 1 of the capital build has over run and is still in progress but KT hopes it will be done by end of October. This delay has not interrupted the starting of phase 2 The bubble system in school has helped manage teaching while work goes on as children are not moving around the site.</p> <p>ICT strategic plan 2020 – 23. This is created but the prioritising of spend needs to be addressed at the next FPP Committee meeting. ACTION: Clerk to add to FPP agenda</p>	<p>Clerk</p>

READ & AGREED AS A TRUE RECORD

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

	<p>Prestley Wood – really moving forward now, there are weekly meetings planned from now until December.</p> <p>It is possible that there may be more staff and students shielding soon as a new shielding list is due to be announced that is expected to have a bigger list of conditions. This is likely to impact on both student numbers and the workforce.</p> <p>Therapists are still not coming into school.</p> <p>After school club is open</p> <p>KT has sent Trustee info on Covid statistics in this area</p> <p>KT and Trustees would like to recognise and thank staff and the SLT for all their hard work.</p> <p>AAG meeting occurred this week. There was lots of praise from parents about the transparency of school communications with the two Covid cases the school has encountered. ACTION: KT to ensure minutes are circulated to Trustees when they are available or brought to the next meeting.</p> <p>JM is meeting virtually with all new parents this week.</p> <p>The process of teachers taking children from, and to, their transport in and out of school and parents dropping children off at a different time to taxis has worked very well and is providing a much calmer start and end to the day. The staggered lunch and break are also working well.</p> <p>Some staff are finding being separated from many colleagues hard.</p> <p>All appraisals are complete and JM has gone through and questioned all increment changes. KT has then provided an additional check. Trustees had been provided in advance the proposed increment changes for staff. DECISION: Trustees approved the increment changes proposed based on scrutiny process explanation given.</p> <p>Trustees had been provided with the notes from Jan Martin’s visit – there were no questions.</p> <p>KT asked if there were any questions on any part of the report not all of which had been discussed in the meeting. There were no questions.</p>	KT
7.	<p><u>EXECUTION/IMPLEMENTATION OF THE GROWTH PLAN – CONFIDENTIAL ITEM</u></p> <ul style="list-style-type: none"> • See confidential Minutes 	

READ & AGREED AS A TRUE RECORD

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

8.	<p><u>SAFEGUARDING AND SCR</u></p> <ul style="list-style-type: none"> School Governance team are offering Safeguarding for Governance training sessions that RW and LA have signed up for. NGA are now offering an online training for Safeguarding for Governance that Trustees can complete in their own time. ACTION: Clerk to send link around to sign up with the Learning Link programme from the NGA which holds this online course. <p>Clerk reiterated that Safeguarding should be a, if not the, key priority of the Trust and based on this, safeguarding for governance training is an important thing for all Trustees to do. Diane Stygal, senior advisor for school leadership at the local authority has said that it will not suffice for Governors to simply read the Keeping Children Safe in Education document. KT suggested again that JM might be able to do some training with Trustees. A Trustee asked if this would be Safeguarding information for governance and KT suggested it would not be so Trustees were keen to do the online learning in their own time.</p> <ul style="list-style-type: none"> SCR review. KT confirmed that she checked this on behalf of Trustees in September and it was all accurate and up to date. KT will be checking it again in November. Safeguarding report. Nothing to report 	Clerk
9.	<p><u>CHAIR'S REPORT AND WHERE APPROPRIATE COMMITTEE CHAIRS' SUMMARY REPORTS</u></p> <p>Chair informed Trustees that she is working through her training and the NGA are providing lots of good materials and support. Chair thanked everyone who had completed her 360 review and thanked Trustees in advance for completing the skills audit circulated last week. The Chair of the FPP and TLW Committees had nothing to report.</p>	
10.	<p><u>TRUSTEE TRAINING</u></p> <ul style="list-style-type: none"> Skills Audit 2020/21 – Chair has asked all Trustees to complete this audit created by the NGA and return to her as it is not only something that the Trust should be doing (this has been flagged by the auditors previously as not being recorded as completed) but also something the Chair needs to complete as part of her training. Training undertaken since last meeting – Chair has completed the HT Performance Management Training. MWR has completed his Induction to Governance training. 	

READ & AGREED AS A TRUE RECORD

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

	<ul style="list-style-type: none"> • Training required: <ul style="list-style-type: none"> • Safer Recruitment – someone else on the Board should have this in addition to Chair and KT. ACTION: Decide who will do this course. • Introduction to Governance – ACTION: RW and TG to complete – dates obtained by clerk and circulated with agenda. • Safeguarding for Governance – ACTION: As many Trustees as possible to attend a Safeguarding for Governance virtual course or complete the NGA online training. 	Board RW/TG All
11.	<u>POLICIES AND DOCUMENTS</u> <ul style="list-style-type: none"> • Pay Policy. Chair updated Trustees that WP and herself had met virtually with KT to finalise this document. Some changes had been suggested in this meeting and the policy amended to reflect these. DECISION: Trustees agreed the adoption of the proposed Pay Policy <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"> • TLW and FPP Terms of Reference DECISION: The Board ratified the Terms of Reference for both the TLW and FPP Committees requesting that the appendices be updated and date amended. ACTION: KT to amend and circulate to Committee Chairs and Clerk. 	KT
12.	<u>AOB</u> <p>KT requested to make a change to the school operating procedures so that staff can wear masks in the base rooms when doing medical procedures. This is not in line with the DfE's or local authority's guidance but it is felt that it will be reassuring for staff, students and parents. KT confirmed that this decision has been risk assessed. DECISION: Trustees supported the proposal of staff wearing masks when carrying out medical procedures.</p>	
13.	<u>CONFIDENTIAL ITEMS</u> <p>See confidential minutes part A and B</p> <p><i>KT left the meeting at 7.25pm.</i></p>	
14.	<u>DATE OF NEXT MEETING</u> <p>Wednesday 2nd December 2020 at 6pm</p>	

READ & AGREED AS A TRUE RECORD

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