



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

**Tuesday 4<sup>th</sup> December 2019 – 6pm-8pm**

**MINUTES**

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

**In Attendance:** Nathalie Watkins (Clerk)

No.	Minutes	Actions
1.	<u>WELCOME AND APOLOGIES</u> The Chair welcomed everyone. Apologies were received and accepted from Jay Browning	
2.	<u>DECLARATIONS OF PECUNIARY INTERESTS</u> None	
3.	<u>APPROVAL OF THE MINUTES</u> <b>DECISION: Trustees approved the minutes from The Board of Trustees' meeting 15<sup>th</sup> October 2019 and the Chair signed a copy.</b>  The minutes from the TLW Committee meeting 14 <sup>th</sup> November 2019 and FPP Committee meeting 21 <sup>st</sup> November 2019 were not available.	
4.	<u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u>  <ul style="list-style-type: none"> <li>Trustees all signed a single copy of the agreed revised Trustee Code of Practice. This will be kept in the blue box. Trustees were all given their own copy of this to take away. <b>ACTION: JB to sign at next meeting.</b></li> <li>KT and Liz Ward provided a revised appendix for each Committees TOR based on reviewing the DfE's updated list of statutory policies</li> </ul>	JB

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

	<p>for Academies against the current policy lists in the appendix of each Committee’s TOR. KT informed Trustees that very little has changed. Trustees suggested that health needs policies go to KT rather than them. <b>A Trustee asked about a review timetable splitting the policies that need reviewing over the yearly meetings.</b> Trustees liked the idea of a rolling calendar of policy reviews. KT said that she knew when all the policies needed reviewing. <b>Trustees asked KT if they can rely on her that policies will come to them to review at the correct time if she does not want a calendar of review dates.</b> KT affirmed.</p> <ul style="list-style-type: none"> <li>• <b>OUTSTANDING ACTION: TLW Committee to discuss the potential of a social media policy for parents or building it into another policy.</b></li> <li>• <b>ACTION: KS and Clerk to send WP self-evaluation documents and he will amalgamate with the skills audit for the next meeting.</b></li> <li>• <b>OUTSTANDING ACTION: KT to send Strategy document out to all Trustees again.</b></li> </ul> <p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• New name for the Trust – Trustees discussed a name focusing on the generic idea of inclusion, diversity and learning. <b>ACTION: KT to ask staff for ideas.</b> Trustees liked this idea. Important to check that a generic name is not already in use. Check with the Charities Commission and Companies House and also google the name and check no one has the url.</li> <li>• There were no minutes available yet for the AAG meeting. <b>ACTION: KT to distribute when ready.</b></li> <li>• The school had yet to be provided with the KIT feedback report</li> </ul>	<p style="text-align: center;">LA</p> <p style="text-align: center;">KS/Clerk/WP</p> <p style="text-align: center;">KT</p> <p style="text-align: center;">KT</p> <p style="text-align: center;">KT</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>• KT – Jonathon Lewis felt it would be a conflict of interest</li> <li>• KT – Regional Commissioners felt it would be a conflict of interest</li> <li>• JW - former Trustee Anne Aldred had no success with her lead</li> <li>• KT – GC had informed that there was no further feedback from Baldwins</li> </ul> </li> <li>➤ Trustee Number Maintenance <ul style="list-style-type: none"> <li>• KT has met with someone with a Health Commissioning background who is very interested. <b>ACTION: KT to follow up further</b></li> <li>• Adverts are now on Academy Ambassadors and NGA</li> </ul> </li> </ul>	<p style="text-align: center;">KT</p>

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	<p>vetted prior to the holidays. SB confirmed that the recruitment checks are in the interview packs. SCR was checked and is fully up to date. SB confirmed that it is only Liz, KT and John who have access to it. SB agreed with Liz Ward that she would check it a maximum of once every half term otherwise no changes are made between checks.</p> <p>SB reported that she had no safeguarding concerns</p> <p>Staff safeguarding training is all complete. Following a request by SB, Liz Ward is looking into the NSPCC online safeguarding training as this would be more accessible for Trustees as they could complete it in their own time at home.</p> <p>SB explained that her next visit would involve meeting the school council and discussing with them feeling safe at school.</p>	
8.	<p><u>CHAIR'S REPORT AND WHERE APPROPRIATE COMMITTEE CHAIRS' SUMMARY REPORTS</u></p> <p>KS provided a brief summary of the FPP Committee meeting where Graham Jones (GJ) from Baldwins Accountants had presented the end of year accounts. KS explained the key figures that GJ had pointed out to the committee explaining the cash reserves increase and the pensions deficit. GC added that the triannual pensions evaluation had just been received and contributions have gone up by just 0.2% KS covered Baldwins' assurance programme and how the school currently employs Baldwins to do two responsible officer checks each year and that this is the recommendation of GJ for a school of SCA's size. It was suggested that the Trust may want to go to three checks when the number of schools grow.</p> <p><b>DECISION: The Board of Trustees approved the end of year accounts and confirmed that they could be submitted to the ESFA. The Chair signed three copies.</b></p>	
9.	<p><u>TRUSTEE TRAINING</u></p> <ul style="list-style-type: none"> <li>Skills Audit completion - No further forward on this – see outstanding actions.</li> </ul> <p><b>DECISION: Next FBT will start at 5pm and run for 3hrs as proposed. In the extra time the skills audit and succession planning will be looked at. ACTION: Clerk to add to the agenda</b></p> <ul style="list-style-type: none"> <li>Trustee visits recorded – <b>ACTION: Clerk to circulate the Trustee visit form that should be completed and given to the Head Teacher or</b></li> </ul>	<p>Clerk</p> <p>Clerk</p>

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	<p><b>Executive Head after a visit.</b> Clerk asked if the form was kept in the office as this is where they had been in the past.</p> <ul style="list-style-type: none"> <li>• Training None occurred since last meeting</li> <li>• SB – Safeguarding SB advised that her Safer Recruitment is out of date and that she is renewing her training tomorrow. It was agreed that there should be another Trustee asides SB and KT with the Safer Recruitment training. <b>ACTION: WP agreed to do the safer Recruitment training at some point in the near future.</b></li> <li>• SB – Introduction to Chair with NGA KT advised SB to talk with Esther to get booked on and the course paid for.</li> </ul>	WP
10.	<p><u>POLICIES AND DOCUMENTS</u></p> <ul style="list-style-type: none"> <li>• Complaints Policy <b>DECISION: The board ratified the Complaints Policy subject to minor amends being made. Chair signed a copy.</b></li> <li>• Pay Policy (confidential) Further amends were requested for this policy and it was therefore not approved. <b>ACTION: KT to make amends and bring to the FPP Committee in January.</b></li> </ul> <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: 2018/19 year end accounts. See item 8.</li> </ul>	KT
11.	<p><u>AOB</u></p> <p>KT advised that she should have the KIT report soon. She is creating a SEFF and will circulate. 9 parents came to the parents’ advisory group which was very pleasing and puts the Academy Advisory Group in a good position.</p> <p>A Trustee asked if Trustees do anything for staff at Christmas. <b>A.</b> Trustees have donated some money to the staff Christmas party and Chair sends Liz Ward a note for the staff newsletter.</p> <p>Clerk advised that she would be unable to clerk the FBT meeting on 24<sup>th</sup></p>	

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	March. <b>ACTION: KT to ask Liz Ward to minute this meeting.</b> Clerk agreed to pull the agenda together in advance of 18 <sup>th</sup> March when she is away.	KT
12.	<u>CONFIDENTIAL ITEMS</u>  <b>DECISION: Trustees approved the confidential minutes from The Board of Trustees meeting 15<sup>th</sup> October 2019 and the Chair signed a copy.</b>  <i>See also Confidential Minutes</i>	
13.	<u>DATE OF NEXT MEETING</u>  <ul style="list-style-type: none"> <li>• Tuesday 11th February 2020 at <b>5pm</b></li> </ul>	

Meeting ended at 8.00PM

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