



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

**Wednesday 22<sup>nd</sup> July 2020 – 6pm**

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

**MINUTES**

**Present remotely:** Judy Ward (Chair) Kim Taylor, Executive Head (KT)  
 Sue Bailey (SB) Rebecca Ward (RW)  
 Michael Westcott Rudd (MWR) Keith Strong (KS)  
 Jay Browning (JB) Taff Gidi (TG)

**In Attendance remotely:** Nathalie Watkins (Clerk) Genevieve Cowcher (GC)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>This was a remote meeting held on Zoom 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>Apologies were received and accepted from Ilker Yoney and Wayne Palmer. No apologies were received from Lynda Adam.</p> <p>The meeting was quorate with over 3 Trustees logged in</p> <p>The Chair welcomed everyone</p>	
2.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u></p> <p>None</p>	
3.	<p><u>APPROVAL OF MINUTES</u></p> <p><b>DECISION: Trustees approved the minutes from the following meetings:</b></p> <ul style="list-style-type: none"> <li><b>The Board of Trustees meeting 15<sup>th</sup> July 2020</b></li> </ul>	

READ & AGREED AS A TRUE RECORD

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

	<ul style="list-style-type: none"> <li>• <b>FPP Committee meeting 23<sup>rd</sup> June 2020</b></li> <li>• <b>TLW Committee meeting 24<sup>th</sup> June 2020</b></li> </ul>	
4.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <ul style="list-style-type: none"> <li>• Trustees confirmed the details were correct and that at they were happy for their contact details to be circulated to Board members. <b>ACTION: Clerk to circulate contact details to SCA email addresses and mark as confidential</b></li> <li>• Need for meetings over the summer break? KT confirmed that she did not envisage the need for any meetings over the summer break as all policies and procedures for Sept are signed off. It was however acknowledged that things could change at any time.</li> <li>• Agree 2020/21 meeting dates and locations. The list of meeting dates has been circulated to Chairs and agreed. <b>ACTION: Clerk to circulate 2020/21 meeting dates.</b> It was agreed that September's meetings would be virtual and then a review would take place as to the safety and practicality of returning to school for some meetings. It was discussed that perhaps some 'live' meetings in school could also have the option for Trustees to attend remotely if they cannot make it in person. A Trustee cautioned that this can cause time delays between the live event and those dialled in and it is hard to see when a virtual attendee has a question or comment to make. Trustees agreed that this could be a possibility. Clerk suggested that a virtual governance/meeting policy should be looked at. <b>ACTION: Clerk to send some examples of virtual policies to SB.</b> KT and Clerk advised that meetings should start taking place on TEAMS for safeguarding and confidentiality but KT was not sure everyone would have access. It was agreed to check this over the summer in advance of September meetings.</li> <li>• Trustees had all received an email containing the RSC East of England &amp; North-East London July newsletter</li> <li>• Trustees had all received an electronic copy of the letter dated 6<sup>th</sup> July 2020 from ESFA Chief Executive to accounting officers in academy trusts and copied to chairs of trustees.</li> <li>• Plans for AAG from September – KT intends to resurrect these meetings next term. Parents on the AAG have not been willing to partake in virtual meetings but KT will get in contact to arrange a suitable time to meet in person next term.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
5.	<p><u>APPROVAL OF 2020/21 BUDGET</u></p> <p>GC explained that following on from the FPP meeting she is confident that with the support of staff, Head of School and KT she will manage to bring the deficit down to nearly balance the budget. A small deficit was agreed at the FPP Committee based on 2% teachers' pay rise. Based on announcements today it seems that it is likely that the rise will be above 2%. For most teachers the rise is suggested to be 2.75% and for NQTs it is likely to be 5.5%. SCA only has one NQT. In addition the unions have rejected a 2.75% increase for support staff.</p>	

READ & AGREED AS A TRUE RECORD

Signed.....(Chair)      Date.....

	<p>Based on these announcements GC has recalculated the budgets with a 2.75% increase for support staff back dated to April 20 and a 2.75% increase for teachers from Sept 2020. This equates to c. £28k additional expenditure.</p> <p>GC reported that there will potentially be an additional £30k-£40k Covid19 Catch Up premium funding available but there is very little information about this yet and it is unlikely that it will be available to use for salaries.</p> <p>KT explained that she dislikes top and bottom pay rises and prefers to flatten pay rises so everyone receives the same percentage. The Board have adopted this approach previously. Trustees discussed that until the pay award and its split is confirmed for definite, it is hard to say what providing an equal percentage pay rise for all will look like in comparison to the national plan. <i>KT asked for Trustees opinions and the Chair agreed with KT's view. Other Trustees were keen to point out that the private sector was giving no pay rises and even some pay cut.</i></p> <p><b>DECISION: Trustees agreed a 2.75% increase for all teachers including the leadership team; 2.75% for support staff and 5.5% for the one NQT</b></p> <p><b>DECISION: Trustees approved the budget with the deficit agreed by the FPP Committee and agreed to take the additional salary expenditure from reserves.</b> <i>ACTION: Chair to be sent a copy of the budget for signing to provide to auditors.</i></p> <p><b>DECISION: Trustees agreed that it was vital to get the academy's pay policy in place in the next academic year. The process had been put on hold in light of the pandemic but Trustees felt that they were having the same conversation they were a year ago and felt no further forward.</b> <i>ACTION: Pick up time frames for, and obstacles to, new pay policy at next meeting</i></p> <p>Trustees thank GC for all her hard work.</p>	<p>GC/Chair</p> <p>Clerk/Chair/KT</p>
6.	<p><u>SAFEGUARDING AND SCR</u></p> <p>An annual Safeguarding report for Trustees had been distributed prior to the meeting. KT asked if there were any questions rising from this. <i>It was pointed out that it stated that all Trustees had had safeguarding training/updates this year but that this is incorrect as the Board had been going to complete the NSPCC online safeguarding training but it had been unavailable due to the pandemic this term.</i> <i>Action: KT to amend.</i> A Trustee asked if it is clear in the Safeguarding policy what training is required by Trustees. KT explained that Trustees needed to have seen the latest version of Keeping Children Safe in Education and all Trustees who were on the Board prior to April 2020 had been provided with a hard copy of this and signed to say that they had received it. <i>Trustees discussed what training was required and if it was annually or bi-annually.</i> <i>ACTION: Confirm the exact requirements on Trustees with regards Safeguarding training</i></p>	<p>KT</p> <p>KT/JM/Chair</p>

READ & AGREED AS A TRUE RECORD

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

7.	<p><u>EXECUTIVE HEAD TEACHER'S REPORT</u></p> <p>The report had been circulated in advance of the meeting and also accompanies these minutes in circulation. Due to the unusual circumstances of the current pandemic situation the report summarises succinctly a lot of updates on a wide variety of topics for Trustees reference and scrutiny.</p> <p>KT asked Trustees if they had any questions about anything in her report or about the current re-opening plans. There were none. KT thanked the hard work of staff in preparing everything for September re-opening and for the Capital Build.</p> <p>The staff questionnaire had a very positive response.</p> <p>KT thanked MWR for his feedback and guidance on the emails regarding the Capital Build.</p>	
8.	<p><u>POLICIES AND DOCUMENTS</u></p> <ul style="list-style-type: none"> <li>• For Trustees reference, the Executive Head Teacher's report included a list of all the Curriculum policies KT has reviewed and listed any key amends made. KT asked if Trustees were happy to accept the amends so that they could be uploaded to the website to which Trustees were happy to agree.</li> <li>• Addendum to the Behaviour Policy  A Trustee asked why this had no reference to the Positive Handling Plan and asked if it should be referenced. KT explained that the information with the recommended addendum advised not to mention it. KT explained that staff would intervene if necessary. <b>DECISION: Trustees agreed the addendum to the Behaviour Policy for the school reopening in September.</b></li> </ul>	
9.	<p><u>BOARD OF TRUSTEES MAKE UP FOR 2020/21 AND BEYOND</u></p> <p>Election of Chair for 2020/21 academic year.  Judy Ward is stepping down as Chair of Trustees and leaving the Board. Sue Bailey has volunteered to take on the role. SB left the Zoom call.  <b>DECISION: Trustees voted Sue Bailey as the new Chair of Spring Common Academy Trust Board starting 24<sup>th</sup> July 2020.</b> Sue returned to the call and was informed of the decision and congratulated</p> <p>Agree Committees' Membership</p> <ul style="list-style-type: none"> <li>• JB requested to sit on just one Committee. <b>DECISION: It was decided that JB would remain on the TLW Committee and step down from the FPP and HT Performance Review Committee.</b></li> <li>• Other Trustees were happy to remain on the current committees which they sit on.</li> <li>• Chair informed the board that there are 3 potential new Trustees for Autumn and they would all fit the TLW Committee well however in the</li> </ul>	

READ & AGREED AS A TRUE RECORD

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

	<p>interim Chair asked if any Trustee would be willing to sit on the TLW Committee as numbers were low. <b>DECISION: MWR volunteered to temporarily sit on the TLW Committee.</b></p> <p>Appointment of Committee Chairs</p> <ul style="list-style-type: none"> <li>LA was not present but has given no indication that she wishes to step down from the role of Chair of TLW Committee.</li> <li>TG has kindly volunteered to take on the role of Chair of the FPP once KS steps down. <b>ACTION: KS to liaise with TG over the summer to work out a hand over/mentoring process.</b></li> </ul> <p>Committees' Terms of Reference and Trustees' Code of Conduct</p> <ul style="list-style-type: none"> <li><b>DECISION: Terms of Reference and Code of Conduct will be reviewed in Committee meetings in September.</b></li> </ul> <p>Safeguarding Lead and Vice Chair vacancies</p> <ul style="list-style-type: none"> <li>Trustees discussed that it is hard to take over the safeguarding role until there can be contact in school. SB is hopeful that there will be some bitesize safeguarding for Governance training available soon. The role handover does really require going in to school.</li> <li>There were no volunteers for Vice Chair or Safeguarding Lead. <b>ACTION: Pick up these vacancies again next term</b></li> </ul>	<p>KS/TG</p> <p>Clerk/Chair</p>
10.	<p><u>AOB</u></p> <p>Trustees thanked Judy Ward for her long term commitment and support to Spring Common Academy and everything she has helped achieve as a Governor, Trustee and Chair</p> <p>Trustees thanked KT for all her hard work this year especially in the last term with such unprecedented, uncertain and evolving circumstances. Trustees asked KT to ensure that she had a proper break over the summer.</p>	
11.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>None</p>	
12.	<p><u>DATE OF NEXT MEETINGS</u></p> <ul style="list-style-type: none"> <li>FPP Committee Monday 14<sup>th</sup> September - remote</li> <li>TLW Committee Thursday 17<sup>th</sup> September - remote</li> <li>Full Board Tuesday 13<sup>th</sup> October – TBC remote or in school</li> </ul>	

READ & AGREED AS A TRUE RECORD

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