



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

**Monday 17<sup>th</sup> June 2019 – 5pm**

**MINUTES**

**Present:** Judy Ward (Chair) Lynda Adam (LA)  
 Anne Aldred (AA) Kim Taylor (Head) from 6pm  
 Keith Strong (KS) Wayne Palmer (WP)

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

No.	Minutes	Actions
1.	<u>WELCOME AND APOLOGIES</u> Chair welcomed everyone Apologies were received and accepted from Jay Browning and Sue Bailey No apologies were received from Ilker Yoney The meeting was quorate with over 3 Board Members present.	
3.	<u>STRATEGIC GOVERNANCE</u> See confidential minutes part A	
2.	<i>Head joined the meeting at 6pm</i> <u>DECLARATIONS OF PECUNIARY INTERESTS</u> None	
4.	<u>APPROVAL OF THE MINUTES</u> <ul style="list-style-type: none"> <li><b>DECISION:</b> Trustees approved the minutes from The Board of Trustees meeting 18<sup>th</sup> March 2019 and the Chair signed a copy.</li> </ul>	

READ & AGREED AS A TRUE RECORD

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

	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <ul style="list-style-type: none"> <li>2019/20 Meeting dates</li> </ul> <p>Following feedback from Head Teacher and WP 3 meeting dates were changed.  <b>ACTION: Clerk to circulate version 2</b></p> <ul style="list-style-type: none"> <li>Progress with/activity for identifying replacement Trustees for those wishing to retire in the next 12 months</li> </ul> <p>Need a Trustee for September to replace AA and possibly IY. <b>ACTION: LA knows a doctor who might be interested so will approach them. ACTION: Head will also look to find someone with an education or health background. ACTION: Add this to next agenda</b></p> <ul style="list-style-type: none"> <li>Recruitment of 2/3 Members who are independent of the Board.</li> </ul> <p>Concerns that if one of the current 3 Members decides that they want to resign the Trust will be in trouble. Also concerns that all Members currently sit on the Board.  <b>ACTION: Head to ask Johnathan Lewis if he would be interested in becoming a Member. ACTION: Clerk to find out if regional commissioners or Local Authority figures can become members.</b></p> <ul style="list-style-type: none"> <li>There were no questions regarding Committee minutes from Trustees not on these Committees.</li> <li><b>DECISION: The Board confirmed that they accepted the Performance Review Committee and FPP Committees recommendations for Head Teacher's pay increase.</b></li> <li><b>DECISION: It was agreed that 13<sup>th</sup> November would be the new date for the Governors' Tea prior to the FPP Committee.</b></li> <li>Chair asked Head to action the amends requested by Trustees for the Strategy document. <b>ACTION: Trustees to feed requested amends into Head by Sunday 30<sup>th</sup> June so Head can adapt and condense the document and circulate. ACTION: Add to next FBT agenda</b></li> </ul>	<p>Clerk</p> <p>LA Head Clerk</p> <p>Head Clerk</p> <p>Trustees Clerk</p>
6.	<p><u>EXECUTION/IMPLEMENTATION OF THE GROWTH PLAN</u></p> <p>See confidential minutes part B</p>	
7.	<p><u>SAFEGUARDING AND SCR</u></p> <p>AA had circulated her Trustee feedback form following her SCR school visit. There were no issues to report.</p>	

READ & AGREED AS A TRUE RECORD

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

	AA has a meeting scheduled with Julia McIntosh to review the year and Sue Bailey will join them in her shadowing capacity of the Safeguarding Trustee role.	
8.	<p><u>POLICIES AND DOCUMENTS</u></p> <ul style="list-style-type: none"> <li>The Discretions Policy previously discussed at the FPP Committee was tabled with further amends following the questions raised by the FPP Committee. Head confirmed that she has checked with LGSS pensions advisors and the Policy is the Trust's responsibility. The revised policy has incorporated missing areas that the LGSS pensions advisor said were required. Head has added these but stated on the policy that these are not discretions applied by SCA. Trustees discussed concerns that LGSS are working here as pensions provider and advisor which does not feel right. Trustees did concede however that this was the way the pension scheme works for support staff so they have to agree it. Have made it relevant to SCA by not agreeing to certain parts. A Trustee asked if auditors would check it for the school. A. No they would not do this.</li> </ul> <p><b>DECISION: The Discretions Policy was agreed and the Chair signed a copy.</b></p> <p>Trustees thanked Head for all her hard work on this document and appreciated the level of detail that had been required.</p>	
9.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>See confidential minutes parts A and B</p>	
10.	<p><u>AOB</u></p> <ul style="list-style-type: none"> <li>AA gave her apologies for the TLW Committee meeting on 25<sup>th</sup> June</li> <li>Clerk apologised as she is now unable to attend the TLW Committee meeting on 25<sup>th</sup> June due to childcare issues. <b>ACTION: Head to ask Liz Ward if she would cover.</b></li> <li><b>ACTION: Chair asked Head to ensure that HT reports were made available for next week's Committee meetings as soon as possible to provide Trustees with plenty of time to read them and Chairs time to amend agendas adding in anything from the report that they feel may require a stand alone item.</b></li> </ul>	<p>Head</p> <p>Head</p>
11.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> <li>Thursday 18<sup>th</sup> July <ul style="list-style-type: none"> <li>5.30pm for FPP Committee meeting to sign off the budget</li> <li>6pm FBT meeting to include approval of budget recommended by FPP Committee</li> </ul> </li> </ul>	

Meeting ended at 7.20pm

READ & AGREED AS A TRUE RECORD

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