



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

Monday 18th March 2019 – 6pm

MINUTES

Present: Judy Ward (Chair) Lynda Adam (LA)
 Anne Aldred (AA) Kim Taylor (Head)
 Keith Strong (KS) Jay Browning (JB)
 Sue Bailey (SB) Ilker Yoney (IY)
 Wayne Palmer (WP)

In Attendance: Nathalie Watkins (Clerk)

No.	Minutes	Actions
1.	<u>WELCOME AND APOLOGIES</u> The meeting commenced at 5.50pm as the whole board was present. Chair welcomed everyone There were no apologies The meeting was quorate with over 3 Board Members present.	
2.	<u>DECLARATION OF PECUNIARY INTERESTS</u> None	
3.	<u>APPROVAL OF THE MINUTES</u> <ul style="list-style-type: none"> • DECISION: Trustees approved the minutes from The Board of Trustees meeting 6th Feb 2019 and the Chair signed a copy • DECISION: Trustees approved the minutes from the TLW Committee meeting 4th March 2019 and Chair signed a copy • The minutes from the FPP Committee meeting 5th March 2019 were still with the FPP Chair for review. <p style="color: red;">ACTION: Defer FPP minutes' sign off to the next FPP meeting, KS to feedback to Clerk any amends.</p>	Clerk/KS
4.	<u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u> <ul style="list-style-type: none"> • Outstanding and continuing actions/progress around Governance Leadership of Board of Trustees for the future - Trustees discussed placing an ad in the Hunts post being very specific about the skills required. <p style="color: red;">ACTION: JW to look at Inspiring Governance website</p> <p style="color: red;">ACTION: Clerk to find out if there is a limit on the number of Trustees that can come from local authority or health authority.</p> Trustees are concerned particularly around the succession of the Chair <ul style="list-style-type: none"> • Member recruitment – no developments 	JW Clerk

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<ul style="list-style-type: none"> • AAG update – parents group – Head has 2 or 3 parents interested and intends next term to have a full AAG meeting with two staff representing the staff advisory group, two parents (ideally from a parents' advisory group) and Councillor Sanderson. • Check that a copy of the Reserves Policy and Financial Regulations Policy have been signed or have a copy to sign. ACTION: Clerk to ensure a copy is available to sign at the next FPP Meeting. • Updated template for Performance and Risk Management Monitoring Clerk highlighted to all that Head had amended the TLW section of the templated document so Clerk had sent around a revised version, that has the new headings and details built within the template, so if the FPP or FBT want to add in some updates please can they use this revised template. ACTION: Head to relook at names and content of the new categories she has created in the template as it was felt by a Trustee that there was an overlap between one of the new headings and one of the remaining headings in the FPP section. • Date for Strategy Day – Trustees discussed the need for a strategy day this year in the light of the strategy being clear for the next 3 years. It was discussed that with the new leadership structure in place that the attendees would be different. Trustees would meet with Exec Head to decide on the Trust's strategy and then Exec Head would meet with Head of School and SLT to create the school improvement plan based on the Trust's strategy. Trustees would simply want to see the plan to ensure that it follows the strategy. Some Trustees raised the question that if there was no strategy day when would they be able to discuss how the Trust intends to execute the strategy to meet the growth plan as this is where the Board's focus should be. DECISION: Execution/implementation of the growth plan to be the main item on the agenda for the next FBT meeting on 17th June. ACTION: Clerk and Chair to look at removing/reducing the 17th June agenda to make time for this item. ACTION: WP and KS to feed into the agenda setting for this meeting • Proposed Strategic Governance meetings once a term DECISION: Once a term add a 1 hr confidential item to the beginning of the agenda for Governance matters regarding Exec Head and start the meeting at 5pm rather than 6pm. Exec Head to join the meeting at 6pm. ACTION: Add this extra hour to 17th June FBT meeting. It was discussed whether having Committee meetings on the same week was working, the majority of Trustees preferred this as it gave them more free weeks to go away so it was decided that this should remain for 2019/20. DECISION: For 2019/20 academic year FBT meetings to be 3 weeks from the Committee meetings so that Clerk has time to write minutes, Chairs have time to review minutes and Trustees have time to read minutes all prior to FBT meetings. ACTION: Clerk to send out an email requesting Trustees preferred days for meetings and then create a proposed meeting schedule for 2019/20. DECISION: If Trustees or staff wish to have an item/document on a meeting agenda this item should be sent to the Clerk and appropriate Chair 2 weeks prior to the meeting. ACTION: Head to take Trustees through the School Development Plan she and the SLT have created at the 18th July FBT meeting. • Update on progress with independent external contractor review of pool – in progress 	<p>Clerk</p> <p>Head/KS</p> <p>Clerk/Chair WP/KS</p> <p>Clerk</p> <p>Clerk</p> <p>Head</p>
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5.	<p><u>CAPITAL PLAN</u> Head distributed a copy of the Capital Plan spec created by the Local Authority for the bid process along with the proposed plans for upper and lower school. She advised that architects and builders had been on site and she had shown them around making the requirements very clear (as it was felt that the spec fell short). The various contractors will now submit their bids to the Local Authority who will make an appointment and this contractor will then draw up detailed plans. Head explained that how the rooms are labelled on the plan is purely for the purpose of the plans and in fact SCAT can choose how they use each room. The plans may also change if the appointed architect feels that there is a better solution to the ones constructed for the tender process. <i>A Trustee asked Head if she was happy with the plans.</i> She said that she was not as they had had to be scaled back so much. <i>The Trustee asked if she felt that the money available was being used in the best way.</i> Head stated that the main objective of this scaled down plan was to provide more easily accessible hygiene rooms for wheelchair and hoist dependent children and these plans did this.</p> <p>Several people raised concerns about the lighting for classrooms and it was agreed that the architect would need to be able to show Trustees how this would be achieved. <i>A Trustee asked if there was more storage being incorporated in the upper school as there is a shortage here.</i> A. Yes, a little. <i>A Trustee asked what happens if the quotes come in considerably over budget.</i> A. The request for funds will need to go back to the Children and Young People Committee. <i>A Trustee enquired what impact the extensions will have on the outside play areas.</i> Head explained that this will be discussed with the architect when he draws up the full plans. Head confirmed that the expected timescales would be the tender confirmed by end of this term and an architect would come in after Easter holidays. <i>A Trustee enquired about the spec and how much input Head had had.</i> Head explained that it was changed considerably from hers due to the budget reduction. <i>A Trustee enquired whether the narrow corridors in Upper School provided an issue when evacuating pupils rapidly for a fire alarm.</i> Head said this had not been an issue to date.</p>	
6.	<p><u>CHAIR'S REPORT AND WHERE APPROPRIATE COMMITTEE CHAIRS' SUMMARY REPORTS</u> There were no reports</p>	
7.	<p><u>SAFEGUARDING AND SCR</u> No update</p>	
8.	<p><u>HEAD TEACHER'S REPORT</u></p> <ul style="list-style-type: none"> • Nursing <p>Head distributed a letter addressed to her from Johnathan Lewis, Service Director Education, Peterborough City Council and Cambridgeshire County Council; John Peberdy, Service Director for Children and Young People's Health Services, Cambridgeshire Community Services NHS Trust; Siobhan Weaver, Clinical Lead for Children with Complex Needs, Cambridge and Peterborough Clinical Commissioning Group. The letter was a response to the letter the Head had written on behalf of the local Special Schools, dated 8th February 2019 regarding Special Heads' concerns around safeguarding and as a result of an inadequate provision of special school nursing. Head has used the content of the letter to create a nursing comparison between what was committed to in 2016 and what is actually being provided based on this letter. Head has sent the letter and grid on to the other Special Heads in the area for their governing boards' views with the aim of pulling together a combined, united response.</p> <p><i>A Trustee expressed her concern that the Head is currently taking on board the nursing role and that this is not the best use of her time or ability and that this is the same with the Deputy Head.</i> Head agreed but said that with the current nursing provision it is unavoidable – staff are losing confidence as they are not supported</p>	

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	<p>by nurses. Trustees asked what they could do to help. Head explained that if a better response is not received from the follow up letter they are constructing then she intends to take it to the Parliamentary and Health Ombudsman. A Trustee suggested that she did this now as the response received to her first complaint is not satisfactory. A Trustee asked if Head had provided any anonymous case studies where she had had to step in. To demonstrate the severity of the situation it was agreed that it is important to show what the impact is, or would be, if Head didn't step in. Head expressed that the response needs to come from all the Special Schools not just SCA. ACTION: AA and Head to discuss the next steps and produce a chronology and audit for the last few years.</p> <p>A Trustee asked what the impact would be if SCA appointed a Parent Support Officer as previously discussed and link the role firmly in with safeguarding. Head said that this would alleviate some of the pressure on her but wouldn't solve the problem. The Trustee asked if parents and pupils would get a better service and it was felt that this was possible. Perhaps look at a Healthcare assistant.</p> <ul style="list-style-type: none"> • Shortage of special school places set to increase <p>The second point the Head raised was the volume of additional housing currently being planned within SCA's (and Prestley Wood's) catchment area (Kings Ripton, St Ives, Great Stukeley, Grange Farm in Alconbury Weald). SCA is now full for Sept 2019 so having to turn away all applications now – this shortage of space is only going to be exacerbated by this new housing. Head explained that all these new house building projects come with funding for education from developers in the form of Section 106 agreements. She suggested that SCA follow up on this funding to see if some would be available for SCA. Head intends to write to the Regional Schools' Commissioner regarding the situation.</p>	AA/Head
9.	<p>POLICIES AND DOCUMENTS ACTION: Strategy Document: Head to update and circulate.</p> <p>Ratification by the FBT of Policies, Documents and Decisions agreed by Committees that require approval by Board DECISION: The Board ratified the decision by the FPP Committee to pay the second part of the national two year pay award to Support Staff from April 2019.</p>	Head
10.	<p>TRUSTEE TRAINING Special Schools' Governor tea ACTION: Trustees requested that the invite states the reason for the gathering 'sharing good practice and common interests' and that it has an RSVP by date added.</p> <p>A few Trustees are unable to attend the date but it was agreed that enough could for it to remain Tuesday 21st May. ACTION: email attendees to come with one matter they would like to discuss</p> <p>Trustees had met with Jan Martin, school improvement adviser prior to the meeting for an independent view on the Board's governance and also how it develops moving forward.</p>	Head Chair/Head
11.	<p>CONFIDENTIAL ITEMS See confidential minutes</p>	
12.	<p>AOB None</p>	
13.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 17th June at 6pm 	

Meeting ended at 7.35pm

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