



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

Thursday 8th March 2018 – 6pm

MINUTES

Present: Judy Ward (Chair) Lynda Adam (LA)
 Anne Aldred (AA) Kim Taylor (Head)
 Rachael Goodwin (RG) Keith Strong (KS)
 Sue Bailey (SB) Jay Browning (JB)

In Attendance: Nathalie Watkins (Clerk)

No.	Minutes	Actions
1.	<u>WELCOME AND APOLOGIES</u> The Chair welcomed everyone Apologies were received and accepted from Kirstie Dolan No apologies were received from Barbara Roos-Skinner The meeting was quorate with over 3 Board Members present.	
2.	<u>DECLARATION OF PECUNIARY INTERESTS</u> None	
3.	<u>APPROVAL OF MINUTES</u> DECISION: Trustees approved the following minutes and the Chair signed a copy of each. <ul style="list-style-type: none"> Board of Trustees minutes from 12th December 2017 Personnel Committee minutes from 20th February 2018 Curriculum Committee minutes from 22nd February 2018 	
4.	<u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u> <ul style="list-style-type: none"> Head to send updated version of last years Development plan and new plan to JS for uploading on to the website – Head had emailed clerk to say that this was now completed. Trustee recruitment and attendance 	

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	<ul style="list-style-type: none"> ○ Malcolm Coury and Jillian Saunders have resigned as Trustees due to work commitments and a new job respectively. ○ Chair and Head have 2 perspective Trustees to meet one with an HR background and one a business background ○ Barbara Roos Skinner has not responded to the letter written to her dated 3rd January 2018 regarding her attendance or indeed had any communication with any board or staff member. <p>DECISION: Remove Barbara as a Trustee of SCA due to her lack of communication and attendance. ACTION: Clerk to write to Barbara on behalf of the Board explaining the decision.</p> <ul style="list-style-type: none"> • Member recruitment – OUTSTANDING ACTION: Head to follow up with those she has contacted previously who seemed interested. • DECISION: All Trustees had seen and were confident with the ESFA Letter to Accounting Officer • Parent Support Officer and HR support update – Chair updated Trustees that due to a current proposal from the National Employers’ Organisation for a pay increase of 5.5% for support staff/TAs over the next two years, both these roles had been put on hold by the Finance Committee. The PSO will be looked at after the pay decision is made and the HR support will be looked at in the Autumn term. • DECISION: The Equalities Plan Outcomes and New Plan were approved and signed by the Chair. They had been discussed at length in several Committee meetings and distributed in advance of the meeting. 	<p>Clerk</p> <p>Head</p>
5.	<p><u>REVIEW AND AGREE THE FINDINGS FROM THE GOVERNANCE REVIEW GROUP</u></p> <p>KS explained that the Governance Working Group had met 3 times and that the documents circulated in advance of the meeting were the outcomes of these meetings. The purpose of bringing them to the Board today was for those Trustees not involved in the group to ask questions or raise any concerns and then to approve or adapt the documents as the basis for the Governance Strategy for the foreseeable future.</p> <p>1) Governance self-evaluation</p> <p>This document identified 9 key governance areas that the group had evaluated the Board on. It showed what the Board did well and recent improvements, potential areas for further improvement and agreed follow up actions KS summarised that the self evaluation conducted by the group concluded that the Board were in a good position now but there was work that needed doing over the next 12-24 months in preparation for governance of two schools.</p> <p>Head feels that getting the scheme of delegation updated and approved should be</p>	

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<p>a high priority. DECISION: The current scheme of delegation submitted with the application for approval for sponsorship does need revisiting but is appropriate to be provided to Ofsted should a visit occur imminently with the explanation that the document is being revisited. ACTION: Head to circulate the current scheme of delegation to Trustees.</p> <p>ACTION: Add self evaluation to each Committee agenda so Committees can decide how they will work through their Committee's actions; evaluate moving forward and feedback to the FBT.</p> <p>2) Performance dashboard</p> <p>This document showed 6 key performance areas and which Committee would take 'ownership' of each. The Committees will monitor their respective areas and then each Autumn RAG rate them in the performance dashboard in order for them to be reviewed against strategy, development and governance at the FBT meeting. Trustees discussed the importance of using external visitors' feedback/reports as one of the methods of monitoring. ACTION: Trustees requested that they be allowed to see the reports following LA KIT meetings, as currently only Head and Chair of Trustees see these. Head to send to Clerk for circulation. ACTION: Clerk to add KPI monitoring to Committee agendas.</p> <p>3) Proposed new committee structure</p> <p>It was explained that the Governance group had felt that the current Committee structure produced some challenges not least the frequent overlap between the Finance and Personnel Committee. This document proposed the creation of two new committees to replace the existing three</p> <ol style="list-style-type: none"> i. Teaching Learning and Welfare Committee to focus on education, teaching, learning and pupil welfare (including safeguarding) ii. Finance People and Premises Committee to focus on management of the Trust's finances, people, premises (including Health and Safety), ICT and other support services. <p>(Names of new Committees to be agreed by each Committee at first meeting)</p> <p>DECISION: Trustees agreed that following the Finance meeting on 8th May the Finance and Personnel Committee would merge using the Personnel Committee dates for these meetings.</p> <p>NOTE: These meetings aim to still run to a maximum of two hours so will aim to stay very focused on strategy.</p> <p>Head asked about updating the Instrument of Governance Document. ACTION: Head to send to Clerk and Trustee to confirm the document she is referring to. Action: Clerk to update relevant information for the school website and send out revised meeting schedule. ACTION: Clerk to add updating Terms of Reference to</p>	<p>Head</p> <p>Clerk/Committee Chairs</p> <p>Head/Clerk</p> <p>Clerk</p> <p>Head</p> <p>Clerk</p> <p>Clerk</p>
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the next Committee agendas.

4) Academy Advisory Groups (AAG)

The document outlines the proposed composition and the role and responsibilities of these advisory groups in the form of a draft Terms of Reference. The proposal is to have one AAG for each school made up of parent and staff representatives meeting once a term with the attendance of the Executive Head and a Trustee (as the Chair). The primary role of these groups will be to act as a consultative group to the Head Teacher in running and developing the school representing the views of parents and staff at the school.

It was felt that by removing the legal responsibility that a Trustee holds and focusing purely on one school more parents would be willing to sit on these AAGs as the Board have had issues with recruiting parent Trustees in the past. A Trustee suggested that these AAGs meet during the day so that parents do not have to worry about child care which has often been an issue for evening meetings. It was noted that this would then mean that the Trustee who Chaired these would also have to be available in the day once a term. This was generally felt to be a good idea. **ACTION: Head to communicate to parents and staff that the Trust is developing a new Governance structure consisting of a Board, 2 Trustee Committees and 2 AAG explaining what each will focus on. ACTION: Head and AA to look at approaching specific parents to join the AAGs and inform support staff that a representative will be needed. ACTION: Need to appoint a Chair for the AAGs sometime in the Summer term.**

5) Governance of pre-opening period for Prestley Wood

This document outlined the approach to the pre-opening phase for the successful planning, delivery and governance of the new school, Prestley Wood. It ran through timings and the areas of involvement of the pre-opening project team led by the Head, the governance matters to be handled by Trustees both pre and post opening and the role of the AAGs. This governance section identified matters Trustees should be involved in with which committee the decisions sit. **ACTION: Clerk to add a Prestley Wood item to each Committee agenda. DECISION: Committees will oversee the decisions on the set up and governance of Prestley Wood and feed back to the FBT rather than there being a separate committee for the new school. DECISION: It will be the Committee Chairs' responsibility to tackle any issues that should arise.**

DECISION: The Board accepted the five documents presented as a format for governance strategy of Spring Common Academy Trust with the understanding

Head

Head/AA

Chair

Clerk

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	that they will evolve over time.	
6.	<p><u>CHAIR'S REPORT AND, WHERE APPROPRIATE, COMMITTEE CHAIRS' SUMMARY REPORTS</u></p> <p>Chair had no report.</p> <p>AA had emailed her report out and touched on a few points that it raised especially GDPR.</p> <p>KS provided a brief summary of the key decisions and activities of the Finance Committee.</p>	
7.	<p><u>SAFEGUARDING AND SCR</u></p> <p>ACTION: Trustees were reminded that they need to complete their online Prevent training and send a copy of their certificate to Liz Ward</p> <p>AA reported that she had met with Julia McIntosh to discuss keeping safeguarding records electronically and a working group is being set up to review this.</p> <p>A Welfare folder is being set up by class to contain Cause for Concern documents. If a Parent Support Officer is approved next term they will play a big role in this.</p> <p>AA has created a report following her meeting with JM. ACTION: AA to send clerk notes from her Safeguarding meeting with JM for clerk to send on to Trustees</p> <p>The SCR was last checked by AA on 8th Jan 2018 but assured by Liz Ward, who manages it, that it is up to date.</p> <p>AA plans to do a mini SCR audit after Easter by checking it against a few pages in the visitors' log.</p>	<p>All Trustees</p> <p>AA/Clerk</p>
8.	<p><u>HEAD TEACHER'S REPORT</u></p> <p>Head distributed a copy of her report to all present.</p> <p>She had done a progress report on the school priorities and RAG rated the activity.</p> <p>ACTION: Finance Committee need to assess the viability of the after school club.</p> <p>Head briefly ran over the other updates in her report. Head highlighted her concern over what she perceived as a huge risk to the timely opening of Prestley Wood - the developers have still to approve a location for the two schools in Alconbury Weald. Head informed Trustees that it is highly likely that Prestley Wood will open before the secondary school but that she has made it clear that the shared facilities must be ready in line for Prestley Wood's timeline in order for SCAT to deliver the education plan.</p> <p>Head is pleased that an NQT has just been appointed who used to be a TA at the school.</p> <p>Head also handed out the latest Key Information update that has been placed on the website.</p> <p>Head was excited that there is potential for a shared assessment tool with 5 special schools in the area.</p>	<p>Clerk</p>

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10.	<p><u>POLICIES AND DOCUMENTS</u></p> <p>OUTSTANDING ACTION: Head to complete, with review dates and relevant committee, the rolling policy and procedures review document</p> <p>DECISION: The Board of Trustees ratified the following policies and decisions: e-safety; ICT acceptable use for staff; Health and Safety Policy; Bank reconciliations to end Feb 18.</p> <p>KS outlined the budget virements that the Finance Committee were recommending the Board approve.</p> <ul style="list-style-type: none"> • £30k to Salaries (for supply staff costs) • £2k to training <p>These funds would come from the following budget lines:</p> <ul style="list-style-type: none"> • Repairs and renewals £14k • Heat and lighting £12k • Educational supplies £2k • Non educational supplies (bought in professional services) £2k (predominantly from the delay in a school nurse starting) • Other staff costs (staff travel) £2k <p>DECISION: Trustees agreed the budget virements requested by Head and Finance manager and recommended by the Finance Committee.</p>	Head
11.	<p><u>TRUSTEE TRAINING</u></p> <p>SB is keen to do Safer Recruiting and AA is doing Safer Recruiting online training</p>	
12.	<p><u>AOB</u></p> <p>Head asked if a Trustee was available to join her interviewing for the Literacy Manager – SB agreed</p> <p>Janice Martin is coming in on Fri 4th May at 10am for a review of Governance and Chair would like as many Trustees as possible to attend this meeting. ACTION: Trustees to let JW know if they are able to attend the meeting on 4th May.</p>	All Trustees
13.	<p><u>CONFIDENTIAL ITEMS – staff members left the room</u></p> <p><u>See Confidential minutes</u></p>	
14.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> • Wednesday 13th June 2018 at 6pm 	

Meeting ended at 8.10pm

Matters to be placed on the future agendas

- Risk Register

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- AAG development including appointment of Chairs
- Scheme of Delegation
- Performance Dashboard monitoring strategy by FBT
- Actions for FBT from Self – Evaluation Key Areas of Governance
 - Strategy & strategic development
 - Risk Management, policies and compliance overview
 - Composition of Board & effective Board Team
 - Clear governance structure & effective division and delegation of responsibilities

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