



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

Tuesday 11th December 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) Wayne Palmer (WP)

In Attendance: Nathalie Watkins (Clerk) Jonathan Lewis (JL)
 Genevieve Cowcher (GC)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u> The Chair welcomed everyone Apologies were received and accepted from Jay Browning. Ilker Yoney was not present but it was discovered later that apologies had been sent that afternoon. The meeting was quorate with over 3 Board Members present. Chair welcomed Jonathan Lewis, Education Service director for Cambridgeshire and Peterborough Local Authorities. Everyone introduced themselves.</p>	
2.	<p><u>UPDATE ON CAPITAL PLAN AND NEW SPECIAL SCHOOL AT ALCONBURY WEALD (PRESTLEY WOOD ACADEMY)</u></p> <ul style="list-style-type: none"> Capital Development Plan update JL provided a setting to the situation, explaining that the Council has been under financial pressure, so has had to scale back on its capital plans. The suitability and facilities work has now been amended to a lower budget and approved by the Children and Young People's Committee. The plan will now go to the General Services Committee in January for agreement of £3.5M to be back in the capital plan budget. JL is 99% sure that it will get agreement and the project will pick up at Milestone 2 as soon as it is agreed. The Local Authority (L.A.) will be looking at who to commission the work to, with the idea of them being on site in the Summer. Alconbury Weald update JL explained that it is a complex project which brings difficulties. It is rare for a developer to allocate space for a Special School but that in this instance the L.A. managed to negotiate this. A Section 106 agreement is on the development that has certain trigger points based on houses built and when the trigger point is reached the developer releases the land and funding for the secondary school to be built. The issue being that it was projected that there would have been 370 houses built by now whereas in reality it is only 170. The Section 106 agreement said that the Special School could be built and opened before the secondary school but the L.A. have no leverage with the development around the secondary 	

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school. The big issue for the Special School, as well as the shared facilities proposed, is the infrastructure/access to the site – there is no road built to the site. A Trustee asked if the Council could not fund the building of the road now and then when the trigger point is reached the developer pay the Council back. JL explained that for this to happen the Council will have to borrow money to finance the building scheme. Legal advice is currently being sort as State Aid is a possibility.

The current expected opening date for the Secondary School is Sept 2022.

Head informed all that she had met with the developers, Urban and Civic, today and they have plans to build even more houses than initially planned. The secondary school may end up being 11 form entry rather than 8. There are currently problems due to the lack of knowledge as to what is happening to RAF Alconbury as RAF Molesworth is no longer closing and this is supported by RAF Alconbury.

Head expressed her upset that in the plans the area of land allocated to education does not show a Special School.

JL explained that the L.A. are trying to look at house building numbers, there is a lot of demand however the current economic uncertainty may impact on this.

Chair expressed her concerns that the Special School's development is dependent on the secondary school's development but that the Special School is for the whole area not just Alconbury Weald. Chair asked if the L.A. are really looking at 2022 for the Special School. JL explained that until some certainty/clarity is provided regarding access that the planning of the Special School will keep going Head expressed that she had been very impressed with the contractors who did the Meadowgate school.

Getting the planning permission for the secondary school is now important to the developers as house buyers want assurances that it is going ahead. JL stated that there is not a risk that it won't happen so SCAT and LA should progress the plans. A Trustee asked if the Special School has to be on the Alconbury Weald site or if there are other areas that the school could be built. JL explained that there were no other areas of land vacant that would be big enough for a school.

A Trustee asked if there was a strategy for the next 3 years and if the L.A. is looking at temporary accommodation. JL replied that it was not value for money.

Head asked JL if he would look at other projects with SCAT in the meantime to which JL replied in the affirmative. A Trustee suggested moving the post 16 from SCA site to another site and using the space they used at SCA for more intake. The Trustee asked if there is a building already available as do not want to build or alter as for a short term solution these would be too expensive. Trustees expressed their concerns that something has to be done as there are no spaces anywhere at the moment. JL is not keen on the idea of relocating the post 16 as he does not want lots of schools in lots of places so would rather have post 16 stay on site. JL asked about the new Special Schools at Impington and Northstowe and whether they would provide a short term option. Head explained that the transport route is poor and they are already full.

Head decided that she needed to speak to the Special Heads again.

Chair asked JL what his view would be if the SCAT became a MAT for Special Schools. JL would welcome the idea. Govt agenda is not clear at the moment. JL would be supportive but stated as a reminder that the L.A. cannot force a school to join a specific MAT as a MAT cannot be forced to take a school. There is no money for MAT development or support. JL advised that he would keep an eye out

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	<p>for new growths where there may be potential for a Special School.</p> <p>A Trustee asked if the L.A. are planning anymore schools North of Cambridge. JL responded that as developments happen provision will be required so perhaps could look at co-location or even developing within existing schools.</p> <p>Head asked when the next sufficiency planning will be conducted. A. Spring. Head advised that the Local Authority are wasting huge amounts of money on transport for pupils to go out of county to find a space and this is also too long a journey for children to have to make to access education.</p> <p>A Trustee asked if Cambridgeshire and Peterborough District are being looked at separately. A. No.</p> <p>JL mentioned that there is a large bit of land to the South of Peterborough – Great Haddon. This might be appropriate for a Special School. A Trustee enquired about timescales. A. Within the next 5 years. JL would be very keen for SCAT to be involved.</p> <p>JL explained that there will be an Annual General Meeting to publicise what is coming up and all CEOs of MATs will be invited. There are unlikely to be any more Free School Bids available.</p> <p>JL thanked everyone for all their hard work. Chair thanked JL for coming to the meeting and speaking so frankly.</p>	
3.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u> None</p>	
4.	<p><u>APPROVAL OF THE MINUTES</u></p> <ul style="list-style-type: none"> • DECISION: Trustees approved the minutes from The Board of Trustees meeting 9th October 2018 and Chair signed a copy • DECISION: Trustees approved the minutes from the TLW Committee meeting 20th November 2018 and Chair signed a copy • The minutes from the FPP Committee meeting 21st Nov 2018 were not available so will be rolled to the next FPP Meeting 	
5.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <ul style="list-style-type: none"> • Update on actions/progress around Governance Leadership of Board of Trustees for the future <p>Confirmed that AA and SB will cover Safeguarding. Clerk urged Trustees to come up with some actions to progress the search for two new Trustees at least one with an educational background and potential to take the Chair in 2 years.</p> <p>ACTION: Trustees to think of personal contacts</p> <p>ACTION: Head to ask JL</p> <p>ACTION: Clerk to enquire again with Governor Services</p> <p>ACTION: Head to enquire with EPM about advertising the roles</p> <p>Trustees discussed the possible use of Facebook or local advertising. All agreed that it was about getting awareness out into the community that this is what the trust is looking for.</p> <ul style="list-style-type: none"> • Member recruitment. <p>AA agreed to become a member when she leaves the Board at the end of the academic Year. ACTION: Head still working on finding another Member.</p>	<p>All Trustees Head Clerk Head</p> <p>Head</p>

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	<ul style="list-style-type: none"> • DECISION: New Committees' TORs were signing by the Chair of Trustees following final amendments. • KS has forwarded an email from Baldwins to Chair and Clerk confirming Board of Trustees do not need to ratify bank reconciliations, FPP Committee can sign these off independently. • DECISION: Trustee Code of Practice – revised version approved and Chair signed a copy. • AAG development and appointment of Chair update Head to continue to Chair while the Group gets up and running. Head envisages a staff group and a parent group that meet independently from each other and then 2 representatives from each attend the AAG meetings. Head confirmed that she had parents that wanted to sit on the group. • Capital Plan list of priorities from Head for Trustees on what is not fit for purpose Head had listed her priorities in her report: <ol style="list-style-type: none"> 1. Reforming the building to create hygiene and assisted toilets in lower and upper schools 2. Additional classroom for children with medical needs and life limiting conditions / PMLD in lower school. 3. Additional sensory area in Lower school 4. Enlargement to halls due to increased numbers of pupils in lower and upper schools. 5. Parent meeting room in Lower school 6. Storage areas and table stores • Trustees feedback on School Values document. Chair was not happy with the document as felt a lot of work had gone on several years ago to come up with the 9 values currently used and that the values of the school haven't changed. Trustees felt that the language on the hand was not at an appropriate level for SCA pupils to comprehend. Listening didn't even show but it was the most important when they were created. Trustees wished to thank Leigh Aitken for the work he had done but would like some further time to be sent on this. ACTION: Head to feedback to Leigh Aitken that Trustees would like a child friendly version of the original 9 values. 	Head
6.	<p><u>ACCOUNTS</u></p> <ul style="list-style-type: none"> • 2017/18 Year End Accounts from Baldwins (Rawlinsons) for sign off prior to submission to ESFA <p>All Trustees had seen the accounts prior to the meeting. KS advised those not on the FPP Committee that page 22 was a useful overview page showing the academy's balance sheet.</p> <p>The net current assets show £431k reserves vs £374k the previous year. GC went on to explain to Trustees that the key part of these reserves for the understanding of what is available for the Trust to spend as it chooses is £331k vs £282k last year. This is the reserves less the Discovery School funds and the number Trustees have concentrated on in the past.</p> <p>GC went on to direct the Board's attention to page h in the management accounts where 3 adjustments had been made</p> <ol style="list-style-type: none"> 1) Pupil Premium Funding – the auditors had asked for this to be shown as an accrual 2) Depreciation 3) Actuaries profit/loss – this is out of SCA's control. <p>A Trustee questioned if schools are allowed to accrue pupil premium as she thought that this was not allowed. GC confirmed that schools cannot reserve pupil premium but this was funds that were spent last year and funding received this</p>	

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	<p>year.</p> <p>GC pointed out the two recommendations made by the auditors and both she and KS felt that they were very minor. Both have been rectified already.</p> <p>KS advised the Board that the auditors report is the most important to Trustees. He advised that in the FPP meeting he had asked the auditors if there was anything that they would recommend SCA improve on or change. The auditors said they had nothing additional.</p> <p>The Chair of the Board asked if Trustees were happy to sign off the 2017/18 accounts based on their own personal viewing of the accounts and the FPP recommendation that they should be signed off. DECISION: The Board unanimously agreed to sign off the academy's 2017/18 accounts. The Chair signed copies and gave GC permission to submit the accounts to the ESFA. The Chair thanked KS, GC and Head for all their hard work on the accounts</p> <ul style="list-style-type: none"> • Appointment of Accountants for 2019 The Academy has not yet received a proposal for next year from Baldwins but fundamentally the FPP Chair, Head and GC are happy with the company so see no obvious reason to change. ACTION: Await proposal from Baldwins for final agreement to be made. • Approval of £200k virement KS advised the Board that the FPP would like the Board to accepted a request to move £200k income from LA to ESFA on the budget. DECISION: Trustees agreed the virement. 	KS/GC
6.	<p><u>CHAIR'S REPORT AND WHERE APPROPRIATE COMMITTEE CHAIRS' SUMMARY REPORTS</u> There were no additional reports given by Chairs other than that in the Confidential minutes around Ofsted.</p>	
7.	<p><u>PERFORMANCE AND RISK MANAGEMENT MONITORING</u></p> <ul style="list-style-type: none"> • No concerns were raised • Amalgamated document was shown. <p>ACTIONS:</p> <ol style="list-style-type: none"> 1) SEN section needs to be green as does Safeguarding 2) Head to populate/update some of the commentary especially following Ofsted review. <p>A Trustee asked how often it was to be reviewed. DECISION: It was confirmed that the document will be reviewed at each Board meeting and Head to review in conjunction with Committee Chair's in advance of FBT meetings.</p> <p>A Trustee asked if this document was to go online. A. No this is a working document for Trustees</p>	Clerk Head
8.	<p><u>SAFEGUARDING AND SCR</u> Due to the Ofsted visit AA had not checked the SCR however Trustees were more than satisfied with the Ofsted review</p>	
9.	<p><u>HEAD TEACHER'S REPORT</u> <u>Where additional items to those covered in Head Teacher's reports for committees has arisen</u></p> <p>Chair asked if Trustees had any questions for Head regarding her report. There were none.</p>	

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10.	<p><u>POLICIES AND DOCUMENTS</u></p> <ul style="list-style-type: none"> • Strategy Document <p>Several Trustees apologised for not feeding back to Head their views on the document in advance of the meeting. There was a lot of debate as to what this document should actually contain and how lengthy it needed to be. Several Trustees felt that it should be shorter, sharper and with fewer priorities. Head was unsure that it was possible to make it shorter. A Trustee questioned the Ambitions section as they felt that the contents weren't ambitions but more background info/context setting. Head advised that the purpose of this document was to show the Trust's strategy to parents and public.</p> <p>DECISION: Document to be shortened with 3 priorities</p> <ol style="list-style-type: none"> 1) Continue to develop SCA and keep it outstanding 2) Develop Prestley Wood Academy 3) Look at further additional schools <p>Ambitions section should be removed. An annual plan can contain more but a strategy document needs to be cleaner and concise.</p> <p>ACTION: Head to rewrite.</p> <p>DECISION: The Board ratified the following policies approved by the Committees:</p> <ul style="list-style-type: none"> • TLW: Whistle-Blowing Policy; SEND Policy; Attendance Policy • FPP: Data Protection Policy; End of Year accounts 	Head
11.	<p><u>TRUSTEE TRAINING</u></p> <p>Chair raised the fact that the training and briefngs offered by the County Council are not really relevant to a special school like SCA. The only relevant training is the induction for new Trustees, Safer Recruiting and Head Teacher appraisal. Trustees agreed that they would find it much more beneficial to meet with other Governors from Special Schools to discuss more relevant matters to these types of schools.</p> <p>ACTION: Clerk to feedback to Governor services</p> <p>ACTION: Head to look to arrange a lunch in May/June for a couple of Governors from several special schools.</p> <p>ACTION: WP to complete Prevent online training.</p>	Clerk Head WP
12.	<p><u>AOB</u></p> <p>None</p>	
13.	<p><u>CONFIDENTIAL MINUTES</u></p> <p>See 2 x confidential minutes</p>	
14.	<p><u>DATE OF NEXT MEETING</u></p> <ul style="list-style-type: none"> • Wednesday 6th February 2019 at 6pm 	

Meeting ended at 8.15pm

Matters to be placed on the future agendas

- Member and Trustee recruitment and Chair and Vice Chair succession planning update
- Scheme of Delegation

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