



MINUTES OF SPRING COMMON ACADEMY
ADVISORY GROUP MEETING

2.00PM FRIDAY 9TH FEBRUARY 2024

IN EBBC

FINAL

- Present: Rebecca Greig (RJG) – Head Teacher
 Kim Taylor (KT) – Chief Executive Officer
 Sarah Buxton (SB) – Staff Representative
 Helen Bradshaw (HB) – Parent Representative
 Kat Hinkins (KH) – Parent Representative
 Lorraine Driver (LD) – Clerk
- Apologies: Tabitha Smith (TS) – Staff Representative
 Rae Goodwin (RG) – Staff Representative

1	Welcome RJG welcomed everyone to the meeting and thanked the Governors for all of their help.	
2	Declaration of pecuniary interests None.	
3	To consider and consent to absence TS – unwell. RG - could not get out of class due to staffing.	
4	To receive any notification of any other business None.	
5	Check and amend minutes of last meeting RJG reported Tom Dougherty is DSL not RJG.	
6	Learning Walk Feedback RJG explained they focussed on Safeguarding during the Learning Walk and asked the Governors if they had any feedback. HB said the older children that she spoke to were able to show her the new poster which means the children are aware so that is good. HB also reported it highlights how important it is to get the safeguarding training correct.	

	<p>RJG thanked the Governors for attending the learning walk.</p>	
<p>7</p>	<p>Heads Update</p> <p>Attendance is an area that RJG has identified that needs a bit more work on as it is below average for a special school. TD has an action plan (as attendance is part of safeguarding).</p> <p>Behaviour – SB has been focussing on recording and implementation of behaviour support. RJG reported there was a spike in behaviour in January – RJG says that could be due to reporting more or because we have more children. HB asked how it is logged. RJG confirmed a form is filled out. RJG said we are looking into systems which would serve the school the best. Staff supporting children’s behaviour on the whole is good.</p> <p>KH said she has recently had a personal experience with behaviour – there was one single line in the diary saying that MH had been upset during the day – the communication could have been much better. SB emailed back straight away. KH had follow up from the teacher. KH was very impressed how SB dealt with it.</p> <p>RJG said the management team are pulling together and working hard which RJG is really pleased with.</p> <p>Performance Management – These targets are now in place which will be reviewed in July 24 for the next cycle.</p> <p>Safeguarding – LA is doing his training in April, RJG is doing the Cambridgeshire DSL training in February. RJG confirmed the SG audit in January was very thorough, Phil Nash has sent some information to work on online safety which TD has picked up.</p> <p>KT stated it was commissioned by the Trust to organise the SG audit as it is important for the Head Teacher to be aware of where the school is. RJG was very grateful.</p> <p>RJG confirmed TD has designed and produced school posters for children/staff for information and procedures to look at if they have any worries or concerns. Lanyard cards have also been designed so staff know what to do, safeguarding is important, have a look at your card.</p> <p>RJG reported one pupil unfortunately had a road traffic accident on the first day of term. 5 school staff supported on the scene – welfare calls to mum were carried out, and RJG is happy to report the pupil is now back in school. RJG said she had met with Road Safety people who are going to look at pot holes, couple of signs, ensuring staff park in the car park. RJG reported we did an independent travel assessment – we now have a form that a parent signs if their young person is able to walk/travel to school on their own.</p>	

	<p>T&L – 215 on role 5 above PAN. RJG confirmed she has started working on admissions and hoping to stick to 210 in September 2024/25. KT commented as we go forward we need to look for pupils for Prestley Wood. HB asked how many pupils will there be – KT confirmed 70 pupils increasing to 150. RJG is working together with CP looking at admissions.</p> <p>RJG has not completed any lesson observations yet, her first thoughts are to do the ones for a teacher on a support plan and three others where practice needs to improve.</p> <p>RJG asked if the Governors had any comments or questions. HB said it all makes sense and confirmed RJG seems on it with regards to the Safeguarding.</p> <p>RJG concluded summarising the first month: Road traffic accident Lado case Safeguarding pupil – involvement with police – all sorted Meetings with support staff who requested a meeting following a survey, Office Team and Site Team, Leadership Team Meeting with teachers have been arranged 6 complaints to date SEF – working with KT, definitely not finished, head teachers view – where we currently are in key areas. SG audit Working on attendance, admissions, Ofsted prep School uniform enterprise project – so lucky we have tons of uniform on site – good recycling.</p>	
8	<p>Primary PE and Sports Grant RJG brought to the Governors attention this is not compliant on the website – KT confirmed MuL is working on it</p>	
9	<p>CEO Report KT passed on her compliments from the Trust and thanked RJG for her friendly attitude to parents and staff. KT stressed she would like to see more DSL’s reporting more than TD.</p> <p>KH reported the new AH appointments are very conscientious - SBx said they are very visible.</p> <p>KT said Prestley Wood is being built, it is going to be an amazing building, schools are on a par with facilities. KT is working hard on funding agreements from DFE and they will have a pre Ofsted inspection prior to opening. KT said there is clear cooperation between CP and RJG. We are intending to open the school for 70 younger pupils, there will be no P16.</p>	

	<p>KH said will our parents be able to go and visit – KT said not until we are officially open. Photos will be posted. In terms of recruitment we can only offer as provisional offers. There will be a shadow group so many prospects and opportunities for both sites.</p> <p>RMA St Neots and Wisbech looking at amalgamating the schools.</p> <p>KT reports she is helping RJG look at SEF – Ofsted visited over 6 years ago – a lot has happened, few big things, completely changed curriculum, working significantly on pathways, developed our own assessment system, moved onto earwig, looked at workload and wellbeing of staff, period through pandemic (feedback was we did that well as a school), significant capital build during covid. SBx commented the build has made a massive difference.</p> <p>KT stated we have had a lot of success stories about individuals of how they are moved from reception and moved through the school up to post 16.</p> <p>Autism accreditation – not every school has this.</p> <p>Financial constraints – net pay awards we did not get any funding that had to be absorbed in our budget.</p> <p>New Chair of Trustees: Mark Williams, FPP: Billy Mollinson, TLW: Rebecca Bierton, Safeguarding Lead: Julie Perry. KT reported her role has changed she is now CEO – which means supporting school improvement, safeguarding, school development. She is now not part of the everyday running of the school.</p> <p>KT advised the Governors to look at Horizons Trust website. New accountant starting in March, Jo Conlon.</p>	
11	<p>AOB</p> <p>SBx reported staff have commented the new safeguarding posters etc have worked really well and opened up conversation with staff.</p> <p>RJG said we need a new Parent Representative and Community Representative - HB said she has had a conversation with Nicky Gooden, she would like to find out more about the role.</p> <p>Policies – Discretionary Leave of Absence Policy; Staff Sickness Policy; Eye Care Policy - all governors agreed the policies.</p> <p>HB asked RJG about arranging a PTA, fundraising having school disco's etc. RJG reported the problem is getting parents to commit. HB suggested if we cannot get anyone to</p>	

	commit can we just ask parents and the older children to help out. HB to speak with NG. LD confirmed we have a bank account in the Trust account for FOSC. Any money raised can go into this bank.	
14	Date of next meetings Friday 26 th April 2024 Friday 28 th June 2024 @ 2 pm	

Agreed by:

NAME: Rebecca Greig

SIGN:



DATE: 13.02.2024