

Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 20th September 2017 at 9.30am



Sandye Place Academy
Achievement Through Partnership

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr S Fox	P	Mrs K McCamley	P
Mr A Fielding	P	Mr T Stonehouse	(from item 10)
Mr M Riches	P	Mrs A Desborough	P
(Vacant)			
(Vacant)		LA Governor	
		Mr P Smith	P
Community Governors			
Mrs H Ranson	P	Associate Governors	
(Vacant)		Mr K James	P
Mrs J Stephens	P	Mrs S Kane	P
Mr T Rowland	Ap	Mr B Sale	P

Governor attendance for this meeting: 92%
Governor attendance at meetings, year to date: 92%

(Key: P = present, Ap = apologies received and accepted)

In attendance: Cath Watters (Clerk)

Item	Action
<p>1. Welcome</p> <p>1.1. Mrs Ranson opened the meeting at 9.35am and welcomed all Trustees to the first meeting of the new academic year.</p>	
<p>2. Apologies for Absence</p> <p>2.1. Apologies for absence were received from Mr Stonehouse for the first part of the meeting and were accepted by all present. Mr Rowland had submitted his apologies by email, but these were not received prior to the meeting.</p>	
<p>3. Declaration of Interests and Governor Code of Practice</p> <p>3.1. Mrs Kane advised that her husband is manager of Mid-Beds Tigers Under-9s football team who use the Academy's facilities. Mrs Stephens advised that she is a Director of the Pinnacle Trust. There were no other declarations of interest.</p>	
<p>4. Election of Chair and Vice Chair</p> <p>4.1. Trustees agreed to ratify the results of elections held at the Extraordinary Governing Body meeting held on 17th July 2017 when Mrs Ranson was elected as Chair and Mrs Stephens as Vice Chair of the Board of Trustees.</p> <p>4.2. The Link Governors for the forthcoming year were agreed as per the attached list.</p>	
<p>5. Review of Sub-committee structure and appointments to new Sub-Committees</p> <p>5.1. Mrs Ranson stated that the HR Sub-Committee had discussed the need to restructure the Sub-Committees. Mrs McCamley stated that she had spoken with Mrs Ranson and Mrs Stephens and discussed how sub-committees could be to reduce in number. It was recommended that, going forward, there would be three sub-committees, Finance, Standards and Operations. Mrs McCamley stated that the Operations sub-committee would fulfil the functions of the former HR, Environment, Health & Safety and Marketing</p>	

sub-committees. **Trustees unanimously agreed these new sub-committees and membership was agreed as per the attached schedule.**

5.2. It was agreed that the new sub-committees would review the Terms of Reference at the first meeting of the academic year.

6. Items for Consent of the Board of Trustees

- 6.1.** The minutes of the Board of Trustees held on 10th May 2017, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 6.2.** The minutes of the Extraordinary Governing Body meetings held on 21st June and 17th July 2017, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 6.3.** The minutes of the Curriculum & Standards Sub-Committees held on 24th May and 21st June 2017, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 6.4.** The minutes of the Finance Sub-Committee meeting held on 6th July 2017, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 6.5.** The minutes of the Environment, Health & Safety Sub-Committee meeting held on 14th June 2017, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 6.6.** The Medical Needs, Homework and Assessment Policies were ratified, having been reviewed by all Trustees prior to the meeting.

7. Matters arising

- 7.1.** Mrs McCamley advised that she was concerned about pupil privacy and the use of photos together with pupil names, particularly in the Academy Voice. **It was agreed, with immediate effect, pupils' names would be used in the format of first name and initial of surname (ie John A) to safeguard pupils.**
- 7.2.** Mrs McCamley reported that she had received comments from parents stating their disappointment that they hadn't been allowed to take photos at the recent school production or on sports days. She stated that before allowing parents to take photos in the future there was a need to gain agreement from parents that they wouldn't post pictures of pupils on any website or social media which showed any child other than their own. Mrs Stephens stated that expressing the concerns and reasons for restrictions in a parent-friendly way, stating that there are pupils that, for a number of reasons, aren't able to have photos taken, may help to gain the support of parents. This would include making announcements to parents in advance of events so that parents are aware and constantly reminded of the policy.
- 7.3.** **Mrs Kane stated that at Finance Sub-committee the budget was agreed and that these minutes and budget were uploaded to Governor Hub and that all Trustees were in agreement with this budget.**

8. Parent Governor and Community Governor Vacancies

- 8.1.** Mrs Ranson advised that Mr Greener, currently a Member of the Academy Trust, had agreed to return to the Board of Trustees as a Community Governor. **Trustees agreed that Michael Greener be appointed as a Community Governor.**
- 8.2.** Mrs Kane advised that the Members of the Academy Trust were now Mrs Ranson, Mr Greener, Mrs Stephens, Mr Rowland and Mr Guy.
- 8.3.** **It was noted that there were two vacancies for Parent Governors and it was agreed to try to recruit from parents, including positive statements from current Trustees to encourage interest.**

9. Child Protection

- 9.1.** Mrs McCamley advised that Mrs Weldon, the Academy's Parent Support Advisor, is on maternity leave for the majority of the academic year. Mrs McCamley advised that a decision was made not to recruit somebody to cover as pupils take time to build relationships, but that our Student Support Centre (SSC) is at the forefront of what we do at the Academy. She advised that the Academy has an assessment panel which meets each week and membership includes the SENDCo and School Counsellor. Mrs McCamley stated that there was an increasing need to support pupil mental health, and ensure the Academy maintains the trust of pupils and parents. She advised that Miss Riberaud had taken on a supporting role in the SSC and, together with Mrs McCamley,

would be taking on most of the Child Protection (CP) and Team Around the Child (TAC) cases, with the support of the other three safeguarding officers.

- 9.2. Mrs McCamley advised that Mrs Desborough was now providing SEND support to Maple Tree, as they currently don't have a qualified SENDCO. She advised that the SEND department had taken over dealing with medical issues and Early Health Assessments (EHAs).
- 9.3. Mrs McCamley was pleased to report that there were no current Child Protection cases and just one Child in Need (CIN) case. She stated that, due to the support that the Academy put in place, cases were picked up sooner with support being put in place, meaning that fewer cases escalated to CIN or CP when a family hit crisis. Mrs McCamley stated that the LA appeared to have introduced a new category 'EHA+' when the parent engaged, but this moved up to CIN if they wouldn't engage with the school and/or Social Care.
- 9.4. Mrs McCamley advised that there were two cases of pupils new to the Academy which were waiting to be assessed. She also stated that there were 3 current Looked After Children (LAC) in school, although there is another child who is former LAC, but whose parents have chosen not to engage as the pupil has no issues. Mr Riches stated that the Academy is within its rights to choose how to spend the funding if the parents choose not to engage. Mrs McCamley stated that she was checking the conditions of funding with the Head of the LAC Virtual School at CBC. Mr Riches clarified that the pupil counts as 'previously cared for' and the school is entitled to LAC grant for the child until they finish school.
- 9.5. Mrs McCamley advised that there are currently 10 Team Around the Child (TAC) cases at the Academy, which is very low, although she noted that this may be because it is the beginning of the school year. She stated that last year there were 43 Persistent Absentees (PAs), some of which were related to medical and health issues. One child had very low attendance due to a major heart operation and other related health issues. Mr Sale had taken over responsibility for attendance, working together with Michael Spyrou, the Academy's Attendance Officer at CBC, who is very thorough in his approach. Mrs McCamley advised that PAs are now considered a safeguarding issue. Trustees discuss the need for parents to be able to prove that medical consultations had taken place. Mrs Kane reported that she had met with a parent who felt very strongly about the request to prove that their child was unwell, but that it was impossible to do so. Trustees agreed that there was a need for a common sense approach and that each case was considering individually.
- 9.6. Mrs Kane advised that EHS Sub-Committee had agreed the Academy could administer paracetamol to pupils on receipt of written parental permission. This was in addition to dosing other over the counter medicines, as well as prescription medication, always with written permission of the parent.

10. Reports from Sub-Committees

- 10.1. Nothing to report.

11. Next steps in the future of the Academy in an every growing 2-tier system

- 11.1. This item was noted as a Confidential minute.

12. Academy Development Plan 2017 – 18

Discussion by Trustees which were not minuted.

13. Three Year Plan

Discussion by Trustees which were not minuted.

14. Principal's Report

- 14.1. Mrs Ranson thanked Mrs McCamley for her report and acknowledged that the timing of the meeting had proved challenging for the submission of the report to the Board of Trustees.
- 14.2. Mrs Ranson noted the dip in Year 6 attainment at the end of the year and that this was attributed to post-SATS fatigue. She asked if that would be expected again this year and was it symptomatic of the new SATS? Mr James advised that once SATS are finished there is an inevitable feeling of relief from pupils and this showed in their PTM, PTE and PTS results at the end of the summer term. Mr James stated that staff had tried particularly hard to avoid pressure on pupils and a lot of work was put in whilst the pupils were in year 5 to reduce the gaps in Year 6.

- 14.3.** Mrs Ranson asked if there was adequate staffing in the Maths and English departments? Mrs Kane advised that there was a Head of Maths in place, who was second in department last year, and also an Acting Head of English. She advised that the Acting Head of English now sat on SLT and that all three core subject were led by a member of the SLT.
- 14.4.** Mrs Kane advised that the Academy had been in receipt of £12,400 catch-up funding for Year 7 pupils. She stated that 40 pupils had been supported by this, divided between additional support for Maths and English. Mr James advised that the support took the form of small groups working with a teacher and many had made good progress as a result of this. Mrs Kane stated that in 2016/17 the Academy had received £250 each per pupil who hadn't reached target, and whilst it was anticipated that the 2017/18 funding would be similar in total, less pupils had achieved targets, so the amount per head was less.
- 14.5.** Mr James advised that the English support was focused on pupils who had been predicted to achieve the SATS target but didn't, and that a full breakdown would be provided. He stated that there were four pupils who didn't make the expected progress in Year 7 and this would form a focus group for Year 8.
- 14.6.** Mrs Desborough asked about the 19 pupils who should have hit their SATS targets but didn't, was the aim for them to achieve 6 steps progress or the national average? Mr James advised that the aim was to firstly advise that they didn't fall further behind and then aim to achieve 6 steps progress. He stated that it was difficult to measure the 6 steps progress as pupils had moved from the KS2 curriculum to the KS3 curriculum, so joint targets were set.
- 14.7.** Mrs Kane advised that it was vital that Trustees were aware of how additional funding had been spent and the impact thereof. This included catch-up funding, PE grant and Pupil Premium and that Ofsted would need explanations of how it had been spent.
- 14.8.** Mrs Stephens asked if it would be possible to provide a crib sheet for Trustees with key information for when Ofsted visit? Mr James advised that Target Tracker data would be provided and a report showing how catch-up funding had been targeted.
- 14.9.** Mrs Desborough asked what impact had been shown from the pupils who attended the English event at Wyboston in the Easter holidays. Mr James stated that he would be reporting on this and that it was also included in the Pupil Premium report.
- 14.10.** Mrs Kane noted that On-Calls from lessons increased last year? Mr Sale stated that there had been staffing problems, a larger number of supply teachers than usual and a challenging year 8 cohort. Mr Stonehouse advised that stricter measures and behaviour expectations were put in place, so it was expected that this would increase the number of On-Calls. Mrs Stephens stated that it was vital that any reduction in On-Calls was due to an improvement in standards of behaviour rather than staff failing to implement the Discipline for Learning measures appropriately. Mr James stated that there was information available from the parent and pupil survey to give a view of behaviour.
- 14.11.** Mr Smith asked if there was any indication of the amount of lost class-time due to behaviour? Mr James stated that it was possible to show that pupils were engaged in lessons and that the behaviour scale was set up and showed consequences for actions.
- 14.12.** Mr Fielding stated that he was concerned to see that one pupil had been given 12 behaviour slips and wondered about the disruption to others' learning? Mrs McCamley clarified that this was over the course of a term and that negative behaviours were dealt with quickly and consequences put in place. She clearly stated that pupils aren't allowed to stay in class to disrupt others' learning.
- 14.13.** Mr Sale stated that behaviour at the Academy was very good and so were looking to become outstanding for behaviour and it was important to focus on pupil engagement rather than behaviour.

15. Internal Assurance Report

- 15.1.** Mrs Kane presented the Internal Assessment report from the Academy's auditors to the Trustees, which was noted. Mrs McCamley stated that this was an excellent report and congratulated Mrs Kane and her department.
- 15.2.** It was noted that the Internal Assurance Report had noted that the Risk Register was highlighted as 'Amber', and therefore needed to be reviewed at every Finance Sub-Committee meeting.

16. Link Governor Reports & Agree Dates for Link Governor meetings

- 16.1.** Mr Riches report from his Link Governor visit with the Technology Department was noted.
- 16.2. Dates for Link Governor meeting windows were agreed for the academic year.**

17. Preparation for Ofsted

17.1. It was agreed to hold a meeting and training session during October for all Trustees to consider preparation for Ofsted.

17.2. Mr James handed each Trustee a guide sheet for Ofsted preparation, looking at areas of specific focus including data, funding for each subject area. Mr James stated that he was looking to use Target Tracker (TT) instead of a data dashboard, with information provided by a TT summary for each Trustee.

18. Governor Training

18.1. Trustees agreed that there was a need for training in Target Tracker and pupil data. Mrs Kane stated that she had prepared a course on accountability of the Board of Trustees. Mrs Ranson stated that there was an immediate need for Ofsted preparation training and it was agreed that these training sessions would be scheduled.

18.2. Mrs Kane advised that there were now two online training providers available, Flick and Capita, which both included some online training courses for Governors.

18.3. Mrs Kane advised that Data Protection regulations were changing from 2018 and the Academy was conducting an audit of what needs to be done to be compliant for the future.

19. Round Table

19.1. Mrs McCamley advised that the Academy Open Day for prospective pupils would take place on 14th October from 10am to 1pm. She invited any Trustees who were available to support staff and pupils on the day.

19.2. Mrs McCamley stated that a Learning Walk and Hug-A-Gov needed to be arranged in the near future, particularly as a number of members of staff had requested another staff/governor social event.

19.3. Mr Smith advised that there was a vacancy for a school crossing patrol outside St Swithun's Lower School. Mrs McCamley stated that this could be advertised in the Academy Voice.

20. Policies to be reviewed prior to next meeting

Curriculum Sub-Committee – Admissions, Curriculum, Exclusion, Educational Visits, More Able & Talented, Special Educational Needs, Target Setting

Finance Sub-Committee – Charging & Remissions; Pupil Premium; Anti-Fraud, Risk Register, Whistle Blowing, Data Protection & Freedom of Information, Dinner Money

Operations Sub-Committee – Pay, Staff Appraisal, Complaints, Preventing Radicalisation, CCTV, Health & Safety Policy & Arrangements,

21. Dates of Future Meetings

Academy Trust AGM	Wednesday, 13 th December at 6pm
Board of Trustees	Wednesday, 13 th December at 7pm
Finance Sub-committee	Wednesday, 4 th October at 7pm
Standards Sub-committee	Tuesday, 17 th October at 5pm
Operations Sub-committee	Wednesday, 1 st December at 7pm
Link Governor Meeting Window	30 th October – 10 th November 2017

Meeting closed at 16.05

Agreed as an accurate record of the meeting on 13th December 2017.



Signed: _____

Hannah Ranson

Chair of Governors

Sandye Place Academy Governor Responsibilities 2017 - 2018

Chair	Mrs Hannah Ranson
Vice Chair	Mrs Jo Stephens
Finance (to include Resources)	Michael Greener (Chair) Andy Fielding (Vice Chair) Ben Sale Hannah Ranson Malcolm Riches Kim McCamley Sharon Kane Ted Rowland Thom Stonehouse
Operations	Jo Stephens (Chair) Steve Fox Sharon Kane Kim McCamley Kaz James Hannah Ranson Angela Desborough (vice chair) Peter Smith Andy Fielding
Standards	Steve Fox (Chair) Ben Sale Jo Stephens Angela Desborough Malcolm Riches (vice chair) Kaz James Michael Greener Ted Rowland Thom Stonehouse

Audit Committee: Chairs plus Chair of Governors

Pay Committee: Michael Greener as Chair, and chairs of all the sub-committees.

Principal's Performance Review: Hannah Ranson: Jo Stephens, Thorold Guy

SPECIFIC LINK GOVERNORS	
English (Michelle Balach-Ali)	Angela Desborough
ICT (Ben Sale)	Jo Stephens
Science (Clive Ilett)	Kaz James
World Studies (Tony Lock & Faith Lawson)	Hannah Ranson
Personal Development (Corine Riberaud)	Angela Desborough
MFL (Dani Read)	Jo Stephens
Design and Technology (Louise Heather)	Malcolm Riches
PE (Thom Stonehouse)	Steve Fox
Performing Arts (Nicky Clare/Zoe Halsey)	Ben Sale
Maths (Amy Hyde)	Michael Greener
Special Needs (Jackie Rook)	Thom Stonehouse
Training Link Governor	Thom Stonehouse
Child Protection Governor	Hannah Ranson
LAC/Safeguarding/Exclusion Governor	Ted Rowland
Kitchen (Helen Bennett)	Andy Fielding
School Council (Corine Riberaud)	Peter Smith

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