

Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 13th December 2017 at 6.30pm



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	P
Mr M Riches	P	Mrs A Desborough	P
Mr R Jefferson	P		
(Vacant)		LA Governor	
		Mr P Smith	P
Community Governors		Associate Governors	
Mrs H Ranson	P	Mr K James	Ap
Mr M Greener	P	Mrs S Kane	P
Mrs J Stephens	P	Mr B Sale	Ap
(Vacant)			

Governor attendance for this meeting: 93%
Governor attendance at meetings, year to date: 92.5%

(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 18.40 and welcomed all Trustees to the meeting of. Mrs Ranson welcomed Robert Jefferson to the meeting who had been nominated as a Parent representative to the Board of Trustees. As there had been no other nominations, Mr Jefferson was deemed to have been elected.</p> <p>1.2. A round of introductions took place.</p>	
<p>2. Apologies for Absence</p> <p>2.1. Apologies were received from Mr K James and Mr B Sale and were accepted by those present.</p>	
<p>3. Declaration of Interests</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. There were no other declarations of interest.</p>	
<p>4. Items for Consent by Full Governing Body</p> <p>4.1. The minutes of the Board of Trustees held on 20th September 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>4.2. The minutes of the Extraordinary Governing Body meeting held on 10th October 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>4.3. It was not possible to note the minutes of the Standards Sub-Committees held on 17th October 2017, as they had not been received. It was agreed to note these minutes at the next Full Governing Body meeting on 7th February 2018.</p> <p>4.4. The minutes of the Finance Sub-Committee meeting held on 4th October 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p>	

- 4.5. The minutes of the Operations Sub-Committee meeting held on 1st November 2017, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
 - 4.6. The **Academy Admission Policy 2019; Anti-Fraud, Charging & Remissions, Complaints, Health & Safety Policy & Arrangements, Lettings, Medical Procedures, Pay, Preventing Radicalisation, Pupil Premium, Staff Appraisal and Capability and Whistleblowing Policies** were all agreed having been reviewed by Trustees.
 - 4.7. The **Terms of Reference for Finance Sub-Committee, Pay Committee, Operations Sub-Committee and Standards Sub-Committee** were all noted, having been agreed by the respective Sub-Committees.
5. **Matters arising**
- 5.1. Mrs Kane noted from the Finance meeting that the accounts would be accepted at the AGM following this meeting.
 - 5.2. Mrs Ranson advised that Mr Rowland had resigned from the Board of Trustees and it was therefore essential to nominate a new LAC/Safeguarding Link. **Trustees agreed that Mrs Stephens become LAC/Safeguarding Link and Mr Jefferson would become Link for ICT.**
6. **Parent Governor and Community Governor Vacancies**
- 6.1. Mrs Ranson stated that with Mr Rowland's resignation, there was now a Community representative vacancy in addition to a Parent representative vacancy on the Board of Trustees. Mrs Ranson stated that efforts continued to be made to attract support.
 - 6.2. Mrs Ranson advised that she and Mrs Stephens had held the first Parent Forum the previous evening and, whilst turn out was low, it was a useful discussion. She stated that another Parent Forum would be held in the Spring Term, and this was a possible recruiting ground for potential Trustees.
7. **Child Protection**
- 7.1. Mrs McCamley reported that one case had been stepped up to Child Protection (CP) on the day of the meeting, meaning that the Academy now had 1 CP case, 4 Child in Need (CIN) cases, 3 Looked After Children (LAC) and 9 Team Around the Child (TAC) cases. She advised that there were 40 Persistent Absentees, but that there tended to be more cases earlier in the year. She stated that attendance overall was at 96.6%.
 - 7.2. Mrs McCamley reported that after a Safeguarding Audit had been conducted the Academy had moved to an online system of reporting concerns, and that each year group had a CP lead assigned to them. Staff log any concern on the system, and urgent concerns are also reported to a CP officer in person. She advised that the system allows logging, updating and actions noting or forwarding to other staff or even social workers. This allows for a full picture to be built for each child, all recorded in the same place. The system provides a lot of data.
 - 7.3. Mrs McCamley reported that the main issue for the Academy was currently self-harming. She stated that some cases related to home issues and others appeared to be 'copy-cat' in nature. The school nurse had stated that local doctors' surgeries had complained that the Academy was referring too many cases to doctors and the school nurse had been asked by the doctors to intervene and run an assembly at school. Mrs Stephens stated that, as a healthcare professional, she couldn't envisage any benefit to holding an assembly on the subject. She stated that the important thing was for the Academy to provide support, and believed that the Academy was doing exactly the right thing referring parents to take their child to a medical professional. She stated that she felt that education on online safeguarding and grooming was vital, but reiterated that she could see no benefit in an assembly on self-harm. Mrs McCamley stated that a key point was the necessity for parents to work with the Academy on these issues.
 - 7.4. Mrs Kane stated that these sorts of issues had been dealt with by Mrs Weldon, who was now on maternity leave. Mrs Ranson asked what was the impact of SLT picking up Mrs Weldon's workload? Mrs McCamley stated that there had been a large impact, but that it was essential to pick up the work. Mrs Smith stated that SLT needed to be mindful of the focus on standards and to avoid being distracted by emotional issues. Mrs McCamley stated that there was an obligation to respond to safeguarding issues and conduct follow-up activities, which tended to fall back to the Academy as Social Care don't have the resources to deal with cases.

8. Reports from Sub-Committees

- 8.1. Mrs Ranson noted that there were no minutes available from the Standards Sub-Committee meeting, and queried whether there were any salient points to note? Mr Fox reported that nothing particular, but that the Committee was aware of the need to review policies. Mrs Stephens stated that the way the Sub-Committees worked needed to change to ensure there was more focus on data and harder, more structured questioning was essential going forward.
- 8.2. Mrs Ranson stated that there was an urgent need for a data training session for Trustees to be able to understand what to question and to be able to interpret data themselves, rather than being led by the Head of Department. Trustees agreed that it was essential for them to be able to understand the data and question appropriately. Mr Fox stated that a dashboard showing red, amber, and green would be useful.
- 8.3. Mr Greener stated that he had met with Mrs Ranson and the Chairs of the other Sub-Committees to consider a five-year projection for the Academy and to consider that the finances look like within that timeframe.
- 8.4. Mr Smith asked if the potential changes to funding were clear and had that been factored in? Mrs Kane stated that there had been an update on payscales for NJC staff (Support Staff) which may prove significant from 2019, in relation to the Living Wage which created some significant jumps on some payscales.

9. Future of Sandye Place Academy

- 9.1. This item was noted as a confidential minute.

10. Preparation for Ofsted

- 10.1. Ofsted had commenced their visit to the school on the day of, and it was **agreed that Trustees would meet to review the report once received.**

Link Governor Reports

- 10.2. Mrs Ranson noted that not all Link Governor meetings were held as scheduled and it was essential to have a renewed push for these meetings to happen to ensure that the Trustees had a firm understanding of the strengths and weaknesses of the Academy.
- 10.3. Mr Stonehouse stated that, from the point of view of a Head of Department, it would be more useful for meetings to happen nearer the beginning of each term to discuss the previous term's data.
- 10.4. HR – need to look at form to target questioning on what important
- 10.5. Mrs Ranson stated that Trustees needed to review the focus of Link Governor meetings to ensure emphasis is on the most important issues. **Trustees agreed that as part of the EGBM to be held to review the Ofsted report, Trustees would consider how to restructure Link Governor meetings** to ensure they were more meaningful.

11. Staff Wellbeing

- 11.1. Due to the time constraints for the meeting, it was **agreed to discuss this at the Board of Trustees meeting on 7th February 2017.**

12. Governor Training

- 12.1. Mr Stonehouse stated that there was nothing to report, but that if anyone did complete any train, to please update their GovernorHub profile accordingly.
- 12.2. Mrs Kane advised that there were a number of options for provision of Governor train, as well as the CBC training, there was online training via the CBC GEL-platform, and other resources including the National Governors' Association (NGA) and Flick learning, another online provider.

13. Round Table

- 13.1. Mrs Ranson advised that Ofsted had noted that the Academy's Equality & Diversity Policy didn't categorically define the criteria covered by the policy and by the 2010 Equalities Act. **Trustees agreed the revised Equality & Diversity Policy.**
- 13.2. Mrs Ranson flagged that Standards Sub-Committee needed to make a concerted effort to review policies as and when they were due for review.
- 13.3. Mrs McCamley gave her thanks to Trustees for their support during the Ofsted inspection.
- 13.4. Mrs Stephens expressed thanks on behalf of the Board of Trustees for all the work which staff had put into the Inspection, this was echoed by all Trustees.

- 13.5. Mr Jefferson noted how much the Academy and Board of Trustees were dealing with and stated he was looking forward to becoming more involved.
- 13.6. Mrs Kane stated that the General Data Protection Regulations (GDPR) would come into effect in mid-2018 and the CCTV and Data Protection & Freedom of Information Policies need to be reviewed in line with the new legislation. She also stated that the suite of personnel policies needed to be reviewed.
- 13.7. Mrs Stephens emphasised to all the confidential nature of all Board of Trustee discussions and that nothing could be spoken of outside of the membership of the Board.

14. Policies to be reviewed prior to next meeting

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

Finance Sub-Committee – Risk Register, Data Protection & Freedom of Information, Dinner Money

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

15. Dates of Future Meetings

Board of Trustees	Wednesday, 7 th February 2018 at 7pm
Finance Sub-committee	8 th January 2018 at 7pm
Standards Sub-committee	10 th January 2018 at 5pm
Operations Sub-committee	17 th January at 7pm
Link Governor Meeting Window	19 th February – 2 nd March 2018

Meeting closed at 20.10

Agreed as an accurate record of the meeting on 7th February 2018.



Signed: _____

Hannah Ranson
Chair of Governors