

Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 12th December 2018 at 7pm



Sandye Place Academy
Achievement Through Partnership

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr S Fox	Ap	Mr B Sale	P
Mr A Fielding	P	Mr T Stonehouse	P
Mr M Riches	P	Mr M Ford	P
Mr R Jefferson	A		
(Vacant)		LA Governor	
		Mr P Smith	P
Community Governors		Associate Governors	
Mrs H Ranson	P	Mrs S Kane	P
Mr M Greener	P	Mlle C Riberaud	P
Mrs J Stephens (to end of item 9)	P		
Mrs A Desborough	P		

(Key: P = present; Ap = apologies received and accepted; A = absent without apologies)

In attendance: Cath Watters (Clerk)

Item	Action
<p>1. Welcome</p> <p>1.1. Mrs Ranson opened the meeting at 7pm and welcomed all Trustees to the meeting.</p>	
<p>2. Apologies for Absence</p> <p>2.1. There were apologies for absence from Mr Fox. These were accepted by all those present.</p>	
<p>3. Declaration of Interests</p> <p>3.1. There were no declarations of interest.</p>	
<p>4. Items for Consent by Full Governing Body</p> <p>4.1. The minutes of the Board of Trustees of 25th July 2018, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>4.2. The minutes of the Finance, Premises & HR Sub-committee held on 18th July and 3rd October 2018 were accepted.</p> <p>4.3. The minutes of the Closure Sub-committee held on 10th October and 21st November 2018 were accepted.</p> <p>4.4. The Terms of Reference for the Finance, Premises & HR Sub-Committee and the Closure Sub-Committee were ratified by the Board of Trustees.</p>	
<p>5. Matters Arising</p> <p>5.1. This was noted as a Confidential Minute.</p> <p>5.2. Mrs Kane advised that she had undertaken some research into the terms of the Modification Order which states that anyone who takes a redundancy payment is unable to start a new job until 5 Mondays have passed. She stated that if a member of staff is made redundant on 31st August, but is made an employment offer at the beginning of September, so after the Notice Period of Redundancy is completed, the five Mondays rule does not apply. She advised that the Modification Order covers staff and gives continuous service for sickness, maternity benefits etc. Mrs Kane stated that she believed that there will be a number of members of staff who won't take redundancy payment due to job-seeking for a position to start in September, in which case they wouldn't be eligible for redundancy. Mr Stonehouse advised that from conversation, most members of teaching staff would be looking to find a position for September, with some staff having specifically stated that they don't want to go any earlier to ensure continuity for their pupils. Mr Sale advised that staff</p>	

were being very open and honest if they were seeking future opportunities and that they were being supported with time to visit other schools

- 5.3. Mr Sale advised that, regarding CPD for staff, CBC had provided a School Improvement Partner (SIP) to the Academy to support staff with future opportunities, including CV production and interview skills. Mr Sale advised that he had met with him in September, but heard nothing since then. Mr Greener stated that if there is no contact forthcoming in January then to push to ensure CBC stood by their word.

6. Report from the Target Intervention Board

- 6.1. Mrs Ranson gave a quick summary from the first TIB of the academic year when SATS targets were set. She advised that Mr Sale and Miss Riberaud had looked at these initial targets and triangulated with data from the Fisher Family Trust and so these targets had since been slightly amended, and there was confidence in that pupils were on track to achieve these targets.
- 6.2. Mrs Ranson advised that pupils had now been advised what their individual SATS targets were and they will be kept updated on how they are doing against their target. Mr Sale stated that parents had been written to advising them of their child's targets and the terminology used to help them to understand the progress needed and being made. He advised that the reports would use the same terminology so that there was no confusion. Mrs Kane stated that she had received information on her son's targets, and found it very useful and easy to understand. Mr Sale advised that staff would use plus and minus signs for pupils in class to show them where they were against their own target, whilst ensuring the targets stay private.
- 6.3. Mrs Ranson stated that due to the size of the cohort, the impact of individual pupils leaving the year group could make a significant difference to the overall results.
- 6.4. Mrs Ranson advised that interventions were taking place for Pupil Premium pupils, as well as catch-up and More Able & Talented (M&T) pupils. Mr Sale stated that Year 8 M&T pupils had worked together to write a novel, each contributing a chapter.
- 6.5. Mr Sale advised that there was an intention to have more conversations with Sandy Secondary School (SSS) re transition, particularly for those whose peers had already taken their options to ensure that they would not be disadvantaged. He stated that SSS would be invited in to speak to pupils to provide reassurance. Mrs Kane advised that SSS were working with us and Miss Hayward had guaranteed that any member of staff who applied for a job there would be granted an interview.
- 6.6. Mr Sale stated that transition would clearly be for all year groups this year, and that additional visits would be planned and carried out as necessary. He advised that Miss Riberaud would coordinate Transition with the assistance of support of Heads of Year, SENDCo and Mrs Weldon. The Clerk advised rough numbers of pupils transitioning to SSS against other schools, demonstrating that the majority of the Academy's pupils would be going to SSS, although she stated that she was aware of some parents who were applying for a place for their child at another middle school. Mr Smith stated that he had received a lot of complaints from parents about the cost of travel to other middle schools and that it didn't appear to be clear at the application stage that pupils weren't entitled to funded school transport to any school other than their catchment school.

7. Principal's Report/update

- 7.1. Mr Sale stated that he would give an interim verbal report as the data for the Autumn Term wasn't yet available and he would present a written report on this at the next Board of Trustees meeting in February. Mr Sale reported that there was a key timetable change at the start of the academic year to ensure pupils make expected progress in both Maths and English. Key Stage 2 pupils now had 7 hours each of Maths and English per week, and this was 6 hours for each in KS3. He stated that this seemed to have been received well by both staff and pupils and that KS2 staff felt more comfortable with the time they have to deliver the curriculum and get the results from pupils.
- 7.2. Mr Sale advised that there had been some staff absence, with one member of staff absent for most of the current half-term. He stated that some adjustments had been made to this person's timetable for when they return which included, amongst other actions, collapsing Year 8 English from three groups to two, although this still allowed small class sizes. In addition, another member of English teaching staff would be going on maternity leave at February half-term and a member of supply staff had been taken on from January to team-teach until February and then take over the classes. The Year 6 Maths groups had had a change of staff to ensure the best chance of maximising results. Mr Sale also advised that

Mrs Kalson, formerly Head of English at the Academy, would be providing Year 6 interventions starting after Christmas.

- 7.3. Mr Sale advised that monitoring was significantly more rigorous and that Miss Riberaud had been a great support in this. He stated that staff had been receptive to the increased monitoring, which included registers, provision maps and lesson resources. He reported that he and Miss Riberaud had looked at marking, including that of homework, each month, reviewing strengths and supporting staff to extend their practice. He stated that a couple of teachers had been put on 'marking watch' but had since caught up. Mr Sale reported that formal observations had just been completed by a combination of himself, Miss Riberaud and Heads of Department.
- 7.4. Mr Sale advised that he had monitored quality of lesson plans and will review these again in January. He reported that there was considerable effort being made looking at quality of teaching and this was showing in the better quality and quantity of work produced by pupils. Miss Riberaud stated that both teachers and pupils were tired at the moment, but that the hard work was paying off and that the Academy was a generally happy place to be.
- 7.5. Mr Sale reported that he and Miss Riberaud would monitor homework over the Christmas holiday, and advised that core subjects set homework once each week and foundation subjects each set a piece per half-term.
- 7.6. Mr Greener asked how many pieces of writing each Year 6 had completed? Mr Sale advised that the target had been to have six pieces each by Christmas and that the top groups had all produced five pieces each, and the lower group each had four pieces finished. He stated that a lot had been learned from the moderation in the summer and this year the English teachers were responsible for pupils' writing rather than cross-curricular responsibility. Mr Sale reported that in Year 5 pupils had completed nine pieces of writing each and that there was agreement with Mr Teague that there would be 13 pieces of writing available for each pupil. Mrs Ranson noted that TIB minutes stated that 61.5% of pupils were on target to achieve, with a target of 71%. Mr Sale stated that he anticipate 76% achieving target.
- 7.7. Miss Riberaud advised that in all Year 6 lessons they have a Maths and English starter for the day, so by the end of each day a maths skill and a word are embedded. She stated after Christmas Year 6 would have a focus of Harry Potter in their English lessons, with a trip to the Warner Brothers' Studio Tour to provide additional stimulus to inspire writing. Mr Sale stated that by using Harry Potter as a stimulus this could be used to look at lots of different styles of writing, rather than teaching a new subject for pupils to become familiar with before they write about it.
- 7.8. Mr Sale advised that the way effort grades are reported has recently changed as it has been found out that pupils weren't aware of the teachers' assessment of their effort until parents' evening or they received their report. Effort grades have been changed to 'Attitude To Learning' (ATL) grades. He stated that the School Council had been asked to look at what makes a good student in class, and there is now ownership from pupils. There are four gradings – 'Exceeding', 'Successful' 'Working Towards' and 'Requires Improvement' – and stickers will be produced to be placed on all exercise books and planners so that staff and pupils see it all the time and it can be meaningful. He stated that staff will grade pupils on ATL every half-term so that pupils know where they are on the scale. Mrs Stephens expressed that it was important to acknowledge pupils' effort appropriately as this was something they could control, whilst attainment was very different. Mr Sale advised that the scale had taken a bit longer to implement than intended, but this was because of the desire to consult pupils – it was pupils who decided to put attendance on the criteria, although teachers will take attendance out when making their grading, but pupils will see it an use if for where they are aiming to be. Trustees were all extremely positive about the new ATL scale.
- 7.9. Mr Greener commented on the changes made across the Academy in the last year with the TIB meetings, and clear explanations of what was happening in Maths, English and around the school in general. He stated that there was less data, but more explanation and more relevant information provided. Mr Stephens stated that, in addition, the Academy now had a SIP who advised where the reality of the Academy's situation, rather than reporting that everything was rosy.

8. SATS updates/targets for 2019

- 8.1. Mr Sale advised that the TIB had set SATS targets based on the knowledge of students combined with information from teacher information. Maths 75%; Reading 76%; Writing 71%; SPAG 81%. No target had been set for a combined target.

- 8.2. Mr Sale advised that this compared to national results last year of: Maths 75%, Reading 76%, Writing 75% and SPAG 78% with combined success rate of 64%.
- 8.3. Mr Sale reported that he and Miss Riberaud had recently attended an FFT (Fisher Family Trust) course and have since manipulated that targets reflecting current data. He advised that it was believed that pupils are currently on course for results of 75% for Reading, Writing at 76% and SPAG at 84% with combined pass rate predicted of 67%, which is 3% above last year's national combined pass rate. Mr Sale state that he was confident that pupils were on target for these results, although it was important to acknowledge that if pupils leave the Academy between now and SATS this can impact on the data, depending on the strength of the pupil. He advised that targets had been shared with pupils and there would be mock SATS held in January, the results of which Trustees would be advised at the February meeting.
- 8.4. Mr Smith stated that Mr Sale had expressed conviction on where the pupils were currently performing and queried where this confidence came from? Mr Sale stated that the cohort had taken mock SATS at the end of their Year 5 and in October, and that the staff were confident where strengths and gaps in knowledge lay. Mr Greener stated that last year results had been better, apart from in writing. Mrs Stephens stated that she was aware just how much work had been done on writing already this year, on top of the writing tasks that had been completed in Year 5. She expressed thanks for the hard work and efforts which was going into the Maths and English departments and particularly thanked Mr Sale and Miss Riberaud for presenting data clearly and succinctly.

9. Reports from Sub-Committees

- 9.1. Mrs Kane reported from the Finance, Premises and HR Sub-Committee and reported that at the AGM immediately prior to this meeting, all accounts for 2017/18 had been confirmed and signed off by Mr Sale and Mrs Ranson. She stated that the budget would be monitored at the meeting in January for Quarter 1 but that there was now a requirement to report monthly to the DfE and EFSA.
- 9.2. Mr Ranson stated that at the recent meeting with the DfE and CBC they had made efforts to try to confirm the process for handing over the lease. Mrs Kane stated that she had instructed solicitors and the process had now started.
- 9.3. Mrs Stephens advised that she, together with Mr Sale, had attended a recent cluster meeting and it was clear that none of the local schools were interested in the Academy site, and it was now highly unlikely that the site would be used in September 2019. She stated that a suitability study had been commissioned on behalf of CBC, to assist in their decision making. Mrs Stephens advised that Members had agreed to employ Mr Sale, Mrs Kane and Mr Ford until 31st December 2019 to allow sufficient time for closing the accounts. Mrs Kane stated that the DfE don't want to be left with closing down the trust and the three months after the closure of the Academy allows time for the accounts to be prepared, and audited and it was therefore necessary for the both the Accounting Officer, Mr Sale and Company Secretary, herself, to be kept on. It was also agreed that it would therefore be necessary for Mr Ford to be kept on as Site Agent during this period.
- 9.4. Mrs Kane advised that they were working with the GMB Union and CBC to aim to get Mr Ford an 11 month extension on his lease at the Site Agent's House.
- 9.5. Mr Greener stated that there was a concern about how much work was involved in clearing out the Academy and that a great deal had already been achieved in this.
- 9.6. Mr Smith stated that he had been asking questions of CBC's assets team regarding the future of the site when the lease is returned to CBC, he stated that they don't know what the site and buildings will be used for in the future. Mr Greener stated that the DfE had been very clear that the lease would go back to CBC. Mr Smith stated that the Town Council appear to be getting agitated about the future of the site and he was doing the best to keep them in the loop, but that everyone was very concerned about the site being unoccupied. Mrs Kane stated that there are still groups who hire the Academy's facilities who want to continue to use the site, and that it was important to know the arrangements for the continuing use of the site up to 31 December 2019 to allow for closure of the Academy Trust. She advised that the lease would revert to DfE on 31st August who could then say that they would allow the use of the site by the Academy Trust to 31st December. Alternatively, the Academy could surrender the lease to the DfE now which would allow the DfE to undertake the work necessary to transfer the lease to CBC by 31st August. Mrs Kane advised that attempts are being made to protect Mr Ford's interests as well as the community's. She stated that the horticultural show will take place in August 2019, and that the carnival would also use the site in June 2019, so trying to do as much for the

community as possible. Mr Smith stated that CBC was currently carrying out a full review of leisure facilities in the area, which includes Sandy and the facilities at SSS.

- 9.7. Mrs Ranson updated Trustees on the recent Closure Sub-Committee meeting, and advised that Mr Greener had been appointed as Senior Responsible Officer for the Closure Programme.
- 9.8. Mr Stonehouse advised that Sunday, 14th July was now confirmed as the date for the end of year event. The Arsenal Legends team would play a SPA team, but the aim was that staff don't run any stalls etc, so that they can enjoy the event. He advised that stalls would be available to 'purchase' for local groups and traders who would pay a fee for their stall and then get to keep any profit they make. Mid Beds Tigers had agreed to run a 5-a-side competition and would also run a food stall. Other facilities which had already been booked included the bar run by Party on Potton, Harris' fairgrounds, and an Ice Cream van. The fundraising for the event would be split between the Arsenal Legends' Charity Foundation and St John's Hospice at Moggerhanger.

10. Update on Closure

- 10.1. This item was covered in discussions in a number of other agenda items.

11. School Assets

- 11.1. Mrs Kane reported that she, together with Mr Sale, had met with Nick Cudmore from the Academy's accountants regarding the sale of the Academy's assets. Mr Cudmore's definitive advice was that there was no need to spend valuable time and effort on selling the assets for the monies to go to the DfE. He stated that the DfE would assume responsibility for the land, building and assets after 31st August 2019 and that they would also assume responsibility for the disposal thereof.
- 11.2. Mrs Kane stated that the view of SLT was that items with little value should go to support the children in the community and that the proposal was that the vast majority of assets should be donated to Sandy Secondary School (SSS) so that they follow the pupils and serve the community they were intended for. She stated that items with residual value would be sold, for example the items from the ICT suite in Dapifer had been sold to Maple Tree Primary School for an agreed price. Mrs Kane advised that the minibus had been paid for from school fund, so would be gifted to SSS on the proviso that the Primary Schools could make use of it if they ask. Mrs Kane stated that SLT and Finance Sub-Committee felt that this was important to do the right thing for the community, and that a number of local schools had looked at the available assets and that they would be invoiced for any items with a residual value. She advised that the two remaining ICT suites had no residual value, but would be donated to SSS would be able to make valuable use from them. Trustees agreed that assets should be distributed to other schools for the use of the local community. Mrs Kane stated that Mr Cudmore had advised that the Academy had the option to donate items as it saw fit to charities and local schools. She advised that both the DfE and Accountants were content with the proposed distribution of assets.
- 11.3. Mrs Kane advised that a number of members of staff had indicated that they would like to purchase their laptops and that this would be done with an agreed fee for each item.

12. Safeguarding training/update

- 12.1. Mr Sale stated that Mr Riches had recently inspected the Single Central Record (SCR) and other safeguarding records held by Mrs Kane. Mr Riches advised that he had cross-checked staff references against those held on personnel files, checked the prohibited database to ensure a former employee was on the barred list. He stated that he had checked that all safeguarding officers were appropriately trained and that all Governors appeared on the SCR. He had checked that Supply teachers and contractors were listed as appropriate on the SCR. Mrs Kane advised that Mr Riches had recommended that two people, in addition to Mrs Kane, were able to access the SCR and Mr Sale and Mrs Watters now had access to this. She stated that Mr Riches had checked that the SCR showed when staff had received Safeguarding and Prevent training and that the SCR stated where the evidence of this was. Mr Riches stated that he was aware that he needed to complete the CBC training for the designated Safeguarding Governor and would arrange to attend this.
- 12.2. Mr Sale stated that the DfE Keeping Children Safe in Education (KCSIE) had been updated in September 2018 and that staff had been trained accordingly. In addition, this document had been uploaded to GovernorHub by the Clerk and Trustees were asked to sign to confirm that they had read this document. Mr Sale briefly reminded Trustees of the key changes to policy that were highlight in the updated KCSIE.

- 12.3. Miss Riberaud advised that Mrs Weldon, the Academy's Deputy Designated Safeguarding Lead, had attended a recent safeguarding briefing and update event run by CBC. This had highlighted the need to have at least two emergency contacts of every pupil, but that it was good practice to have three contacts. An update and data checking exercise had been conducted by the office staff who had written to parents to confirm and update contact details, specifically requesting at least two, and preferably three, contacts. She advised that a mobile phone policy had been put in place, with a sign by the signing-in system in reception, to formalise current practice that mobile phones may only be used in the reception area and not around the school, unless specifically granted permission by a member of SLT.
- 12.4. Mr Sale advised that the Safeguarding policy now included Female Genital Mutilation (FGM), peer on peer and honour based violence. He advised that an assembly advising pupils on online safety, run by Bedfordshire Policy, would take place on 10th January and that there would be a workshop for Year 8s in March relating to Child Sexual Exploitation.
- 12.5. Mr Sale advised that there were 2 pupils subject to Child Protection (one family), which had recently been stepped up from Child in Need (CIN). He advised that there was one family subject to CIN, whilst all others had been moved down to Early Help or moved to other schools. He stated that there were 7 pupils with EHAs open, and the majority of parents were engaging well.
- 12.6. Mr Sale advised that Mrs Weldon was working on a safeguarding plan for transition and that a team meeting would be held in January to look at all aspects of pupil transition.
- 12.7. Mr Sale advised that Mrs Weldon had recently met with CBC's attendance office and one family had received three fines for non-attendance and this had now been referred to court. Mr Sale advised that this pupil was now off-roll, having recently joined Sandy Secondary School. He advised that other families had taken long holidays with on-going attendance concerns, which Mrs Weldon was monitoring carefully and inviting parents in to Attendance Concern meetings.
- 12.8. Mr Sale advised that there had been one pupil who was at risk of permanent exclusion, but he had recently been withdrawn from school to be home educated.
- 12.9. Mr Sale advised that the school roll was 180 pupils, and that 7 had left since the start of September – 2 moved out of area, 2 transferred to Potton Middle School, 2 off roll for Home Education and 1 transfer to Sandy Secondary School.

13. Link Governor

- 13.1. Mrs Desborough advised that she had met with Mr Sale and Mr Stonehouse regarding the Pupil Premium (PP) report, which was available on the Academy website. She noted the hard work that had gone into the report and the lessons learned in the last year. She advised that they discussed making Pupil Premium equitable and ensuring that More Able & Talented received some focus, including plans for activities for these pupils. There was now a mentoring system in place for pupils for whom the Academy claimed PP, with each member of staff mentoring 2 or 3 pupils and meeting with them and their parents to make all efforts to break down any barriers to learning. Mrs Desborough stated that there was now a solid, comprehensive plan for Pupil Premium in the Academy.
- 13.2. Mr Stonehouse stated that the initial mentoring meetings had now taken place and he would be reviewing the support the Academy could provide. He stated that not all parents were engaging in the process, but in these cases the member of staff had met with the pupil to discuss. He advised that there was a board in the staff workroom so all staff would clearly see which pupils were PP. He reported that all PP pupils would get an intervention of some sort for English or Maths.
- 13.3. As Mrs Kane reported early in the meeting, Mr Riches had met with her in his role as Safeguarding Governor.
- 13.4. Mrs Ranson stated that it was important that other link governor meetings were set up to ensure Trustees were monitoring the spend of additional Catch-Up and Sports funding.

Clerk to
email SF &
RJ

14. Governor Training

- 14.1. Mr Stonehouse advised that Governor training was available, although there were no specific courses to address the situation the Academy finds itself in. Mrs Kane reminded Trustees that there is still a commitment to ensure knowledge is up-to-date and that focussed meetings, for example those held with the Regional Schools Commissioner, could be counted as training and development and that Trustees could advise Mr Stonehouse, as Training Link, of any development for noting on the skills and training matrix.

14.2. Mr Stonehouse handed out the current skills analysis for governors to check and update of any newly acquired skills. Mrs Kane stated that the Academies Handbook requires that Governing Bodies complete an annual training needs analysis, but due to the unique situation the auditors have agreed that the skills be reviewed, with a statement relating to the Academy's closure in August 2019.

15. Round Table

15.1. There was no further business for the meeting to consider.

16. Dates of Future Meetings

Board of Trustees	Wednesday, 27 th February 2019 at 7pm
Finance, Premises & HR Sub-committee	Wednesday, 8 th January 2019 at 7pm
Closure Sub-committee	Wednesday, 3 rd February 2019 at 7pm

Meeting closed at 9.18 pm.

Agreed as an accurate record of the meeting on 27th February 2018.



Signed: _____

Hannah Ranson
Chair of Governors