



## Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 7<sup>th</sup> December 2016 at 7pm

### Attendance and Apologies:

<b>Parent Governors</b>		<b>Staff Governors</b>	
Mr S Fox	<b>P</b>	Mrs K McCamley	<b>P</b>
Mr M Sale	<b>Ap</b>	Mr B Sale	<b>P</b>
Mr A Fielding	<b>P</b>	Mrs A Desborough	<b>P</b>
Mr M Riches	<b>P</b>		
Mr J Morgan	<b>-</b>	<b>LA Governor</b>	
		Mr P Smith	<b>Ap</b>
<b>Community Governors</b>			
Mrs H Ranson	<b>P</b>	<b>Associate Governors</b>	
Mrs J Prutton	<b>P</b>	Mr K James	<b>P</b>
Mrs L Webb	<b>P</b>	Mrs S Kane	<b>Ap</b>
Mr T Rowland	<b>Ap</b>	Mr S Venus	<b>P</b>
<b>Members of the Academy Trust</b>			
Mr D Jaeger	<b>-</b>		
Mr S Watson	<b>-</b>		
Mr M Greener	<b>P</b>		

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

**In attendance:** Cath Watters (Clerk)  
Mr T Stonehouse (observer)

Item	Action
<p><b>1. Apologies for Absence</b></p> <p>1.1. Apologies for absence were received from Mrs Kane, Mr Smith, Mr Rowland and Mr M Sale and were accepted by all present.</p>	
<p><b>2. Declaration of Interests and Governor Code of Practice</b></p> <p>2.1. Mr James declared interest as Governors of Maple Tree Lower School which the Academy supplies with services. There were no other declarations of interest.</p>	
<p><b>3. Items for Consent of the Board of Trustees</b></p> <p>3.1. The minutes of the Board of Trustees held on 28<sup>th</sup> September 2016, copies of which had been previously distributed, were <b>confirmed as an accurate record of the meeting.</b></p> <p>3.2. The minutes of the Marketing Sub-Committee held on 19<sup>th</sup> October 2016, copies of which had been previously distributed, were <b>confirmed as an accurate record of the meeting.</b></p> <p>3.3. The minutes of the HR Sub-Committee meetings held on 17<sup>th</sup> October &amp; 22<sup>nd</sup> June 2016, copies of which had been previously distributed, were <b>confirmed as an accurate record of the meeting.</b></p> <p>3.4. The minutes of the EHS Sub-Committee held on 19<sup>th</sup> October 2016, copies of which had been previously distributed, were <b>confirmed as an accurate record of the meeting.</b></p> <p>3.5. The minutes and reports of the Finance Sub-Committee held on 5<sup>th</sup> October 2016, copies of which had been previously distributed, were <b>confirmed as an accurate record of the meeting.</b></p> <p>3.6. The Admissions Policy for 2018 was ratified by Trustees. The only amendments from the Admissions Policy for 2017 were those made by the Local Authority relating to distance from school. .</p>	

#### 4. Matters arising

- 4.1. There were no matters arising.
- 4.2. Mrs Prutton welcomed Mr Stonehouse to the meeting who was attending with a view to standing as Teaching Staff Governor. Mrs Watters advised that it was necessary to carry out a nomination process to ensure fair selection of a Staff Governor.

#### 5. Operational Structure Update

- 5.1. Mrs McCamley stated that at her recent Performance review there were discussions around defining her role as shared head of MTLs and SPA and specifically her role at the Academy. She advised that at MTLs Cath Bainbridge had become Head of School and Mrs McCamley was Executive Headteacher. She stated that it is vital to define the roles going forward to ensure parents and staff know who should be approached to deal with issues. Mrs McCamley stated that going forward she proposed that Mr James become Head of School and Mrs McCamley become Executive Head to mirror the arrangements at Maple Tree. Mrs Prutton stated that the key is that Mrs McCamley manage the Senior Leadership Team and Mr James run the school. Trustees noted that the current arrangement was that Mr McCamley was seconded to Maple Tree for a year, rather than being a permanent appointment. Mrs Prutton asked if anyone had any concerns or questions?
- 5.2. Mrs McCamley stated that it was vital to manage the communication of the message carefully to ensure staff felt appropriately supported. She stated she was currently concerned about the welfare of staff at the Academy due to the sheer amount of stress and pressure currently in the school.
- 5.3. Mrs Prutton stated that the intention was to bed the structure changes in at the Academy itself before advising parents, particularly with the changes within Sandy at the moment. It was important to see these changes as evolution rather than revolution..
- 5.4. Mrs McCamley stated that with Mr Venus leaving at the end of term, it was necessary to embed changes slowly to avoid any unnecessary stresses on pupils and staff. Mrs Ranson stated that it was vital to ensure very clear responsibilities when communicating with parents. Mrs McCamley reported that she was ensuring she was present around the school as much as possible.
- 5.5. Trustees agreed to the changes and agreed that this would be communicated to staff, but not to parents at the present time.

#### 6. Child Protection

- 6.1. Mr James stated that all Senior Leaders and Heads of House are now either Child Protection or Safeguarding Officers which means there were eight Safeguarding officers in Academy.
- 6.2. Mrs McCamley advised that since the beginning of September the number of Child Protection cases had remained at two. Child in Need cases had dropped from 3 to 2, but had then increased back to 3 cases. There were 9 current Team Around the Child cases and 19 Persistent Absentees (PA). Mrs McCamley stated that the attendance was a concern compared to the same period last year. She stated that she had met with Michael Spyrou, the Central Bedfordshire EWO and he had stated that the Academy should continue with current practice, documenting meetings, sending letters to parents and demonstrating action and support for PAs. Mrs McCamley stated that the Academy is strict and thorough in tackling attendance and was striving towards the target of 97%.
- 6.3. Mr James stated that there were a number of strategies in place to encourage pupils to attend school regularly, for example prize draws and encouragement from Heads of House. Mrs Prutton stated that the previous reward of non-uniform worked well, but it was important to ensure appropriate communication with parents on this issue.
- 6.4. Mr Riches stated that he felt that 100% attendance was an issue as there are pupils who are off for genuine illness reasons. Mr James agreed that it was a difficult issue and this was why the target was 97% rather than 100%. Mr Fielding stated that the Academy, along with other schools, would never manage to stop parents taking pupils out of school due to cheaper holidays during term time. Mrs Prutton stated that it was vital to ensure that pupils grew up with the ethic that it was important to attend school to ensure that they

develop a strong work ethic for the future.

- 6.5. Mrs McCamley stated that the Academy had its highest attendance last year ever, and it was a matter of keeping on the ball to encourage good attendance from pupils.

## 7. Reports from Sub-Committees

7.1. There were no matters arising from Sub-Committees.

7.2. Mr James stated that Curriculum sub-committee was due to meet on 9<sup>th</sup> January.

## 8. Preparation for Ofsted

8.1. Mr James suggested that each governor took on a focus of a particular areas of the Academy to be able to report back on progress in specific areas, in preparation for Ofsted and to ensure the Governing Body as a whole had an accurate picture of the Academy. He proposed a meeting to identify key aspects of the Academy and gather as much information as possible to ensure readiness for an Ofsted visit. This approach would allow that individuals were able to have a more thorough understanding of a few areas, rather than all Governors knowing a little about everything. Mr James stated that the SEF had been updated and will be published to Governors in the New Year. Mr James gave out an extract from the Key with questions from Ofsted for governors.

8.2. Trustees were asked to look at the questions on Key document – Safeguarding, pupil achievement etc, and to email him by 16<sup>th</sup> December with preferences for focus areas.

8.3. Mr B Sale stated that this would provide a focus for future meetings.

ALL

## 9. Link Governor Reports & Agree Dates for Link Governor meetings

9.1. Mrs Webb advised that she had met with Mrs Read who had taken over as head of MFL. She stated that Mrs Read was getting used to the new Target Tracker system, but that there had been a slight dip in progress in French, but Mrs Read had attributed this to the loss of lessons due to enrichment being added into the timetable. Mrs Webb stated that, overall, there appeared to be good progress in French and she was impressed by Mrs Read's enthusiasm for the role and her ideas to gain a higher profile for the subject across the Academy.

9.2. Mr Fox advised that he had met with Miss Perry, Head of PE. He reported that PE staff had been working hard to diminish differences, particularly in years 5 and 6; a great deal of work had gone into this and gaps had been successfully narrowed. Much effort had gone into encouraging summer sport activities and links with the local cricket team had been established and the Academy had new cricket nets. Similarly with hockey, pupils were now making better use of facilities and equipment. Mr Fox stated that a cover for the swimming pool would considerably extend the use of the pool. He reported that the Academy had now introduced rookie lifeguard training which added to the Young Leader/FA qualification. Mr James stated that the current concern for PE was the challenges around the changing facilities and the number of pupils needing to change at the same time, particularly for enrichment activities. He advised that the intention for this year's PE funding was to invest in improving the changing rooms.

9.3. Mrs Desborough reported that the SENDCo has reduced to working 3 days each week, but still working from home on 2 days. Much time was being spent on applying for EHCPs, particularly for two pupils. Mrs Desborough advised that the two SEND administrators were taking on more of the SEND role. The Bridge continued to be very busy and that it was an extremely valuable support, but very time consuming. Mrs Prutton questioned problems regarding absence of TAs? Mrs Desborough stated that there were days when there had been a very real challenge, with 4 or 5 TAs absent, and this meant there were times when they were really juggling to ensure pupils who were funded for support received it. Mrs Desborough stated that the department was putting in as much support as possible for members of staff, for mainly external issues affecting absence. She advised that TAs were now meeting together weekly with the SENDCo to allow support and off-loading. Mrs McCamley stated that another TA would be employed from January to complement staff already experienced with working with pupils on the autistic spectrum.

9.4. Mr Sale advised that there had been some issues with form tutors teaching their own

subjects, personal development (PD) and including Philosophy and Ethics (EP) and RE into form time. It had been found that some staff had found this difficult to teach, especially with the time pressures on form time. The intention now is that core elements have been put into PD lessons which allowed staff to focus on specific areas. Mr Stonehouse stated that there had been issues at the beginning of term attempting to split discussions across two different days. Now, EP was taught during lesson 1 on Monday and PD had been split between two half hour slots. Mrs McCamley stated that she believed that both PD and EP should be taught by the form tutor as they are the one with the relationship with their pupils. Training had been put in place with AR and now staff happy and can see it working and pupils really engaged and making progress.

## **10. Governor Training**

- 10.1.** Mr Sale advised that the latest CBC training booklet could be found on Governor Hub, and to request and training as required. Trustees then carried out an update of skills profiles to be able to assess skills gaps on the Governing Body.

## **11. Update on changes in structure of education in Sandy**

- 11.1.** Mrs Prutton stated that the situation has become quite fluid recently and she had been privy to numerous conversations, emails and meetings over the past 3 years and it would be unfair to put anyone else in this position at the present time.
- 11.2.** The Department of Education had requested that the MAT consultation was put on hold due to the unsettled situation with the future of education in the Sandy area. Mrs Prutton stated that the Members of the Academy Trust were exploring how the Academy should move forward. Since then, there had been consultation meetings held by the Upper School and those local lower schools looking to change their age range which had been very political discussions, for example mentioning the dip at KS2, inferring this happens at middle, not lower school, level.
- 11.3.** Mrs Prutton stated that she had contacted Mr Burt, the local MP, as she was not happy with the level of transparency and believe that parents should be able to make informed decisions on where they would like their children educated. Mr Burt had replied, and passed the issue to the local authority and Sue Harrison, Director of Children’s Services. The LA had made it clear that they don’t want SPA to be in competition with the Upper School, and that the bottom line was to ensure children achieved results.
- 11.4.** Mrs Prutton advised that she had a meeting scheduled on 16<sup>th</sup> December with Helen Redding and Tracey Stock, Chair of Sandy Upper Governing Body, which was after the end of the consultation for the age range change being proposed by the Upper School and local lowers. Mrs Prutton stated that the concern was that if the lower schools are allowed to continue to years 5 & 6 that they will be unable to achieve results.
- 11.5.** Mrs Prutton stated that she believed that there was an agenda at the LA and was uncertain of the way the LA would like the Academy to go. She stated that whatever the Academy or any others had stated we needed to be able to support with data, which had been provided to Sue Harrison and Helen Redding. Mr Greener stated that he believe that the LA need to be challenged to state what their preferred option and offer strategic direction.
- 11.6.** After discussions, Trustees agreed to continue with Maple Tree, and hopefully Laburnum, to seek MAT status.
- 11.7.** Mrs Prutton suggested that Trustees worked as two distinct groups to look at the way forward – one group to ensure the Academy was Ofsted-ready and a second group focussing on the changes locally.

## **12. Dates of Future Meetings**

Board of Trustees	7 <sup>th</sup> March 2016 at 7pm
Academy Trust AGM	14 <sup>th</sup> December at 6pm
Finance Sub-committee	14 <sup>th</sup> December at 7pm
Curriculum & Standards Sub-committee	9 <sup>th</sup> January 2017 at 4pm
Marketing Sub-committee	tba

**13. Policies to be reviewed prior to next meeting**

**Curriculum Sub-Committee** – Terms of Reference; Behaviour, Curriculum, RE & Collective Worship, Sex & Relationships Education; Literacy, Literacy Across the Curriculum, Numeracy, Spiritual, Moral, Social & Cultural Policies

**HR Sub-Committee** – Terms of Reference; Safeguarding & Child Protection

**Environment, Health & Safety** – Health & Safety Policy & Arrangements

**14. Any Other Business**

**14.1.** Mrs McCamley stated that communication was always an issue with parents and would like to send a weekly bulletin in a new format which was populated weekly with key data including attendance, star of week, pupil of week, key dates, SMSC etc. She also wanted to be able to promote the role of Governors at the Academy and would like to see a Governor section each week to keep parents up-to-date and so that parents can see that Governors have a presence within the school. MR asked the bulletin would be communicated to parents? Mr James stated that this would be by email and adding to the website, but that the new website should be able to send an alert to parents when the bulletin was uploaded.

**14.2.** It was noted that Mr Mac McCamley, husband of Mrs McCamley, has offered the services of his company Quantum Steps, which provides counselling services to Parents of some of our families. This is offered with no financial payment and therefore Trustees were happy to agree this offer.

Meeting closed at 9.15pm

Agreed as an accurate record of the meeting on

Signed: \_\_\_\_\_

**Jane Prutton**  
**Chair of Governors**