

**Minutes of the meeting of the
Sandye Place Academy Board of Trustees held on
Wednesday, 28th September 2016 at 9.30 am**



Sandye Place Academy
Achievement Through Partnership

Attendance and Apologies:

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

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

In attendance: Cath Watters (Clerk) (to the end of item 12)

Item	Action
1. Apologies for Absence 1.1. Apologies for absence were received from Mr M Sale, Mr J Morgan, and Mr M Greener and were accepted by all present.	

2. Elections

- 2.1. There were no nominations received prior to the meeting for the position of Chair. Mrs Prutton was nominated by Mrs Desborough and Mrs Webb seconded the nomination. **Mrs J Prutton was duly elected as Chair of the Governing Body.** Mrs Prutton accepted the nomination and advised that she would be stepping down from Chair at the end of the Year as she believed that the position of Chair is better in the hands of a parent. She also stated that she believed that the Governing Body should evolve and this is better to achieve with succession planning for new Chair. Mr M Sale had agreed to continue as Vice chair to the end of year, as there was a desire to ensure stability within the Governing Body during the period of consultation. Mrs Prutton stated that it would be necessary to have another Trustee ready to step into the role of joint Vice Chair with the intention of stepping up as Chair at the beginning of 2017 . Mrs Prutton stated that she would then step down as Chair and become Vice chair as support. She stated that it was her intention to remain as a Member of the Academy Trust and still have support of two other former chairs on Trust.
- 2.2. There were no nominations received prior to the meeting for the position of Vice Chair. Mrs Prutton nominated Mr M Sale as Vice Chair which was seconded by Mrs Ranson. She asked for Trustees to consider whether they would be willing to become joint Vice Chair with a view to stepping up to Chair in January. **Mr M Sale was duly elected as Vice-Chair of the Governing Body**
- 2.3. Appointments to Sub-Committees were made as per the attached Governor Responsibilities breakdown.
- 2.4. Link Governors for 2016/17 were agreed as per the attached schedule.

3. Declaration of Interests and Governor Code of Practice

- 3.1. Mr Rowland and Mr James declared interest as Governors of Maple Tree Lower School which the Academy supplies with services. Mrs Kane advised that her husband is involved in Mid Beds Tigers under-8s football team. There were no other declarations of interest.
- 3.2. Governors agreed to the Governor Code of Practice for 2016/17 and this was duly signed.

4. Items for Consent of the Board of Trustees

- 4.1. The minutes of the Board of Trustees held on 22nd June 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 4.2. The minutes of the Extraordinary Governing Body meeting held on 11 July 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting and to be recorded as a confidential minute**
- 4.3. The minutes of the Finance Sub-Committee held on 18th July 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 4.4. The minutes of the Environment, Health & Safety Sub-Committee held on 18th July 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting**
- 4.5. **The minutes of the HR Sub-Committee to follow.**
- 4.6. The Homework Policy and Preventing Radicalisation Policy were all ratified having previously been reviewed and agreed by the relevant Sub-Committee. Mrs Kane advised that the Use of Teaching Assistants Policy & Dinner money policies are operational policies for noting, not Governor policies. Mrs Kane explained that the TA Policy came about as a result of her studies into the impact of TAs on pupils and the value added by them to pupil attainment. The policy was written to ensure best use is made of TAs to support pupils and teaching staff. Mr James asked if there was a succession planning and training programme for TAs? Mrs Kane advised that the Academy now has a number of TAs qualified to Level 3 and a number of new TAs who are studying to qualify and that the Academy continues to encourage all staff to develop.

5. Matters arising

- 5.1.** Mrs McCamley spoke about the SEND provision in school and the high proportion of pupils with SEN needs. Mr Smith asked how pupils were assessed to determine whether they had a specific SEN need or whether lack of suitable intervention was responsible for a child's progress. Mrs McCamley stated that if interventions had been put in place and the pupil had still not made progress then staff looked at providing SEN provision and support. There was also a third stage which was to look for external support for pupils. She explained that the curriculum is tailored for pupils looking at traits of (for example) autism and this can help pupils. She stated that transition from lower school is key and this had worked well with newly arrived year 5s when a TA had worked closely with a pupil at one of the lower schools since Easter to ease transition to the Academy. On arrival at the Academy, this TA became the pupil's key worker.
- 5.2.** Mrs McCamley advised Trustees about the changes to timetable from the start of term, changing lesson length from 1 hour to 55 minutes and extending afternoon registration to provide time for pupils to read for 30 minutes to support the introduction of Accelerated Reader. In addition, Lesson 5 on both Wednesday and Fridays are now Enrichment activities which pupils opt into two activities to take part in each half term. Staff are able to share their interests with the pupils and pupils in turn gain new experiences and skills and build relationships with pupils across different year groups.
- 5.3.** Mr Venus spoke about a camping trip which was planned for pupils who made no writing progress in Year 7. This was to be three days of activities – water sports, camping, walks, trampolining. On their return to school the pupils will be given the opportunity to write about their experiences with the intention of trying to gain progress in writing. Some of the pupils have not had these opportunities previously and the hope is that they will gain as individuals as well as academically. Mr Venus stated that the trip was being funded entirely by pupil premium, although there was still a struggle to get some of the parents to engage for completing the necessary paperwork.
- 5.4.** Mrs McCamley advised that that Year 6 had been fortunate to have a visit from Wizard Stories who inspired and engaged pupils to tell the next stage of stories. Pupils enjoyed the visit and were entirely engaged, continuing the work in lessons after the visit.
- 5.5.** Mrs Prutton asked that Trustees note the work carried out by Mrs Ranson in preparing the consultation document for SMArT. Trustees thanked Mrs Ranson for her time and commitment to produce a high quality document.

6. Child Protection

- 6.1.** Mrs McCamley advised that the Academy had two Child Protection (CP) cases, three Child in Need (CIN), three Looked After Children (LAC) and nine Team Around the Child (TACs). Mrs McCamley stated that these relatively low numbers indicate how important it is to get early help to support families before crises occur and that both Student Support and the Bridge (SEND provision) greatly help in this respect.
- 6.2.** Mrs McCamley advised that there were currently 19 Persistent Absentees, which was high but mainly because a number of children who were on holiday at the beginning of term. Mrs Weldon would monitor these and watch carefully going forward.
- 6.3.** Mrs McCamley advised that all the Heads of House would shortly have completed their training as Child Protection Offices ensuring that signs were spotted sooner rather than later and that cases can be shared around more members of staff.

7. Principal's Report

- 7.1. Mrs McCamley spoke to her report and advised that it was important the Trustees understood that the Sports Funding may only be available for a further year. Mrs Kane stated that the Academy had received £9000 for three years, but this may stop. Mr James stated that the Academy had used the funding well and invested in purchasing new and updating equipment. Mr James stated that there were currently issues with the changing rooms and the Academy would need to look at building new changing facilities.
- 7.2. Mr James also advised that there was still a desire to refurbish the pool area to make the facilities usable throughout the year, rather than just the summer months. The pool needed to have a roof, but the cost of this would be in excess of £100,000. Mrs Kane stated that the Academy was constantly looking for grants to be able to achieve improvements. Mr Smith asked if the pool was available all year would it be possible to share the facility with other schools? Mrs James stated that swimming is part of curriculum, and there were clear opportunities to share, timetabling and staffing dependant. Mr Smith asked if there was a possibility of Section 106 money from housing developments could this be used to provide community facilities? Mrs McCamley stated that this would be possible and that the pool had been used during several summer holidays and in summer evenings for community access.
- 7.3. Mr Smith explained how if a large development is approved then developers have to provide funding for school places, whether this is a new build school or additional funding to existing schools. Mrs Kane stated that whilst the Academy had a large site, the teaching rooms weren't large enough rooms for large classes. Mrs McCamley state that the main concern was the dining hall, as it was proving impossible to get pupils through lunchtime quickly enough. She advised that the Academy had invested in concrete picnic benches to allow pupils to eat packed lunches outside, but this didn't fully address the problem, particularly in colder weather.
- 7.4. Mr Fielding asked that, with the current proposals from other schools in the Sandy area to change to Primary and Secondary system, did the Academy anticipate seeing the same number of pupils in future years and be mindful of making investments going forward? Mrs Kane stated that things will become clear over the next few months and that the Academy may lose a number of pupils if other schools become primary. She stated that the funding for the Academy for 2017/18 would be based on 501 pupils (the number at the Academy on census day) but there was a need to try to predict the number of pupils in future years and to invest accordingly. Mrs McCamley stated that there was a need to plan carefully and be cautious with investment as the Academy still needed to survive and develop, taking into account that Sandy was continuing to expand.
- 7.5. Mr Smith stated that attending the Locality meetings held by Central Bedfordshire Council, was key to knowing what was going on. Mrs McCamley stated that the Open day arranged for 15th October was key and really important to 'sell' the school to the local community. Mrs Desborough stated that all parents of Year 4s who attend Robert Peel Lower had been sent a letter advising them that they must apply for a place at middle school as the proposal to convert to Primary was still just a proposal, and that they would refuse the place if they wish further down the line. Mrs Kane stated that the Academy would, as in previous years, invite parents of all year 4s at Sandy schools and use social media to ensure parents were aware of the Open Day.
- 7.6. Mrs Prutton stated that the concern has been the level of attainment at the end of Year 4 and the worry was if pupils stay at lowers for Years 5 and 6, pupils will not benefit and will struggle if the standards are low. She stated that the exceptional GCSE results achieved at Sandy Upper was due to combined work at middle and upper school. Trustees discussed the structure of education in Sandy. Mrs McCamley advised that parents have been expressing concern that their children will be forced to go to certain schools, but she has clearly advised that that it will remain a parental decision where their children attend school.
- 7.7. Mr Riches noted that behaviour and exclusion rates had both improved and questioned whether this was due to certain pupils having left the Academy? Mr James stated that a few specific pupils leaving had had an impact, but the improvement was mostly due to pupils realising that poor behaviour was not tolerated and consistency from staff, role

modelling behaviour greatly helped pupils understand that if they ‘cross the line’ then there would be consequences. Mr Venus stated that a mentoring programme had been introduced, to support pupils on the cusp of exclusion, by senior members of staff and with pupils and parents being seen on a daily basis. Other systems had also been introduced for certain pupils which had also reduced behaviour problems.

- 7.8. Mr James stated the House system had been introduced with five Heads of House and each House made up of one class from each Year group. Pupils would be earning points for their House across lessons, and other activities and that Heads of House had a focus on pupil achievement and behaviour
- 7.9. Mrs McCamley stated that from the Catch Up Funding, more had been spent on English than Maths. She stated that interventions and boosters were very effective in Maths, but the same couldn’t really be applied in the same way with English. She advised that to support reading, and the ADP focus, the library had been redesigned to be more appealing to pupils and pupils were now able to visit the library at any break or lunchtime. New books had been purchased and the Academy was fortunate to gain a grant from Foyles to achieve this, and other books were on loan from the Schools Library Service. The Academy had invested heavily in the introduction of Accelerated Reader and feedback from staff and pupils in the first few weeks of term was only positive. Parents would also be able to log into their child’s account to see their progress and be able to purchase suitable books for their reading ability..
- 7.10. Mr James stated that Trustees needed to be specialists when Ofsted visit so that each can answer questions on specific areas. Mrs Kane stated that there were three key areas which Ofsted may focus on – PE funding, Catch-up Funding and Pupil Premium and how these have been invested for pupils’ benefit. Trustees agreed to advise Mr James of the areas they would each like to specifically to address.
- 7.11. Mrs McCamley advised that the Academy had invested in a new system – Target Tracker – to grade pupils against curriculum expectations. This was as part of the ADP and Trustees would have access to reporting to be able to look at vulnerable groups and reports to track pupil progress.

All

8. New Academy Behaviour Monitoring and House System

- 8.1. As per discussion at minute 7.5 above.

9. Academy Uniform

- 9.1. Mrs McCamley said she’d had a number of complaints about the green polo shirts, that the colour washes out and they are too hot for pupils to wear in summer. She stated that she is proposing that, from September 2017, pupils all wear white shirts with a (clip-on) tie with a stripe showing their house colour. She advised that this would be far more cost-effective for parents as it is possible to buy three white shirts for the price of one polo shirt. With the change it would be necessary for all jumpers to be v-neck. Mrs McCamley advised that the Senior Leadership Team were also proposing that blazers be worn as the addition of pockets would help pupils to not lose their possessions so often. Mr Riches stated that he thought that polo shirts were suitable for lower school, but that shirts and ties were more grown-up. Mr Smith stated that a key consideration was ensuring it was as easy as possible for parents to purchase uniforms, both in terms of price and availability. Trustees discussed the options for future uniform and agreed that from September 2017 the Academy uniform would be shirts and ties (rather than polo shirts) and the proposal of blazers to be discussed with pupils to hear their thoughts before making a decision.

Items 10 - 11, 13, 14 & 15 of the agenda were discussed by Trustees during the remainder of the Planning Day but were not minuted.

14 Dates of Future Meetings

Head's Performance Review	(tba)
Pay Committee	(tba)
Board of Trustees	Wednesday, 7 th December 2016 at 7pm
Academy Trust AGM	Wednesday, 7 th December 2016 at 8.30pm
Finance Sub-committee	(tba)
Curriculum & Standards Sub-committee	(tba)
Marketing Sub-committee	(tba)
HR Sub-Committee	(tba)
Health & Safety Sub-Committee	(tba)

15 Policies to be reviewed prior to next meeting

- Curriculum Sub-Committee** – Terms of Reference;
- Finance Sub-Committee** – Terms of Reference;
- HR Sub-Committee** – Terms of Reference;
- Environment, Health & Safety** – Terms of Reference;
- Marketing** – Terms of Reference

Post meeting note: As per minute 2.2 above, Mrs L Webb was nominated by Mrs J Prutton and seconded by Mr M Sale to become joint Vice-Chair of the Board of Trustees.

Agreed as an accurate record of the meeting on 7th December 2016

Signed: _____

Jane Prutton

Chair of Governors

Sandye Place Academy Governor Responsibilities 2016 - 2017

Chair Vice Chair	Mrs J Prutton Mr M Sale/Mrs L Webb
Finance (to include Resources)	Mike Sale (Chair) Kim McCamley Steve Fox Andy Fielding Ted Rowland Kaz James Sharon Kane (ex officio)
Environment, Health and Safety	James Morgan (Chair) Kim McCamley Andy Fielding Angela Desborough Steve Fox Sharon Kane Marc Ford
HR and Personnel	Lynn Webb (chair) Hannah Ranson Ben Sale Sharon Kane Jane Prutton Peter Smith
Marketing (to include Trading)	Hannah Ranson (Chair) Kaz James Ben Sale Ted Rowland Malcolm Riches James Morgan
Curriculum	Steve Fox (Chair) Mike Sale Steve Venus Angela Desborough Malcolm Riches Lynn Webb Kaz James

Audit Committee: Chairs plus Chair of Governors

Pay Committee: Mike Sale as Chair, and chairs of all the sub-committees.

Appointed Governors: Heads review, Threshold, Assistance reviews, business manager.

SPECIFIC LINK GOVERORS	
English (Anthea Barclay)	James Morgan
ICT (Nick Kendall)	Andy Fielding
Science (Clive Ilett)	Kaz James
World Studies (Tony Lock & Faith Lawson)	Hannah Ranson
Personal Development (Ben Sale)	Hannah Ranson
MFL (Dani Read)	Lynn Webb
Design and Technology (Nick Kendall)	Malcolm Riches
PE (Carolyn Perry)	Steve Fox

Music, Art, Drama and Dance (David Hall)	Ben Sale
Maths (Harpreet Singh)	Mike Sale
Special Needs (Karen Slack)	Angela Desborough
Training Link Governor	Ben Sale
Child Protection Governor	Jane Prutton
LAC/Safeguarding/Exclusion Governor	Ted Rowland
Kitchen (Helen Bennett)	Andy Fielding
School Council (Sarah Weldon)	Peter Smith