

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



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	Mrs S Kane	P
Mr M Greener	P	Mr B Sale	P
Mrs J Stephens	P		
(Vacant)			

Governor attendance for this meeting: 100%
Governor attendance at meetings, year to date: 95%

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

In attendance: Mr Peter Teague (Slade Education Consultancy) (items 1 – 5 and item 9)
Cath Watters (Clerk)

Item	Action
1. Welcome 1.1. Mrs Ranson opened the meeting at 7.05pm and welcomed all Trustees to the meeting.	
2. Apologies for Absence 2.1. There were no apologies for absence.	
3. Declaration of Interests 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.	
4. Items for Consent by Full Governing Body 4.1. The minutes of the Board of Trustees, including the confidential minute of item 9, held on 13 th December 2017, 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 with the Director of Children's Services held on 13 th December 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting. 4.3. The minutes of the Finance Sub-Committee meeting held on 8 th January 2018, copies of which had been previously distributed, were confirmed as an accurate record of the meeting. 4.4. The SEND and Redundancy Policies were both agreed , having been reviewed by Trustees.	
5. Matters Arising 5.1. There were no matters arising.	
6. Principal's Report 6.1. Mrs McCamley took questions on her report. 6.2. Mr Fox stated that he had intended to ask about the SATS floor standard, but this had already been answered by Mr Teague.	

- 6.3.** Mr Stonehouse stated that he had previously sought clarification from Mrs McCamley regarding the Reading/Writing attainment and the figures in brackets. He advised that this related to pupils who had attained a higher standard than had been predicted from their KS1 result. For example, for Reading Attainment of Middle achieving pupils at KS1, 7% achieved a higher standard at KS2 than expected, but this compared to 14% nationally who achieved higher than expected.
- 6.4.** Mrs Desborough queried about the Quality of Teaching and advised that she came from an audit background whereby notice of audit/inspection was given on the day, yet teaching staff had plenty of notice of observations of teaching. Mr Sale stated that advised that legally, as per union agreements, SLT needed to give teaching staff a minimum of 5 days' notice of observations. However, he stated that monitoring visits, popping in and out of lessons, could be done without any notice, and this was very effective at getting a feel of teaching and learning and this monitoring ensured staff were on track with the Scheme of Work. In addition, carrying out book scrutinies whereby staff had to submit randomly-selected pupils' books with no notice to check that book evidence demonstrated pupils' attainment and this was then checked against data. Mrs McCamley stated that as staff are given notice for observed lessons then they can manage to plan an outstanding lesson for the day, but this isn't necessarily representative of their standard lesson quality. She stated that she believed it was more valuable to stick to monitoring visits rather than observations. Mr Stonehouse stated that as staff are aware that they may get a monitoring visit at any time, there is less likelihood of someone 'slacking off' in their lessons as they are always aware of the possibility of a visit. Mrs McCamley advised that there was now a focus on Teachers' Standards, which is the minimum requirement set by the DfE for teachers' conduct and practice. She stated that all teaching qualified SLT were now teaching regular lessons and that any member of staff can visit any other teacher's lesson to do a monitoring visit.
- 6.5.** Mr Smith questioned the number of staff who were reported as being 'good' or 'outstanding' and queried how results as they are if the teaching is regarded as 'good' or better? Mr Greener stated that when looking at the timetable it had appeared that there were staff doing the wrong things in the wrong places, so that good teachers' time was taken elsewhere, but this had now been redirected back to the classroom. Mr Smith asked what happens during lesson time as he believed that a good teacher would understand whether pupils had made progress or not? Mrs Stephens stated that the SATS measures Maths and English performance in Year 6 and it was vital that the right teachers are in Years 5 and 6 to ensure pupils get to the right place. She stated that all staff had performance management targets, which feed CPD provisions, and steps are taken accordingly. Mrs McCamley advised that not all the staff taking lessons are qualified teachers, some are HLTAs, some are unqualified teachers and she didn't agree that teaching was poor. She stated that two members of staff had previously been nurtured through the unqualified teacher route and were now strong, successful teachers. She advised that there were three unqualified teachers on staff, one had left, one was long-term sick and one is doing very well, with mock SATS results of her group being on track and pushing for higher levels. Mrs McCamley stated that the Academy had to have unqualified teachers as it was so difficult to recruit. She reported that HLTAs were currently teaching lessons as it had been extremely difficult to attract staff. She advised that SLT had now increased their teaching time to maximise qualified teacher time in classrooms.
- 6.6.** Mr Smith asked if there was any external assistance which was available to the Academy to help recruit staff? Mrs Stephens stated that the Academy had now invested in supply teachers who had been offered long-term assignments to maintain continuity. Mrs Kane stated that Operations Committee was looking to ensure that the right staff were in the right places.
- 6.7.** Mrs Ranson stated that the previous SIP had always advised that progress made by pupils was 'good', although not as good as in the rest of the country. She asked if pupils had been offered catch-up lessons? Mrs McCamley stated that whilst school could direct pupils' time within the school day, it wasn't possible to force pupils to attend additional classes before or after school. Mrs Kane stated that the school received catch-up funding for pupils in Year 7 who hadn't achieved SATs passes. She stated that the Academy published how the catch-up funding was spent, what interventions had taken place and how the impact was measured.
- 6.8.** Mrs Ranson queried why Maths interventions had been reduced from 2 hours to 1 hour? Mr Sale advised that additional Maths lessons had been put in place for Year 6s with some significant timetable changes since the start of January. He stated that Mrs McCamley was now teaching more, as was Miss Hyde, so it was necessary to reduce the interventions

form 2 hours to 1 hour. Mrs McCamley stated that those pupils were now involved in other interventions with other teachers. Mr Sale advised that he has reviewed each and every Pupil Premium child so they now all get intervention, as well as the cusp children. This means that Pupil Premium pupils who are also cusp are getting twice the amount of interventions.

- 6.9. Mrs Ranson noted that all pupils were getting intervention for writing and the focus on reading comprehension to maximise the reading results.
- 6.10. Mrs Ranson asked what was meant by two steps progress? Mrs McCamley stated that the pupil's band is the year group they are in, but each band is divided into six sections, and pupils are expected to make one step progress each half term, so six steps across the year. Mrs Desborough advised that Target Tracker helps to drill down to see who hasn't made progress and can then look at where the focus needs to be to support pupils appropriately.
- 6.11. Mrs McCamley stated that the Academy needed to do what Primary schools do and just focus on Maths, English and Science in the 6 months prior to SATS. She advised that the Year 5 team were going back to basics with SPAG, spellings, phonics knowledge to ensure the foundations are there.

7. Child Protection

- 7.1. Mrs McCamley advised that there was one Child Protection (CP) case, which was ongoing and taking a lot of time. She stated that the Safeguarding officers were sharing the cases between them, and that two members of the SEND team were now CP trained. In addition to the CP case, Mrs McCamley advised that there were 4 Child in Need (CIN) cases, 4 Looked After Children (LAC) and 5 Team Around the Child (TAC) cases. In addition, 4 Early Health Assessments (EHAs) had been opened this week with Social Services.
- 7.2. Mrs McCamley drew Trustees' attention to the reports and graphs produced by MyConcern, the safeguarding logging system, which was attached as an Appendix to her report. She advised that attendance across the school was improving, but that there had been a lot of recent absence due to the 'flu bug.

8. Reports from Sub-Committees

- 8.1. Mr Greener reported that Finance Sub-Committee had noted the spend for the PE Grant. Mr Stonehouse advised that he had ordered two rowing machines, to add to the two already owned, as a rowing club had been established with the assistance of a local rowing coach. He also advised that funding had been agreed for Miss Packham to receive Minibus Driver training to support the PE department with attending away fixtures. Mr Smith queried whether it was necessary to have a teacher driving the minibus? Mrs Kane advised that it wasn't necessary, but that the PE teachers attended the fixtures anyway. She stated that there were non-teaching staff who did drive the minibus, all of whom were supportive when required. Mr Stonehouse stated that there was PE grant of £18,000, with only around £3000 spent at present, but with other planned spending for the coming months.
- 8.2. Mrs Kane advised that the Wrap Around Care provision, which had been running since September, hadn't proved to be financially viable, so would be closing on 9th February. She advised that a Breakfast Club, at a cost of £1, would run from after half-term and would be held in the Food & Fabric Room. A Homework Club would also run each afternoon with support from staff.
- 8.3. Mrs Kane advised that the local branch of Barclays was closing during February and that there was now a debit card in place for petty cash use, and that the Academy could use the Post Office for banking facilities.
- 8.4. Mrs Kane stated that she would be reforecasting the budget, although there were lots of unknowns, and would be looking how to plan moving forward.
- 8.5. Mrs Ranson stated that no minutes had been received from the Standards meeting held in October, and that now Mr James had left the Academy, there was no prospect of there being minutes from this meeting. Mr Fox stated that he would write a note of the meeting for purpose of recording that it had taken place.

SF

9. Update on Executive Board meeting held on 5th February 2018

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

10. Governors' Role post-Ofsted

10.1. This item was noted as a confidential minute.

11. Link Governor Reports

11.1. Mrs Ranson noted Mrs Desborough's Link Governor reports from the English department meetings. She noted that there was a class of pupils who, it was believed, were unable to achieve a pass at SATs and questioned whether there was a danger of overlooking pupils in that group who may be capable of passing? Mrs Desborough advised that there had been a change in groupings since her reports and that one teacher now had a group of cusp children, and that there was certainly no child who was being overlooked. She advised that she would continue to attend the meetings and look at the data.

11.2. Mrs Ranson asked all governors to continue to perform their link governor roles and conduct visits within the scheduled Link Governor meeting window. It was agreed that two governors would be assigned to both Maths and English to ensure sufficient focus, and that governors meeting with other Heads of Department would focus on how the other areas were supporting Maths and English. It was agreed that there was no need to conduct visits to Catering or School Council, as it was vital that focus went to the right areas. Mrs Kane advised that she had completed a book scrutiny.

11.3. Mrs Ranson stated that she would seek clear guidance from Mr Teague for areas for governors to look at when conducting Link Governor visits.

12. Governor Training

12.1. It was agreed that there were areas in which Governors would benefit from training and this would be considered and training arranged accordingly.

13. Round Table

13.1. A number of items were discussed and noted as confidential minutes.

13.2. Trustees agreed that there would be an additional meeting of the Board of Trustees arranged once the Ofsted report was published to allow discussion.

14. Policies to be reviewed prior to next meeting

Standards Sub-Committee – Anti-Bullying, Behaviour, Curriculum, Exclusion, Educational Visits, More Able & Talented and Target Setting policies.

Finance Sub-Committee – Data Protection & Freedom of Information policy.

Operations Sub-Committee – Safeguarding & Child Protection, Disciplinary, Photography, CCTV policies.

15. Dates of Future Meetings

Board of Trustees	Wednesday, 22 nd May 2018 at 7pm
Finance Sub-committee	28 th March at 7pm
Standards Sub-committee	tba
Operations Sub-committee	13 th March 2018
Link Governor Meeting Window	19 th February – 2 nd March 2018

Meeting closed at 9.55pm

Agreed as an accurate record of the meeting on 22nd May 2018.



Signed: _____

Hannah Ranson
Chair of Governors