



Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Tuesday, 7th March 2017 at 7pm

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr S Fox	P	Mrs K McCamley	P
Mr M Sale	P	Mr T Stonehouse	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 J Stephens	P	Mrs S Kane	P
Mr T Rowland	P	Mr B Sale	P

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

In attendance: Cath Watters (Clerk)

Mrs Prutton opened the meeting at 7.05pm.

Item	Action
<p>1. Apologies for Absence</p> <p>1.1. Apologies for absence were received from Mr Morgan and were accepted by all present.</p>	
<p>2. Declaration of Interests and Governor Code of Practice</p> <p>2.1. Mr Rowland declared interest as Governor of Maple Tree Lower School which the Academy supplies with services. Mrs Kane advised that her husband is manager of Mid-Beds Tigers Under 9s football team who use the Academy's facilities. Mrs Stephens advised that she is a member of the Governing Body of Laburnum Lower School. There were no other declarations of interest.</p>	
<p>3. Items for Consent of the Board of Trustees</p> <p>3.1. The minutes of the Board of Trustees held on 7th December 2016 copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>3.2. The minutes of the HR Sub-Committee meetings held on 10th February 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>3.3. The minutes of the Curriculum & Standards Sub-Committee held on 9th January 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>3.4. The minutes of the Finance Sub-Committee meetings held on 14th December 2016, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>3.5. The Child Protection & Safeguarding; Behaviour; Literacy Across Curriculum; Literacy; RE & Collective Worship; Spiritual, Moral, Social & Cultural; Numeracy; Sex & Relationships Education Policies and Curriculum and Standards Terms of Reference were all ratified, having previously been agreed by the relevant Sub-Committee.. .</p>	
<p>4. Matters arising</p> <p>4.1. Mr Rowland queried the statement in previous minutes that Mrs McCamley was on secondment to Maple Tree. It was noted that Mrs McCamley's agreement is to September</p>	

2019, and is not permanent to protect all parties. It was noted that it could be perceived as a fixed term contract.

- 4.2. Mrs Prutton stated that a couple of meetings have taken place with Karen Hayward and Tracey Stock from SUS and a Locality meeting with CBC and then a further meeting with Heads and Chairs on 1/3 and looking to reconvene shortly to discuss positive ways forward for the future.

5. Appointments to and Resignations from the Governing Body

- 5.1. It was noted that Mrs Lynn Webb had resigned from the Governing Body and had been replaced by Mrs Jo Stephens as Community Governor.
- 5.2. It was noted that there had been two nominations for the Staff Governor vacancy and, after an election, Mr Thom Stonehouse had been successful in being elected a Staff Governor.
- 5.3. Mrs Prutton welcomed Mrs Stephens and Mr Stonehouse and a quick round of introductions took place.

6. Update on Operational Structure and changes in education in Sandy

- 6.1. Mrs Prutton reported that meetings had been taking place with Miss Hayward, Principal of Sandy Upper and Mrs Stock, Chair of Governors and that there was a positive feel to discussions and options going forward. Mrs Prutton advised that there would be some key decisions for the Members of the Academy Trust to take in the near future and that Governors would be invited to the meeting to hear proposals and to express their views, although the decision would be that of the Members.

7. Child Protection

- 7.1. Mrs McCamley reported that working closely with outside agencies is reaping rewards, Mrs Weldon knows families so well that intervention can take place earlier and issues can be tackled before they escalate. Mrs McCamley advised that a panel consisting of the SENDCo, School Counsellor and Parent Support Advisor meet regularly to discuss cases where pupils needed additional support and this means that support is put in place earlier. This system has led to a reduction in Child Protection cases. At the time of the meeting there were no Child Protection cases, 2 Child in Need cases, and 3 Looked After Children. Persistent Absentees had reduced from 38 to 20, which demonstrated Mrs Weldon's work to reduce absence across the school. Mrs McCamley advised that all the Heads of House were now Child Protection officers which meant that the safeguarding team had grown and it was possible to catch issues earlier as more staff available to deal with issues promptly.
- 7.2. Mrs McCamley advised that pupils have been advised that adults wearing blue or black lanyards are safe, and that anyone with a red lanyard is a visitor and should be with a member of staff. Pupils have been told that if they see any adult without a lanyard they should tell a member of staff.
- 7.3. Mrs Kane advised that the Academy had a new electronic visitor/fire record system and that at the fire drill the previous day, just six members of staff hadn't signed in. She stated that the vast majority of staff were reliably using the system each day.
- 7.4. Mrs Prutton asked if there were any concerns with Mrs Weldon going on maternity leave. Mrs McCamley advised that Mrs Weldon was hoping to work until after May half-term and the Academy was looking to employ an experienced Child Protection Officer on a temporary, part time basis to take over some of Mrs Weldon's duties.

8. Principal's Report

- 8.1. Mrs McCamley stated that as she was reporting for a term and a half rather than a term, it has been a difficult report to gather data for and there had been a lot of stress pulling it together due to the timescales involved. She asked if future meetings could take place in the early part of each term to allow reporting on data from the previous term. Mrs Prutton agreed that the SLT should advise a timeline of when it was appropriate for the Governing Body to meet.
- 8.2. Mr James stated that the SEF formed the majority of the Principal's report, but, reiterating Mrs McCamley's point, that meetings needed to be timed more appropriately to work with termly data. Mr James advised that he had advised that each Governor is to focus on

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specific areas, to ease the burden to all and allow each to become an 'expert' in a particular areas.

- 8.3. Mrs McCamley advised that an 'Ofsted-ready folder' had been prepared to keep up to date and present as and when Ofsted visit. Mr Smith asked if it would be possible to produce an executive summary of SEF, as a one/two page headline, comparing data with similar schools. Mrs McCamley stated we use benchmarking against Fisher Family Trust data, and could run a briefing for Governors on the use of Target Tracker.
- 8.4. Mrs McCamley advised that staff now use Target Tracker as the Academy's assessment tool and that there are bands, which relate to year groups, with 6 steps progress in each band. Pupils are not able to go further than their year band, so learning is focused on depth and breadth, rather than further. Pupils are expected to make a step progress each half-term, so by the end of Spring 1 it is expected that pupils will have made 3 steps progress. Mrs McCamley stated that if sufficient progress is not made then interventions are looked at. She stated it was important to note that the new curriculum was very stretching, and that a lot of work that had previously been Year 8 work was now taught to Year 6s.
- 8.5. Mr James stated that Heads of Department would email their Link Governor with data of summary of pupils who have/have not achieved the expected 3 steps progress. He advised that there were interventions taking place across the Academy with small group boosters on Tuesday and Friday mornings, lots of interventions for Pupil Premium pupils, including Third Space learning where pupils log onto a system with live, audio support which relates back to National Curriculum. The recent mock SATS results showed that Pupil who had been involved in Third Space Learning had made very good progress over the term.
- 8.6. Mr James stated Third Space learning replaced one of the enrichment slots for pupils who had been slipping against target. Mrs Stephens stated that her daughter had been very positive about Maths Fun enrichment and she doesn't usually enjoy maths!
- 8.7. Mr M Sale asked if there were interventions in place for more able and talented pupils. Mr James stated that some interventions were in place to give opportunity to cover topics to stretch them.
- 8.8. Mrs McCamley reported that mock SATS being taken each half term by pupils, in familiar surroundings with the aim of trying to normalise the test situation so that when pupils take the real SATS, there is limited additional pressure.
- 8.9. Mr M Sale asked if it was anticipated whether the targets set would be reached. Mrs McCamley advised that homework had been changed for Year 6s so that it was purely Maths and English and included incentives to try to increase learning on Sumdog, timetables and spellings. She stated that mock papers had discovered that pupils were struggling to apply their maths skills, so results of Arithmetic papers were good, but the Reasoning papers were uncovering issues. Pupils were being given lots of opportunities to practice questions as much as possible.
- 8.10. Mr James stated that to try to reduce pressure on pupils they would be reducing the numbers of pupils in classrooms for each test and segregation so that the tests were sat in two groups, one after another. Mrs McCamley stated that a similar system had been used last year and permission to sit the tests in this manner had been applied for.
- 8.11. HR – anxious pupils sitting SATS in afternoon. KJ stated that under exam conditions it can be claustrophobic, but reducing number of pupils in each room will help address this issue. Will do that again this year, keeping pupils separate then sitting separately the lesson after.
- 8.12. Mr Smith stated that he was concerned about the pressures on pupils, and were pupils tested on a week-by-week basis? Mr James advised that pupils have a short test each week so they are familiar with test rules and routines, each week has an arithmetic test of what they've been taught that week. Mrs McCamley stated that the problem with SATS is that it is very artificial as the tests are back-to-back and the pressure of the week is considerable. The pupils become increasingly tired as the week of testing progresses.

9. Reports from Sub-Committees

- 9.1. Minutes of sub-committee meetings were noted.
- 9.2. Mrs Prutton noted that there appeared to be a few issues with Link Governors meeting with Heads of Department and to advise her if there were any issues to ensure the work is shared round.

10. Preparation for Ofsted

- 10.1.** Mr James stated that he had sent all Governors an email to try to arrange a meeting to prepare for Ofsted. He advised them to read the SEF for their key area of responsibility. He suggested that a meeting take place for a couple of hours shortly after SATS to go through the SEF together.

11. Link Governor Reports & Agree Dates for Link Governor meetings

- 11.1.** Mr James stated that he would send out the dates of the next Link Governor window.
11.2. Mrs Prutton reminded Governors to ensure that once their visit is complete they send their report to the Clerk for noting at the next Full Governing Body meeting.

12. Governor Training

- 12.1.** Mrs Kane advised that she was looking to set up a Capita training account for governors, but would send to Mrs Ranson and Mrs Prutton to review as part of HR Committee.
12.2. Mrs Kane stated that she had devised a financial training pack for Governors, lasting about 90 minutes, which she would run before the end of the school year. This was based on the results of the survey she ran on financial probity recently.
12.3. Mr B Sale stated that Governors needed to be trained on the PREVENT course, which related to radicalisation awareness, and that Mrs Weldon would run this before going on maternity leave.

13. Dates of Future Meetings

Board of Trustees	3 rd May at 7pm
Finance Sub-committee	15 th March at 6pm
Curriculum & Standards Sub-committee	24 th April at 4pm
Marketing Sub-committee	tba
HR Sub-Committee	19 th April 6pm
Health & Safety Sub-Committee	22 nd March at 6.30pm
Link Governor Meeting Window	20 th – 31 st March 2017

14. Policies to be reviewed prior to next meeting

- Curriculum Sub-Committee** – Attendance, Exclusion, Educational Visits, More Able & Talented, Special Educational Needs, Target Setting
HR Sub-Committee – Pay, Staff Appraisal, Complaints
Environment, Health & Safety – CCTV, Medical Treatment

15. Any Other Business

- 15.1.** Mr Smith stated that he had heard positive things were happening at cluster meetings, but that parents were unsure of what the future of education looked like in Sandy.
15.2. Mrs McCamley stated that the next school newsletters would update parents on the way forward and to state that all the schools were working together to achieve the best result for pupils. The intention was for all schools to publish the same statement.

Meeting closed at 8.50pm

Agreed as an accurate record of the meeting on 3rd May 2017



Signed: _____

Jane Prutton
Chair of Governors