

Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 10th May 2017 at 6pm



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 T Stonehouse	P
Mr A Fielding	P	Mrs A Desborough	P
Mr M Riches	P		
(Vacant)		LA Governor	
		Mr P Smith	P
Community Governors		Associate Governors	
Mrs H Ranson	P	Mr K James	P
Mrs J Prutton	Ap	Mrs S Kane	P
Mrs J Stephens	P	Mr B Sale	P
Mr T Rowland	Ap		

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

In attendance: Cath Watters (Clerk)

Item	Action
1. Welcome 1.1. Mrs Ranson opened the meeting at 6.04pm and welcomed those present	
2. Apologies for Absence 2.1. Apologies for absence were received from Mrs Prutton, Mr Rowland and Mr M Sale and were accepted by all present.	
3. Declaration of Interests and Governor Code of Practice 3.1. 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.	
4. Items for Consent of the Board of Trustees 4.1. The minutes of the Board of Trustees held on 7th March 2017 copies of which had been previously distributed, were confirmed as an accurate record of the meeting. 4.2. It was noted that minutes of the HR Sub-Committee meeting held on 19 th April 2017, would be recorded as confidential minutes. 4.3. The minutes of the Curriculum & Standards Sub-Committee held on 6 th March 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting. 4.4. The minutes of the Finance Sub-Committee meeting held on 15 th March 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting. 4.5. The minutes of the Environment, Health & Safety Sub-Committee meeting held on 22 nd March 2017, copies of which had been previously distributed, were confirmed as an accurate record of the meeting. 4.6. The Attendance Policy 2017 was ratified, having been reviewed by all Trustees prior to the meeting.	

5. Matters arising

- 5.1. There were no matters arising.

6. Parent Governor Vacancy and Resignation from Governing Body

- 6.1. It was noted that Mr James Morgan had resigned from the Governing Body. A letter had been sent to parents seeking nominations for the Parent Governor vacancy, but there had been no interest. Trustees agreed to wait until September to invite interest from parents new to the school. Mrs McCamley advised that there was a parent who had expressed interest but had been unavailable to attend the meeting.
- 6.2. Mrs Ranson read a statement from Mrs Prutton stating that she would stand down as Community Governor at the beginning of the next Academic Year. She stated that she intended to remain as a Member of the Academy Trust.
- 6.3. Mrs Kane advised that at the recent HR meeting there was discussion on the structure of sub-committees and the need to consider the roles on the Board of Trustees at the next Full Board meeting. It was agreed that this would be discussed in detail at the September Strategy Planning Day.

7. Child Protection

- 7.1. Mrs McCamley advised that Child Protection cases were being caught earlier, which meant that fewer cases progressed up to CP level. She reported that a number of parents were receiving therapy via the Academy to support their family.
- 7.2. Mrs Ranson asked what arrangements were being made when Mrs Weldon commenced her maternity leave? Mrs McCamley stated that it was acknowledged that pupils found it difficult to accept change of staff and that Mrs Slack, SENDCo, would be increasing her hours to full time after half-term to spend two days each week working on Early Health Assessments (EHAs) and supporting pupils and parents. Mr James advised that Mrs Weldon's caseload was being shared between the other Child Protection Officers to ensure effective management of cases. He also stated that additional support in the Student Support Centre would be considered.
- 7.3. Mrs Kane advised that her Child Protection training had lapsed and it was proving difficult to find a course with places, but was seeking this as a matter of urgency.
- 7.4. Mrs Desborough reported that the Academy had recently bought into a software system to report safeguarding concerns and enable users to log concerns centrally. This enables other authorised users (for example Children's Services) to log in to view data to build a picture. Users get different access depending on roles and permissions, and the Child Protection officers at the Academy had all recently been trained in the use of the system.

8. Reports from Sub-Committees

- 8.1. Mrs Ranson advised that she needed to arrange a date for the Marketing Sub-committee to meet.
- 8.2. Mrs Kane updated Trustees from the Finance Sub-Committee: the budget had arrived from the DfE there was more money than last year, but this equated to less per head. The education service grant had been scrapped which meant there was £20,000 less than predicted. The DfE had introduced a new finance return – the Budget Forecast Return: Outturn – which needs to be submitted separately for the accounts to the end of March. Mrs Kane advised that this had been completed and was with the accountants for review prior to submission to the DfE.
- 8.3. Mr Smith asked for a quick explanation of how this affected the overall financial position of the Academy. Mrs Kane advised that the age-weighted pupil funding had remained more or less the same, less for KS2, more for KS3, but marginal. She stated that as funding calculations are taken from the October census the Academy wouldn't be negatively impacted in the coming year's budget due to primaries being established. The key loss is that the Education Service Grant has been scrapped, this is for bought-in services such as legal, financial and personnel. The government had changed this and put it all within the funding formula, yet there are no additional funds within the pupil funding.
- 8.4. Mrs Kane advised that the Academy was anticipating fewer pupils in year 5 from September than the current and previous years, therefore there will be less funding from 2018 onwards. Mrs McCamley stated that there would be fewer form groups in year 5 from September, but that the Academy was taking advantage of natural wastage with some staff leaving at the end of the year and not being replaced. Mrs Kane stated that a lot of work was going into ensuring that there were sufficient resources, yet managing these resources very carefully to ensure maximum efficiency.

8.5. Mrs Ranson asked how pupils were dealing with SATS this year? Mrs McCamley stated that they appeared to be far more relaxed than last year, and that staff were working hard to provide support and relaxing exercise between tests. Mr James advised that after SATS were finished the Year 6s would be treated to an afternoon of fun activities.

9. Consultation on Primary Plus model for Sandye Place Academy and Maple Tree Lower School

9.1. This item was noted as a Confidential minute.

10. Principal's Report

10.1. Mrs Ranson thanked Mrs McCamley for her report and invited questions.

10.2. Mr Smith asked where things were with the Head of Maths? Mrs McCamley advised that he returned after the Easter break. Attainment in Maths was hitting 50%, which still wouldn't reach national average, but that related to entry data. Mrs McCamley reported that pupils were coping better with tests this year and had said that the papers weren't as bad as they had expected. She advised that the use of the Accelerated Reader system had improved the pupils' approach to the reading paper.

10.3. Mrs McCamley stated that the Interim Head of English was very good, and would be staying with the Academy irrespective of whether the Head of Department returned from sickness. She advised that the staff absence insurance was mostly paying for the additional member of staff and that, as usual, absence was being managed according to the Academy policy and with HR advice.

10.4. Mrs McCamley advised that one member of teaching staff was retiring at the end of the year and that a Head of Department who had been off sick and was being supported by the Academy had decided to resign, rather than return to work. She advised that the Senior Leadership Team was due to meet to discuss staffing structure for the coming year.

10.5. Mrs Ranson asked about the recent SIP visit? Mrs McCamley advised that she had yet to receive the report from the visit, but that he had been particularly impressed with AR and the results that were being achieved.

10.6. Mrs McCamley advised that some pupils were receiving additional support with reading to help them improve confidence and attainment.

10.7. Mrs McCamley advised that she had a particular concern about moderation of pupils' work due to the relationships with schools locally. She stated that staff were moderating internally and that Target Tracker assisted as it gave exemplars for bands (Year group expectations). She advised that the Academy may look to work with out of catchment schools to assist moderation.

10.8. Mrs McCamley advised that Mrs Kane had successfully passed her Level 6 Advanced Diploma in School Business Leadership and that Miss Rook had achieved her Masters degree in SEND with Distinction. Mrs Slack, the current SENDCo, would be retiring at the end of the Summer Term but would be doing some consultancy work. The intention was that Miss Rook be appointed as SENDCo from September.

10.9. Mrs McCamley advised that the Academy had increased the safeguarding on computer systems used by pupils with a system called Impero. This monitors what pupils are looking at and searching on computers and staff are able to monitor each pupil's computer use, including retrospectively. This is an improvement to the previous system as it includes a key logger and reports through to the IT team any concerns.

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

11.1. Trustees noted the Link Governor reports

11.2. A number of Trustees advised that they had held their Link Governor meetings and their report would be presented at the next Board of Trustees meeting. Mr Sale advised that he had been unable to meet with the Head of Performing Arts due to the long term absence of the Head of Department.

11.3. Mrs Ranson advised that in the meeting she had held with the Heads of Department for World Studies, there had been a question regarding the impact on pupil progress in World Studies and that it was intended that there would be cross-curricular days for both World Studies and French after May Half-Term to allow pupils to make up for lost time in these subjects.

11.4. Mr Smith advised that he had attended a School Council meeting, where there was lots of talk about toilets and issues of other pupils not looking after them. Mr James stated that most of the vandalism occurs at lunchtimes and that there was a need to look at re-launching Prefects being on toilet duty. Mr Smith stated that the principle of keeping toilets immaculate helped to ensure they stay immaculate.

KJ

12. Preparation for Ofsted

12.1. Mr James advised that he would set up a Doodle Poll to arrange a meeting after half-term. This is to ensure all Trustees are focussing on selected parts of Mrs McCamley's Principal's report, together with data and management of the school. Mrs James stated that he would resend the list of focus areas for Trustees in advance of the meeting.

13. Governor Training

13.1. Mr Sale stated that Mrs Weldon needed to carry out PREVENT (anti-radicalisation) training before she commences her maternity leave, and asked Trustees to respond to the Doodle Poll if they hadn't already done so. He advised that it was possible to undertake the training online, but if Trustees were able to attend the training session this was preferable.

13.2. Mrs Kane advised that she had prepared a training package to deliver to Trustees on financial probity and would arrange a session after half-term.

14. Round Table

14.1. Mrs Kane advised that the Budget for next academic year would need to be approved by the Board of Trustees after the finance meeting to be held in July, but that this would be done by email. Mrs Kane reported that due to the current situation with the consultation, it had been decided not to go out to tender on a number of contracts that would otherwise be renewed.

15. Dates of Future Meetings

Board of Trustees	Wednesday 12 th July 2017 at 7pm
Finance Sub-committee	Wednesday, 19 th July 2017
Curriculum & Standards Sub-committee	24 th May and 21 st June 2017
Marketing Sub-committee	(to be advised)
HR Sub-Committee	(to be advised)
Health & Safety Sub-Committee	(to be advised)
Link Governor Meeting Window	Autumn Term

16. Policies to be reviewed prior to next meeting

Curriculum Sub-Committee – Exclusion, Educational Visits, More Able & Talented, Special Educational Needs, Target Setting

HR Sub-Committee – Pay, Staff Appraisal, Complaints

Environment, Health & Safety – CCTV, Medical Treatment

Meeting closed at 8.35pm

Agreed as an accurate record of the meeting on 20th September 2017.



Signed: _____

Hannah Ranson
Chair of Governors