



Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 22nd June 2016 at 7pm

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr S Fox	Ap	Mrs K McCamley	P
Mr M Sale	Ap	Mr B Sale	P
Mr A Fielding	P	Mrs A Desborough	P
Mr M Riches	Ap		
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	P	Mr S Venus	P

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

In attendance: Cath Watters (Clerk)

Mrs Prutton opened the meeting at 7.10pm and welcomed Mr Peter Smith, the nominated Local Authority Governor and a round of introductions then took place. Mr Smith advised he had been a councillor for the previous 12 months for Sandy, Beeston and Blunham and currently sat on the Licensing Committee, having previously sat on the Children's Scrutiny Committee.

Item	Action
<p>1. Apologies for Absence</p> <p>1.1. Apologies for absence were received from Mr Riches, Mr M Sale, Mr S Fox and Mr J Morgan and were accepted by all present.</p>	
<p>2. Declaration of Interests and Governor Code of Practice</p> <p>2.1. 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.</p>	

3. Items for Consent of the Board of Trustees

- 1.1. The minutes of the Board of Trustees held on 16th March 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 1.2. The minutes of the HR Sub-Committee held on 19th April 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting**
- 1.3. The minutes and reports of the Finance Sub-Committee held on 16th March 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 1.4. The minutes of the Environment, Health & Safety Sub-Committee held on 20th April 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting**
- 1.5. The minutes of the Curriculum & Standards Sub-Committee held on 20th June 2016, copies of which had been previously distributed, were **confirmed as an accurate record of the meeting.**
- 1.6. The Staff Appraisal, Lettings, Food, Critical Incident and Positive Touch Policies and the Terms of Reference for HR Sub-Committees were ratified having previously been reviewed and agreed by the relevant Sub-Committee.

4. Matters arising

- 4.1. Mrs Kane updated Trustees from the previous meeting that the lease agreement with Central Bedfordshire was still outstanding. She stated that, on conversion to Academy status, the land status was on the terms of 'tenancy at will'. It was later recognised that the Youth Club, which forms part of the Academy's Block 2, hadn't been transferred. Central Bedfordshire would not agree to assign a lease in part (ie, not including the Youth Club) and this was taking some time to resolve. Mrs Kane advised that the Academy's Solicitor was dealing with Central Bedfordshire as the Youth Club was in poor condition, and certainly not up to the current standard of the Academy's buildings. The Academy had commissioned a survey to show the state of the Youth Club and in an attempt to avoid the repair costs of the Club. Central Bedfordshire Council were aware that the Academy had no budget to be able to fund repairs and they had stated that there were no funds in the Council budget either. Mrs Kane stated that there was a need to get a lease agreement signed as a matter of urgency, and it was now more than 5 years since the Academy conversion. She stated that it was now unlikely that the Council would negotiate any further and it was likely that the Academy would need to take on the lease and then sub-let the Youth Club to CBC. The tenancy would allow the Academy to keep the buildings in their current state, however it was acknowledged that any Health & Safety issues would make the Academy liable for repair costs. The survey had established that the structure of the building was safe and heating system was antiquated, but safe, although it is reasonably envisaged that this would need replacing in the next few years. CBC had installed a new fire alarm system, which is linked to the Academy's systems. Mrs Kane stated that the toilets were looking 'tired'. Mrs McCamley stated that all these repairs would have been sorted earlier if CBC had sorted the tenancy earlier, then the Youth Club could also have been subject of the bids made to the EFA for funding.
- 4.2. Mr T Rowland noted that the Positive Touch Policy stated that the first point of touch was between a pupil's elbow and shoulder, but he teaches initial contact should be between the wrist and elbow. Mrs McCamley advised that the policy would be reviewed after 15th July when Team Teach training was taking place which included the use of restraint for pupils.

5. Child Protection

- 5.1.** Mrs McCamley reported that there had been a reduction in the number of LAC pupils in school as two had been placed in permanent foster care out of the area. This meant that there were 4 LAC pupils, 4 Child in Need and 1 Child Protection case.
- 5.2.** Mrs McCamley advised that there were 23 Persistent Absentees. A number of parents had taken pupils out of school during term time for holidays and these parents were fined with the assistance of the Local Authority. Mrs Kane advised that new legislation was currently being drafted to address the 'loophole' which led to a fine recently being overturned by the High Court. Mr James advised that Mrs Weldon held attendance meetings with parents which had been effective in improving the attendance of some pupils. Mr Fielding stated that he believed that parents would continue to take their children out of school for holidays during term time as it is cheaper to pay the fine than to pay the increased cost of a holiday during school holidays. Mrs McCamley agreed that she believed this would continue to be the case, but felt that was why it was important that action was taken. Mrs McCamley reported that attendance for the Academy overall was at 96.7% for the academic year, and this had improved greatly over previous years, a lot of this being due to intervention by Mrs Weldon. Mr Smith asked if there was a policy published to parents on attendance? Mrs McCamley advised that there was and it had been agreed by all the Pinnacle Trust schools and published to parents.

6. Principal's Report

- 6.1.** Mrs McCamley invited questions on her report.
- 6.2.** Mrs Ranson queried the acronyms for new interim assessments? Mrs McCamley advised that they meant 'Developing', 'Secure', and 'Mastered' and were now used by most schools and the Fisher Family Trust (FFT). She stated that a small number of pupils had been withdrawn from SATS as they would not have been able to achieve the levels so these pupils sat a teacher assessment at the same time in order to reduce their stress.
- 6.3.** Mrs McCamley advised Trustees that the stress caused to pupils by the SATS this year had been extreme and that lots of other schools and parents had raised the same issues. Mrs Desborough stated that it was heart-breaking watching bright 11-year-olds struggle with wordy tests. Mrs McCamley advised that staff unions had started petitions against the new-style SATS in that they were not inclusive, for example if a pupil can't join their handwriting next year, they will not be marked as national average. She stated that the tests were not pupil-friendly and many were set up to fail. There was no pass mark, so the tests would be marked, averaged and then the pass mark calculated. Mr Venus stated that teaching staff genuinely had no idea what the pass mark was likely to be so were unable to assess where individual pupils would be likely to fall. Mrs McCamley advised that in the last few years the pass level for the reading test had been a Level 4b, but this year it was expected to be a Level 5. Mr Fielding asked how improvements in education could be shown if the pass mark is not assessed until after the tests are marked? Mr James stated that the only way of measuring this would be over future years marks. Mrs McCamley advised that pupils had been taught maths subjects in Year 6 that until last year had been Year 8 work. Mrs McCamley advised that progress shows through the baseline assessments that the Academy does with pupils on entry to the Academy, together with CAT tests and teacher assessments. She stated that Barney Payne and John Carter, both Ofsted inspectors who had carried out some training sessions for the Pinnacle Trust headteachers, advised schools to look at the percentage improvement in pupils, to ensure they are moving up the scale.

- 6.4.** Mr James report that external exclusions had decreased dramatically since 2014/15. Mrs McCamley stated that this was due to the new behaviour strategy and there were now just a few individuals who struggled with their behaviour. Mrs McCamley spoke about the introduction of PODS for internal exclusions, with pupils being restricted to working in the POD, not going out at break or lunchtime and kept isolated from other pupils. Behaviour reflection booklets specific to the behaviour which earned the pupil the internal exclusion were also expected to be completed. Mrs McCamley advised on the Discipline for Learning process, starting with a warning, then up to two D stamps in the pupil's planner, to On-Call which then requires a pupil to attend a detention at 8am the next morning. She was pleased to report that there were now fewer pupils on morning detention. If a teacher sends a pupil On-Call they must contact the pupil's parents or carers and then the pupil is automatically placed on report for a week, stepping reports up through different staff members if necessary over time. Mr James stated that expectations have increased of pupil behaviour and Learning Walks show this improvement. Mrs McCamley reported that the Academy's School Improvement Partner (SIP) had conducted joint observations with her recently and queried why the Academy didn't call Ofsted and request a further visit to achieve 'Outstanding'.
- 6.5.** Mrs McCamley stated that due to the entry levels of pupils to the Academy higher levels of attainment were often difficult to achieve. Mr Smith said that he was aware from Council discussions that pupils often started lower school not being 'school ready' and were often unable to dress themselves, speak properly or hold a pen. He stated that at the lower end of lower schools, there was a lot of work concentrating on giving pupils skills that would previously have been expected and that many parents now lack parenting skills, but that early intervention policies seem to have fallen away. Mrs McCamley advised that the Academy was looking to develop closer working links with local lower schools and to aim to get services to help and support parents as appropriate.
- 6.6.** Mrs Webb queried whether there had been much communication from parents regarding the reward of watching the England/Wales Euro football match and wearing non-uniform? Mr James advised that there were very few parents who spoke to the Academy, but a number resorted to social media. He stated that it had been advised that it was a reward for the majority of pupils rather than a punishment for those who couldn't take part. Mrs McCamley advised that a pupil had written a letter making a case to watch the football match and it was agreed that pupils could do so, or take part in a fun afternoon, as a reward. The conditions of this had been advised to pupils in assembly and advising that any pupil who received a behaviour slip from that point in time forward, would not be allowed to take part in the reward. Mrs McCamley advised that some pupils who were entitled to the reward chose to wear their uniform to school on the day as they feel more comfortable than in non-uniform clothing. Mrs Prutton stated that parents had contact her and she had spoken separately to Mr M Sale and it was agreed that the main issue behind the complaints was that pupils who weren't being rewarded were more concerned about having to wear uniform when others weren't than on missing out on the football or fun afternoon. Mrs Prutton advised that she had advised the parent who contacted here that she was proud of Mrs McCamley's stance and that she felt the issue had been dealt with entirely appropriately. Mrs McCamley advised that the Local Authority were completely behind the school and support us thoroughly.
- 6.7.** Mr James advised that the parents who complained are to be invited to become part of a working group considering the behaviour system for the future. Mr Smith asked how involved parents are in school? Mrs McCamley advised that unfortunately there is more involvement from those wishing to complain or rant than those who want to make a positive contribution. Mr James advised that a lot of work had taken place to encourage more positive engagement from parents including Year 5 and 6 celebration assemblies and contacting parents with positive news about their children. Mrs Webb stated that the Academy should be proud of how pupils are rewarded and managed with a focus on values. Mrs Prutton stated that she thought it was highly constructive to invite the parents onto the working party. Mr Smith asked how the Academy communicates with parents? Mrs McCamley advised that the Academy used text, email, letter face-to-face, surveys, website and the monthly newsletter. Parents' evenings took place every term and

attendance at these had improved considerably since the implementation of the online Parents Evening Booking System which allowed parents to select the best times to suit them.

7. Update on Three Year Plan

- 7.1. Mr James advised that as per earlier discussions, behaviour was greatly improved with low-level disruption reduced greatly. In the new academic year, more work will be carried out on raising outcomes for pupils through the new house system an getting pupils to aspire to be the best, rather than focusing on behaviour. The Academy's SIP had observed that pupils were completely engaged in their lessons when he was in the Academy recently.
- 7.2. Mr James advised that the new website was to launch at the end of July to increase accessibility and staff will be able to add content. This website was also linked to an app and communications can be pushed out, for example newsletters or key information for parents.
- 7.3. Mr Venus advised that on parental engagement continue with monthly celebration assemblies for both Year 5 and Year 6 and parents were invited to attend when their child was being 'celebrated'. Mr Venus stated that there was consideration of a parents race at sports day to try and increase the numbers of parents involved.

8. Curriculum 2016/17

- 8.1. Mr James advised that due to the departure of one of the Senior Management Team, the Academy had taken the opportunity to restructure and introduce Heads of House who would be 'achievement co-ordinators', inspiring pupils in their House to do their very best and looking at pupils not achieving where they should.
- 8.2. In addition, two lessons per week would be devoted to enrichment activities, which could be anything form gardening to cooking to learning a language. This will enable pupils and staff to build relationships and look after staff wellbeing so less after school clubs would be run.
- 8.3. Mrs McCamley stated that running the enrichment sessions in school time meant that any pupil who, for whatever reason, can't stay after school, have the option to take part in other activities. Pupils will be in mixed age groups and staff other than teaching staff will be involved, and groups and options will change each half-term. Mr Smith asked if part of the intention was to engage more gifted pupils? Mrs McCamley replied that was partly a reason, but that pupils are set for some subjects anyway. She advised that Primary based teaching in Year 5 had been very successful this year as they had been able to implement cross curricular activities and this would continue next year. Pupils would be set for maths, but taught English as a class group. MAT pupils needed to be pushed, but part of the option of the enrichment sessions would be to run boosters and catch-up sessions. Mr B Sale stated that there were lots of opportunities for MAT pupils for example, young leaders, football courses, rookie lifeguard course and that staff were always seeking ways to stretch more able pupils.

9. Reports from Sub-Committees

- 9.1. Mrs Kane reported from Finance Sub-Committee that the Academy wasn't awarded a grant for Summer Camp this year as it no longer meets the criteria due to being a well-established facility. Mr James stated that bookings for the forthcoming camp were healthy and that previous experience showed that bookings continue to be made even after the Camp has started running. Mrs Prutton asked if there was any possibility of gaining grants from local employers? Mrs Kane advised that there were numerous grants available for setting up camps, but not for those already established. Mrs McCamley stated that with the closer working relationship with Maple Tree there were options for the future to split the camp between the two school sites.

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

- 10.1. Mr Venus asked Mrs Desborough how transition work for pupils transferring to Upper School was going? Mrs Desborough stated that 3 Learning Support Assistants from Samuel Whitbread had visited to observe the pupils transferring to them in a familiar

environment. She stated that the three pupils with EHCPs transferring to Sandy Upper had not been observed, so the transition was not so thorough. A handover had taken place with Sandye Upper SEND staff, but they had not taken the opportunity to see the pupils in a class environment. Mrs Desborough advised that the feedback from the Samuel Whitbread staff had been very positive and they had said what a lovely school the Academy was. Mrs Desborough emphasized to Trustees that the Academy staff care what happens to pupils in their next school and do whatever possible to help them settle. Mrs Prutton stated that the additional transition visits for more vulnerable pupils was very helpful and reassuring to both pupils and their parents.

- 10.2.** Mr Fielding stated that there appeared to be different forms for the Link Governor visits and queried which to use and regarding visiting classrooms to check against ADP targets. Mrs McCamley stated that only qualified teachers are able to observe lessons and Learning Walks were held to allow Trustees to see classes in action. It was agreed that there was a difference between observing lessons (which only qualified teaching staff may do) and noting lessons (which Trustees are able to do with the teacher's permission. Mr B Slae stated that the Learning Walks allow Trustees to see different aspects of the ADP with the Senior Leadership Team.
- 10.3.** Mr Fielding queried the data supplied by the Head of Department for his Link Governor meeting and that this had been difficult to assess while sitting in the meeting without having been able to read it in advance. It was agreed that Heads of Department should provide their Link Governor with the data capture at the same time that they provide it to Mrs McCamley. It was also agreed that this should be provided to the Clerk to be uploaded to Governor Hub so that Link Governors are sighted on the data prior to meetings in the future.

11. Governor Training

- 11.1.** Mr B Sale advised that there had been a number of governors who had attended training courses at the beginning of year, but it had been more quiet more recently. He stated that he had noted that Governor Hub had a section for training records and asked all Trustees to update their own record.
- 11.2.** Mr B Sale reported that he had run a brief introduction to understanding data for Mr Riches and Mr Fielding and all Trustees now had access to the Academy Development Plan via SchoolIP. Mrs McCamley stated that the SchoolIP system was very helpful to monitor progress and was a useful tool to provide reminders to staff to update as appropriate. Mr Smith asked if the system was geared for continuous improvement? Mrs McCamley replied that a huge amount of evidence was collected from progress in books, feedback and specific learning objectives and it helped to analyse where whole staff training needed to take place. Mrs McCamley advised that all teaching staff had a booklet with the teaching standards which was updated by SLT after observations and staff themselves also updated to collect evidence. This formed part of the continuous assessment for staff and uploading evidence throughout the year against the teaching standards.
- 11.3.** Mr B Sale questioned a note from the previous minutes over whether to bring in a trainer to run a 'Taking the Chair' course locally? Mrs McCamley stated that she would ask Barney Payne if he would run the course and investigate the option of running as a cluster of schools.

12. Dates of Future Meetings

Board of Trustees –Planning Day	Wednesday, 28 th September at 9.30am
Finance Sub-committee	Monday, 18 th July at 6pm
Curriculum & Standards Sub-committee	(tba)
Marketing Sub-committee	(tba)
HR Sub-Committee	27 th September 2016 at 5.30pm
Health & Safety Sub-Committee	6 th July
MADD Disco	25 th June – tickets available from Clerk

13. Policies to be reviewed prior to next meeting

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

Finance Sub-Committee – Uniform

14. Discussion of Confidential Items

14.1. This item was minuted as a confidential minute.

15. Any Other Business

15.1. There was no further business for the meeting to consider.

Meeting closed at 9.40pm

Agreed as an accurate record of the meeting on 28th September 2016. .



Signed: _____

Jane Prutton

Chair of Governors