

Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Tuesday 22nd May 2018 at 7pm



Sandye Place Academy
Achievement Through Partnership

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr S Fox	Ap	Mrs K McCamley	P
Mr A Fielding	P	Mr T Stonehouse	P
Mr M Riches	P	Mrs A Desborough	Ap
Mr R Jefferson	P		
(Vacant)		LA Governor	
		Mr P Smith	Ap
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: 76%
Governor attendance at meetings, year to date: 95%

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

In attendance: Mrs S Harris (Data Manager) (items 1 – 4)
Cath Watters (Clerk)

Item	Action
<p>1. Welcome</p> <p>1.1. Mrs Ranson opened the meeting at 7.05pm and welcomed all Trustees to the meeting. Miss Riberaud was welcomed and it was agreed that she would become a member of both Finance and Standards Sub-Committees.</p>	
<p>2. Apologies for Absence</p> <p>2.1. There were apologies for absence from Mr Fox, Mr Smith and Mrs Desborough. These were accepted by all those present.</p>	
<p>3. Declaration of Interests</p> <p>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.</p> <p>3.2. Mrs Kane stated that the Academy's Auditors have advised that the Academy needs to regularly search Companies House to ensure all Directorships have been declared.</p>	
<p>4. Presentation on Target Tracker and Data</p> <p>4.1. Mrs McCamley introduced Mrs Harris, the Academy's Data Manager, and they presented to Trustees the Target Tracker presentation attached herewith to the minutes.</p>	
<p>5. Items for Consent by Full Governing Body</p> <p>5.1. The minutes of the Board of Trustees, including the confidential minutes of items 9, 10 & 13, held on 7th February 2018, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>5.2. The note of the Standards Sub-Committee meeting of 17th October 2017 was noted in the absence of minutes of the meeting.</p> <p>5.3. The minutes of the Finance Sub-Committee meeting held on 28th March 2018, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>5.4. The minutes of the Operations Sub-Committee meeting held on 13th March 2018, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p>	

6. Matters Arising

6.1. There were no matters arising.

7. Update from Target Intervention Board

- 7.1. Mrs Ranson updated Trustees from the TIB meeting held earlier in the evening.
- 7.2. Mrs McCamley stated that pupils had been very well prepared for SATS, had not been at all anxious and she was pleased that they had all taken it in their stride. She stated that it was the first time in many years that there had been a whole staff effort for SATS.
- 7.3. Mrs McCamley advised that all Year 5 and Year 6 lessons had involved starters with a Maths and SPAG focus with mini revision sessions in each lesson. There had been a calm and quiet atmosphere across the school during SATS week: staff all knew their respective roles, the school bells were turned off and PE lessons were moved to different areas to avoid disturbing pupils in the tests.
- 7.4. Mrs Stephens advised that she visited school on both Monday and Wednesday in test week to check that papers were gathered together and packed appropriately and that they had been locked in the cupboard according to procedure. She stated that all the procedures were followed and everything was witnessed and double-signed into the cupboard.
- 7.5. Mr Greener advised that he had visited the school in the mornings to ensure that the packs of test papers were unopened and that the access to the locked cupboard where the papers were stored was appropriately restricted. He reported that he witnessed the papers being split by class group, and laid out appropriately. He advised that the behaviour of everyone involved was exceptional – the tests all started on time and staff were fully compliant with expectations. He reported that the behaviour around the rest of the school was very quiet and clearly there had been very good preparation.
- 7.6. Mrs McCamley stated that all staff would be able to verify that procedures were followed – papers were opened an hour early due to need for photocopying for some SEND pupils. In this case there were two people present at the photocopier so that no risks were taken.
- 7.7. Mrs McCamley stated that pupils seemed to feel that the papers were easier than the papers that they had taken in class as preparation.
- 7.8. Mrs McCamley stated that the focus of the TIB had now moved from Year 6 to Year 5, looking at each child's baseline, Fisher Family Trust, mock SATS etc, to be able to predict their SATS result and look at what interventions were needed for Year 5s. She stated that at the present time, 65% of year 5 pupils were not at the expected writing standard when they started at the Academy. She stated that looking at PTE and PTM results, 35% were above national average, but some pupils were working at a very low level.
- 7.9. Mrs McCamley advised that the TIB was looking at staffing issues, as there were two teachers who had been at the Academy as long term supply staff who would be leaving at the half-term break. They had been a great support in preparation for SATS, but finances wouldn't stretch to keeping them on. The long term supply who had been covering ICT would be leaving at the end of July, in addition to 7 teaching staff who were leaving at the end of the school year, and at least 3 support staff.
- 7.10. Mrs Ranson stated that at the next meeting of the Operations Sub-Committee on 11th June, it was necessary to look at how to retain good staff until the Academy closed, providing support and motivation. Mrs Stephens stated that they would consider the right strategies to keep the right people, with the need to be creative, whilst ensuring financial viability. Trustees agreed that it was necessary to establish pupil numbers for the next academic before staff planning was possible.
- 7.11. Mrs Kane stated that it was necessary to review the catering provision at the Academy. Those staff employed at the lower schools would be TUPEd over to the new catering provider for the lower schools.
- 7.12. Mr Fielding stated that it was important to look to the positives as well, and that the Academy had been fortunate that Mrs Kane was staying. Mrs Stephens agreed that the Academy still had some very good people. Mrs McCamley reminded Trustees that teaching staff who wanted to leave at the end of the school year needed to resign by 31st May, but that most support staff only needed to give one month's notice of their intention to leave.

8. SATS Update

8.1. This was covered in the discussion of item 7.

9. Child Protection

- 9.1.** Mrs McCamley stated that there had been a number of Child Protection issues within the last week. She advised that Mrs Weldon would return to the Academy after half-term, working three days each week. She advised that there were some CP cases in school which were very onerous and had hit extreme levels with case conferences and strategy meetings. She stated that there was one child who she had refused to allow to return to school until certain steps had been taken, for both the child's and others' safety.
- 9.2.** Mr Jefferson asked whether incidences of self-harming were common? Mrs McCamley stated that there were some pupils who were ring leaders and encouraged others to self-harm and that sometimes pupils can be stopped with a good talking to, if they are self-harming for attention. Other pupils self-harm for genuine, anxiety or stress reasons and these pupils get given support. Mrs McCamley stated that pupils self-harming took up lots of staff time.
- 9.3.** Mrs McCamley advised that there had been a recent surge of online CP issues, and that Bedfordshire Police would be running another briefing evening for parents after half term.

10. Reports from Sub-Committees

- 10.1.** Mrs Kane advised that the BFRO had been agreed and sent to EFSA, from this the budget is produced. She also advised that the Internal Assurance Report had been received from the Academy's Accountants.
- 10.2.** Mrs Kane advised that report produced for Operations meeting including inspections covered, personnel and staffing absence and issues, and comparison had been made with last year. She stated that there had been discussion on staff absence insurance and how absences are managed.
- 10.3.** Mrs Kane advised that Operations Sub-Committee had approved privacy notices for pupils and staff, updated in accordance with GDPR and these had been sent out as appropriate.

11. Update From Members of the Academy Trust on meeting with CBC and Alistair Burt

- 11.1.** This item was noted as a confidential minute.

12. Resignation of and Vacancy for Support Staff Governor

- 12.1.** Mrs Ranson advised that Mrs Desborough had resigned as a member of staff so could not longer be a Support Staff representative. Trustees thanked Mrs Desborough, in her absence, for all her work as Support Staff Governor.
- 12.2.** Mrs Ranson advised that there was a vacancy for a Community Governor, and that Mrs Desborough had agreed to step into this role. Trustees agreed to appoint Mrs Desborough as Community Governor.

13. Link Governor Reports

- 13.1.** Trustees agreed to put a hold on Link Governor visits for the time being and to review this in the Autumn Term.

14. Governor Training

- 14.1.** Mr Stonehouse advised that the Auditors had reviewed Governor training and reminded Trustees to email him to advise, and also to update their training record on Governor Hub.
- 14.2.** The Clerk advised that there was no way of recording training for Associate Governors on Governor Hub, so these needed to be kept recorded elsewhere.

15. Round Table

- 15.1.** Mrs Stephens stated that once the decision on the future of the Academy was known it would be necessary to review the role of the Sub-Committees, when they meet and what they needed to do.
- 15.2.** Mr Riches asked when the SATS results were due out? Mrs McCamley advised that they are published at 7.30am on Tuesday, 10th July 2018.

16. 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.

17. Dates of Future Meetings

Board of Trustees	Wednesday 25 th July 2018 at
Finance Sub-committee	18 th July 2018
Standards Sub-committee	tba
Operations Sub-committee	11 th June 2018
Link Governor Meeting Window	Autumn 2018

Meeting closed at 9.07 pm

Agreed as an accurate record of the meeting on 25th July 2018.



Signed: _____

Hannah Ranson
Chair of Governors