

## Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 25<sup>th</sup> July 2018 at 9.30am



Sandye Place Academy  
*Achievement Through Partnership*

### Attendance and Apologies:

Parent Governors		Staff Governors	
Mr S Fox	<b>Ap</b>	Mr B Sale	<b>P</b>
Mr A Fielding	<b>Ap</b>	Mr T Stonehouse	<b>P</b>
Mr M Riches (to end of item 11)	<b>P</b>	Mr M Ford	<b>P</b>
Mr R Jefferson	<b>P</b>		
(Vacant)		<b>LA Governor</b>	
		Mr P Smith (to end of item 10)	<b>P</b>
Community Governors		Associate Governors	
Mrs H Ranson	<b>P</b>	Mrs S Kane	<b>P</b>
Mr M Greener	<b>P</b>	Mlle C Riberaud (to end of item 11)	<b>P</b>
Mrs J Stephens	<b>P</b>		
Mrs A Desborough	<b>P</b>		

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

**In attendance:** Mr Peter Teague (School Improvement Partner) (to end of item 11)  
Cath Watters (Clerk)

Item	Action
<p><b>1. Welcome</b></p> <p>1.1. Mrs Ranson opened the meeting at 9.40 am and welcomed all Trustees to the meeting.</p>	
<p><b>2. Apologies for Absence</b></p> <p>2.1. There were apologies for absence from Mr Fox and Mr Fielding. These were accepted by all those present.</p>	
<p><b>3. Declaration of Interests</b></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><b>4. Election of Chair and Vice-Chair</b></p> <p>4.1. Mrs Watters advised that no nominations had been received prior to the meeting for either Chair or Vice Chair.</p> <p>4.2. Mr Greener nominated Mrs Ranson as Chair, which was seconded by Mrs Stephens.</p> <p>4.3. Mrs Ranson nominated Mrs Stephens as Vice Chair which was seconded by Mr Greener.</p> <p>4.4. Mrs Ranson was duly elected as Chair of the Board of Trustees and Mrs Stephens as Vice Chair of the Board of Trustees.</p>	
<p><b>5. Items for Consent by Full Governing Body</b></p> <p>5.1. The minutes of the Board of Trustees, including the confidential minutes of item 10, held on 22<sup>nd</sup> May 2018, copies of which had been previously distributed, were <b>confirmed as an accurate record of the meeting.</b></p> <p>5.2. Mr Greener gave a verbal report of the Finance Sub-Committee which met on 18<sup>th</sup> July 2018 at which the Budget for 2018/19 and the Finance Manual were approved. The Finance Manual, as agreed at Finance Sub-Committee on 18<sup>th</sup> July 2018 and previously circulated was agreed. The Budget for 2018/19 was agreed.</p> <p>5.3. Mrs Kane advised that the changes agreed related to journal reviews and related party transactions. She stated that the main area for Finance is to agree the budget presented to finance committee, including the cost of redundancy and break-clauses for leases. She</p>	

also advised that pay increase for teachers had been announced which was up to 3.5%, and stated that a tolerance had been built into the budget to accommodate this.

- 5.4. Mr Greener stated that the reference in the Finance minutes to Asset disposal, the £50 minimum related to laptops only. Mrs Stephens asked where the monies from asset disposal go? Mr Greener stated that this went into the Academy budget. He stated that that the Academy needed to ensure that assets were sold on to ensure legal transfer of the item. He stated that the content of ICT2 had been sold to another school for its value.
- 5.5. Mrs Kane reported that there would be changes to the catering provision from after October half-term, and that the catering staff consultation was on track and they would be made redundant from 17<sup>th</sup> October. Dolce would become the Academy's catering provider from after October half-term and the Academy Trading account would be closed once the catering staff were redundant.
- 5.6. Mrs Stephens asked if redundancies were covered in the Finance Manual? Mrs Kane stated that there was the need to amend some wording, which was at the discretion of the Board of Trustees, and stated that the Academy's Redundancy Policy awarded one week's pay for each year of employment, or a week-and-a-half's pay for those over forty years of age. Mrs Stephens stated that the Board needed to consider if it was possible to add an additional element to the redundancy payment to encourage staff to stay to the end. Mrs Kane stated that she would seek advice from HR as it was important to ensure that the Academy was not seen to be avoiding tax.
- 5.7. Mr Greener stated that it was critical to ensure sound finance procedures and recognise the danger of appropriate of assets. He state that with the current policy, it was not possible to dispose of items to staff. He stated that IT items were depreciated over a 3 year period and values would be calculated accordingly, and emphasised that it was essential that everything was dealt with in a manner which was beyond reproach.
- 5.8. Mr Smith asked if the Academy site needed to be left in a certain condition? Mrs Stephens stated that there was no knowledge regarding future use of the site, but that it would still be a fully-functioning school until the end of July 2019. Mrs Kane stated that Dapifer block would be closed at the end of this summer, and that Maple Tree had made a reasonable offer for the ICT assets and tables and chairs etc, which had been accepted.
- 5.9. Mrs Kane stated that other Headteachers had also arranged to visit to see if there were any assets they needed at Robert Peel. Mrs Ranson asked how this was being managed, was it simply first-come, first-served? Mrs Stephens stated that she had spoken to Headteachers at a recent cluster meeting and advised them to make an approach with a reasonable offer and we would consider it. Potton Federation had already stated that they wanted the contents of the library.
- 5.10. Mr Greener stated that it was necessary to leave the buildings fully functional. Mr Smith stated that he was making strong arguments to CBC officers to ensure that the buildings are used form September 2019, and that he was pushing for seamless transfer from the Academy's use, to whatever the next use of the site is. Mrs Stephens stated that it was important that discussions took place sooner rather than later to ensure that the site was left appropriate to its next use. For example, if another school were to use the site then it made sense for tables, chairs etc to be left in situ.
- 5.11. Mrs Kane reported that the accountants had advised the value of transfer of the site and buildings to another body was in the region of £5m.
- 5.12. Trustees agreed to adopt the following Academy Polices for the forthcoming year: Anti-Bullying Statement; Assessment; Attendance; Behaviour Policy Statement; Curriculum; Educational Visits; More Able & Talented; Home School Agreement; R.E. & Collective Worship; Sex & Relationships Education; Special Educational Needs; Target Setting; Literacy; Literacy Across the Curriculum; Numeracy; Spiritual, Moral, Social & Cultural; Homework; TA; Lettings; Uniform; Charging & Remissions; Pupil Premium; Anti-Fraud; Risk Register; Whistle Blowing; Dinner Money; Equality & Diversity; Staff Appraisal & Capability; Complaints; Disciplinary; Preventing Radicalisation; Critical Incident; Food; Intimate Care; Medical Treatment of Pupils; Health & Safety Policy & Arrangements; Positive Touch; Communication.
- 5.13. Trustees agreed to review the policies which need statutory changes: Pay; Safeguarding & Child Protection; CCTV; Exclusion and Data Protection & FOI policies.

## 6. Matters Arising

6.1. There were no matters arising.

## 7. Vacancy for and Appointment of Staff Support Governor

7.1. Mrs Ranson advised that Marc Ford had been nominated as Support Staff Governor and, with no other nominations, was duly appointed to the Board of Trustees.

1.1. Trustees agreed that, in light of the Academy closing in September 2019, not to attempt to fill the vacancy for Parent Governor.

## 8. Child Protection

8.1. Mr Sale advised that there had been 130 safeguarding concerns over the course of the year, which had resulted in 12 pupils being referred to Social Care, of whom 7 are now being supported through those channels, which the rest are supported in school via the Early Help process. He stated that for the coming year there was one Looked After Child, no current Child Protection cases, three Child in Need, and 11 Early Help cases. Mrs Ranson asked if many CP cases had moved to other schools? Mr Sale stated that all files had been handed over to their new schools as appropriate.

8.2. Mr Sale advised that he was now the designated Safeguarding Lead and that the DfE document "Keeping Children Safe in Education" would be updated from the start of September. Mr Teague stated that all Governors needed to be aware of the content of this new document.

## 9. SATS Results and Progress Test Results

9.1. Mr Sale reported the SATS results – Reading was 64% (2017: 57%), Writing 41% (2017: 21%), SPAG 68% (2017: 53%), Maths 94% (2017: 57%). He stated that the results were good apart from Writing, which brought combined result for Reading, Writing and Maths down to 35% (2017: 20%). Mrs Sale stated that it was clear that the efforts of the TIB, the staff and the interventions had shown impact on the results. He stated that there was still a gap between the Academy's results and the national averages (Reading 75%, Writing 78%, Maths 76%) and that there were many reasons that the Academy's results weren't at that level, including inconsistent leadership of the English department, and numerous staffing changes. He stated that much effort had been put into ensuring that next year's Year 6 cohort were prepared in advance for next year's SATS. He advised that pupils had each already produced 9 pieces of written work as evidence, there were some issues, particularly relating to joined-up writing, and this is being addressed by using a handwriting style font for displays etc. Looking forward, Mr Sale reported that when Year 5s took a Mock Maths SATS 32% were 'At Standard'. Mrs Stephens advised that at the most recent TIB meeting Miss Hyde had reported that the Maths team had looked at a breakdown of the sets for next year and could see the gaps for each and every child. Mrs Stephens stated that Mrs Hill was also driving all pupils forward, particularly focusing on the 'cusp' pupils and those who were More Able & Talented. Mrs Stephens expressed thanks to all the staff for the SATS focus and the dedication shown.

9.2. Mrs Sale stated that the Progress Test results (in English, Maths and Science), support the data, but this doesn't correlate with Target Tracker data, and some staff were still not using the PT tests to inform Target Tracker grades.

9.3. Mr Greener stated that as the TIB only started in January, there were only a few months in which the focus was able to impact on SATS results. He acknowledged that opportunities for writing had been increased and that both staff and pupils were more targeted with far more rigorous and robust monitoring and evaluation in place. He stated that the SLT were providing more guidance and direction to staff and that all will be very disappointed if the 2019 results were not far in advance of the 2018 results. Mlle Riberaud stated that the September timetable provided more opportunities for interventions and there would be weekly meeting with herself, Mr Sale, and the Heads of Maths and English, and that the Maths and English teams would meet weekly. Mr Teague commended the approach and stated that it was vital that plans were in place to ensure the right actions to drive high expectations which would, in turn, result in high standards.

9.4. Mr Sale stated that he and Mlle Riberaud would be monitoring teachers' planning, together with marking checks to ensure that teachers were keeping on track. He Stated that there had been inconsistent homework marking and monitoring and that this would be tightened up.

9.5. Mr Greener stated that it was vital that the Board of Trustees and SLT show energy throughout the school year and that staff could see they were cared about to ensure they

keep focus. Mr Smith stated that the focus needed to be on attainment, not on closing. Mr Teague stated that it was vital to report effectively to and engage with parents so that the upward trajectory of results was seen. Trustees discussed the importance of keeping the positive messages to parents and ensuring that they had trust in the school. Mrs Stephens reported that it was hoped to plan lots of 'fun stuff' throughout the year. Mr Sale stated that it was important that there were lines between what was curriculum and what was extra-curricular, for example if a school show were to take place this had to be extra-curricular activity.

- 9.6. Mrs Kane advised that a decision had been taken to cancel the French Trip as it wasn't going to be financially viable. She stated that there was a significant sum of money in the School Fund account, which was non-public fund and was there to be spent on pupils, so this could subsidise trips in the final year and it was hoped to be able to run activity residential trips.

## 10. Timetable and staffing 2018/19

- 10.1. Mr Sale advised that there would be three form groups in year 6, and two each in year 7 and year 8. He stated that anticipated pupil numbers for September were 80 in Year 6, 60 in Year 7 and 54 in Year 8, which meant just over 190 children on roll.
- 10.2. Mr Sale stated that he had restructured the timetable slightly, creating 5 lessons of an hour long, an increase of 5 minutes per lesson. Afternoon registration had been reduced to 10 minutes and AR would be continued, but in English lessons as the English team are best placed to get results, although form tutors are still responsible for ensuring pupils have a book to read.
- 10.3. Mr Sale advised that KS2 would have 7 hours per week for both English and Maths, and 6 hours for each subject for KS3 pupils. Enrichment had been removed from the timetable, as had EP (Ethics & Philosophy), although RE has reappeared in the timetable as a statutory subject. World Studies had been broken down to Geography, History and RW and there was a reduction in Performing Arts (Music, Drama, Dance), so this rotation had been reduced to 1 hour per week, as had the Technology rotation subjects (Art, Food, Resistant Materials).
- 10.4. Mr Sale stated that the Academy would be delivering a secondary-style curriculum with a smaller number of staff across a broad range of subjects. He stated that there was a little spare capacity in staff timetables and there was the possibility of HLTAs being used for admin support work due to losing staff from the admin team. Mrs Stephens stated that there may be a need to look at job descriptions to ensure they reflect staff duties.
- 10.5. Mr Sale advised that Year 6 would be set for Maths and English into 4 groups, and Year 8 would also be split for Maths and English. Mr Riches asked if there was any succession planning if any staff choose to leave before the end of the year? Mr Sale commented that it was very difficult to have a succession plan as there were relatively few staff, but that staff had been doubled up in classed for support where most needed. Mr Teague stated that once staff appreciated the team approach they would be able to fit in where necessary.
- 10.6. Mr Ranson acknowledged that there had been lots of changes in terms of the timetable and staffing, and was there any consideration of a contingency plan if significant numbers of staff/pupils were to leave during the year? Mrs Sale stated that if the roll changes significantly then there may be a need to amend the timetable, but probably tweaks rather than a complete rewrite, but that this would need to be reviewed at TIB. Mr Teague stated that there would be a better idea of numbers by the end of the first full week in September and that it was likely to stay reasonably static during each term, but it was essential to ensure that parents felt confident with the school and what it was offering to pupils.
- 10.7. Mrs Kane stated that she had looked to see if it was possible to commence redundancy consultations, but this couldn't be started until it was related to specific job cuts.

## 11. Ofsted Action Plan (in lieu of Academy Development Plan)

- 11.1. Mrs Ranson stated that the Ofsted Action Plan replaced the Academy Development Plan. Mr Sale advised that this had been put together very quickly, in just four days, and that feedback from Ofsted hadn't been positive. Mrs Kane stated that it appeared that Mrs McCamley had been sent an email on 2<sup>nd</sup> for the attention of Mrs Ranson, but she had never forwarded this onto Mrs Ranson. Mrs Kane stated that after Mrs McCamley was signed off sick she was monitoring her emails and saw a reminder from Ofsted for the Action Plan. Mrs Kane had then contacted Ofsted who stated that, in spite of the Academy being under a Termination Warning Notice, that the Academy was still required to

complete the Action Plan, and that she managed to get an agreement for a week to complete it.

- 11.2. Mr Sale stated that the key points from the Ofsted Report had been taken and become the three key targets: 1) to improve the quality of teaching, learning and assessment; 2) to improve the effectiveness of leadership and management in improving outcomes; and 3) to hold an external review of key areas of school performance. He reported that the SLT looked at the changes made as part of the TIB, with success criterion, key actions and timescales.
- 11.3. Mrs Ranson asked if next year the SATS targets be changed to reflect national standard, rather than floor standard? Mr Jefferson stated that it was vital that whatever target was set was achievable. Mrs Stephens stated that she agreed that the target was achievable, but it was vital that it was challenging. Mr Teague stated that targets will be set on the knowledge we have on the current cohort, and then staff and pupils need to ensure the hard work is put in to achieve the target, and that this would be considered by the TIB in September.
- 11.4. Mrs Sale reported that it was planned to hold an all staff SPAG activity on training day to ensure that all staff were equipped to teach their subjects with sufficient English knowledge. Mr Teague suggested that both the Maths and English teams were given time together to carry out an analysis of the 2018 SATS papers to be able to identify the cohort's strengths and weaknesses. Mlle Riberaud stated that any interventions going forward would be very focussed and Miss Rook had already identified some pupils for 1-2-1 interventions.
- 11.5. Mr Sale reported that teachers' planning would become a focus to ensure that pupils are challenged and on-task. He advised that staff would need to on top of their planning from the beginning of the school year, which would be monitored to ensure effective feedback was given sooner rather than later.
- 11.6. Mr Sale stated that his intention was to provide governors with Target Tracker data to ensure focus in the right places. He reported that the aim was to provide information without confusion, for example at 2017 parents' evenings parents had been given their child's PTE, PTM and PTS reports but this caused confusion: at the 2018 End of Year parents evening, parents were simply advised how well their child performed in the test.
- 11.7. Mrs Ranson stated that Ofsted had requested amendments to the Action Plan, for example the Plan doesn't state how parents would be communicated with, so it was clear that the Academy had communicated, but this wasn't stated in the Action Plan. Mr Teague stated that it was essential to ensure that communication with parents was regular and effective, and Mrs Ranson agreed and stated that it was important to start with a positive note in September. Mr Greener stated that it would be good for parents to get an update after each TIB on progress.
- 11.8. Mrs Ranson advised that the Ofsted had stated that there were no actions on the Plan which were dated after September 2018 and it needed to be updated to take 2018/19 plans into account. Feedback also stated that there were no clear milestones, and that measureable outcomes needed to be included.
- 11.9. Mrs Ranson stated that the final point of the action plan, as per the Ofsted report, about the need to carry out an external review of key areas of school performance was questionably in terms of value and potential outcome, in light of the likely closure of the Academy. Mr Teague expressed the view that an external review would be a waste of time as there was no time to put any actions in place. He stated that he would look at key actions and ensure they were delivered. Mrs Ranson stated that in light of this Action Plan Focus 3 needed to be reviewed, possibly about managing the transition of pupils to other schools. Trustees agreed to change the focus of Action Plan item 3 to governance ensuring effective transition.

## 12. Establishment of Board of Trustees for 2018/19

- 12.1. Mrs Ranson led a discussion on how the Board of Trustees would work for the forthcoming year and the need to restructure committees to focus on the closure of the Academy. After discussion, it was agreed that there would be a Finance, Premises & HR Sub-Committee and a Closure Sub-Committee. The membership and core tasks of these are shown at the end of these minutes.

## 13. Governor Code of Conduct

- 13.1. Mrs Ranson spoke to the Code of Conduct and emphasised that all Governors abide by the Governor Code of Practice.

**13.2.** Mrs Stephens particularly emphasised the requirement for Governors to keep discussions and information in utmost confidentiality. She stated that a communication had been made from someone in the community to a member of the Senior Leadership Team whereby it was apparent that they had been made aware of the content of the email sent to Parent and Community Governors after Mrs McCamley had resigned. Mrs Stephens expressed that if anyone felt they were unable to keep matters confidential then they needed to step away from the Governing Body. She stated that there would be ongoing issues which could not be discussed outside the Governing Body. Mrs Ranson stated that there is a reason for the confidentiality and the benefit of school and community to manage the communications.

**14. Governor Training**

**14.1.** Mr Stonehouse advised there was nothing to report on Governor training.

**15. Round Table**

**15.1.** Mr Jefferson offered his congratulations to Mr Sale on his promotion to Principal. Mrs Sale expressed his thanks for the support of the Governing Body and said that there was a good team at the Academy.

**16. Policies to be reviewed prior to next meeting**

**Finance, Premises & HR Sub-Committee** – Terms of Reference, Data Protection/FOI; Pay; CCTV Policies

**Closure Sub-Committee** – Terms of Reference

**FGB approvals-** - Safeguarding & Child Protection; and Exclusion Policies

**17. Dates of Future Meetings**

Academy Trust AGM	Wednesday, 12 <sup>th</sup> December at 6pm
Board of Trustees	Wednesday, 12 <sup>th</sup> December at 7pm
Finance, Premises & HR Sub-committee	Wednesday, 3 <sup>rd</sup> October at 7pm
Closure Sub-committee	Wednesday, 10 <sup>th</sup> October at 7pm
Pay Committee	Wednesday, 3 <sup>rd</sup> October at 5pm

Meeting closed at 3.12 pm.

Agreed as an accurate record of the meeting on 12<sup>th</sup> December 2018.



Signed:  
**Hannah Ranson**  
**Chair of Governors**

## Board of Trustees Meeting Planner 2018/19

Meeting	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
<b>Academy Trust</b>				12 <sup>th</sup> 6pm AGM							
<b>Board of Trustees</b>				12 <sup>th</sup> 7pm		27 <sup>th</sup> 7pm Autumn Report				26 <sup>th</sup> 7pm Spring Report	
<b>Finance, Premises &amp; HR (all at 7pm)</b>		Weds 3 <sup>rd</sup> Year End			Tues 8 <sup>th</sup> Qtr 1		Weds 20 <sup>th</sup> Qtr 2			19 <sup>th</sup> Qtr 3 3rd	
<b>Closure (all at 7pm)</b>		Weds 10 <sup>th</sup>	Weds 21 <sup>st</sup>			Weds 6 <sup>th</sup>		Weds 3 <sup>rd</sup>			
<b>Pay Committee</b>		Weds 3 <sup>rd</sup> 5pm									

	<b>Core tasks</b>	<b>Committee members</b>	
<b>Board of Trustees</b>	<ul style="list-style-type: none"> <li>Safeguarding &amp; Child protection</li> </ul>	All	12 <sup>th</sup> Dec 27 February 26 June
<b>Target Intervention Board</b>	<ul style="list-style-type: none"> <li>A governor overseeing Pupil Premium and SEND</li> <li>Standards (including MAT)</li> <li>Parent communication and engagement</li> <li>Monitoring of Ofsted action plan liaison with inspector</li> <li>Head of Department scrutiny (facilitated by TIB, Science Maths and English to attend, others a report).</li> </ul>	Hannah Ranson Jo Stephens Michael Greener Ben Sale Sharon Kane Corine Riberaud Sumita Harris Peter Teague <b>Heads of Department (as invited guests)</b> Amy Hyde	

		Bryony Hill Jackie Rook	
<b>Members of Academy Trust</b>	<ul style="list-style-type: none"> <li>Ongoing HR issues</li> <li>Cluster communication and engagement</li> <li>Principal performance</li> <li>DfE liaison</li> <li>CBC liaison</li> </ul>	Hannah Ranson Jo Stephens Michael Greener	
<b>Finance, Premises &amp; HR Subcommittee</b>	<ul style="list-style-type: none"> <li>Finance monitoring and oversight</li> <li>Premises</li> <li>Health and Safety</li> </ul>	Michael Greener Ben Sale Andy Fielding Malcolm Riches Angela Desborough Steve Fox Sharon Kane (ex officio)	3 <sup>rd</sup> October 8 <sup>th</sup> January 20 <sup>th</sup> March 19 <sup>th</sup> June
<b>Closure Sub-Committee</b>	<ul style="list-style-type: none"> <li>Redundancy panel to consider timescales and process of total</li> <li>Closure project</li> <li>Event committee all stakeholders</li> <li>Inventory and Assets</li> <li>Closure of limited company</li> </ul>	Hannah Ranson Jo Stephens Peter Smith Robert Jefferson Marc Ford Thom Stonehouse Sharon Kane (ex officio) Corine Riberaud (ex officio)	10 <sup>th</sup> October 21 <sup>st</sup> November 6 <sup>th</sup> February 3 <sup>rd</sup> April
<b>Pay Committee</b>	<ul style="list-style-type: none"> <li>Pay committee</li> </ul>	Jo Stephens Michael Greener Steve Fox	3 <sup>rd</sup> October

<b>Link Governors</b>	
Pupil Premium, SEND	Angela Desborough (Jackie and TBA)
Safeguarding	Malcolm Riches (Ben, Sharon)
More Able & Talented	Peter Smith (Corine)
Event Link	Marc Ford and Thom Stonehouse and Andy Fielding
Sports Link	Steve Fox
Catch-Up Funding	Robert Jefferson