

Minutes of the meeting of the Sandye Place Academy Board of Trustees held on Wednesday, 27th February 2019 at 7pm



Sandye Place Academy
Achievement Through Partnership

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr S Fox	P	Mr B Sale	P
Mr A Fielding	P	Mr T Stonehouse	P
Mr M Riches	P	Mr M Ford	P
Mr R Jefferson	P		
(Vacant)		LA Governor	
		Mr P Smith	P
Community Governors		Associate Governors	
Mrs H Ranson	P	Mrs S Kane	P
Mr M Greener	P	Mlle C Riberaud	P
Mrs J Stephens (to end of item 9)	P		
Mrs A Desborough	P		

(Key: P = present; Ap = apologies received and accepted; A = absent without apologies)

In attendance: Cath Watters (Clerk)

Item	Action
<p>1. Welcome</p> <p>1.1. Mrs Ranson opened the meeting at 7.01pm and welcomed all Trustees to the meeting.</p>	
<p>2. Apologies for Absence</p> <p>2.1. There were no apologies for absence.</p>	
<p>3. Declaration of Interests</p> <p>3.1. There were no declarations of interest.</p>	
<p>4. Items for Consent by Full Governing Body</p> <p>4.1. The minutes of the Board of Trustees of 12th December 2018, including Confidential Minute, copies of which had been previously distributed, were confirmed as an accurate record of the meeting.</p> <p>4.2. The minutes of the Finance, Premises & HR Sub-committee held on 8th January 2019 were accepted.</p> <p>4.3. The minutes of the Closure Sub-committee held on 6th February 2019 were accepted.</p> <p>4.4. The Safeguarding & Child Protection Policy, which was previously agreed by email, was noted by the Board of Trustees.</p> <p>4.5. The Mobile Phone Policy and Photography Policy, were ratified by the Board of Trustees.</p>	
<p>5. Matters Arising</p> <p>5.1. Mr Greener pointed out that there was a reference in item 5.2 item which needed to be noted as a confidential minute. Clerk to amend accordingly.</p>	Clerk
<p>6. Principal's Report for the Autumn Term</p> <p>6.1. Mr Sale invited questions on his report. He drew Trustees' attention to the outcomes on the first few pages of his report, including the current picture of mock-SATS results at the end of January 2019. He stated that this was looking healthier than results at the same time last year. He advised that results showed the following pupils at expected standard: reading 67%, SPAG 67%, Maths 59 % and Writing 51%.</p> <p>6.2. Mr Sale stated that at the last Trustee meeting in December he had reported that 61.5% of pupils were at standard in writing, but this meant that these pupils each had one piece of work which achieved standard and the 51% now being reported related to those who would</p>	

pass if work was moderated now. He advised that there are nine school weeks remaining prior to SATS and that the Year 6 English team had all attended moderation training, together with Miss Riberaud. Mrs Kane asked how confident was the 51% prediction? Mr Sale stated that each week the Heads of Departments meet with SLT to look at moderation and compare work, comparing against DfE guidance. Miss Riberaud advised that as well as having attended the moderation course, the English team were constantly moderating work together to ensure consistency.

- 6.3. Mrs Stephens asked when we would be advised if we were to be moderated? Mr Sale stated that schools are usually advised on the Monday following SATS, but that advice could be given any time up to the end of June. Miss Riberaud stated that predictions of pupil results needed to be submitted in advance. Mr Sale advised that if there were any disagreements or not quite enough evidence during the moderation process, the moderators come back a week or so later to allow time for further evidence to be produced.
- 6.4. Mr Sale advised that another set of mocks was planned for the end of March but in a classroom environment, but that he felt that results were currently in a strong position.
- 6.5. Mr Greener asked maths appeared to have a bigger gap with the prediction of 59%? Miss Riberaud advised that some areas of the curriculum had not yet been covered. Mr Sale stated that he was confident the Maths target would be achieved as staff knew where the gaps were and were focusing on these areas. He advised that there was a 10-week plan in place leading up to SATS with all foundation subjects supporting Maths and English in their own lessons. Teaching staff were all using Maths and English starters at the beginning of each lesson – a different focus each day to embed across 5 lessons.
- 6.6. Mr Sale advised that there had been some interventions during February half-term with 10 pupils attending the Maths day and 7 at the English one, and was considering running more intervention days during the Easter holiday. He reported that he had ‘sold’ the idea to pupils with Dominos pizza for lunch and dodgeball at the end of the day. He advised that Miss Hyde had run fun, practical Maths lessons which pupils found very enjoyable. He stated that he hoped to run a More Able and Talented session for both Maths & English in the Easter Holidays to give them an opportunity to reach the higher level.
- 6.7. Mr Sale stated that in response to feedback from the Ofsted visit, the Inspector had advised that there hadn’t been enough cross-curricular writing so an ‘Everybody Writes’ initiative would be introduced and foundations subjects were refocussing their lessons accordingly. He advised that each department was setting their own targets for writing including frequency, encouraging extended writing independently and practicing in all subjects.
- 6.8. Mr Sale advised that when Ofsted visited, the December observation cycle had just been completed and so some training had already taken place on weak areas. He stated that Ofsted agreed on those areas, learning objectives, consistency of marking and building on sequence of learning. Inspectors noted that staff were attempting to improve in these areas, but that it needed to embed completely. He advised that the RAG cards which pupils use to show teaching staff how they feel about the work, but that teachers didn’t always respond to this, perhaps as a result of some nerves. Overall, Mr Sale stated that the Ofsted visit was very positive. Mrs Kane stated that feedback from the Inspectors included that when observing, staff needed to not just observe the teaching, but also observe pupils’ learning. Mrs Stephens stated that observations had immediately changed to take account of this feedback.
- 6.9. Mr Sale stated that the Inspector advised that the Ofsted Action Plan should look more at milestones, Mrs Stephens advised that the Inspectors had stated that they didn’t feel that the Action Plan reflected how much work was going on at the Academy. She reported that the Inspectors had stated that they expected to find a school where teachers were biding their time to the end, but instead found an energised school with enthusiastic teachers and pupils. The Lead Inspector had stated that the Academy was not at all what she had expected. Mr Sale advised that when the timetable was written for this academic year, it was changed to provide additional time and support for Maths and English and that Inspectors had expressed concern on the first day that this was detrimental to other subjects, but on day two they saw the variety of other learning and agreed that the balance in the curriculum was good.
- 6.10. Mrs Smith asked what support was being put into other years, other than Year 6? Mrs Stephens stated that Mr Sale and Miss Riberaud had evidenced this and the work going into transition for all pupils, and was confident that the Academy was going ‘full pelt’ with all pupils to the end. She stated that there was a lot of transition work ongoing to ensure all pupils have the smoothest transition possible, to whichever school they go to from the Academy.

- 6.11. Mr Greener advised that he had mentioned concerns to Karen Hayward from Sandy Secondary that our pupils may miss out on options information etc which their current Year 7s and 8s would be getting. She had stated that she was aware that much more work than usual needed to take place to ensure that Sandye Place pupils were integrated fully into Sandy Secondary.
- 6.12. Mr Sale stated that he had established a Transition Team, headed up by Mrs Weldon, and a thorough timeline had been written of what would happen and when. He advised that the whole of Year 6 recently visited SS for a taster day and that he hoped that there would be an opportunity for Year 7s and 8s to experience a similar day in the coming weeks.
- 6.13. Mrs Ranson asked how the implementation of Attitude to Learning (ATL) was going? Mr Sale stated that it had literally just been rolled out as Ofsted arrived and had now embedded well across the school. He stated that Heads of Year were using ATL to link to reward trips and was pleased that walking around school there is very little poor behaviour. Mr Teague had been very complimentary of how pupils made their way around the school and that there was a nice feel around the school. Mrs Stephens reported that Ofsted had picked up on pupil attitude that pupils were almost all on target in lessons with pupils having fun at break and lunchtimes.
- 6.14. Mr Smith asked if any progress had been made by the implementation of ATL on the number of homework slips issued? Mr Sale stated that it was too early to tell, but lots of pupils were not submitting homework at the beginning of the year. Mrs Stephens stated that teachers were now ensuring that homework was marked and that Mr Sale and Miss Riberaud carried out monthly monitoring of homework and book sampling to ensure everything was as it should be. Mr Sale advised that the requirement was that each piece of work should be marked, but this could be peer assessment, and that teachers were expected to review the books at least once per half term.
- 6.15. Mrs Stephens expressed her thanks to staff for their hard work which had got the Academy to where it is now. Mr Sale advised that staff had been very receptive to feedback and were really working hard and adapting as required. He stated that staff were a real credit to the Academy. Mrs Kane expressed her thanks to Mr Sale for all his work in moving the Academy forwards.
- 6.16. Mr Sale suggested that, rather than present a full Principal's report for the Spring term at the June meeting of Trustees, he present Spring term data only, then present a full report at the end of the school year. Mrs Kane stated that this would work well for the publication of the Annual Report. Mr Sale stated that the TIB was still meeting and reviewing data regularly. He advised that Mr Teague had visited that afternoon and would be planning a learning walk to refocus staff, in anticipation of a dip in performance at some point. Mr Teague had been very complimentary of staff in all aspects, what he'd seen in classrooms and in books and that staff responded well to his praise.
- 6.17. Mr Smith asked if there was any indication that any members of teaching staff intended to leave the profession? Mr Sale reported that some staff had already secured teaching positions for the future and that the CBC School Improvement Partner had stated that they would provide support for staff with interview skills and advising vacancies at other local schools. Mr Sale stated that a number of local schools were sharing their vacancies directly with the Academy and both SSS and St Swithun's had stated that they guaranteed an interview for members of Academy staff applying for vacancies.
- 6.18. Mrs Kane advised that some members of support staff had left and that those remaining had changed their roles and everyone was pulling together to support each other going forward.
- 6.19. Mrs Kane advised that a union representative attended the staff redundancy consultation meeting and she thanked Mrs Desborough for representing Trustees at the meeting. Mrs Desborough reported that it had been a very positive meeting and that the union representative had been very complimentary of how the redundancy procedure had been dealt with and couldn't suggest anything which could have been improved in the process. Mrs Kane advised that she had set up a drop in for staff to see her regarding their redundancy statements and the opportunity to discuss options and provide support for looking for future employment. Mrs Stephens agreed that SLT had done above and beyond what was necessary and had created a very real feeling of wanting to do the best for staff. Mr Sale thanked Mrs Kane for all her hard work to support staff.
- 6.20. Mr Sale advised that no members of teaching staff were leaving at Easter and the only member of staff leaving prior to the summer had negotiated with her new school so that she will start there on 20th May, after SATS.
- 6.21. Mrs Stephens thanked the support staff as the school only ran so smoothly due to their work. She stated that when she comes into school the feeling is warm and that people

want to do the right thing. Mrs Kane stated that there was a good sense of camaraderie among staff and that people were just getting on with what needed to be done.

7. Update from Target Intervention Board

7.1. Mrs Ranson advised that most items had been covered under the Principal's report and discussions. She stated that the level of analysis and understanding is really good to see, and it was useful for Trustees to be able to have clear data and be able to see the impact. Mrs Stephens stated that it was clear that staff knew each and every child and where their gaps were. Mrs Kane stated that Heads of Departments were now held to account for pupil progress and seemed to thrive on this.

8. Child Protection

8.1. Mr Sale referred to his report and advised that there were three pupils subject to Child in Need, two of whom were from the same family. He advised that many cases are being referred to Conference and Review, but that they have rejected requests for pupils to be stepped up to Child Protection. He advised that Pupil Premium funding is being used to support many pupils in many areas, including in-house counselling. He stated that one of the cases was verging on Child Protection, and this was very time consuming for SLT and Mrs Weldon particularly.

8.2. Mr Sale advised that staff continued to use the 'MyConcern' logging system on a daily basis to record any safeguarding concerns. He stated that a concern re transition was how to transfer the records from this system to future schools, most of which don't use the system. He advised that the company who supplies the system will provide pdf copies of each pupil's record to allow this to be passed to future schools.

9. Reports from Sub-Committees

9.1. Mr Stonehouse advised that he had arranged an in-house sub-committee meeting to focus on arrangements for the July Charity Day. He advised that roles had been assigned and sponsors had been arranged for kit. Mrs Kane asked Mrs Desborough if she would be happy to take part on this group to keep an eye on Health and Safety issues? Mrs Desborough agreed.

9.2. Mr Smith asked what would happen if the DfE don't surrender the lease? Mrs Kane stated that it wouldn't be anything for the Academy to concern itself with. Mrs Stephens confirmed that it wasn't for the Trustees to keep chasing the DfE on this issue. Mr Smith stated that the community needed to be aware that it was the DfE's issue, not the Academy's. Mrs Kane reported that she had received a letter from Sandy Town Council which stated that they are aware that the DfE is responsible for the lease after 31st August. Mrs Stephens advised that CBC has a working party set up, including local people, looking at possible potential uses. Mrs Kane had ensured that all groups who use the Academy's facilities were aware that the lease reverts to the DfE. Mrs Ranson felt that there was nothing really to update and there was still time for plans to be made. She stated that possibly at the June meeting there would need to be consideration given to whether there was any requirement for the Academy to communicate with the community. Mrs Stephens stated that she had been in touch with Alistair Burt's office, but that it was important that the focus was on pupil and staff, rather than managing the community's expectations, whilst not ignoring the issue of the lease. Mr Greener reminded Trustees that the accountant had made it clear at the Trust AGM that from 31st August, all liability transfers to the DfE and if they haven't done anything about it by then it isn't the Academy's issue. Mrs Kane stated that efforts were being made to push the DfE to make the transfer to CBC, but there was a limit to what could be done.

9.3. Mrs Kane advised that all school trips had been paid for by School Fund. She also advised that there had been a couple of minor changes to redundancies due to contract changes. Mr Smith asked what would happen to any funds remaining? Mrs Kane advised that money from the main school accounts would transfer to the DfE.

10. School asset update

10.1. Mrs Kane advised that there had been numerous meetings with local Headteachers who had requested items from the Academy. She reported that there was a list from Potton Middle, including library books, Clevertouch boards, office furniture, and items from the science labs and prep room. Sandy Secondary had also made a number of requests, as had Moggerhanger and Robert Peel.

- 10.2. Mrs Kane stated that all other items would be available at the end of the summer term for headteachers to come and take, as there would still be a lot of assets, ie text books, old computers etc.
- 10.3. Mrs Kane advised that she had been approached by the Rotary Club who are involved in supporting schools in Ghana, who would like any remaining items to send there. Stratton Upper had made a request for any items from Resistant Materials and Food & Fabric, and that other local organisations including both Sandy and Potton Scouts may also be interested.
- 10.4. Mrs Kane stated that there was one specific item, a MacBook, which had been purchased to run the pupil iPads, which a number of colleagues had asked to purchase. She advised that SSS had also requested this. After discussion, Trustees agreed that the MacBook should be donated to SSS.

11. Link Governor Reports

- 11.1. Trustees noted Mr Fox's report on PE Funding and Mr Sale advised that Mr Jefferson had met with him regarding Year 7 Catch-Up funding and needed to comment on his report.

12. Governor Training

- 12.1. Mr Stonehouse advised that Mr Riches was due to attend the course for Safeguarding Governors and 25th March. Mrs Stephens stated that the Ofsted inspector had been particularly impressed with the comprehensive safeguarding visit Mr Riches had conducted in December and his report thereof.
- 12.2. Mrs Kane advised that the auditors visited on 6th March and the governor training matrix would need to be updated before then. Mrs Stephens stated that Governor training was not a priority, and that it was important to keep a collective eye on the ball for pupils over the next few months.

13. Round Table

- 13.1. Miss Riberaud advised that she was looking to support pupils with career planning and was arranging some assemblies for Year 8s looking at different careers. She asked if any Trustee was happy to speak to pupils about their career to let her know.
- 13.2. Mr Smith stated that he would be grateful if any Trustees had opinions on the future use of the site to let him know their views.
- 13.3. Mr Greener stated that Trustees and Members were keen to support other schools with assets and other forms of support for the future. He advised that Sandy Secondary had contacted Mrs Kane as they need some help within their finance department due to natural wastage. Mr Greener advised that Mrs Kane will support the top level finance at Sandy Secondary until the end of the school year. Mrs Kane stated that her priority remained with the Academy. Mrs Stephens stated that this should help with the transition of pupils to the Secondary school as well. Members clarified that the Academy would not be off-charging for Mrs Kane's time.

14. Dates of Future Meetings

Board of Trustees	Wednesday, 26 th June 2019 at 7pm
Finance, Premises & HR Sub-committee	Wednesday, 20 th March at 7pm
Closure Sub-committee	Wednesday, 3 rd April 2019 at 7pm

Meeting closed at 8.40 pm.

Agreed as an accurate record of the meeting on 11th July 2019.



Signed: _____

Hannah Ranson
Chair of Governors