



Full Board of Trustees

Hybrid meeting held on TEAMS and at Spring Common Academy

Tuesday 25th May 2022 – 6pm

MINUTES

Present: Mark Williams; Kim Taylor (Exec Head); Sue Bailey (Chair); Wayne Palmer (WP); Rebecca Berton (RB); Billy Mollison (BM);
Present remotely: Rebecca Ward (RW); Mike Westcott Rudd (MWR);

In Attendance: Helen Nicholls (Clerk)

No.	Minutes	Actions
1.	<p>Welcome and Apologies Apologies from Ilker Yoney (IY) were accepted by the board. No apologies received from Julie Perry.</p> <p>Quoracy Quoracy confirmed as more than three trustees present.</p>	
2.	<p>Declaration of Pecuniary Interests None received</p>	
3.	<p>Approval of Minutes for:</p> <ul style="list-style-type: none">The Board of Trustees' meeting 29th March 2022 <p>Decision: Minutes from the board of Trustee's meeting on the 29th March were agreed as an accurate representation of the meeting and approved by Trustees.</p> <p>Governors Discussed the issue of recording of Exec Head as in attendance rather than as a trustee. The following was agreed as the correct procedure for recording her attendance: The Exec Head is a Board member and trustee. And should be noted as such in the Board minutes. She is also a member of the Finance People and Premises committee and also should be noted as such. When this committee sits as an Audit committee to consider internal and external audit matters the Exec Head does not have membership status and is only in attendance. She should be noted as such in the minutes as appropriate.</p>	

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	<p>The Clerk agreed to amend previous minutes to move the Exec Head's attendance into the right category</p> <p>Action – Clerk to move Exec Head into correct section of Minutes as agreed</p>	Clerk
4.	<p>Matters Arising and Agreed Actions Update</p> <p>Review actions from meeting on 29th March 2022</p> <p>Action: <i>Y pecuniary interest firm still outstanding – Clerk to forward a new form and Y to return. – Complete</i></p> <p>Action: <i>Members and Trustees to send photo of themselves for Trust website – Members to forward to Clerk to collate and send onto trust- Ongoing</i></p> <p>Action: <i>All trustees to complete online Prevent training – Unable to access online, Clerk to send new access round to all trustees – MW sent clerk will chase remaining trustees.</i></p> <p>Action: <i>Chair asked for all trustees to complete safeguarding training where this hasn't been completed and for certificates to be forwarded to clerk.</i></p> <ul style="list-style-type: none"> - <i>Safeguarding training to be arranged in September for all trustees and governors.</i> <p>Action: <i>Chair to arrange external facilitator to attend strategy meeting – Chair has contacted an NGA facilitator who has agreed to attend. It will be a four hour session. The Chair would like trustees to propose potential dates.</i></p> <p>New Action: <i>Date to be set for Strategy Meeting</i></p> <p>Action: <i>Risk log working party to be established – This has been conducted with 3 trustees in attendance with the Exec Head. A meeting was held and model suggestions have been proposed. A further meeting should be held to, there was a recommendation for an audit and risk committee should be reconvened. Trustees discussed whether a fourth committee is needed or whether we have a dedicated section added to one of the existing meetings. The framework for looking at risk could be improved and more indicators will be added to move this forward. A trustee asked for the working party to clarify what their recommendations are after their next meeting.</i></p> <p>New Action: <i>Risk log working party to bring a proposal for amendments to next board meeting.</i></p>	<p>All</p> <p>All</p> <p>Chair</p> <p>Working Party</p>
5.	<p>Board of Trustee Membership</p> <p>Review and record appointments, resignations, and vacancies</p> <p>No response has been received from the AAG's about recruitment of new members for the TLW. Chair will follow up with Heads of School</p>	
6.	<p>Finance</p> <p>Items to follow up from FPP meeting 12th May 2022</p> <ul style="list-style-type: none"> - External audit tender. A sub group was created, formed an conducted an external tender process review. This was summarised and presented to the FPP and unanimous approval for its recommendation to retain the current company AZETS was received. <p>Decision: The Chair of finance committee asked for the boards approval to retain AZETS and this was agreed.</p>	

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	<ul style="list-style-type: none"> - The Employee Assistant Program was approved by the finance committee and the Chair circulated proposal to other board members for consideration. The use of MediGold Health offers good value and has now been approved by the full board. - Results of the recent internal audit review was present to the FFP committee, and this included the scope of work and outcomes of the audit. No red flags were given, and the few amber warnings require some inconsistencies to be addressed. 	
7.	<p>TLW</p> <p>Items to follow up from TLW meeting 3rd May 2022</p> <p>The last meeting focussed on Schools and their SEF. The Exec head discussed with an external reviewer and she will hold a meeting with Spring Common before the Head of School leaves regarding the position of the school.</p> <p>The Chair suggested that new head is present at this meeting as a part of the handover.</p> <p>Much easier process this time round and are trying to make sure that QA evidence has a real push, most covid absences in both schools this year</p> <p>Exec head confirmed that Jan will remain as an external auditor next yera</p>	
8.	<p>Safeguarding</p> <p>The Exec Head held a meeting with Riverside Meadows today to look at safeguarding at both sites. The sites need to make better use of the platform My Concern to get detailed analysis of safeguarding issues. The Exec Head suggested that there is not enough reporting, around 15 logs are reported each day, but there may be others which have not been recorded. The exec Head would like for the sites to have more training on the full system of My Concern, and more safeguarding training for team generally at Riverside Meadows. The SLT at Spring Common will perform some training with Riverside Meadows staff next term.</p> <p>One area of focus is the logging of pupils receiving alternative programs.</p> <p>The Exec Head informed Trustees that all the points on the safeguarding review can be achieved quite soon, and that we need to keep working on embedding a culture of safeguarding throughout the school at Riverside Meadows</p> <p>At Spring Common we have been moving from a paper system to the My Concern program. All chronologies are up to date and we will not be adding back dated files to My Concern, a note will be added that there is a paper file for a learner where appropriate.</p> <p>A trustee informed the board of their use of the My Concern program in another setting. They pointed out that data from transferring pupils can be added in easily when pupils join the school. They also suggested use of the program Clarity as an additional program that can be brought in to aid analysis and bring data from multiple trust schools together.</p> <p>The Exec Head told the trustees that initially Spring Common had had to build a SCR from scratch and there have been some advisories about additional information that could be recorded although these are not mandatory.</p>	

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	<p>She explained that during the recent external audits the audit team had looked at the ethos of the schools, looked at record keeping and had spoken with staff and pupils.</p> <p>A Trustee asked if there is a potential risk of safeguarding to pupils by lack of reporting.</p> <p>The Exec Head explained that there is no risk to pupils, but risk is lack of evidence to assist in inter agency working.</p> <p>At the Riverside Meadows inspection the team were especially pleased with the interim Head of School. They feedback that she was very good with the children, and that she gave an accurate assessment of the short comings of where we currently are, and where are headed as a trust.</p> <p>The Chair represented the current trustees at the Spring Common review. The inspectors wanted to make sure all trustees were aware of how to raise safeguarding concerns. They wanted to know the difference between Trustees Members and the AAG and where our clear lines of safeguarding are. They were happy that a core group of trustees had completed safeguarding training, but wanted assurance that all will be receiving training as a group. He had been given minutes of trustee meetings to see how we track safeguarding issues, attendance.</p>	
9.	<p>Executive Head Report</p> <p>The Exec head commented on pages 1-6 of her report, which had been provided to Trustees ahead of the meeting for review. She explained that new special school plans have been going well and work has begun at Wisbech Site. She informed Trustees that Kier are trying to organise a launch event on site on the 11th July at 1:30. They will invite council members, staff from the schools, and the local press, it is a really important build for the community.</p> <p>The project at Cambridge Regional College has gone to CCC board, and the college has been contacted. Refurbishment is needed before we can use rooms. A Possible project at Mayfield road has arisen and we need to ensure that the educational capital team know that we are interested in the site. The local council have agreed that the current building will need demolishing and a new building be constructed on the site.</p> <p>The Finance manager has completed period 8 return. The main issue which has arisen is the need to replace a minibus for Riverside Meadows which is to be discussed at next FPP committee.</p> <p>Staff recruitment is ongoing and some staff have been recruited in both schools. Some support staff have decided to move on so there is some turnover.</p> <p>There is an ongoing risk with inflation costs. This hasn't been help by the fact that the money given to CCC for special schools has not been fully passed to schools.</p> <p>The Exec Head made a proposal for a working group to discuss recruitment strategy, and the sequence and timing of appointments. She explained that key decisions need to be made soon to ensure new staff are appointed before the opening of the new schools.</p> <p>The Chair asked the Exec Head if she had received feedback from the Local Authority on the role out of the new schools. The Exec Head explained that she</p>	

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had not yet had any feedback but wanted to develop a trust strategy for this which can then be taken back to the council. Trustees indicated that they would be happy to join a working group.

The Exec Head asked the Trustees for a decision on when to recruit a head teacher. She explained that she had had a meeting with the DFE to discuss separation of the two sites of Riverside Meadows and has been looking at DFE documents for a process of de-amalgamation. There is a DFE document concerning this process, and she will put together a business case to submit to the DFE. Exec Head has everything needed for this so process should just involve bringing everything together before submitting. She asked the board when they think the de-amalgamation should take place.

The Chair asked if this would cause problems with staff contracts as some staff have mobility clauses. The Chair suggested that there will need to be discussion with staff who potentially work in both schools, regarding where they will work going forward as some staff may have a preference of where they work.

The Exec Head agreed that the process will go through EPM to check that the correct process are being followed.

The Trustees asked for guidance about how to make this decision from the Exec Head. She explained that the heads of school will need to be in place at least two terms before the opening of the new school, so the ideal time for the de-amalgamation would be January and that the business case needs to be lodged urgently. She confirmed that the DFE, LA and EPM will all have to approve the business case for it to go ahead, and at that point the DFE would guide the trust through the process.

The Exec Head asked for agreement from the trustees for a business plan to be lodged with the DFE as soon as possible. She agreed that the plan will be sent to board for approval via email which compiled so an agreement can be obtained. Trustees agreed to this proposal.

Action: Head to send business plan for de-amalgamation to trustees before submission to DFE.

The Exec Head informed the trustees that she has been working hard on recruitment for the AAG's, and on getting pre-opening groups in place for both new schools which will then become the governor bodies in time. She confirmed that she has secured a couple of people for the Wisbech site.

The Chair queried the current scheme of delegation which says that the board need to appoint the chairs of the AAG's. She expressed the view that this may not be a practical approach. The Trustees discussed the matter and a consensus was reached that they can sign off appointment of proposed chairs as raised by the AAG's.

The Exec Head invited Trustees to come into school and to come to her with feedback about the achievements of the trustee group. She also asked for a rota to be drafted so that trustees can periodically attend AAG meetings rather than leaving this solely as the responsibility of the Chair of Trustees.

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	<p>The Exec Head proposed an event to say thank you to the Head of School at SCA for her 30 year service at the school. She invited trustees to come to school events and whether we wanted to invite her to the next board meeting. A trustee asked if we can make a commemorative item to recognise her work over the years. The Exec Head agreed this would be a good idea. She also suggested the creation of a small garden to mark the passing of several children during Covid. This was agreed by the Trustees.</p> <p>Action: Exec Head to organise and invite trustees to attend events for marking service of Head of school and a memorial for children.</p>	
10.	<p>Succession Planning – To be discussed at strategy meeting</p>	
11.	<p>Risk Log – A copy of the risk log was provided to Trustees prior to the meeting for review.</p> <p>The Exec Head explained that the current risk log represents the consistent monitoring of key items but that she is happy to add more indicators as already discussed.</p> <p>She explained that the current risks involve staff recruitment. She explained that recruitment of 3 teaching and learning mentors has taken place at Riverside Meadows. There are a number of vacancies outstanding but the number of people of applying is low.</p> <p>The Exec head invited questions regarding the risk log.</p> <p>A Trustee asked if there are any emerging risks that are not included on the risk log.</p> <p>The Exec Head confirmed that all risks have been included and that the biggest current risk is inflationary pressure, especially on being able to maintain teacher numbers and staffing levels.</p> <p>She moved on to talk about the cost of living crisis and how it is affecting the families of learners. She suggested that the schools may have to start breakfast and evening clubs to ensure learners are fed.</p> <p>A Trustee suggested the creation of a hardship fund to assist families with urgent needs.</p> <p>The Exec Head informed Trustees that the Godmanchester foodbank is accessed regularly by staff and pupils at the school. She explained that the schools provide snacks and fruit throughout the day, and that the trust need to make ensure we maintain safe staffing levels. She reassured Trustees that the trust was in a good position compared to some other schools.</p>	
12	<p>Trust Matters:</p> <p>Scheme of Delegation – The Chair explained that she has received a new scheme of delegation document from a colleague at the NGA and that we can use and amend this document for the Trust. She explained the Importance of having a definitive document that clarifies differences in roles and responsibilities between an Exec Head or CEO, and a Head of School as apposed to a Head teacher. The Chair suggested that Trustees look at in more detail and propose amendments or changes. The Chair asked how trustees would like to review the document, and if a working party should be formed.</p>	

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	<p>The Trustees discussed how they wished to proceed and it was agreed that a small working party should be formed.</p> <p>Decision: Working party of Chair, BM and MWR should meet to look at document.</p> <p>The Exec Head confirmed that an existing scheme of delegation document will be forwarded to the working party for review during the meeting.</p> <p>Action: Exec Head to send current Scheme of delegation to working party Action: Chair to propose dates for meeting of working party.</p>	
12.	Policies and Documents for approval/review – none to review	
13.	AOB: None raised	
14.	<p>Confidential Items</p> <ul style="list-style-type: none"> Confidential Minutes part B from The Board of Trustees meeting 29th March 2022 <p>Decision: Confidential Minutes from the board of Trustee’s meeting on the 29th March were agreed as an accurate representation of the meeting and approved by Trustees.</p>	
15.	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> TLW Committee Wednesday 23rd June FPP Committee Tuesday 28th June <p>Full Board of Trustees Tuesday 19th July</p>	

Meeting ended at 19:51

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Action	Assigned to:	To be Completed by:
Action – Clerk to move Exec Head into correct section of Minutes as agreed	Clerk	31/05/2022
Action: Members and Trustees to send photo of themselves for Trust website – Members to forward to Clerk to collate and send onto trust	All	23/06/2022
Action: All trustees to complete online Prevent training – Unable to access online, Clerk to send new access round to all trustees – MW sent clerk will chase remaining trustees.	All	23/06/2022
Action: Date to be set for Strategy Meeting	Chair	08/06/2022
Action: Risk log working party to bring a proposal for amendments to next board meeting.	Working Party	23/06/2022
Action: Head to send business plan for de-amalgamation to trustees before submission to DFE.	Exec Head	ASAP
Action: Exec Head to organise and invite trustees to attend events for marking service of Head of school and a memorial for children.	Exec Head	23/06/2022
Action: Exec Head to send current Scheme of delegation to working party	Exec Head	10/06/2022
Action: Chair to propose dates for meeting of working party.	Chair	10/06/2022

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