



Full Board Meeting with Members

Hybrid meeting held between Microsoft Teams and Spring Common Academy Meeting Room

06/12/2023 – 6pm

MINUTES

Present: Mark Williams, Kim Taylor, Genevieve Cowcher, Becky Caudwell. Anthony Upshall, Rebecca Berton, Julie Perry, David Olney, Abi Crulley (Minutes), Tracy Richardson (Azets)

Apologies: Billy Mollison, Sue Bailey, Julia McIntosh

No.	Minutes	Actions
1.	<p>Declarations of interest and apologies from Trustees and Members</p> <p>MWR and JB recorded as not attending. *MWR joined at 6:04*</p> <p>No declarations of interest were made.</p>	
2.	<p>External audit and Statutory accounts</p> <ul style="list-style-type: none">Year end audit report <p>Tracy Richardson from Azets delivered her report and shared that while some minor details were updated in the trustees report following the FPP meeting, no numbers or significant changes were recorded. TR summarised what was included within the report section by section. In terms of finance, the year ended with £1.3M with a surplus of around £127,000.</p> <p>KT mentioned that new schools should be spending in appropriate. Funds have been allocated as set up grants, and also additional funds for training.</p>	<p>MWR to check the Land Registry</p> <p>Proofread of the trustees report and attendance figures</p>

READ & AGREED AS A TRUE RECORD

Signed.....(Chair) Date.....

	<p>KT clarified that as a trust, the land is not owned. The local authority and the trust are in a legal agreement over the land. KT said that the land with the new premises at Wisbech needs to be checked, as well as making sure the latest version of the funding agreement is to hand. KT gave confirmation that there has been discussions with the local authorities and updates will be given regularly.</p> <p>In terms of banking, Tracy Richardson recommends that the funds are being stretched across a few bank accounts as there is only an £85,000 guarantee on each. She also recommended 5 trustees, despite there only being 3.</p> <p>This is GC's last full board meeting, with one FPP meeting remaining. Members of the board expressed their gratitude and thanks to GC.</p> <p>Accounts have been approved by all members of the board. Azets have been approved as auditors for the next year.</p> <p>JP mentioned that the members responsibilities vest with the charitable status and the articles of association. There are guardians of this. If there are any changes to the articles of association, they need to be approved by the members.</p> <p>DO left the meeting at 18:30.</p> <p>JP requested a proofread of the trustees report as there were subnumbering errors and missing attendance figures. KT mentioned that there has been changes and apologised that the newest copy had not been issued.</p>	
3.	<p>Approval of previous minutes and matters arising (where not covered elsewhere)</p> <ul style="list-style-type: none"> • Chair role and Membership <p><i>Previous Minutes Approved.</i></p> <p>At the FPP meeting, MW said that it was not appropriate for him to be chair. BM put himself forward and was appointed as chair of FPP committee.</p>	
4.	<p>Sub -Committee reports</p> <ul style="list-style-type: none"> • Teaching, Learning and Welfare 	

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	<p>RB took the lead. PWA have had lots of preparation going on about what they can get ready. Some of the operational work has been completed but are held back because the DFE are not ready yet. CP has begun planning timetables, but recruitment has been halted because the school still isn't registered yet. For SCA, AT gave an update on Earwig that was implemented a year ago. It showed that year 2 was the most challenging year group and gaps have started to show. The system is still being looked at and how Earwig can be improved. The School Improvement Advisor did visit and was based on PSHE, leadership, commitment and preparing for adulthood. The SIA asked lots of questions, like the style of Ofsted. The next visit seems to be planned. The school is about to be credited, which the school are working upon it. It was ATs last meeting. CC mentioned things were going very well at Wisbech and are settling in, showing respect to their new environment, A lot of work is being done on transitioning and welcoming new students. There has been some staffing issues, about 95% on the way to having the right people and skillset. Their SIA visit was interesting, asking a lot of questions about the setting. Having a family worker on site is working well. There is still a few part time timetables, which are still being worked on. They have appointed one of the assistant headteachers to work on English Intervention. As a trust, an attendance target of 80%. RMA have developed a mental health policy, and it is being used across the trust. In terms of safeguarding, there has been a lot of DSL training in relation to filtering under the new DfE guidance.</p> <ul style="list-style-type: none"> • Finance, People and Premises <p>The interests of the deposit balances were discussed, with only earning a small amount of interest. Discussion was on how to improve this. There has been a revised set of financial delegation, which has been approved. There has been a new finance director recruited, starting early next year, hoping for a swift handover to GC.</p>	
5.	<p>Chief Executive Officer's report</p> <ul style="list-style-type: none"> • Retention Policy and Staff Offboarding Checklist <p>Approval is needed for section 10 of funding. All board is in agreement.</p>	

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	<p>KT spoke about the risk log in relation to RMA. There is work currently ongoing which is trying to complete works to stop children climbing. Risk management is under discussion with internal auditors. Board approves the risk log.</p> <p>All policies have been complete and ready, ready for OFSTED registration. Curriculum booklets are available. A meeting with the local authority found the community very happy, ready to submit to Ofsted.</p>	
6.	<p>AOB</p> <ul style="list-style-type: none"> • Trustee Training via Governor Hub <p>MW mentioned that KT will send out the training, advising people to take advantage of this. There is some mandatory training, other is optional but advised.</p> <ul style="list-style-type: none"> • Teams Access for Trustees <p>MW mentioned the use of collation and distribution of documents for meetings. It was agreed that final documents would be circulated by email 7 days prior to meetings going forward.</p> <ul style="list-style-type: none"> • Structure of TLW meetings <p>RB mentioned that her and KT have changed the structure of the TLW meetings which will come into effect in the next meeting.</p> <ul style="list-style-type: none"> • External Review of Governance <p>MW has taken over this review from SB. JP mentioned using NGA, which is praised by MW. JP explains that an external review gives good insight to understand the gaps and carry out resource prioritisation as the trust moves from a small organisation to medium.</p> <ul style="list-style-type: none"> • Headteacher & Trustee Partnership <p>BC agrees that it is a strong decision to pair a trustee with a headteacher. Everyone agreed.</p> <p>MW mentioned Judy Ward is no longer a member. JW was a governor of SCA, while in special measures. She later became the chair of Governors, transforming Spring Common School into SCA. JW has been associated since 2009. Prior to this, she introduced after-school clubs into schools around Cambridgeshire. KT will arrange to send thanks to JW.</p>	

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	Both JP and AU spent a lot of time over summer with KT working on the strategy document, and it still has not been circulated round the board. JP is disappointed. AU mentioned that it was being brought to the January meeting. AU is unsure where it is heading, with no three-year trust strategy ahead. KT suggested a meeting with AU and JP next month to make sure it is ready for the full board meeting in February.	
7.	Confidential Items REDACTED	
8.	<u>Date of next meeting: 07 February 2024 at 6pm</u>	
9.		

Meeting ended at 19:37

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