



**SPRING COMMON ACADEMY**  
**Full Board Meeting**  
**Wednesday 10<sup>th</sup> February 2021 – 5pm**

Remote meeting held on TEAMS due to Covid-19 Pandemic social distancing requirements

**MINUTES**

**Present remotely:**

Sue Bailey (Chair)	Kim Taylor, Executive Head (KT)
Jay Browning (JB)	Lynda Adam (LA)
Keith Strong (KS)	Wayne Palmer (WP)
Michael Westcott Rudd (MWR)	

**In Attendance remotely:**

Nathalie Watkins (Clerk)  
 Judy Ward, SCAT Member (JW)  
 Stacey Vahaak, Architect, Atkins (SV)  
 Jonathan Hesketh, Landscape Architect, Atkins (JH)  
 Michael Cowen, Design Manager, Morgan Sindall (MC)  
 Alison Revell, Project Sponsor, Cambridgeshire County Council (AR)

No.	Minutes	Actions
1.	<p><u>WELCOME AND APOLOGIES</u></p> <p>This was a remote meeting held on TEAMS due to Covid-19 Pandemic social distancing requirements. The meeting was held under the Trust’s virtual meeting policy guidelines agreed by all Trustees for the academic year.</p> <p>Apologies were received from, and accepted for, Ilker Yoney, Rebecca Ward and Taff Gidi.</p> <p>The meeting was quorate with over 3 Trustees logged in.</p> <p>The Chair welcomed everyone to the meeting. She explained that David Perkins from her NGA Chair course would be joining the meeting this evening as previously agreed and at 6pm the Trustees would be joined in the meeting by representatives from those working on the Prestley Wood development who will provide an overview of the work to date and look to get Trustees agreement on</p>	

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	Milestone 2.	
2.	<u>DECLARATION OF PECUNIARY INTERESTS</u> None	
3.	<u>APPROVAL OF MINUTES</u> <b>DECISION: The minutes from the FBT meeting on 2<sup>nd</sup> December 2020 were approved.</b>	
4.	<u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u> <ul style="list-style-type: none"> <li>• TLW Summary and information relative to the Board since the last meeting: <ul style="list-style-type: none"> <li>➤ There have been two positive cases identified via the test centre that have therefore resulted in the closure of two mini bubbles and deep cleans. KT was keen to report that no further cases were identified on either occasion suggesting measures in place are working effectively.</li> <li>➤ All staff have been offered a Covid vaccination the vast majority of whom have accepted and received this. Many second doses are planned for Easter holidays.</li> <li>➤ The Covid risk assessment and Operating Procedure documents have been updated</li> <li>➤ Attendance average is 48% (national average for special schools is 33%)</li> <li>➤ IT Acceptable Use Policy has been updated to support the safety measures of digital and online remote learning.</li> <li>➤ JM has applied for and received some new laptops for students</li> <li>➤ There has been a lot of positive feedback from parents</li> </ul> </li> <li>• Appointment of Internal Auditors. The appointment of new internal auditors needs to be made prior to the next FPP meeting. The FPP Committee agreed to recommend the appointment of Days subject to a few questions being answered. KT confirmed that Genevieve Cowcher had been able to obtain positive answers to all the queries raised and is very comfortable with the company. KT explained that they were hoping to conduct a due diligence virtual meeting during half term with Taff Gidi and Days. KT asked the Board if they were happy on this feedback to approve the appointment as the internal audit needs to take place in March. <b>DECISION: The Board approved the appointment of Days as internal auditor for Spring Common Academy</b></li> </ul>	

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**following the recommendation of the FPP Committee and the further assurances obtained by Genevieve Cowcher and communicated to the Board via KT.**

- The Chair drew Trustees attention to the fact that work had taken place on the format of agendas and supporting document content and labelling for the most recent Committee meetings. **ACTION: If Trustees have any feedback on agendas or document content please let the Chair or the Clerk know so that they can continue to be refined.**

All Trustees

- AAG Minutes have been circulated. Chair asked if there were any questions arising from these. **A Trustee asked how the move to make the AAG a formal LGB was progressing as only one parent attended the Dec meeting.** KT confirmed that there are still 3 parents involved it was purely to do with personal circumstances on the date that meant only one attended the Dec meeting. KT provided an update on the progress of formalising AAG to LGB status explaining that some parents still need to come into school to complete the relevant documents but Covid restrictions are currently preventing this. There was no update on recruitment of Community members.

- KT is only Trustee outstanding to confirm via email formal acceptance of the Trustee Code of Conduct. **ACTION: Clerk to resend request for acceptance to KT.**

Clerk/KT

- All Trustees present confirmed that they have completed the NGA Safeguarding for Governance online training. **ACTION: Clerk to obtain confirmation from Trustees not present.**

Clerk, TG, RW, IY

- Chair asked Trustees if they had all received Clerk's email about the Governors Conference. Chair confirmed that she is attending and reminded Trustees that as a subscribing school attendance is free to Trustees.

- Chair reminded Trustees that registration with The Key was free and useful if anyone wished to take up this opportunity.

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	<ul style="list-style-type: none"> <li>Trust Name Delegation Group updated the Board on the process used to come up with the names that have been circulated and then shared Trustee feedback to the proposals. Stirling/Sterling as a name provided some concerns with the monetary association but Horizon had received some good feedback. There are other Trusts using the name Horizon(s) so the group had discussed the possibility of a prefix. <b>DECISION: Trustees agreed to progress the name Horizon(s) and look at prefixes.</b> ACTION: Trustees to send KT suggested prefixes by tomorrow lunchtime and then these will be circulated for feedback/vote. A Trustee asked if the ESFA provided any limitations on names a Trust could use if already in use, to which it was felt that they did not, however it was raised that it would be important to check availability of urls/domain names. A Trustee asked about the use of 'Educational' in the name as KT had expressed previously her preference that the name contained this. KT explained that the others in the group felt Multi Academy Trust was more important.</li> <li>Chair informed Trustees that David Perkins had been unable to access the meeting so he would attend the March FBT meeting.</li> <li>Risk &amp; Performance Register Working Party to provide an update and timescales for a revised document. ACTION: reschedule to next FBT meeting.</li> </ul>	<p>All Trustees</p> <p>RPRWP/Clerk</p>
5.	<p><u>BOARD OF TRUSTEES MAKE UP FOR 2020 AND BEYOND</u></p> <ul style="list-style-type: none"> <li>Trustee Number Maintenance</li> </ul> <p>Academy Ambassadors update – 2 applicants. Chair and KT have spoken with one who is local and has a background in Finance and plan to meet virtually with the other over half term. Chair asked for Trustees opinions on next step as normally prospective Trustees would be invited to visit the school but in present circumstances this is not possible. <b>DECISION: Invite prospective Trustees to attend next FPP and then if still interested invite to FBT to introduce themselves and for a proposal to be made for them to become a Trustee.</b></p> <p>Both applicants have backgrounds that suit the FPP and it is the TLW Committee that is low on members. Chair asked if Trustees felt that this was a problem and if new Trustees should be told that there is only a vacancy on the TLW Committee. Chair noted that the next Trustee due to leave the Board was KS and he sits on the</p>	

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6. 6PM: PRESENTATION BY MORGAN SINDALL AND LOCAL AUTHORITY

KT welcomed the following to the meeting and each introduced themselves:

- Alison Revell the project sponsor from Cambridgeshire County Council who explained that she was overseeing the budget.
- Michael Cowen, Design Manager for Morgan Sindall who explained he worked closely with Atkins
- Stacey Vebaak, architect for Atkins
- Jonathan Hesketh, landscape architect for Atkins
- Judy Ward; Member for SCAT and former Chair of Trustees

SV started the presentation running through the current building plans and the reasons behind the plans. SV explained that it will likely be another year before the design is finalised but the current plans give a very clear idea of the direction.

After SV finished Trustees were asked if they had any questions. [A Trustee asked if the hall is designed as a PE space with enough height for trampolining \(rebound therapy\).](#) SV confirmed that this was the case and that there was also a rebound room with a sunken trampoline.

JH then presented the Masterplan giving an overview of access and circulation routes, landscaping plans around buildings and exciting outdoor areas planned.

KT thanked Atkins for their presentation and asked if there were any questions acknowledging that there was a lot to take in. Trustees expressed their views that it 'looks terrific', 'very spacious', 'like the hidden areas and forest feel'. [A Trustee asked what type of doors are planned.](#) SV said that these will be looked at in the next planning phase. [A Trustee asked if echo effects have been considered for those with HI in all of the areas.](#) SV explained that an acoustician will be involved in the next stage. [A Trustee asked for clarification where the mainstream school is situated on the plans and enquired if a joint entrance is planned.](#) SV explained that at the early stages it was thought that a joint entrance would be feasible however with the increase in numbers and hence building sizes it has worked out better to have two separate areas. AR explained that from experience separate buildings work better from a financial perspective as there is no need for shared bills. [A Trustee asked if the secondary school is double storey.](#) JH explained that it was 3-storeys but trees will prevent dwarfing and the materials used for the buildings will

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	<p>reflect continuity over the whole campus.</p> <p>KT confirmed that her relationship with DMAT and the CEO of the secondary school is still very strong. KT has been very heavily involved with the design and explained that her inspiration came from her international travel to both Bulgaria in her role as Head Teacher of SCA and through family connections in Australia.</p> <p>KT requested that MC send the slides to her so that she can circulate to Trustees.</p> <p><b>DECISION: Trustees unanimously approved the proposed designs from Milestone 2</b></p> <p>AR explained that the next steps were for the architects to provide revised costs with the plans that she will then take to councillors explaining the change in scope from the original proposal and looking for sign off. Changes include: additional pupil numbers due to SCA waiting list size and the fact that other newly built special schools have reached capacity within 1-2 years of opening; 19-25 provision; autism unit. AR does not feel that there will be an issue getting approval for the additional budget.</p> <p>Chair thanked everyone for attending.</p> <p><i>JH, SV, AR, MC, JW left the meeting at 6.58pm</i></p>	
7.	<p><u>EXECUTIVE HEAD PAY SALARY STRUCTURE</u></p> <p>Chair explained that previously the Board have discussed that the Exec Head pay salary structure might be developed so that it linked with the number of schools in the MAT. Chair would like to put together a working group to look at a couple of papers published around this subject and create a proposal in plenty of time of the next end of year performance review.</p> <p><b>DECISION: Chair, WP, MWR and JB agreed to make up a working group to create a proposal for the FBT on Exec Head salary structure. It was agreed that this should be completed and approved by September 2021.</b></p> <p><b>ACTION: Chair to circulate relevant papers containing guidance on this matter to members of the working group in advance of first meeting.</b></p>	Chair

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8.	<p><u>SAFEGUARDING AND SCR</u></p> <ul style="list-style-type: none"> <li><b>DECISION: FBT approved the Acceptable use of IT Addendum following recommendation from TLW Committee.</b></li> </ul> <p>KT explained that the Keeping Children Safe in Education document has been updated to include the latest Covid-19 guidance and changes to regulation post Brexit. Chair explained to Trustees that the quickest way to access updates are sites like the Key that produce summary documents of changes so that Trustees do not have to read through the whole document looking for changes. KT has updated SCA's Safeguarding addendum to reflect these changes. The changes focus on advice to schools about Domestic violence and the impact on mental health of children, young people including suicidal thoughts and self-harm. There is an update on a section in KCSIE around the requirement of Governors to have a clear understanding of how to identify mental health issues. <b>DECISION: Trustees agreed that the TLW Committee should receive a presentation on this.</b> <b>ACTION: KT to arrange with JM for Sarah Buxton to provide a presentation for the TLW Committee at their next meeting identifying mental health issues.</b> <b>ACTION: Clerk to add to next TLW Committee agenda.</b></p>	<p>KT</p> <p>Clerk</p>
9.	<p><u>EXECUTIVE HEAD REPORT</u></p> <p>KT had provided a report in advance of the meeting to be read in conjunction with the Exec Head report for both the TLW and FPP Committees' last meetings. KT had covered some areas of the report already in previous items. The notes below cover items mentioned to Trustees but not the whole report so please read in conjunction with the report.</p> <ul style="list-style-type: none"> <li>Trust Matters</li> </ul> <p><b>DECISION: Trustees agreed to engage Browne Jacobson as solicitors for the academy transfer of Unity School (having been sent, in advance of the meeting, the letter from them outlining proposed costs and scope of work).</b></p> <p>KT and Chair have been looking at the Trust rebrand and development of a website and hope to have a dummy site to show Trustees at the next FBT meeting.</p>	

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KT has been focusing on aspects of the Risk log and detailed status in the report.

- Spring Common Academy Matters

Jan Martin the external school improvement partner has continued to support remotely and this has supported curriculum leadership by identified the need to support staff on completing deep dives. KT has done some work with JM on this to support the school improvement plan.

Very pleased with the Autism re-accreditation as very few schools have achieved this.

Focus on wellbeing and mental health for staff

GDPR update training provided to staff and amends to privacy statements completed in relation to Brexit.

Additional items discussed in item 4

- Prestley Wood – discussed in item 6, no further discussion
- Unity Academy

KT asked Trustees for their availability around 18<sup>th</sup> February as she wished to have a Trustee meeting to present the issues raised from the Due Diligence and proposed actions/solutions. **ACTION: Trustees to email KT with availability from 17<sup>th</sup> to 19<sup>th</sup> February.** KT stated that she will send a pack of Due Diligence documents to Trustees in advance of the meeting and GC will run through the financial information. KT has prepared work on the state of the buildings and is looking to do a SSCIB bid for exceptional funding but is waiting on some updated costs. There is a plan for a new build for the school in Wisbech but KT was not happy with the plans that she saw so the plans are being revisited. The school is set to be built for 60 students and Brooke Weston Trust will be responsible for the secondary school that will be co-located with it. Expected to open c. 2023. A Trustee requested that a summary document is provided highlighting the key issues/risks and what mitigating plans there are rather than Trustees being sent all

All Trustees

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	<p>due diligence documentation. KT thanked the Trustee for the guidance. <b>ACTION:</b>  <b>KT to provide a due diligence summary document to Trustees in advance of the special meeting summarising the key issues and proposed actions and not send full documents to Trustees.</b></p> <p>Fire risk assessment and premises visits undertaken with photos to gain information for premises bid as part of transfer.</p> <p>Meeting with EPM Ltd about TUPE and template letter.</p> <ul style="list-style-type: none"> <li>• 19-25 provision – update in report, not discussed</li> <li>• Discovery Alliance and Super Hub</li> </ul> <p>The DFE announcement for super hub to supersede teaching schools has been put on hold due to Covid. Discovery TSA continues to provide training and consultancy. KT has been delivering remote training on the Engagement Model for primary and secondary schools in East of England. KT has been inundated with requests for this training so is trying to arrange for other people to do this as it is taking up a lot of her time at present. Autism training planned for the summer term bringing expertise from Birmingham University and national networks. This remains a Teaching School until the end of the academic year with a training offer over the Summer on Autism provision.</p>	KT
10.	<p><u>AOB</u></p> <p>None</p>	
11.	<p><u>CONFIDENTIAL ITEMS</u></p> <p><b>DECISION: The Confidential Minutes part A and B from The Board of Trustees meeting 2<sup>nd</sup> December 2020 were approved</b></p> <p>See also confidential minutes</p>	
12.	<p><u>DATE OF NEXT MEETING</u></p> <p><b>Tuesday 23<sup>rd</sup> March 2021 6pm</b></p>	

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