



**SPRING COMMON ACADEMY
Full Board Meeting
Tuesday 23rd March 2021 – 6pm**

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)	Rebecca Ward (RW)
Taff Gidi (TG)	

In Attendance remotely:

Nathalie Watkins (Clerk)	Mark Williams (MW)
David Perkins (DP)	

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 Ilker Yoney during the meeting saying his current meeting was overrunning and that he would be unlikely to be able to join. KT and Clerk acknowledged the email. KS had informed the clerk and Chair that he would be a little late.</p> <p>The meeting was quorate with over 3 Trustees logged in.</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Chair welcomed and introduced David Perkins from her NGA Chair course who was joining the meeting this evening, as previously agreed by Trustees, as an</p>	

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	<p>observer for his training.</p> <p>The Chair welcomed and introduced Mark Williams explaining that Mark was keen to become a Trustee and that he had attended the last FPP meeting. Mark introduced himself and provided some background on his skills and reasons for wanting to become a Trustee. MW was asked if he could please leave the meeting while Trustees voted.</p> <p>DECISION: Trustees agreed to make Mark Williams a Trustee of Spring Common Academy Trust. When MW signed back into the meeting Chair welcomed him to the Board.</p>	
2.	<p><u>DECLARATION OF PECUNIARY INTERESTS</u></p> <p>None</p>	
3.	<p><u>APPROVAL OF MINUTES</u></p> <p>DECISION: The minutes from the FBT meeting on 10th February 2020 were approved.</p>	
4.	<p><u>MATTERS ARISING AND AGREED ACTIONS UPDATE</u></p> <ul style="list-style-type: none"> • TLW points of information for FB - the key point was the presentation on Mental Health from Sarah Buxton that had been circulated to Trustees. • FPP points of information for FB – in KS’s absence Chair informed Trustees that points regarding to the finances of Unity school had been moved from the main body of the minutes to confidential minutes although not discussed specifically under the confidential item. • Any queries arising from latest AAG Minutes circulated – there were none • Risk & Performance Register Working Party to present findings – KT explained that the current proposal for a software package was over £14k and it is used by large companies and some larger MATs. MWR explained that it provides a single page, rag rated, snap shot in time that has lots of back pages that feed into this overview. MWR advised that the next step was for him to meet again with Angela Bird to explore if there is a smaller/lighter version of the software to bring the cost down. Training and guidance on the software would be required. MWR wanted to reassure Trustees that the working party have been working hard on this and he 	

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	<p>expects to have something to put to the Board after Easter.</p>	
<p>5.</p>	<p><u>BOARD OF TRUSTEES MAKE UP FOR 2020 AND BEYOND</u></p> <ul style="list-style-type: none"> Members David Olney has expressed an interest in becoming a Member. He is a Trustee for another Trust Board which is why he feels he would be better placed as a Member than Trustee. Chair is looking to arrange a meeting with him after Easter and to plan a Members meeting in the summer term where she wishes to lay out plans for how the Trust Members will operate moving forward. There are 2 further prospective Members in the pipeline, Bernard Curran and Stefan Simons. Trustee Number Maintenance Welcome to Mark the Trust's new Trustee KT and Chair have met with Tim Bryson who is keen to become a Trustee and has expressed interest in the TLW Committee. He has a background in mental health and the NHS. Chair will invite him to observe the next TLW Committee meeting and then if he is still interested he will be invited to the next FBT meeting to be voted in. Sarah Garman has expressed an interest in becoming a Trustee and attended the recent Local Authority Governors' Conference. She has expressed an interest in both/either Committee(s). <i>KS joined the meeting 6.23pm</i> Succession Planning Vice Chair of Trustees – this role is still vacant and it puts the Board in a vulnerable position should Chair be unable to do her role temporarily. When asked again if anyone would express an interest in the role there were no volunteers. ACTION: Chair asked Trustees to please give this some further thought. Safeguarding Lead Trustee for 2021/22. Thanks were expressed to JB for stepping in to support the Chair in this role for the remainder of the year. Chair is hopeful that one on the potential new Trustees may be interested in fulfilling this role. 	<p>ALL</p>

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6.	<p><u>TRUST BRAND DEVELOPMENT</u></p> <ul style="list-style-type: none"> Website <p>KT updated the Board that she has the costings and proposals now from E4Education (the company that designed SCA's new website) to create a new website for the Trust. They can quickly provide an interim website while the new website is built. There is also the option to clone the SCA website for new schools to deliver uniformity and reduce costs. E4Education are just waiting on a Trust name.</p> <ul style="list-style-type: none"> Name <p>A new suggestion has been made for Hurst Academy Trust and the Chair felt it was appropriate to bring this to the board, even though last time Horizons was agreed, as no work has been done as yet around the new name and it was appreciated the time and thought that had gone into the submission.</p> <p>It was felt by some that the name, although spelt differently, conjured up the idea of a funeral/death. Others felt that it had been a big effort to get to the agreement of Horizons and this should not now be reconsidered.</p> <p>DECISION: Trustees agreed to renaming Spring Common Academy Trust as Horizons Education Trust.</p> <p><u>UPDATE post meeting but prior to minute circulation: Member Judy Ward who is the only non-Trustee Member voted to accept this change via email 24/03/202 and KT, clerk and SB have a copy of the email confirming this.</u></p> <p>DECISION: Trustees agreed to using the anacronym HEdT for the new Trust name</p> <p>ACTION: KT to work with E4Education to explore domain names.</p> <p>DECISION: Trustees were happy for KT and Chair to progress a domain name for the Trust</p>	KT
7.	<p><u>FINANCE</u></p>	
7.1	<ul style="list-style-type: none"> Schools Resource Management Self-Assessment Checklist Tool. <p>This document had been circulated to Trustees in advance of the meeting for</p>	

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	<p>their review. KT explained that it will be looked at further at the next FPP Committee meeting. Trustees felt that it was a good summary document and were pleased to have seen it. KT explained that this will be submitted to the DfE in April for their records. A Trustee queried question 15.a. Question 15 was 'Has the board of trustees carried out a going concern assessment of the trust to inform the basis of the preparation for financial statements?' to which the answer was yes and then 15a was 'Can the board clearly evidence the information and data used to inform this assessment and the assumptions made?' to which the answer was again yes. The Trustee was not sure that the FPP or Board had seen a going concern assessment. KT explained that the Accountants do this annually and record it in the annual accounts. The Trustee was comfortable that this meant that the Board could evidence the data used to inform the assumption. KT said that Genevieve Cowcher (GC) could cover this further at the FPP meeting or she could ask the Accountants to do further work on this however Trustees were happy with the answer provided and did not feel that this was necessary. A Trustee kindly shared the following in the Teams chat that was taken from the Trust's annual accounts "Going concern: After making appropriate enquiries, the board of trustees has a reasonable expectation that the academy trust has adequate resources to continue in operational existence for the foreseeable future. For this reason, the board of trustees continues to adopt the going concern basis in preparing the accounts. Further details regarding the adoption of the going concern basis can be found in the statement of accounting policies." This reassured Trustees.</p> <ul style="list-style-type: none"> • 2021/22 Budget. <p>The work on this is progressing well. GC is currently looking at the income and top ups in relation to the staffing structure. GC has completed a May -Aug 21 budget for Unity and has started planning Unity's 2021/22 budget. There will be much more information at the FPP meeting in May. SCA is in a strong financial position, better than expected, mainly due to the delay in recruiting early in the school year.</p>	
8.	<p><u>SAFEGUARDING AND SCR</u></p> <ul style="list-style-type: none"> • Health and Safety Policy – the updated policy had not been circulated so Trustees were unable to approve this. ACTION: KT to circulate prior to next FPP Committee meeting. 	KT

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	<ul style="list-style-type: none"> • SCR update – KT confirmed that the document is up to date with no gaps. She will conduct another check at the end of term. Very little has needed adding to the record this term as there have been very few visitors or supply staff. • Safeguarding update JB – JB explained that she had been checking that the policies on the website were the most up to date versions. She asked KT if the data protection toolkit is the most current as it is dated 2018. KT confirmed that it has been reviewed since 2018 but had not required any updates. JB said that the website looked very good and was easy to navigate with all the links working. KT said that she would let Alex know as she works very hard on the website. <p>Chair asked JB if she had managed to make contact with the school to discuss safeguarding. JB said that she had emailed KT and Julia McIntosh (JM).</p> <p>ACTION: Chair asked KT if she could put JB in contact with Simon Paynter who has taken over lead responsibility for safeguarding from JM.</p> <p>Chair asked if anyone else had completed their safeguarding for Governance training since the last meeting. A. No</p> <p>ACTION: Remaining Trustees to complete the NGA Safeguarding for Governance training</p>	<p>KT/JB</p> <p>RW/MW/IY/TG</p>
9.	<p><u>EXECUTIVE HEAD REPORT</u></p> <p>Prior to the meeting the Executive Head report had been distributed along with the following documents which should be viewed in conjunction to these minutes.</p> <ul style="list-style-type: none"> • Fenland Education Campus SEMH School - Schedule of Accommodation for MS1 Stage • Capital Build Progress report 6 • Transfer implementation Plan 2021and Trust Matters <p>During the Covid period KT feels that has strengthened SCAT’s national presence as she has been seen as a conduit to special schools in the East of England.</p> <p>The move of the Discovery Alliance to a Super Hub has been approved</p> <p>KT explained that she felt that it was important to provide a risk overview for</p>	

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Trustees in her report. From the rag rated risks highlighted KT expressed that her only real concern is the delivery of specialist teaching. The restriction of movement of students around the school due to the tight bubble system and capital build project has reduced the access to therapy rooms and the use of specialist equipment. In conjunction many therapists have not been into school for nearly a year and have only been accessible remotely which is no substitute for face to face support. It is unlikely this situation will change soon as many of the therapists have been seconded to support the vaccination programme. This is the only red rated risk, all the other risks highlighted she is confident that there is action that can be taken to mitigate the risk, but this risk she is uncomfortable with.

- SCA

The focus at present is on increasing attendance. 89% has been the best to date since the school reopened. This has to be looked at with the understanding that there are some Clinically Extremely Vulnerable children and some very anxious children with mental health difficulties that are not being expected to attend but there are still some that should be in school where the school needs to work with parents who are reluctant to send their children in.

There is a big focus in school on stress and wellbeing with mindfulness activities, relaxation and yoga.

The new internal auditors will complete their audit, predominantly remotely, next week.

A wellbeing questionnaire has gone out to staff this week and will be looked at in the next FPP Committee meeting

Capital Build – significant work has been going on with the car parking and drainage and hoping by 16th April some of the new build will be brought back into use. The new lower school classrooms are progressing well and these should be completed in approximately 6 weeks.

KT and JM are looking at developing lesson studies to replace lesson observations in line with latest Ofsted guidance on cognitive learning and planning. All subject leads will have a meeting with KT and JM next term to discuss the new focus. *See*

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TLW minutes for further details

- Prestley Wood

There has been no further progress since the last Board meeting.

See also confidential minutes

- Unity Transfer

See confidential minutes

TG left the meeting around 7.40pm

Chair asked if there were any questions for KT before Trustees voted on the resolutions.

A Trustee asked KT, that if Ofsted were to walk in tomorrow, does she still feel that the school would rate outstanding. KT said that although there is not much performance data due to pupil absence (national lockdowns) the school is still performing very well in all other areas and they have a strong story to tell. Very positive parent and pupil experience over the Covid period with lots of evidence in remote learning and safe and well reports. KT is comfortable that the school would still be seen as outstanding. Chair suggested that this was asked at each Board meeting.

- Trustee Resolutions

See confidential minutes

• Fenland education campus – new SEMH special school in Wisbech – plans are progressing and at a similar point to Prestley Wood.

- Implementation plan for Unity: pre – transfer.

KT requested a pre-transfer meeting with Trustees just prior to transfer to ensure everyone was fully aware of the whole picture. **ACTION: KT to circulate a date towards the end of April.**

The plan provided by KT to Trustees detailed what has happened to date, what will happen pre-transfer and what will happen by month post transfer. KT explained that this has been shared with GC and Liz Ward who will be heavily involved in lots of the work and it will also be shared with Unity school. Trustees were very pleased with the document as it was exactly what they had requested and they thanked KT

KT

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	<p>for this.</p> <ul style="list-style-type: none"> KT asked Trustees when they wanted the Trust’s name change to take place. <p>Trustees discussed the pros and cons of changing the name immediately or waiting until the branding work on the new name had been completed.</p> <p>Various points were discussed from changing the name immediately so that Unity school will join the new Trust name and only require one set of rebrand with their new name, to launching the new name in September when everything could have the new branding having provided time for all policies, letterheads, signs etc to be updated.</p> <p>A Trustee asked what the solicitors would advise and KT explained that they have said that it is up to the Trustees.</p> <p>Trustees felt a bit lost on this matter stating that they felt put on the spot and would have liked a clear recommendation with pros and cons set out. Trustees asked KT for a recommendation of what she would like to happen so they can assess this by challenging and questioning and either agree it or not. They wish to review and potentially challenge a proposal rather than be given a choice with no supporting information. KT asked Trustees to agree the change of name to be implemented immediately as it has taken so long to get a decision and the school has solicitors engaged at present for the transfer. She feels it is best to get the name changed now for the transfer and then have the branding catch up. The widely launch would only occur once all the branding is complete. DECISION: Trustees agreed to legally change the name of the Trust to Horizons Education Trust now.</p>	
10.	<p><u>AOB</u></p> <p>None</p> <p><i>David Perkins thanked everyone for the opportunity to observe the meeting and left the meeting at 8.08pm</i></p>	
11.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>DECISION: The Confidential Minutes part A and B from The Board of Trustees</p>	

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	<p>meeting 10th February 2020 were approved.</p> <p>KT had no further confidential items.</p> <p><i>Trustees wished KT a happy Easter and KT left the meeting at 8.12pm</i></p> <p>See also confidential minutes</p>	
12.	<p><u>DATE OF NEXT MEETING</u></p> <p>Wednesday 9th June 2021</p>	

Meeting ended at 8.30pm

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