**The Partnership of Springfield School and The Meadows School**

**Minutes of the Meeting of the Local Academy Board held in the School**

**on Thursday 7th March 2019 at 5.30 p.m.**

**Present:** Mr M Sproat (MS) (Chair), Mr S Wright (SW) (Vice-Chair),

 Mr C Best (CB) (Executive Headteacher),

 Mrs D Finney (DF) (Head of School, Springfield) (Associate Governor)

 Mrs J Wright (JW) (Head of School, The Meadows) (Associate Governor),

 Mrs S Green (SG), Mr C Pearce, Mr J Harvey (JH), Mr D Hilyer (DH),

 Mrs J Jenkins (JJ), Miss M Rothwell (MR) and Mrs A Whitfield (AW)

**In attendance:** Mrs E Ford (Clerk to the Governors)

**1 Apologies**

 **Resolved –**

* That apologies for absence be received and accepted from Mr D Davies.

**2 Governing Board Matters**

**a)** **Membership**

Mr C Pearce was welcomed to the Governing Board as a Member.

Members were informed of the resignation of Mrs A Alexander. The Chair had written and thanked her for the work she had done for the Partnership. This meant there was a vacancy for a Co-opted Governor. Members to inform the Executive Headteacher or Chair if they knew anyone suitable.

 **Resolved -**

* Clerk to inform Entrust that Mrs Alexander has resigned.
* Members to inform the Executive Headteacher of Chair if they knew anyone suitable to fill the Co-opted Governor vacancy.

**b)** **Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

**c)** **Register of Business Interests**

Local Governors / Trustees were reminded of the requirement to update the register of business interests on an annual basis and are aware that this must be kept in school and should be included on the school / Trust website.

**d)** **Declaration of Interest Business and Pecuniary**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

**e) Code of Conduct**

Governors were advised that they should have a Code of Conduct in place that all serving Governors agree to and understand and that arrangements are in place to ensure that all new Governors are made aware of the code when joining the Governing Board.

 **Resolved –**

* That the model Code of Conduct be adopted by the Governing Board.
* That all Governors agree to follow the Code of Conduct.
* That all Governors sign the Code of Conduct following the meeting [completed]
* That Mr D Davies sign the Code of Conduct
* That new Governors will in future receive a copy of the code at the time of their appointment.

**3 Minutes of the Previous Meeting**

 **Resolved –**

* That the Minutes of the Local Academy Board (LAB) meeting held on 8th November 2018 be approved.
* That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

**4 Matters Arising from the Previous Meeting**

See Confidential Appendix.

**5** **Review of Committee Structure / Scheme of Delegation**

A new committee structure is to be implemented this term. New Terms of Reference and reporting formats are attached to the Headteacher’s Report. These changes will be discussed at the Headteacher’s meeting on 8th March 2018 at which suggestions for changes can be presented.

1. **Nominated Governors**

Governors were asked to review their nominated Governor appointments/allocations, agree terms of reference and reporting arrangements.

Governors were also informed that they must have a Child Protection Governor, Looked After Children Governor and Prevent Governor. It is advisable to have a Special Educational Needs (SEND) Governor, Pupil Premium and Sports Premium Governor as well as someone to deal with Governor Training and Development.

It was also further noted that Governors may wish to appoint nominated Governors to cover areas of the curriculum, be attached to a year group or key stage or as a link to the School Council.

**Safeguarding – Mr D Davies**

No report was provided as Mr Davis was absent.

**Looked After Children (LAC) – Mr D Hilyer**

Mr Hilyer met with Mrs Jackson earlier in the week and felt assured that everything was being carried out correctly and comprehensively. Mr Hilyer was impressed with the detail and care taken in completing this work.

Mr Hilyer felt the only issue was regarding funding. Currently the school receives £500 a term for each LAC child, which has to be allocated to their needs. Mr Hilyer thought it would be good if the monies could be put together to increase the benefit of what is provided generally.

**Special Educational Needs – All Governors**

There was nothing to report.

**Governor Training and Development – Mrs Smith (Business and Facilities Manager)**

Mr Pearce requires Governor Induction Training

 **Resolved –**

* Mr Pearce to complete Governor Induction Training

**6 Reports**

**a)** **Chair's and Vice-Chair's actions**

The Chair reported that he had undertaken the following actions on behalf of the Governing Board since the last LAB meeting:

Agreed the action contained in the confidential minutes.

Agreed to the closure of the school due to snow on Wednesday 30th January 2018.

**b)** **Committees**

**Leadership & Management Committee**

The minutes of the meeting had been circulated with the agenda papers.

**Well-Being Committee**

The minutes of the meeting which took place on 6th February 2019 had been circulated with the agenda papers.

**Teaching, Learning and Outcomes Committee**

The minutes of the meeting which took place on 14th February 2019 had been circulated with the agenda papers.

**c) Nominated/Link Governors**

Discussed in Minute 5a.

**7 Executive Headteacher's (EH) Report**

 The report had been circulated with the agenda papers and covered:

 School Information

 Staffing Structure

 Executive Summary

 Trust Updates

 The minutes of the following committees were also attached:

 Leadership and Management

 Well-Being

 Teaching, Learning and Outcomes

The format of the report is as the Manor Hall Academy require. The section on staffing structure which Governors requested at the Autumn term meeting is now included.

The EH stated that Springfield has had more admission requests than they have planned places. In 2019/20 The Meadows will be over their planned places as they only have 6 year 14 leavers but have a greater number of children entering the school.

Both the EH and the Heads of School reported that it is challenging when deciding who to accept as space and the needs of current pupils must be considered. However, this does leave the Partnership in a good financial position. The EH judged that the current number of children attending special, and not mainstream, schools was financially unsustainable for the local authorities. This meant the Partnership should not plan for an increase in pupil numbers in the long term. The high needs block is £8.3 million overspent this year, and local authorities cannot now transfer money from other funds to this area.

 **The Meadows has had applications that would lead to a much higher student number than the 115 planned places. What is the impact on space and staff?**

**A** It is difficult. The school does not want to turn applications away as some who have been accepted may decline the place e.g. if they have been allocated a place at a school they prefer. Therefore, the school tends to accept a greater number of applications. We can put a plan together of where children will attend in September, but it is not final. This is sustainable going forward if we have an additional classroom and staff. Another consideration is that the needs of the children may be different to what is written.

 **Q When do you publish your offers?**

**A** We have a rolling programme of acceptance. People are informed within 15 days of requesting a place. There is no application deadline.

 **Q If someone moves into the area in August are we obliged to accept them?**

**A** We would be asked to but could argue that we don’t have space. However, as a special school, we cannot ever say we are full. We may have to prove that we could not meet the child’s needs.

 **Q Do we have a maximum number we can accommodate?**

 **A** It depends on the age and needs of the children

 **Q What is the situation at Springfield?**

**A** There are 53 planned places and, currently, 64 on roll as we like to accommodate local children. 12 pupils will be leaving this year. Currently we will have 54 pupils in September. Key Stage (KS) 2 will be full this year and we will receive further requests for places which we will need to accommodate. Therefore, EYFS and KS1 will have fewer children. We have an influx of children in Year 4, as that is when children who have been in mainstream first school but are unable to transfer to the middle school environment, apply.

 **Q Does County need to act on this issue?**

**A** Staffordshire has many Special Schools compared to other counties. A discussion took place about the flaws in funding.

**Q Do we know if Coppice Special School, for example, are taking as much of the pupil numbers burden as ourselves?**

 **A** All Stoke special schools are at capacity.

 Reorganisation of Springfield’s entrance.

It was noted that from the entrance it is possible to walk into the classrooms. As a temporary solution the doors have been colour coded. Long term we want to build an area where visitors can wait. £60,000 has been allocated for the work, with the Finance Committee agreeing a maximum of £65,000 before the consent of the Chair is needed. Approval of the Directors is also required.

 Office Audit

This has been initiated by the Trust to look at efficiency savings. The EH has spoken with the auditors and their findings were common across the Trust. It was noted that all Trust office workers are hard-working. The report will go to the CEO, then the Headteacher’s Board who will make recommendations before it is seen by the Directors.

 Planned Use of Reserves

 **Q Is this the joint reserves of the Partnership?**

 **A** Yes.

 Trust Updates

Chase Lea Pupil Referral Unit is looking to join the Trust. As a school which requires improvement (RI) it would be a sponsored school with the Manor Hall Trust being the sponsor, meaning it would receive funding to help the school improve. This is at the due diligence stage. Shenstone Lodge School has also applied to join the Trust. If approved by the Headteacher’s Board this would progress to the due diligence stage.

 **Q We are a young MAT and seem to be taking on a lot of schools?**

**A** MATs are about school improvement and helping schools who are not performing as well.

 Leadership and Management Committee minutes

 **Q Who is obtaining the quote?**

**A** The Project Manager is Louise Smith. Louise and an advisor from Entrust are obtaining the quotes.

 **Q Has the tender been issued?**

 **A** Yes

**Mr Hillyer wished it to be noted members of a Trust he chairs had attended the First Aid training at the Meadows and it was excellent.**

It was noted that in Health & Safety Audits the Meadows scored 3 and Springfield 5 out of a possible maximum of 5.

 Well-Being Committee

 Mr Davies was absent from the meeting so unable to report personally.

**Governors noted that the use of mobile phones had been discussed at the meeting.** The EH said a Mobile Phone Policy had been compiled and had had input from parents and pupils. The Policy states when it is appropriate for pupils to have phones in school. The EH did not agree with banning the use of phones in school, as he would rather teach pupils how to use them appropriately. However, there were procedures to follow if the rules were broken. Robust views against the use of mobile phones in school were expressed. The EH said the Policy does not mean phones cannot be banned for individual pupils, but that items that are relevant to safeguarding can be discovered if pupils can use their phones. It was agreed that it is a difficult issue. The main occasions when pupils will be allowed to use them in school is in IT or maths where the calculator can be used.

**Q Is the use of mobile phones in school a privilege?**

**A** Yes.

The EH said he would share the Mobile Phone Policy with Governors

Teaching Learning & Outcomes Committee

Mr Sproat said he had been in attendance, but it was not noted. Mrs Whitfield gave her apologies for missing the meeting.

 **Resolved -**

* That the report be received with thanks.
* Headteacher to share Mobile Phone Policy with Governors [completed]

**8 Safeguarding Updates**

Governors were advised that information regarding carrying out the statutory duties has been updated and that this information is included in the Entrust Governor Information Pack (GIP) page 33

Governors were also made aware of the following safeguarding updates –

i) Keeping Children Safe in Education September 2018 v2

ii) Sexual Violence & Harassment

iii) NSPCC Pants

iv) Safer Internet Day

v) Online Safety Calendar

vi) Volunteer Risk Assessment advice

vii) Safer Recruitment Training

 **Resolved -**

* That the information in the GIP be noted.

**9 Strategic Leadership**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 6. They were advised that this section focuses on areas which fall under the Strategic Leadership section of the Governance Handbook -

a) Reflecting on vision

b) Scheme of Delegation

 **Resolved -**

* That the information in the GIP be noted.

**10 Accountability**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 7. They were advised that this section focuses on areas which fall under the Accountability section of the Governance Handbook –

i) Improving school accountability

ii) Data for 2018

a) Key National Statistics

b) Pupil Absence

c) Analyse School Performance (ASP)

d) Inspection Data Summary Report (IDSR)

e) Compare Schools Data Base

f) Coasting Standards

g) School Improvement Support

h) Catch up 7

iii) Education Endowment Foundation Latest News

 a) Intervention Advice

b) Metacognition

 c) Pupil Premium

 d) Teaching Assistants

 e) Homework

 f) Improving Secondary Science

iv) Finance accountability (3.4) if relevant, see Scheme of Delegation

 a) SFVS (n/a to Academies)

b) Scheme of Delegation

c) School Fund

EH to find out if this is reported to the directors or the LAB.

d) Procurement Regulations

e) Schools Financial Benchmarking

f) Academies Financial Handbook

g) FMGS i) New Academy Trusts ii) Schools joining

h) PE/Sport Premium Funding

 i) DfE School Efficiency Metric

 j) Deals for schools

 k) A Guide to Teachers Pay

 l) SCC pay policy

The Trust Pay Policy has been adopted.

 **Resolved** –

* EH to find out if the School Fund is reported to the directors or the LAB.
* That the information in the GIP be noted.

11 **People**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 24. They were advised that this section focuses on areas which fall under the People section of the Governance Handbook –

1. NGA’s Chairs Handbook
2. Good Estate Management
3. Governor Training Schedule

Mr Pearce to undertake Welcome to Being a Governor Training

1. GovernorSpace – DfE Funded Training Available

 **Resolved -**

* That the information in the GIP be noted.
* Mr Pearce to undertake Welcome to Being a Governor Training

**12 Structures**

Governors were asked to note the information included in the Entrust Governor Information Pack page 25. They were advised that this information focuses on an area which falls under the Structures section of the Governance Handbook –

i) Making Significant Changes to Academies

ii) Communication in a MAT

iii) Filling Board Vacancies

iv) Common Challenges facing all Governors

 **Resolved -**

* That the information in the GIP be noted.

**13 Compliance**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 27. They were advised that each area in this section focuses on areas which fall under the Compliance section of the Governance Handbook –

a) Health and safety

i) How Governors can support Health and Safety

ii) Statutory Requirements

 iii) Training for school Staff

 iv) Support for Governors

 b) Staff Well Being

 i) Managing Attendance at Work

 ii) Teacher Workload

 **Resolved -**

* That the information in the GIP be noted.

ii) Education (6.4)

 a) Religious Education (RE)

i) Agreed Syllabus Support

ii) The Commission on RE Report

b) Technical Levels – T Levels

c) Multiplication Tables Check (MTC)

d) Music Education at Risk

e) Safeguarding- see Item 8 on this agenda

f) Staffordshire Virtual School for LAC

 Attachment & Trauma Training was delivered on 25th February 2019

 Both schools had LAC Audits in September 2018.

g) SEND

i) Young Deaf Hope

h) Pupil Wellbeing (6.8)

i) Mental Health First Aid

ii) School Mental Health Lead

i) Information Sharing (6.14)

j) Guidance for schools on the Government Careers Strategy

k) DfE National Teaching Jobs Portal

 **Resolved -**

* That the information in the GIP be noted.

**14 Evaluation**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 39. They were advised that this section focuses on an area which falls under the Evaluation section of the Governance Handbook.

i) Coasting Schools – update

 **Resolved -**

* That the information in the GIP be noted.

**15 Other Information**

Governors were asked to note the information that was included in the Entrust Governor Information Pack page 40. They were advised that this section focuses on any other information.

 i) Speeches made Amanda Spielman, HMCI

 ii) Ofsted

a) House of commons Public Accounts Committee (HCPAC)

b) Amanda Spielman response to (HCPAC)

c) Ofsted Inspection Framework

d) General Ofsted Update

 **Resolved –**

* That the information in the GIP be noted.

**16 AOB**

 It was noted that all communication should be done via the school email address (initial.surname@springfield.staffs.sch.uk). An email will be sent to your personal account informing you that you have correspondence in the school email. Governors suggested that the school text service could also be used for this purpose. The EH is also looking at having a secure page on the website where Governors can access information.

 **Resolved –**

* That for GDPR purposes all correspondence be done through the school email account**.**

**17 Confidential Items**

Governors were asked to identify if there were any items / materials which need to be excluded from any agenda, minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the agenda which require recording in a confidential appendix to the minutes.

 **Resolved -**

* That the following items(s) be recorded in a confidential appendix to the minutes.

 Minute 4

 **AND**

* There were no items / materials identified for exclusion.

**18 Dates and Times of Future Meetings**

 **Resolved -**

* That the next LAB meeting will be held on Thursday 13th June at 5.30pm at Springfields.

The meeting closed at 7pm.

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 **Chair Date**

**Action Sheet**

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| --- | --- | --- | --- | --- |
| **Action Number** | **Minute Number** | **Action** | **Responsibility** | **Completed by** |
| 1 | 2a | Inform Entrust that Mrs Alexander has resigned. | Clerk | ASAP |
| 2 | 2a | Inform Executive Headteacher or Chair if they knew anyone suitable to fill the Co-opted Governor vacancy. | All | Ongoing |
| 3 | 2e | Sign the Code of Conduct | Mr D Davies | Asap |
| 4 | 5a | Complete Governor Induction Training | Mr Pearce | Asap |
| 5 | 10 iv c | Find out if the School Fund is reported to the directors or the LAB. | Executive Headteacher | Asap |
| 6 | 16 | For GDPR purposes all correspondence be done through the school email account**.** | All | Ongoing |