

**MINUTES OF THE TRUST BOARD MEETING
HELD ON 27 NOVEMBER 2017 AT 6.00 PM
AT LONGSANDS ACADEMY**

PRESENT:

Mr K Wainwright (KW) (Chair)
Mrs J Smith (JS)
Mr R Carroll (RC) (CEO)
Mr G Wright (GW)

Mr R Henthorne (RH)
Mr S Law (SL)

In attendance: Mrs M Basson - Clerk (MJB)
Mr D Riddick - Finance and Resources Director (DR)
Mr M Taylor - Head of Sixth Form (MT)

1. Apologies for Absence

Apologies for absence were received from Helen Bryson and these were accepted by the Trust Board (TB).

2. Declarations of business Interests

There were no declarations of pecuniary business interests on any agenda item.

3. Sixth Form SIP

In advance of the meeting the Sixth Form SIP (School Improvement Plan) 2016-17 and 2017-18 were circulated along with the SEF (Self Evaluation Form).

MT reported that the Sixth Form achieved a value added measure of +0.3 for Year 13 leavers in 2017. This progress measure suggests that students are making progress which is well above national expectations.

The TB noted that the Sixth Form hosted a recruitment open evening in November giving students the opportunity to see what courses SNLP can offer and a chance to see the Sixth Form facilities.

MT informed the TB that the aim is to offer subjects which suit the needs of students that also delivers progress in results. A student panel was held to review the Quality of Learning and Teaching which highlighted the need for consistency and preference of a specific building with facilities only used by Sixth Form students.

MT reported that research showed that a large factor for students choosing other providers over SNLP was that we cannot currently offer a separate standalone building for all Sixth Form and the type courses offered. The TB agreed that investment is required to provide this in the future.

MT reported the innovative ways we have in place to teach students outside the academy for St Neots Football Club and Stageworks.

MT invited questions.

JS questioned the accuracy of the data used to assess the Quality of Learning and Teaching under Priority 3 – Personal Development, Behaviour and Welfare, including Safeguarding.

MT reassured the TB that lesson observations, along with student and parent input measure the quality of learning and teaching at every lesson and the system is robust.

GW questioned how many SNLP students from Year 11 are retained and attend SNLP Sixth Form.

MT informed the TB that of the 400 SNLP Year 11 students, around 200 of these are retained in SNLP Sixth Form. In addition SNLP recruit around 15 students from other providers Year 11 and around 50 students from Stageworks and St Neots Football Club who were not previously students in SNLP Year 11.

The TB discussed what options SNLP have to retain and recruit more students to the Sixth Form in the future. MT identified that SNLP CEIAG (Careers Education Information Advice Guidance) provides opportunities to meet student requirements. The TB summarised that investment is needed to provide facilities required particularly in Beauty and Motor Vehicles courses.

JS questioned how attendance is recorded and monitored by SNLP for Sixth Form students and the accuracy of the data.

MT explained the process where students are required to sign in when they are on site and must attend a set number of study periods. On occasions where students forget to sign in or SIMS finger scanner does not record attendance; Tutors monitor to ensure attendance is recorded correctly. Methods were discussed to improve recording attendance to include lanyards.

MT was thanked for his report and left the meeting at 6.35pm.

4. Minutes of the Trust Board meeting held on 25 September 2017

The minutes of the Trust Board meeting held on 25 September 2017 were circulated to the Trust Board in advance of the meeting. The TB adopted the minutes as a true and accurate record of the meeting and were signed by the Chair. Clerk to publish accordingly.

MJB

5. Matters arising

There were no matters arising and all actions were complete.

6. Policies to be reviewed and adopted

The Attendance policy was reviewed and updated in accordance with latest statutory guidance and procedures, and was circulated to the TB in advance of the meeting.

A new Young Carers policy and a Transgender policy was circulated to the TB in advance of the meeting and questions were invited.

The TB questioned if SNLP had any transgender students and was informed that we do.

RC informed the TB that SNLP offers suitable facilities for every student and respects individual needs.

The TB questioned if SNLP staff had specific training for dealing with issues covered in the Transgender policy.

RC assured the TB that staff will receive relevant training wherever necessary.

The TB questioned how ethics were considered in the curriculum with regards to different cultures and religions in the community.

RC ensured the TB that SNLP have no direct topic teaching for a particular religion and

Signature of Chair..... Date.....

culture and deliver a broad and balanced view throughout the curriculum.

The TB reviewed and agreed to adopt all three policies. Clerk to file and publish accordingly.

MJB

7. Personnel/HR Committee formation

The TB noted that the formation of a TB sub-committee for Personnel/HR will be discussed at a later date. Clerk to schedule.

MJB

8. Longsands LGC feedback

The Longsands LGC minutes from the meeting held on 6 November 2017 were circulated to the TB in advance of the meeting and these were noted by the TB.

RC reported that the cycle of the Longsands SIP review, scrutiny visits and reports system was working well. Longsands SLT (Senior Leadership Team) are working towards communicating the next set of data and arranging scrutiny visits for January 2018 to be reported at the next LGC meeting on 19 February 2018.

9. Ernulf LGC feedback

The Ernulf LGC minutes from the meeting held on 13 November 2017 were circulated to the TB in advance of the meeting and these were noted by the TB.

SL reported that Ernulf LGC had raised concerns that there had been no response from the DfE following the meeting regarding Ernulf held on 4 October 2017.

SL reported that the cycle of the Ernulf SIP review, scrutiny visits and reports system was working well. Ernulf SLT (Senior Leadership Team) are working towards communicating the next set of data and arranging scrutiny visits for January 2018 to be reported at the next LGC meeting on 25 January 2018.

RH suggested a glossary of terms could support development of knowledge and understanding with regards to scrutiny visits, to ensure a robust system of challenge and reporting.

Clerk to investigate.

KW informed the TB that two applications had been received for prospective governors of SNLP. KW is to meet with Gemma Noonan in January 2018 with a view to recruit.

MJB

KW proposed and RH seconded that Karen Dodsworth be appointed as a committee member of the Ernulf LGC with unanimous agreement from the TB, and KD was duly appointed. Clerk to arrange correspondence.

SL requested the timeline for SEF and SIP updates with a view for Ernulf LGC timetable.

Clerk to arrange with RC.

MJB

10. Governors annual audit

The TB discussed the annual audit questionnaire to be completed by SNLP TB and LGC governors.

MJB/
RC

Clerk to send out to all TB and LGC members to complete and return to the Clerk by Tuesday 21 December 2017. Clerk to collate responses for analysis to be presented at the next TB meeting.

MJB

11. SNLP Update

- Uniform – DR presented the TB with proposals for all SNLP student uniform.

The TB were shown samples of uniform to include options for blazers, ties and skirts in a variety of colours, which could be customised with different colour trim and badges to suit the needs of SNLP. DR provided costings for varying options and gave comparisons to existing uniform costs.

The TB discussed suppliers, compulsory items, options for parent to source additional items from chosen supplier, cost and identity for SNLP/academy/house/year group.

RC suggested that roll out of the new uniform could start from September 2018 with Year 7, 8 and 9 compulsory and non-compulsary for Year 10 & 11.

The TB agreed unanimously that a new uniform will be implemented for all SNLP students following consultation taking all above points into consideration.

- Curriculum – RC informed the TB that both Longsands and Ernulf are discussions are in progress regarding the number of subject options available to students and whether the offer could be reduced from 4 to 3 subjects.

The TB agreed unanimously that a new curriculum will be implemented for all SNLP students following consultation taking all above points into consideration.

- Prospect House – RC informed the TB that the provision of Prospect House received a four star – outstanding award from an external evaluation. RC suggested that alternative provision is required to move Prospect House out of Bargroves site to enable progress and growth in the future. RC suggested that the Ernulf site could accommodate this provision with a specialist team all on one site with additional security and access.

DR to conduct cost analysis to establish options for existing buildings and rooms on Ernulf site to accommodate 25 students potentially.

The TB advised that scrutiny visits for Prospect House and Little Acorns should be established in the future.

12. Dates of future meetings

The Trust Board meeting scheduled for 11 December 2017 will be postponed until 17 January 2018.

The date of the next Trust Board meeting is 4 March 2018.

13. Any other Business

There were no items of any other business.

The meeting closed at 8.20pm

DR