

**MINUTES OF THE TRUST BOARD MEETING
HELD ON 12 JULY 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 (from 7.10pm)
Mr R Henthorne

Mr S Law (SL)
Mrs H Bryson (HB)

In attendance: Mrs M Basson (Clerk – MJB)
Mr M Taylor (Head of Sixth Form)

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of business Interests

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

3. Minutes of the Full Governing Body meeting held on 24 April 2017, and the Trust Board meetings on 10 May 2017, 16 May 2017, 6 June 2017 and 9 June 2017.

The minutes of the Full Governing Body meeting held on 24 April 2017, and the Trust Board meetings on 10 May 2017, 16 May 2017, 6 June 2017 and 9 June 2017 were circulated to the Trust Board in advance of the meeting.

4. Matters Arising

RC informed the Trust Board (TB) that Philip Tompkinson had resigned from his post as Finance and Operations Director and Dave Riddick had been appointed to the post and will start in September 2017.

May 16 2017 minutes - Headteacher and CEO reviews – JS questioned the process of whether the external examiner made recommendations regarding salary award for the next academic year to the TB.

KW informed the TB that this is the normal process but in this case the assessor did not make recommendations to the TB regarding salary award through personal choice.

There were no matters arising and the minutes were adopted by the Trust Board as a true and accurate record and signed by the Chair (KW).

GW joined the meeting.

JS questioned the process for publishing SNLP Trust Board minutes on the SNLP website.

Clerk advised the TB that the draft minutes are circulated to members of the Trust Board within two weeks of the meeting and comments are invited. A draft version of the minutes is then published on the SNLP website, omitting and items deemed as Confidential by the TB.

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

The draft version of the minutes is presented to the TB at their next meeting and signed off by the Chair as a true and accurate record. The Clerk publishes the final version of the minutes to the SNLP website. Clerk to ensure this process is followed for all TB minutes.

5. Sixth Form SIP and Scrutiny visit

The Sixth Form SIP and scrutiny visit completed by HB and Andy Truett (AT) were circulated to the TB in advance of the meeting. HB and AT were thanked for their report.

MT reported to the TB that SNLP Sixth Form is performing better than national projections for 16-19 year old students.

MT informed the TB that a survey has been completed for the 120 SNLP Sixth Form students to establish their views of the current provision of SNLP Sixth Form.

MT reported that 45 responses have been received so far and feedback includes:

- students wish to be treated more like adults with individual responsibility for their own learning
- students wish to be accountable for their own attendance and prefer less parent involvement in monitoring this as they can take responsibility as young adults as opposed to school children
- students feel that there is a lack of study areas available and use the library at Longsands as a main area for study
- the Sixth Form building can be noisy due to the open plan layout and this can disrupt concentration

MT reported a good start following the integration of Ernulf and Longsands students on the Longsands site. However the constraints of facilities, buildings and space mean that in order to make the necessary improvements to the Sixth Form, SNLP must pursue a solution.

The TB agreed that SNLP strive to provide a competitive provision for 16-19 year old students with an ethos and unique selling point to make the Sixth Form a favoured choice by students.

The TB noted that the Sixth Form should provide a separate identity from year 7-11 students as to compare to that of attending a college for 16-25 year old students.

The Trust Board noted that Longsands Ofsted is due in 2018.

The TB questioned whether anything could be done in the short term to provide solutions for the challenges raised.

RC replied to say that improvements have been made to the best of SNLP at this stage and significant funding and investment would be required to progress.

The TB discussed retention of SNLP students progressing into the Sixth Form and those who choose other providers for their post 16 education and considered ways in which other providers offer their provision.

The TB is noted that the outcome of the feasibility study will identify that SNLP has a significant need to offer the necessary improvements and SNLP can move on with the investment into the Sixth Form provision.

The TB discussed the limited space available on the Longsands site and considered options to increase classroom space, change of use to buildings and installing temporary accommodation. RC reported that SNLP have exhausted all options to increase the Longsands site to accommodate the Sixth Form at this time and all areas are being utilised to full capacity.

MT was invited to share suggestions of ways of working to improve student experience in the Sixth Form. MT suggested that students could spend some study time away from the Sixth Form centre but this would need to be balanced correctly in order to ensure students receive the correct level of support and commitment and input is monitored.

The TB questioned how the online attendance system was working and if it is providing the expected result.

RC reported that in response to criticism from Ofsted regarding accounting for Sixth Form students on site at any one time, a system was introduced to record attendance with a positive response and is working successfully.

The TB thanked MT for his valued hard work and contribution during a difficult period in the absence of two Heads of Year due to unforeseen circumstances.

MT left the meeting at 7.00pm.

6. 2016/17 Partnership Improvement Plan (PIP)

Supporting notes for the June milestones

The 2016-17 Partnership PIP and supporting notes for the June 2017 milestones were circulated to the TB in advance of the meeting and questions were invited.

RC informed the TB that some of the areas with a red RAG rating were unavoidable due to the unknown limbo situation that SNLP have presently. Partnership PIP action points will continue when the outcome of the feasibility study is reported.

RC invited the TB to arrange to visit any area throughout SNLP sites in the meantime.

The TB discussed options for the best use of SNLP buildings and facilities and considered developing potential business links with local businesses and organisations to enhance SNLPs offer to the community.

GW questioned the decreasing attendance levels and exam results for SNLP students from St Neots Football Club (SNFC)

RC advised that SNLP have responded to feedback and SNLP Teaching staff now visit students at SNFC to deliver curriculum for English and Maths, which students are required to pass to continue with SNFC.

The TB considered the need for allocating a scrutiny governor for the Partnership PIP. The TB noted that HB and Andy Truett were scrutiny governors allocated for the Sixth Form PIP.

7. Headteacher and CEO reviews

JS informed the TB that the Headteacher and CEO reviews completed by JS, HB and Christine Lewis. JS invited the CEO to comment on the process.

RC informed the TB that the reviews gave an opportunity to reflect on the successes and achievements made despite a difficult, demanding year.

JS proposed to continue with the Headteacher and CEO reviews in November 2017 to bring back in line with usual time for reviews.

JS informed the TB that the assessor had quoted £350 to complete the next review process to include reports.

The TB agreed that the assessor met the needs of SNLP and would be invited to complete the next review.

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

8. Trust Structure – Committees

KW outlined the changes necessary to be made to the committee structure of SNLP in the near future.

Currently SNLP has three 'Members' – KW, GW and JS. This needs to increase to 5 'Members' in the future. Only ONE of these 'Members' can sit on the Trust Board.

The TB noted the need to recruit to the SNLP committee structure but in the interim we would keep the TB structure as it is until more people are appointed.

The Finance & Resources and the Audit Committee are established as they are at present and Graham Wright and Martin Critcher would remain as Chairs respectively.

The CEO automatically becomes Ex-Officio member of the Trust Board. Currently Rick Carroll.

TB discussed skill set required to appoint to the SNLP Committee Structure and all committee members are invited to suggest people who they feel have the necessary skills, experience and commitment to offer SNLP.

9. Membership Structure of LGCs

The Ernulf Local Governing Committee (LGC) has been established and TOR agreed, and Sandy Law has been appointed as Chair by the Trust Board.

The Longsands Local Governing Committee (LGC) has been established and TOR agreed, and Helen Bryson has been appointed as Chair by the Trust Board.

Both SL and TB sit on the Trust Board and will report back on behalf of the LGCs.

Respective Headteacher automatically becomes a member of the LGC as an Ex-Officio member. Currently Tracy Brogan at Ernulf and Martin Paine at Longsands.

Each LGC will have ONE Staff Governor and these will be elected by the staff of respective school. These will be categorised as 'Staff Governors'. Currently SNLP has Margaret Carpenter at Longsands and Andy Truett at Ernulf as staff governors.

In addition, TWO Parent Governors will be appointed for each LGC and these will be elected by the parents of respective school. These will be categorised as 'Parent Governors'.

Clerk to arrange Parent Governor elections in the Autumn term.

All remaining members of the LGCs will be categorised as 'Partnership Governors'.

TB noted that Martin Critchers term of office as a Parent Governor ends in September 2017.

Clerk to establish MCr intent to be considered for re-election as a parent governor or requests that the TB considers to be appointed as Partnership Governor with SNLP or to leave at the end of his term of office with SNLP.

KW suggested that the number of partnership governors should be increase to 11 on each LGC and the TB agreed.

KW outlined the proposed committee meeting dates for 2017-18.

RC suggested that the meetings could tie in with the school calendar so that governors could attend school events as the need arises.

SL suggested that the Ernulf LGC could meet twice per term as opposed to once.

RC outlined that governor commitment is increasing with the number of meetings to attend depending on which committees they sit on. Also would Longsands LGC need to do the same to keep in line with Ernulf LGC, however due to the fact that Ernulf is an 'improving' academy, this may be considered in the short term.

All points will be considered and the proposed meeting dates for 2017-18 will be circulated by the Clerk once finalised.

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

The TB noted that HB term of office as a Parent Governor has come to an end and asked HB to leave the room whilst the TB made a decision regarding re-appointment.

HB left the room.

The TB considered HB contribution and commitment over her term of office as parent governor and voted unanimously to appoint HB as a partnership governor with immediate effect.

HB returned to the room and was thanked for her contribution as Parent Governor and informed that the TB has voted to appoint her as a partnership governor with SNLP. HB accepted.

10. The Trust Board hold this item as confidential.

11. Dates of future meetings

The proposed meeting dates are to be confirmed for 2017-18 and advised by the Clerk.

12. Any other Business

There were no items of any other business.

The meeting closed at 8.30pm