

THE SPRING PARTNERSHIP TRUST
Final adopted minutes (incl confidential minutes) of a meeting of the Directors held at
Hayes Primary School at 7.00pm on Thursday 13th December 2018

Present:

Mr C Lees (Chair)
Mr R Taylor
Dr I Raitt
Mr J Cliff
Mrs J Brinkley (CEO)
Miss R Punter
Mr D Okafor
Ms K Hawker

In attendance:

Mrs C Sheehan, CFO
Mrs V Bolton, Trust Services Manager

Clerk: Miss K Lewis

1. Apologies

- 1.1 Apologies had been received from directors L Falk and J Martin.
- 1.2 Apologies had also been received from TB Clerk K Crossley and K Lewis was standing in for her for this meeting.
- 1.2 Directors were satisfied with the reasons given for absence, and accepted the apologies.
- 1.3 The meeting was quorate.
- 1.4 Directors welcomed K Hawker who had recently been appointed to the Board.

2. Trust development

2.1 CEO Report

2.1.1 Strategic/political developments

- 2.1.1.1 Directors were referred to the CEO report (appendix 1) including national and local updates and networking.

2.1.2 Priorities

- 2.1.2.1 Directors referred to the implementation of Target Tracker pupil tracking software across all schools and asked if it was being checked that the information was consistent across the Trust. It was confirmed that all schools had received training on TT. With regard to the moderation of writing this was now being undertaken against the same statements for all schools.
- 2.1.2.3 Directors were referred to the OPAL (Outdoor Play and Learning) school improvement project (appendix 2) and Directors were taken through the first steps in its implementation. The feedback so far was that the number of incidents at lunchtimes had substantially reduced and children were therefore beginning the afternoon session in a more settled frame of mind.

2.1.3 Update of annual business plan

- 2.1.3.1 Directors were referred to the annual business plan and milestones (appendix 3) which was noted.

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2.1.4 Update on staff retention (c/f paper 6, HR meeting March 2018)

2.1.4.1 Directors were referred to the actions and ideas provided by MAT leaders (appendix 4). An overview of the current position of the Trust was provided. Directors were pleased to note the progression that had been made. A further update would be provided at the next meeting. **JB to action**

2.1.5 Review of DRIS

2.1.5.1 Directors were referred to the accompanying document (appendix 5). An update was provided on the position regarding the structural repairs to the school hall. Costings for all options would need to be compiled and brought to the next Trust Board. **CS to action.**

2.1.5.2 Directors asked if the work was eligible for a CIF bid submission. It was explained that emergency funding had been applied for in the particular circumstances and that the current round of CIF applications had now closed.

2.1.5.3 Directors asked what the current position was regarding use and safety of the hall. It was confirmed that the hall had been stabilised and made secure, but it was not being used. For pupils and staff at the school it was business as usual and alternative arrangements had been made for PE.

2.1.5.4 Directors asked if a claim could be made on insurance. It was agreed that this would be investigated as a matter of urgency. **CS to action.**

2.1.6 Review of risks at LPS

2.1.6.1 Directors were referred to the accompanying papers on risks and actions taken to address them (appendices 7 and 8). JB provided an update on recruitment and what was in place to support the school. Directors discussed the current issues.

3. Declaration of Pecuniary Interests

3.1 No pecuniary interests were declared.

4. Board Business

4.1 To note changes to the Board and remaining terms of office

4.1.1 K Hawker had joined the Board. The terms of office of all Directors were noted.

4.1.2 Directors thanked C Cousins, who had stepped down as a Director due to increased work commitments.

4.2 Trust and Local Committee membership

4.2.1 Directors were referred to, and approved, the updated Board and Committee membership (appendix 9).

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- 4.2.2 The renewal of the terms of office for J Ellis (Acting Chair at MPS) and M Wooderson (Local Committee member at LPS) were approved, as was B Simpson's appointment as a LCM at HPS.

4.3 Confirm all DBS checks up to date

- 4.3.1 It was confirmed that DBS certificates for Directors were all valid, with the exception of K Hawker, for whom the check was in process.

4.4 Advise clerk of changes to contact details

- 4.4.1 It was requested that Directors advise the clerk of any changes to contacts details. An updated contact sheet would be circulated to all Directors and relevant Trust staff. **Clerk to action.**

4.5 Confirm Director details up to date on website and Get Information About Schools (GIAS)

- 4.5.1 It was confirmed that the information was up to date.

5. Minutes of previous meeting

- 5.1 The minutes and confidential minutes of the meeting of 19th September 2018 (appendix 10) were approved by the Board and signed by the Chair.
- 5.2 Directors were referred to the matters arising report (appendix 11) detailing actions which had been completed and the status of outstanding actions as follows:
- 5.3, 10.2 An Education Welfare Officer had been appointed for the Trust in September and had visited all schools. An audit of schools' breakfast and afterschool clubs was being undertaken which included safeguarding as well as financial stability.

6. Chair's report

- 6.1 Directors were referred to the report (appendix 12). The Chair reported that he had taken an action at half term with regard to approving the instruction of a play therapy provision and PE coaching at LPS. This decision had subsequently been ratified by FARCO.

7. Report from FARCO

7.1 Key issues update

- 7.1.1 The Chair of FARCO provided a report on the key issues discussed at the last meeting including on financial strategy for SMCPA. It was confirmed that the Trust was waiting for confirmation on the letting out of the Oasis Centre. It was agreed that it would be useful to obtain the views of the LC Chair and Head of School at the next FARCO meeting. **CS to action.**
- 7.1.2 It was confirmed that the Audit Committee had approved the accounts and the reappointment of the auditors had been recommended. The Trust finance team were thanked for the very successful audit outcome.

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- 7.1.3 It was reported that the Hayes HT would be attending a FARCO meeting to discuss the fundraising for the school's music hub.
- 7.1.4 It was reported that the caretaker at LPS had resigned and would leave at the end of term. The Trust was recruiting and an agency caretaker would be used in the meantime. A Director asked if the Trust was confident there would be no break in health and safety on site. This was confirmed.
- 7.1.5 With regard to the key issues, a Director suggested that the key issues for each school should be provided in a table with columns to record the discussion at each meeting. **Clerk to action.**

8. CFO Report

8.1 Review management accounts, latest internal audit report and KPIs

- 8.1.1 Directors were referred to the CFO report (appendix 13) and supporting documentation, which was noted. The Chair had previously asked a number of questions and had been satisfied with the responses

8.2 Approval of annual accounts to 31st August 2018

- 8.2.1 The accounts had been circulated (appendix 14) and were approved. Directors noted the commentary on the Accounts and related documents provided by the Chair.

8.2.3 Recommendation on appointment/reappointment of auditor

- 8.2.3.1 The reappointment of the auditors was recommended to Members.

8.3 Consider and approve any spend requests over £20,000: Cleaning contract approval

- 8.3.1 Directors were referred to the cleaning contract tender report (appendix 15). A Director asked if the current incumbent had been ruled out and it was confirmed that it had. It was reported that two external references had been taken and both were very solid for the company being recommended, particularly in relation to how it treated its staff.
- 8.3.2 It was agreed that the recommended company, Ecocleen, be awarded the cleaning contract.

9. Trust Services Manager Report

9.1 GDPR including DPO report

- 9.1.1 Directors were referred to the DPO report covering the position across the Trust (appendix 16). It was confirmed that individual data protection reports had been provided to LCs for discussion. Directors asked if there was an action plan of issues to address. This was confirmed.
- 9.1.2 A Director asked if the Trust would continue to receive these reports and it was confirmed that an agreement was in place to provide external reports for a year and this was due for renewal in March. It was confirmed that there would be another report before Easter. **VB to action.**

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9.2 ICT strategy update

- 9.2.1 Directors were referred to the Digital Strategy paper that had been circulated (appendix 17). Directors considered the document to be a well thought out strategy.
- 9.2.2 Directors were asked how the project would be managed from a governance perspective going forward in terms of reporting lines and approval of spend. It was anticipated that implementation of Stage 1 will commence in summer 2019.
- 9.2.3 A detailed discussion took place on the document. Directors asked who would be managing the implementation of the project and it was confirmed that the Trust Services Manager would be managing this project from a Trust perspective, along with the support of a working party of SLT members. Directors queried the project management fee being paid to the IT support company, and what this covered in addition to its current contract. This would be followed up directly with the Chair. **VB to action.**
- 9.2.4 It was agreed that while spending considerations may need to be referred to FARCO the first reporting line should be to the Board.
- 9.2.5 Directors raised that there needed to be contractual clarity relating to the management of the project to cover any potential problem areas ie if a problem arose then this would be the responsibility of the IT support company to resolve. **VB to action.**
- 9.2.6 Directors agreed to the project proceeding subject to the resolution of this point.

9.3 Estates Management Update – including update on flooding at LPS

- 9.3.1 Directors were referred to the Trust Services Manager's Report (appendix 18). The Chair confirmed that the Trust Board was actively recruiting for a director to take responsibility for this area.
- 9.3.2 The action plan in relation to flood prevention at LPS was noted.

9.4 Update re SATS 2017

- 9.4.1 Directors were referred to the Trust Services Manager's report (appendix 18) and the position was noted.

10. Report from Achievement and Curriculum Committee

10.1 Overview of key issues

- 10.1.1 Directors were referred to the report from the committee meeting held on 19 November (appendix 19).
- 10.1.2 It was agreed that the Chair of ACC and the CEO would further discuss the format of reports for meetings. **IR and JB to action.**

11. Report from HR Committee

11.1 Review of key issues

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- 11.1.1 Directors were referred to the report from the Committee Chair (appendix 20). Directors asked if exit interviews took place and it was confirmed that interviews were offered and were outsourced to the Trust HR provider.

12. Safeguarding

12.1 Safeguarding report

- 12.1.1 Directors were referred to the CEO report (appendix 1).

13. Health and Safety report

- 13.1.1 Directors were referred to the Trust Service Manager report (appendix 17).
- 13.1.2 It was reported that the first Site Team network group had taken place and it had been a very worthwhile session.

14. Policies

14.1 Admissions Policy 2019-20

- 14.1.1 Directors were referred to the revised policy (appendix 21) and the CEO report (appendix 5). It was agreed to increase the PAN at CPS from 30 to 60 children for the academic year 2019-20.

14.2 Admissions Policy 2020-21

- 14.2.1 Directors were referred to the amended draft policy (appendix 22). It was reported that it was the recommendation of the SMCPA LC to reduce the PAN from 60 to 30. This was ratified by Directors and the policy would therefore go through a consultation process as required for any decrease in PAN.

14.3 Complaints Policy

- 14.3.1 Directors were referred to the reviewed policy (appendix 23). The policy was approved.

14.4 Health & Safety Policy

- 14.4.1 Directors were referred to the reviewed policy (appendix 24). The policy was approved.

15. AOB and date of next meeting

- 15.1 The meeting closed at 9.25pm. The next meeting would be held on Thursday 7th February 2019 at 7pm at Hayes Primary School.

Signed:

.....Date:.....
Clive Lees, Chair of Directors

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Minutes might be confidential for the following reasons:-

- a) information relating to an employee or office holder, former employee or applicant for any post or office, or a pupil or their family;
- b) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- c) negotiations or consultation concerning labour relations between the Trust and its employees;
- d) any issue relating to legal proceedings which are being contemplated or instituted by or against the Trust;
- e) action being taken to prevent or detect crime to prosecute offenders;
- f) the source of information given to the Trust in confidence; or
- g) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Trust's functions.