

**THE SPRING PARTNERSHIP TRUST**  
**Final adopted minutes of a meeting of the Directors**  
**Held at Hayes Primary School at 7.00pm on Monday 10<sup>th</sup> July 2017**

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**Present:**

Mr C Lees (Chair)  
Mr R Taylor (V Chair) (until min 10)  
Dr I Raitt  
Mrs J Brinkley (CEO/EHT)  
Mr J Cliff  
Mrs B Simpson (except for mins 6 - 9)  
Mrs J Nelson  
Mr S Nagappan  
Mr P Verghese  
Mrs J Tagg

**In attendance:**

Mrs C Sheehan, Chief Financial Officer (CFO)  
Mrs G Sesli, HT MPS (for Curriculum review only)

**Clerk:**

Mrs V Bolton

**Curriculum review**

The Directors received a report from G Sesli on the curriculum audit carried out across the schools with P Watts and the CEO/EHT (see Appendix A). This review confirmed that there was a richness of subjects and diversity across the schools and, while schools were at different points of curriculum development, the needs of all learners were being met.

There were high quality examples of extra-curricular learning opportunities and the display boards across the schools were of a high standard. Various areas of commonality were noted, such as PE. It was noted that a separate trustwide PE review would be brought to the next meeting of the ACC. **BS to action.**

A curriculum 'Think Tank' would be set up to develop a knowledge based curriculum and to continue to challenge the curriculum already in place. Each school will lead on a particular strength but the Think Tank will initially be led by SMCPA, HPS and MPS in the areas of computing, music and outdoor provision respectively due to staff capacity at the other schools.

TSPT 'Associate' roles will be introduced in September to lead on other areas across the trust, for example, moderation coordinators for each year group.

The Directors suggested that the Think Tank seek input from pupils and parents/carers regarding the curriculum. Directors stated that it was imperative that the curriculum must be broadly based and that the content introduced at Year 3 and later years must be sufficiently challenging to meet expected standards at the end of Year 6. **GS to action.**

It was stated that ACC had requested that schools provide medium-term plans for English, Maths, RE and PE.

The Directors thanked G Sesli for her informative report.

**1. Apologies for absence, acceptance of absence, absence, constitution of the Board**

- 1.1 Apologies for absence were received from M Gibbs and accepted by the Board.
- 1.2 S Nagappan was welcomed to the Trust Board following his recent appointment by the Members.
- 1.3 It was confirmed that M Gibbs had resigned from the Trust Board as a result of moving out of the area. The Directors thanked M Gibbs for his contribution to the Trust.

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**2. Declaration of Pecuniary Interests**

- 2.1 There were no pecuniary interests declared.

**3. Minutes from the Board meeting held on 22<sup>nd</sup> May 2017**

- 3.1 The minutes from the Board meeting held on the 22<sup>nd</sup> May 2017 were approved and signed by the Chair.

**4. Matters Arising**

- 4.1 The Directors were referred to the Matters Arising report (see Appendix 4) and discussed the following:-  
*10.7 (Meeting 8.2.17) Risk register*  
It was confirmed that the existing risk register had been assessed in full at the recent FARCO meeting. The project to coordinate school level risk registers and a Trust level register was ongoing but had not been completed due to a lack of staff capacity.
- 4.2 *5.4,7.3 Special provision places*  
A meeting regarding the borough SEND provision has been arranged and will be attended by A Lowing. Directors expressed dissatisfaction at the provision provided by Bromley as this led to vulnerable children not receiving the support they required. This view would be forwarded to Bromley.
- 4.3 *5.10,12.1 H&S Controls*  
Directors were concerned that the H&S information provided by schools should be consistent and complete to ensure schools were safe. A report will be provided to allow the Trust Board to have a central oversight of the status of H&S in all schools. This report will be circulated to P Verghese (Director with the responsibility for H&S) before being provided to the Directors at the next meeting of the Board. **VB to action.**
- 4.4 It was stated that systems had been put in place for next year to ensure that LCs are able to hold the SBMs and HTs to account for H&S matters, and that this accountability will therefore be able to be reported consistently and reliably at Trust level.
- 4.5 *6.1 Succession plan*  
Directors were concerned that the succession plan for all senior leaders within the Trust should be robust and effective. The existing plan would be communicated in full to the relevant people to ensure that this was so. **JB to action.**
- 4.6 *6.4 Director TSPT email accounts*  
Directors were concerned that only LGfL email accounts be used by Directors to help safeguard confidential information. It was confirmed that LGfL email accounts for Directors had been set up and that the log in information would be circulated once available. It was confirmed that a secure area would be available on the new Trust website for Directors to access meeting papers in the new school year.
- 4.7 *8.3 GDPR planning*  
It was stated that the Trust are considering how to ensure that information supplied by parents/carers of pupils starting at Trust schools in September will be compliant with GDPR requirements, as well providing factsheets for new staff members on how their data will be stored. **CS to action.**

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- 4.8 It was also stated that it would be checked that all contracts with suppliers with the Trust and member schools would ensure that the supplier takes responsibility for complying with GDPR legislation. **CS to action.**
- 4.9 *8.5 IT spot-checks*  
It was confirmed that ad-hoc IT spot-checks had started to be carried out by HTs following a discussion with the Management Group regarding the need to improve staff awareness of IT security. These spot checks will be continued and will also be conducted by the CEO/EHT next year. **JB to action.**
- 4.10 *9.3 CC Interim Board*  
The LCs of DRIS and CC had recently agreed to start to work together to aid effective governance across the schools. J Nelson, B Simpson, J Covill and M Bayliss continued to be involved with the Interim Board in the meantime.

**5. Chair's Report and Commentary on agenda**

- 5.1 The Directors were referred to the Chair's report (see Appendix 5) and were informed of the recent press stories involving a member school.
- 5.2 Directors were extremely concerned about the SATs maladministration at Leeson. It was highlighted that the maladministration situation had first been reported by pupils and that the Trust had commended the actions of these pupils. It was agreed that it was a positive reflection of the Trust that pupils had felt that they could report the maladministration. The additional controls that will be put in place for the administration of KS1 and KS2 tests across the Trust from September 2017 had been considered by ACC, for example, contracting an external invigilator to oversee the administration of the SATs to be able to validate the processes used. It was stated that there was confidence that trust would be regained regarding test administration. In the absence of the (annulled) KS2 results, ACC had requested that assessments be carried out in Autumn 1 at LPS in order to provide a reliable baseline. **JB to action.**
- 5.3 The Trust's own internal investigation was being completed as fast as possible and the final internal report would be circulated to the Directors next term. **JB to action.**
- 5.4 This item was deemed to be confidential (see minutes 14.1 – 14.4).

**6. Trust development**

- 6.1 The Directors were pleased to receive the Quality Assurance cycle and School Improvement strategy chart for 2017-18 (see Appendix 6 and 6a) as they considered that a robust plan to continue to drive school improvement was imperative. A detailed discussion took place on the timings of the pupil assessment through the year in order to ensure robust oversight by directors. PIRA (reading) and PUMA (maths) tests were being undertaken in order to provide accurate assessments for the benefit of the pupils which would also be triangulated using teacher assessment and book looks.
- 6.2 It was explained that the schedule of assessment was constructed in a way to allow data to be compiled, considered by LCs and then brought for discussion by ACC. Whilst the longer-term aim is that the LCs are fully responsible for the analysis of their schools data (and that data is reported to ACC by exception) it is not yet the case that all of the LCs are

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able to provide the same level of challenge in this area. ACC will continue to have oversight of the data until this level is achieved.

- 6.3 It was clarified that the dates for the data meetings of the LCs at the end of each term had been organised in order to ensure that the appropriate information would be ready for the meeting. The allocated dates had been agreed with the HTs, LC Chairs and clerks.
- 6.4 The school improvement strategy chart showed that each school would be receiving approximately £18,000 of reviews and academy improvement opportunities in 2017-18 as a result of being within the Trust.
- 6.5 The Directors were referred to the Spring Success document (see Appendix 6b) and agreed that there was a strong sense of how much the Trust had achieved within a year and how well the schools were now working together.
- 6.6 It was confirmed that a discussion had taken place with the Management Group regarding the need for schools to put lock-down policies in place in response to recent terrorist incidents. Any health and safety or access issues were being considered at all sites to ensure compliance with the lock-down policy once finalised. **JB to action.**

**7. Summary update of critical issues from Chairman and Chairs of TSPT LCs**

- 7.1 The Directors were informed that the ICT contract project had progressed and that the consultant had started to pull together reports in order to compare the existing IT provision across the Trust. The consultant would be conducting school audits with the HTs and IT providers, and was meeting with S Nagappan and the CEO/EHT before the end of term.
- 7.2 It was confirmed that the contract specification would need to be ready for December. This would be a tight deadline to meet but it is anticipated that the consultant will be able to work directly with the schools to compile their report rather than it requiring major input from central staff.
- 7.3 A discussion took place on the workload of central Trust staff and senior leaders and it was suggested that reserves could be used to fund additional capacity to support the senior leader function within the schools. It was also suggested that it be considered whether a specific, potentially high risk project within the central administration could be funded from reserves by employing an external specialist to manage the project, for example, the implementation of GDPR requirements. This would be considered by the CFO. **CS to action.**
- 7.4 The outcome of the term date consultation process was considered and it was agreed that, following an overwhelmingly positive response from stakeholders, the Trust would adopt a two-week October half-term from 2018. This outcome would be communicated with all parents/carers and staff. **VB to action.**

**8. Governance**

- 8.1 The Directors were referred to the committee membership list (see Appendix 8) and were informed that resignations had recently been received from the Trust Board from J Tagg and R Boshier. Both had become too busy and felt they could no longer discharge their responsibility adequately. The Directors thanked them both for their contribution to the Trust.

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- 8.2 It was stated that a new Director – M Brighty - was being considered by the Members and would be joining the Trust Board in September following final approval.

**9. Finance**

- 9.1 The Directors were referred to the management accounts for April 2017 and were informed that these had been considered at the recent FARCO meeting.
- 9.2 The Directors were referred to the budgets for the Trust and the member schools for 2017-18 as recommended for approval by FARCO (see Appendix 9). Directors discussed, inter alia, the comparative KPI's. The Trust Board approved the budgets for 2017-18 subject to a question being answered regarding budget code 9171 GAG top up from Local Authority for CC. **CS to action.**
- 9.3 An update on the discussions from the recent FARCO meeting was provided as follows:-  
- a 3 year business case for enhancing income at SMCPA had been presented by the HT regarding the need to generate additional income in advance of the school losing its bulge class. The HT had been asked to report back to the committee with a plan of implementation at the autumn term meeting;  
- discrepancies in the per pupil funding numbers from the KPIs were thought to be as a result of variations in how the figures were assembled by the different schools;  
- the increase in the proportion of school generated income compared to GAG funding were noted and it was agreed that the central Trust infrastructure and functions would become increasingly important in order to be able to support the growing need to generate income;  
- the KPIs had also shown that average teacher cost is more viable in a 3 fe school due to being able to share a more experienced teacher across a year group. CC and DRIS would notice a positive impact as a result of being able to organise the teaching teams across both schools.
- 9.4 The Directors were referred to the audit management report for the period ending March 2017 (see Appendix 9a). It was confirmed that HTs would be involved with the auditor site visits in future.
- 9.5 The Accounting Policies were approved. It was confirmed that there had been no changes of note to the policies other than the need to depreciate software.
- 9.6 The Chairs Action regarding FARCO approval of trustwide insurance cover was ratified by the Directors.

**10. ACC Update**

- 10.1 It was stated that the KS2 data for all schools had been higher than anticipated and that some schools had sent papers to be remarked. The level for reaching 'higher' had not yet been released but it was confirmed that the 'expected' level was 100. The Directors were shown an example of a SATs reading paper in order to demonstrate how much is expected of the Y6 pupils.
- 10.2 Pupil data at all assessment points had improved from this point last year.

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- 10.3 The PIRA and PUMA tests had been seen to provide slightly over-inflated scores. It was explained that the reliability of the data would improve over time as more cohorts use the tests, and that the results would be used alongside teacher assessment.
- 10.4 HPS were congratulated for recently achieving a moderation award.

**11. Safeguarding update (if any)**

- 11.1 It was reported that the Safeguarding group, recently constituted at the request of the Chair, were continuing to assess safeguarding practices across the Trust and were considering whether roles of staff with responsibility for safeguarding were consistent across all schools, for example, the job descriptions of family workers.
- 11.2 Places had been reserved on an Andrew Hall safeguarding course in September to be used by the most appropriate people. **VB to action.**

**12. Health and Safety (if any)**

- 12.1 There were no items for discussion.

**13. AOB and date of next meeting**

- 13.1 It was confirmed that K Crossley had been appointed as the new Clerk to the Trust Board from September. V Bolton would be moving to a new central Trust support role as Trust Services Manager.

**14. Confidential items**

- 14.1 Minutes 5.4 – 5.7 were deemed to be confidential.

The meeting closed at 9.30pm.

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

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.