

**THE SPRING PARTNERSHIP TRUST**  
**Final adopted minutes of a meeting of the Trustees**  
**held The Warren at 7 pm on Tuesday 14<sup>th</sup> September 2021**

**Present:**

Ms C Barenbrug  
Mr A Blount  
Mr J Cliff, Chair  
Mr D Okafor (remotely)  
Miss R Punter  
Mr R Taylor, Vice Chair

**In attendance:**

Mrs C Sheehan, CFO  
Mrs V Bolton, COO  
  
Miss K Crossley, Clerk

**1. Elections and appointments**

- 1.1 The re-appointments of K Crossley as Clerk to Trustees and V Bolton as Company Secretary were approved by Trustees, effective immediately.
- 1.2 It was confirmed that one self-nomination had been received for the position of Chair of the Board for a period of one year. The re-appointment of J Cliff until the first meeting of the Board in the academic year 2022/23 was proposed by R Taylor, seconded by R Punter and approved by Trustees, effective immediately.
- 1.3 It was confirmed that one self-nomination had been received for the position of Vice Chair of the Board for a period of one year. The re-appointment of R Taylor until the first meeting of the Board in the academic year 2022/23 was proposed by J Cliff, seconded by C Barenbrug and approved by Trustees, effective immediately.

**1.4 Appointment of membership and Chairs of Committees**

- 1.4.1 Trustees approved the Board and Committee membership v29 (appendix 1).
- 1.4.2 Trustees approved the renewal of the term of office of R Punter for a further four years, effective from 30<sup>th</sup> September 2021.
- 1.4.3 It was noted that R Punter would step down from FARCO and recruitment would commence for a Trustee with financial expertise. Recruitment for Trustees with educational and HR skills was on-going.

**2. Apologies for absence**

- 2.1 Apologies had been received from Mr Barlow and Mrs Brookman.

**3. Declaration of pecuniary interests**

- 3.1 None.

**4. Minutes of previous meeting**

- 4.1 The minutes of the meeting of 8<sup>th</sup> July 2021 (appendix 1) were approved by the Board and signed by the Chair.

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- 4.2 Trustees were referred to the matters arising report (appendix 2) detailing the status of outstanding actions.
- 4.2, 6.1.2 The dates of Local Academy Council meetings in 2021/22 would be agreed at the first meetings of the year and shared with Trustees. **KC to action.** The Trust Academy Council meeting which had been scheduled for 7<sup>th</sup> September 2021 had been rescheduled to 28<sup>th</sup> September 2021.
- 4.3 Trustees requested that more specific timeframes be provided for actions due to be completed in the near future. **CS/VB to action.**
- 5. Executive team reporting**
- 5.1 Contingency Plan**
- 5.1.1 The Committee was referred to the Contingency Plan proposal, detailing proposed arrangements to cover the sickness absence of the CEO (for an initial period of 6 weeks) and the EHT (for an initial period of two weeks) as follows:
- the CFO would be appointed Acting CEO
  - the COO would take on the role of Accounting Officer on a temporary basis
  - all other responsibilities of the CEO would be shared between the CFO and the COO as detailed in the plan, with the exception of the Headteacher at Hayes Primary School, who would take on the role of Trust Safeguarding Lead. It was noted that should any safeguarding concerns be raised against the Headteacher at Hayes Primary School during this period, they should be escalated to R Barlow, the Trust's Safeguarding Trustee.
- 5.1.2 The arrangements proposed above would run for an initial period of six weeks, following which contingency arrangements would be reviewed if required. Trustees were mindful of the possible need to consider longer-term contingency plans following the initial six-week period, and for any such plans to be drawn up in good time. Consideration would be given to the implementation of robust return to work procedures, including close communication with line managers. Ms Punter would maintain periodic wellbeing catch-ups with the CEO in line with guidance from the HR provider.
- 5.1.3 The approval of Trustees was sought for the postponement of the ACC meeting scheduled for 22<sup>nd</sup> September 2021. It was agreed that the situation would be monitored in the coming week, and every effort made to adhere to the annual meeting schedule as far as possible.
- 5.1.4 The Committee thanked Mr Blount for offering to support the CFO in the performance management of the Headteachers and Heads of School in the absence of their line managers.
- 5.1.5 The Committee noted that it had been agreed that Heads of School acting up would be recompensed for their additional responsibilities if the period of absence of the EHT was extended beyond two weeks, and asked for further information to be provided at the FARCO meeting in October 2021. **KC to action.**
- 5.1.6 It was confirmed that the Trust was following government Covid-19 guidance. Trustees asked whether it was possible that school staff would be required to have had both doses

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of the vaccine and were informed that there were no current plans to restrict site access to members of staff who were not double-jabbed. The matter had been raised with the HR provider, which had advised that the decision was a personal one for staff, who were expected to follow government guidance on isolation requirements.

- 5.1.7 The contingency plan proposal was approved.

**5.2 Annual educational, financial, operational and HR plans**

- 5.2.1 Trustees were referred to the annual educational, financial, operational and HR plans, which would be taken to the next round of committees for approval. **KC to action.** The CEO had had input into the plans before being signed off sick. Going forward, the annual plans would be brought to the meetings of relevant committees in the summer term for approval prior to the following year, with updates on progress against the plans at committee meetings throughout the year. Initially, red-rated and some amber-rated actions would be prioritised. Trustees welcomed the approach of setting out a clear annual timeline and agreement on priorities in advance of the following school year, with preparation at committee level in advance of approval at the final Trust Board meeting each year. It was agreed that detailed plans and forecasts for major projects, such as holiday clubs, would be prepared for consideration by Trustees in advance of priorities being agreed. **CS/VB to action.**

**5.3 Lunchtime staffing structure improvement plan**

- 5.3.1 Trustees were informed that the pupil support and premises restructures had been in place from the start of the autumn term. The admin restructure would be finalised and implemented by January 2022. In response to a question as to why some redundancy costs would run into 2022, it was explained that a one-year, fixed-term role had been created for 2021/22, following which the member of staff would be made redundant.
- 5.3.2 Trustees approved the delegation of approval of the consultation document for the lunchtime staff structure improvement plan to the HR Committee. An item on the cost and impact on the budget of the lunchtime staffing structure improvement plan would be added to the agenda of the next FARCO meeting. **KC to action.**

**5.5 TSPT complaints summary 2020/21**

- 5.5.1 Trustees noted the annual summary of complaints across the Trust in 2020/21 and suggested that headline information on the nature and outcome of complaints be included in this annual summary going forward. **VB to action.**

**5.6 Contract approvals and/or spend requests over £20,000:**

- 5.6.1 Further to discussion at the previous meeting, Trustees approved the spend request for part A (design, planning and tendering) at SMCPA. It was agreed that cost estimates for part B (contractor and materials) would be obtained in advance of the tender. **VB to action**

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**6. Local Academy Councils**

- 6.1 The notes of the recent LAC meetings at MPS and CPS/DRIS were received for information.
- 6.2 The Chair would progress the re-scheduling of the Trust Academy Council meeting, which had had to be postponed at the end of the summer term. Regular contact would be maintained with LAC Chairs. **JC to action.**  
Post-meeting note: the Trust Academy Council meeting had been rescheduled for 28<sup>th</sup> September 2021.
- 6.3 Trustees referred to the recent arson at MPS and requested that consideration be given to measures which would prevent a recurrence. **CS/VB to action.**

**7. Policies**

**7.1 Child Protection and Safeguarding Policy**

- 7.1.1 Trustees delegated the approval of the Child Protection and Safeguarding Policy to a representative of the Achievement and Curriculum Committee. **AB to action.**

**7.2 Admissions Policy 2022/23**

- 7.2.1 In light of the amalgamation of CPS and DRIS, the Trust was seeking advice on proposed changes to the Admissions Policy 2022/23. Trustees agreed the delegation of the approval of the revised policy (which would also reflect recent changes to the Admissions Code) to the Chair. The revised policy would be re-published and ratified at the Trust Board meeting in December 2021. **VB/JC to action.**

**8 AOB and date of next meeting**

- 8.1 The next meeting would be held on 9<sup>th</sup> December 2021 at 7pm at The Warren.
- 8.2 The meeting closed at 8 pm.

Signed: .....Date:.....  
John Cliff, Chair of Trustees