



**SOUTHFIELDS ACADEMY  
MINUTES OF THE BOARD OF TRUSTEES  
Held on**

**Wednesday, 22 March 2017 at 6.00pm**

**Present:**

Susan Hayday, Community Trustee and Academy Chair  
Mark Heathcote, Community Trustee  
Tara Minto, Head of Year 8  
John Moore, Vice Chair  
Annabelle Myers, Parent Trustee  
Victoria Simpson, Community Trustee  
Tessa Strickland, LA Trustee  
Jacqueline Valin, Principal  
Heather Williamson-Cole, Vice Chair and Parent Trustee

**Absent:**

Verity Pillinger-Cork, Community Trustee

**In Attendance:**

Mel Brown, Clerk (minutes)  
Wanda Golinska, Headteacher  
Stephen Elson, Director of Finance

**1. Welcome and Apologies**

The Chair welcomed everyone to the meeting.

Apologies were received from Jonathan Clatworthy and Donna Collins which were accepted by the Board.

**2. Declarations of Interest**

Trustees were asked to declare any personal or pecuniary interests relating to the agenda items for this meeting. None were declared.

**3. Unconfirmed minutes of the meeting of the meeting held on 7 December 2016**

The minutes of the meeting held on 7 December 2016 were approved as a true record and signed by the Chair. The signed minutes were retained by the Director of Finance for the minute book.

**4. Matters arising from the minutes**

The Chair referred to point 4 on the list (The principles to be used by the Academy to set policies is set out for agreement) of outcomes from the Trustees

development session which took place in October, and advised that despite her best efforts, she was unable to locate any examples. This action was closed.

Trustees reviewed the action plan and noted:

Principal and Headteacher's to contain an Executive summary. Highlights strengths and areas of development

This action was work in progress and following discussions, Wanda agreed to review the template of the next report, and to provide a summary of the key strengths and areas of developments.

Donna Collins to complete a new declarations of interest form confirming her daughter had recently been appointed as the sixth form admin assistant

Stephen Elson advised this action was complete. Closed.

Verify Pillinger-Cork agreed to see whether she could find someone to help with branding on a pro bono basis.

No contact had been received from Verity in this regard. Action closed.

Principal to obtain further details on the dropout rates for BTECs

This action had been covered in detail by James Draper at the recent Curriculum Committee meeting. Action closed.

## **5. Governing Body Membership**

Trustees noted the resignations of Charlene Ellis on 18 January 2017 and Jessica Pearce on 14 March 2017, both had resigned for personal reasons. The Chair had written to both thanking them for their support, hard work and commitment. The Board also thanked them in this regard.

Verity's term of office expired on 29 January 2017 and Trustees agreed to reappoint her for a further term of office, starting from 30 January 2017, subject to Verity confirming whether she wished to remain in the role.

**Action: Susan Hayday**

## **6. Chair's report**

Susan Hayday presented the report detailing the activities and actions which were taken in her role as Chair, and on behalf of the Trustee Board. Susan highlighted that she had Chaired an exclusion panel on 16 March 2017, which had been upheld.

## **7. Strategy**

The application to become a MAT was waiting for sign off from the DfE. Once agreed the Academy would be subject to new Articles and funding arrangements.

Trustees asked whether there would be a timetable put in place to agree the new governance arrangements and were advised the Academy would be an empty MAT initially. It was agreed that the timetable would be discussed and agreed at a later date.

Trustees asked whether there was an expiry date on the application, and were advised there was not. The Academy was waiting for a response from the DfE.

Trustees asked whether there were schools waiting to join, and were advised that initial discussions were had with some schools, however, the advice given by the local authority concerning joining MATs was proving unhelpful.

Trustees asked about the name of the MAT and were advised it would be called "Southfields Multi Academy Trust".

## **8. Principal and Headteacher's Termly Report to Trustees**

Wanda Golinska presented the report and advised Trustees of the following:

- Behaviour had generally improved. Work was now being focused on behaviour in lessons, and establishing positive attitudes towards learning
- Students were responding well to increased homework. There was a high level of engagement in this area, with additional homework given at holidays and half term.
- Progress and effort levels were being closely monitored and regularly evaluated.
- KS3 were showing signs of good progress
- KS5 data was more volatile due to challenges with A-levels. Both staff and students were responding well to the challenges.
- Attendance at parents evening had improved in comparison with previous years. 92% of Year 8 pupils had attended parents evening.

Trustees asked about the increase in attendance at parents' evenings and it was explained that the Academy had set new expectations in a number of areas, which had been communicated to students and parents.

Trustees asked for greater clarity on the challenges and were advised that the shortage of science teachers continued to present concerns, and meant that development in this area was behind that of other departments. Some progress in this area had been made with the recruitment of a new Head of Year 7, who teaches science, and an NQT in chemistry. Additional interviews were due to take place shortly.

An update was given on recruitment of geography teachers and staffing numbers in the Business department, and Trustees asked if the Academy was confident that there were adequate numbers of staff in place. It was explained that staffing levels were slightly over planned levels.

Trustees asked whether more could be done to retain staff, and were advised that the issues were with pay and the cost of living which were outside the Academy's control. A number of teaching staff had moved abroad for this reason.

Other challenges included financial issues with the new national funding formula and changes to the student roll. The business and marketing group were working well in this area, with regular updates provided at the Premises, Finance and Policy Committee. Jackie Valin advised that information on the new intake would be received next week. Post 16 recruitment had started early. All Year 11 students had been interviewed and places secured. External candidates had also been

interviewed. It was likely that more students could enrol once they had received results were published.

Trustees asked about closing the attainment gap for HPA students and were advised that the Academy was reviewing the reasons why they were making less progress.

Trustees asked if future reports could contain examples of creative ways in which students were being engaged in learning. Jackie, gave examples of this which included 'takeover day'.

Trustees thanked Jackie, Wanda and the team for producing a good report.

## **9. Finance Management**

### 2016 / 2017 forecast

The Director of Finance presented the report and Trustees noted a breakeven position was forecasted.

### Update on 2017/18 Budget

Trustees noted the following:

- Income would be £2m lower due to a fall in pupil numbers;
- There would be a loss of a large year 11 cohort;
- Sixth form numbers would be lower as there was no longer a contract with VLUK
- The budget would not balance but we will work to achieve breakeven within a 5-year period;
- Potential savings were being investigated;
- Savings are being made from having an energy efficient building;
- Current staffing amounted to 76% of the total budget compared with a usual school average of around 80%. Staffing numbers would be reduced via natural wastage

## **10. Committee Reports**

The committee report was noted.

The Trustees Board approved the Lettings Policy and Health & Safety Policy.

## **11. Trustee Training and Development Session**

Training requirements would be reviewed in more detail after the results of the skills audit was received. It was agreed that the development session in May would focus on strategy.

## **12. Any other urgent business**

Trustees were reminded about Achievement Assembly on 31 March 2017 at 1.30pm.

**13. Confidential Items of Business**

There were no matters for discussion under this item

**14. Date of next meeting**

The date of the next meeting was noted as 6pm on Wednesday 5 July 2017.

There being no further business for discussion, the meeting closed at 7.20pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	