



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

**Wednesday, 5 July 2017 at 6.00pm**

**Present:**

Jonathan Clatworthy  
Donna Collins, Support Staff Trustee  
Susan Hayday, Community Trustee and Academy Chair  
Tara Minto, Staff Trustees, 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

**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 and accepted from Mark Heathcote.

**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. Trustees Board Membership**

Trustees noted that Heather Williamson-Cole's term of office ended on 7 July 2017. John Moore nominated Heather for an additional term of office which was seconded by John Clatworthy. The Board unanimously resolved to reappoint Heather for a further four-year term from 7 July 2017 to 6 July 2021.

**4. Unconfirmed minutes of the meeting of the meeting held on 22 March 2017**

Subject to changing 'concern' to 'concerning' on page 3, and 'report' to 'reports' on page 4, the minutes of the meeting held on 22 March 2017 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.

## 5. Matters arising from the minutes

There were no matters arising from the meeting.

Trustees reviewed the action plan and noted:

Principal and Headteacher's report – future reports to include executive summary, bullet points for each department detailing what it is going well and areas of concern / development

The Board was pleased to note that an executive summary had been included in the report (item 8).

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.

The Chair advised that verity had agree to another 4-year term of office.

## 6. Chair's Report

The Chair gave a verbal report and advised that she had undertaken the following activities:

- Discussion with the Principal and Headteacher regarding MAT and strategy developments
- Investigated and responded to a Stage 3 complaint, which was not upheld
- Received a MAT update and agreed the training day agenda and a number of staffing matters
- Met with Headteacher to discuss the strategic plans for the Academy and Trustee training

The Board resolved to receive the report.

## 7. MAT Update

The Academy was still in discussions with a local school and a further meeting had been scheduled to take place with the Chair and Principal.

Trustees discussed in detail ways to attract new schools and it was noted that there were some schools who needed greater clarify on the workings of a MAT.

Trustees were advised that the Academy would be moving to the new MAT structure from next year and it was agreed to discuss the new governance structure in more detail at the Trustees development session in October.

Discussions were had about the need to develop both an education model in addition and a timeline for development to ensure that the standards of education continued to be the focus of the Academy.

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

Trustees received the report and were pleased to note the new executive summary. Trustees asked that the SLT pass on the message of thanks for the Board to all staff for their hard work and commitment.

There were significant improvements in attendance and punctuality and Trustees queried the reasons for this, and were informed it was due to good leadership across the Trust. A special lunch was being organised for staff alongside a softball match and an awards ceremony. Trustees noted retention rates were good and that the primary reasons for staff leaving was relocation or promotion.

Trustees were pleased to note that all staff were included in training for INSET day and that support staff participated in the workshops on how memory works and supporting EAL learners. An evaluation of the impact of support staff was due to be conducted, alongside additional training for non-teaching staff going forward.

Discussions were had about the Year 11 teacher conference which was aimed at providing teachers with an opportunity to discuss similar students and strategies to support students in the run up to their final examinations.

The Jack Petchey Awards were discussed in detail, and Trustees noted that Diran Arthur (Head of Year 11) received a Jack Petchey Leader Award for his contribution to Southfields Academy.

Changing the MIS mid-year was noted to be a challenge for 2016/17. Trustees asked about this and were advised that there were significant integration issues. Trustees asked whether the change would result in any loss to key data, and were advised that the information was still available if required.

## **9. Finance Management**

### Update on the 2016/17 end of year position

The Director of Finance presented the report and Trustees noted an improvement on the forecasted breakeven position with underspend of £329k. There was a variety of underspends on several budget lines which included education resources, premises, educational, school direct salaries, and the purchase of a new telephone contract. Trustees were pleased to note that there was also a steady income stream.

### 2017-18 budget

Trustees received the revised 5-year budget forecast which was based on the current funding formula and the assumption that 150 new students would join each September. The forecast also allowed for a 1% staffing increase each year, alongside a reasonable level of savings.

A deficit budget of £1,573,076 was predicted which was presented with a robust plan to bring the Academy to a breakeven even position over a 5-year period. Trustees reminded that there were funds in the deposit account which could be used if required.

The Director of Finance notified the Board of some changes to the budget that had taken place since the Policy, Finance and Premises Committee which included an

increase in income of £324,642 due to more sixth form funding, rent from Aspire, nursery rent and the removal of the Challenge Partner's income line. There was also additional expenditure of £115,500 due to the Academy paying cleaning costs previously paid by the Nursery and Aspire.

Trustees asked about the reasons for the deficit and were advised it was due to the following:

- Low student intake in September 2016 (down by 80 students)
- The termination of the VLUK contact due to safeguarding concerns
- Large cohorts leaving in the upper years
- The 1% teachers' pay award which had not been factored in the budget

Trustees asked about the student numbers for September and were advised there was likely to be 150 but that this fluctuated.

The Board resolved to approve the 2017/18 budget.

#### **10. Committee Reports**

The committee report was noted.

#### **11. Skills Audit**

Trustees noted the results of the skills audit and resolved to discuss the matter at the next development session.

#### **12. Calendar of Business**

Trustees asked about the new governance structure and discussions were had about the potential membership, roles and responsibilities. Trustees requested for more information to be provided in this regard and Jackie Valin agreed to circulate more information.

**Action: Jackie Valin**

#### **13. Any other urgent business**

There were no matters for discussion under this item


#### **14. Confidential Items of Business**

There were no matters for discussion under this item

#### **15. Date of next meeting**

The date of the next meeting was noted as 6pm on Wednesday 6 December 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	SUSAN HAYDAY
Date	6/7/17

