



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

**Wednesday, 23 March 2016 at 6.00pm**

**Present:**

Jonathan Clatworthy, Trustee  
Donna Collins, Support Staff Trustee  
Wanda Golinska, Headteacher  
Susan Hayday, Chair of Trustees  
Mark Heathcote, Community Trustee  
John Moore, Trustee (arrived at 6.55pm)  
Annabelle Myers, Trustee  
Verity Pillinger-Cork, Trustee  
Jacqueline Valin, Principal  
Heather Williamson-Cole, Vice Chair and Parent Trustee

**In Attendance:**

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

**1. Welcome and Apologies**

The Chair welcomed everyone to the meeting.

Apologies were received from Charlene Ellis, Jessica Pearce, Victoria Simpson and Tessa Strickland. These apologies were accepted.

Trustees noted that Victoria Simpson had read the papers and contacted the Chair to ask a number of questions on her behalf.

**2. Declarations of Interest**

Trustees were asked to declare any personal or pecuniary interests relating to the agenda items for this meeting. No new interests were declared.

**3. Board of Trustees Membership**

The Chair presented the updated Constitution and gave an overview of the proposed changes. Subject to the changing "College" to "Academy" the revised Constitution was approved by the Board.

**Action: Clerk**

To re-elect Tessa Strickland, LA Trustee as of 1 April 2016

Mark Heathcote proposed the reappointment of Tessa to the Board, which was seconded by Heather Williamson-Cole.

To note Donna Collins term of office ends on 3 July 2016

Trustees noted Donna's term of office was due to end on 3 July 2016, and that she was content to continue in the role if unopposed.

To elect Tara Minto as Staff Trustee

Jackie Valin proposed the appointment of Tara Minto as Staff Trustee of the Board. The proposal was seconded by Verity Pillinger-Cork. Tara was formally appointed to the Every Child Matters Committee and Curriculum Committee.

**4. Unconfirmed minutes of the meeting of the meeting held on 9 December 2015**

Subject to changing amending the date of the next meeting from 9 December 2015 to 23 March 2016, the minutes of the meeting held on 9 December 2015 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**

School Link Inspector Visit

Jackie agreed to chase the outstanding report. A meeting would be arranged with the Link Inspector once they had returned from sick leave.

**Action: Jackie Valin**

Kingswood Trip

The Kingswood trip had successfully taken place. Trustees noted that a report had been written for the Academy newsletter.

**6. Principal and Headteachers Termly Report to Trustees**

Wanda gave an overview of the report and Trustees noted:

Year 11

- The progress year 11 students were making towards achieving their targets. These figures were traditionally low due to the prior attainment of some students
  - Students were continuing to be admitted throughout the year mostly from abroad
  - A number of year 11 students were receiving specialist "international group" provision
  - Students from abroad who had less than 2 years of education in the UK were discounted from final and validated performance measures.
  - The progress of students that underachieved was being monitored.
  - The forecast pupil premium and SEN gap was bigger than the actual gap in 2015, but at present showed positive values for both groups

- A number of interventions were in place which included an additional qualification that built on student competency with IT skills, the removal of study leave, mock examinations and Easter revision classes

### English

The Local Authority (LA) had funded an English consultant who was providing support to the Academy, and included one to one support, planning, teaching and evaluation for teachers on the new English curriculum.

The LA was also funding the provision of a literacy consultant from a primary practitioner who is providing training for the English teachers.

Trustees noted that the tracker had demonstrated that progress was moving in the right direction but that there was still work to be done to show that the interventions in place were having the right impact.

Trustees asked about the morale of staff in the English department and were informed that there was regular ongoing engagement with staff and they were all positive.

### SEN

SEN students achievement had dipped in comparison with SEN students from previous years. This was being investigated. Specialist support had been received from the LA. Trustees noted that a large number of SEN students had complex needs and it was sometimes difficult to identify the primary needs.

A significant number of SEN students had low literacy levels despite accessing the primary curriculum over a six-year period. The changes to the curriculum meant that both students and teachers were developing a different skill set.

Trustees asked whether the Academy needed to employ a permanent SEN practitioner on a full time basis, and were informed that steps were being taken in this regard.

### KS3

The new assessment system had been embedded and needed to be evaluated. An Assessment Data Manager had recently been appointed and was settling in well.

External validation on the new curriculum was required as national benchmarks had not been published.

### Safeguarding

The LA had failed its safeguarding inspection and had been graded as inadequate in all areas. Trustees noted the audit carried out by the LA had rated the Academy as "good".

Jackie was the Academy's Senior Safeguarding Lead and supported by a Designated Safeguarding Operational member of staff called Madiha Mohammad. There was a high number of safeguarding issues at the Academy, some of which were quite serious. Jackie assured Trustees that the single central register was kept up to date.

Trustees were assured that all staff had received safeguarding training. The Chair requested that Trustees received refresher training at the scheduled development sessions scheduled for 5 October 2016, or by the end of the year at the latest.

Trustees were advised that Persistent Absence targets had been raised from 85% to 90%. All unauthorised absences were reported as a safeguarding issue. Some absences had resulted in court action being pursued.

### Sixth Form

The numbers registering in sixth form was improving along with the outcomes. There was lots of intervention in place for students who failed to improve or did not make sufficient improvements.

Trustees were pleased to note that a number of students had been selected by Deloitte for 4 weeks paid work experience. Some students had organised a talent show and invited a previous X-factor contestant to be on the judging panel.

Trustees congratulated Jackie for winning the outstanding leaders awards from the Jack Petchey Foundation.

There were no permanent exclusions this term.

## **7. Committee Reports**

### Every Child Matters Committee

The Chair gave an overview of discussions, and Trustees noted the minutes of the meeting held on 24 February 2016.

Jackie advised Trustees that the event at St Barnabas' had been postponed due to an Easter event.

Jackie agreed to ensure the Sex Education Policy was circulated to members of the Committee by 30 March 2016.

**Action: Jackie Valin**

### Curriculum Committee

The Chair gave an overview of discussions, and Trustees noted the minutes of the meeting held on 2 March 2016.

Wanda advised that the information Tracey was due to circulate to committee members was contained in the Principal and Headteacher's report. The Clerk agreed to close this action:

**Action: Clerk**

### Policy, Finance and Premises Committee

The Chair gave an overview of discussions, and Trustees noted the minutes of the meeting held on 9 March 2016.

Stephen advised that the company members had been updated.

Staff had taken part in a survey concerning the cleaning contractors, the outcomes of which were largely positive. There were however a number of concerns raised which have now been passed to the contractors for action. The contract was up for renewal in June and subject to renegotiation.

The Chair advised Trustees that the committee had requested assurance the website was statutorily compliant by the next meeting.

## **8. Financial Management**

Stephen presented the report and reminded Trustees that the budget for 2015/16 had been a £654k deficit. The current accounts indicated a small surplus of £11k mainly due to an underspend across the staff budget line and payments to VLUK being lower than expected.

The Academy had 7.5m in Lloyds accounts earning 1.2% interest. In response to a question from Trustees, Stephen assured the Board that his research had indicated Lloyds was likely to remain solvent.

Work had started on drafting the 2016/17 budget. Early indications were there would be a reduction in income of £800,000, due to a reduction in 11-16 year funding as a result of fewer registered pupils. Increases in Sixth form numbers was likely to generate an additional £915,000. Employer national insurance contributions would be approximately £120,000 higher, pension contributions would be increasing by £100,000, and pay awards by an extra £70,000.

Based on these estimations it was currently unlikely that the Academy would be able to set a balanced budget for 2016/17. A full appraisal would be carried out to see where savings could be made. Trustees were advised that reserves would be used to cover any shortfalls. Trustees asked about the implications of presenting a deficit budget and were advised that the Academy was in a reasonably good position and had reserves. If this were not the case, a Notice to Improve could be issued by the DfE.

The 2016/17 budget would be presented to next Policy, Finance and Premises Committee for agreement and the June Board for formal approval.

Stephen and Jackie gave Trustees an overview of the consultation on the funding formula. Trustees noted that Stephen would be drafting a response to the consultation.

## **9. Trustee Training**

The Chair reported that the 2016/17 corporate calendar had been drafted and included the reintroduction of Trustee development days. The Clerk agreed to circulate the 2016/17 corporate calendar.

### **Action: Clerk**

A review of the Academy's governance arrangements would take place in July and would take into consideration the outcome of the recent skills audit and any identified training needs. All Trustees confirmed they had attended the Trustee induction programme delivered by the Local Authority.

**10. Any other urgent business**

There were no urgent items of business for discussion.

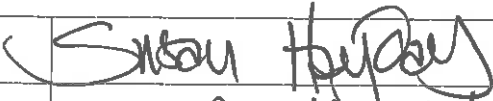
**11. Confidential Items of Business**

There were no confidential items of business for discussion.

**12. Date of next meeting**

The date of the next meeting was noted as 6pm on Wednesday 29 June 2016.

There being no further business for discussion, the meeting closed at 7.30pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	SUSAN HAYDAI
Date	29.6.16