

**Minutes of a meeting of the Directors of the TBAP
Trust Company Number 8425513 (the "Company")
at The BridgeAP Academy
on Tuesday 21st June 2016**

PRESENT: Mr Paul Dix, Ms Alexia Fetherstonhaugh, Mr Seamus Oates (Executive Headteacher), Ms Nia Saunders, Ms Sue Coleby, Phillip Rham, Sade Banks, Sue Fenimore, Mr Andrew Yates, Ms Wendy Fagan, Ms Kellie Thomas, Ms Marie Thomas

In Attendance: Mr Nathan Crawley-Lyons, Head of Business Development and Operations
Ms Angela Tempny
Ms Deepa Martin
Ms Sarah Cooper, clerk

PRESENTATION ON STAFF WELLBEING

Governors asked if there was a way that the SLT recognised staff achievements. Mr Seamus Oates reported that staff wellbeing was an agenda item at SLT meetings. Governors recommended Kathryn Lovewell who is an experienced teacher trainer specialising in reducing stress in schools and promoting well being to give some advice.

1. ATTENDANCE

- 1.1 Welcome and Introductions**
- 1.2 To hear any apologies for absence**
There were no apologies.
- 1.3 Feedback from staff well being group**
Feedback was given through the presentation to the Board.

2. GOVERNANCE

- 2.1 Membership of the Executive Board**
 - 2.1.1 To note any Changes in Membership**
Charlie Taylor has stepped down as a Member of the Board..
 - 2.1.2 To consider any Resignations or Appointments**
The Board noted the resignation by Charlie Taylor, there were no appointments to consider.

2.2 DECLARATIONS OF INTEREST

There were no declarations of interest related to any items on the agenda.

2.3 DIRECTOR VISITS AND REPORTS

- 2.3.1 To report back on any visits made by Directors.**
Mr Paul Dix has visited Cambridge, Wisbech, The Bridge and attended the TBAP conference. Ms Marie Thomas has visited The Bridge. Ms Sue Fenimore, Ms Alexia Fetherstonhaugh and Wendy Fagan attended the Planning Consultation meeting with the residents.
- 2.3.2 To make arrangements for forthcoming visits.**
Ms Kellie Thomas will be visiting the residence. Ms Alexia Fetherstonhaugh will be completing an inspection in July 2016.

2.4 DIRECTOR TRAINING

- 2.4.1 To report back on any training attended.**

The Board discussed the next training session for Directors, it was agreed that this would be held in the summer term.

Action: PD to discuss dates with NCL

3. MINUTES OF THE MEETING HELD ON 22nd MARCH 2016

3.1 Agree Minutes

The minutes of the Executive Board meeting held on the 22nd March 2016 were agreed as accurate; one copy was signed by the Chair.

3.2 Matters Arising From the Minutes not on the Agenda

The action log was reviewed and updated

3.3 Check Actions have been Completed

The action log has been updated with the completed actions and updates

4. CEO REPORT

The TBAP building project continues to progress with a scheduled weekly project team meeting. Mr Seamus Oates attended a ward meeting where the project was discussed. There were some misplaced assumptions, the attendees were supportive of the project. There has been a meeting with the Police regarding a permanent police presence at The Bridge. There have been discussions regarding the installation of CCTV with the residents. There has been an increase in anti social behaviour from the students at The Bridge who have been climbing over the fence. The new design will minimise the anti social behaviour, there will be activities and food provision on site. The new design will also reduce the number of exits and entrances. Ms Sue Coleby reported that the students were engaging with the residents during the consultation meeting. Mr Seamus Oates reported that we have had over 3000 students that are now having a positive effect and thanked the Board for their support.

We have appointed Judie Sadler to the position of Head of School at Cambridge AP Academy. We are working hard to put in place the Ofsted recommendations with a particular emphasis on the safety and condition of the building.

Mr Seamus Oates expressed his thanks to Janet Packer who is due to retire from her position as Head of School at the Courtyard. Nia Saunders has been appointed to the position of Head of School from September.

Following the resignation of Andre Bailey as Head of School at The Bridge AP Academy, Mr Seamus Oates has stepped in as interim HoS supported by the excellent leadership team, we will be advertising for a substantive HoS at the beginning of September.

Stephanie Bond has begun work on a whole TBAP approach to literacy and is introducing some exciting innovations and interventions from September. These include a literacy champion at each site and an exciting new approach to tackling dyslexia.

Tenure as a YJB board member has been extended for an additional year until July 2017. The Board discussed TBAP involvement in the secure school, Mr Seamus Oates reported that we would need to wait for the review by Charlie Taylor to be published.

Mr Seamus Oates has been invited to apply to join the South Central England and London North West Regional Headteacher Board. This would be a two year tenure from September 2016. There is an initial meeting in July.

5. LOCAL ADVISORY BOARDS

The LAB reports were circulated and noted by the Directors.

5.1 The Bridge

The report was circulated. The chair of the LAB is Kellie Thomas, it is good practice for the Head of School not to take the chair. The meeting was very positive we welcome parents on the LAB. Ms Kellie Thomas reported that there were actions detailed in the minutes which would be circulated shortly. Mr Paul Dix asked on what basis the decision was made regarding The Bridge being deemed as "a school requiring intervention/support with CSE".

Mr Seamus Oates reported that we were getting additional support and we will be measuring the impact and how the interventions are working. The Board Members discussed the number of NEETS, Ms Kellie Thomas reported that there have been some changes in the way the information is presented.

5.2 The Courtyard

The report was circulated. The Challenge Report is exemplary thanks to the staff.

5.3 Octagon

The report was circulated.

5.4 Latimer

The report was circulated. There are some on going issues. We will need to have further considerations during the transition period for the learners. Mr Paul Dix reported that we have been doing everything practicable to protect the staff and the learners.

Action: Mr Paul Dix will write to staff on behalf of the Board thanking them for their commitment.

It was agreed that the staff should be given the opportunity to feed back to the Board. Ms Wendy Fagan reported that there are three alternative provisions based very closely, staff do as much as possible to stop cross over with the students.

5.5 Beachcroft

The report was circulated. It was agreed that the wording in 7.2 would be amended.

Action: Paragraph 7.2 in the LAB report to be amended.

5.6 Residence

The report was circulated.

5.7 Cambridge

The report was circulated. The incidents of bad behaviour have been documented. The Year 11 cohort who are leaving have made a difference to the behaviour, they were very disruptive and disenfranchised Ms Angela Tempny reported that the same services that are available to students in London are not available in Cambridge as a result the provision will suffer.

6. REPORTS FROM COMMITTEES

6.1 Finance, Premises and HR Committees

The minutes from the meeting will be circulated to the Board.

Action: the minutes of the meeting will be circulated to the Board.

6.2 Audit Committee

The minutes from the meeting will be circulated to the Board.

Action: the minutes of the meeting will be circulated to the Board.

7. WHITE PAPER SUMMARY

The summary was circulated. There has been some negative publicity regarding MATs. Mr Seamus Oates reported that forced academisation was the issue, MATs are there to support schools that are not doing well. Some MATs have taken on too many schools, some of the trusts that have not produced any evidence of improving the school have taken on additional schools. Sue Fenimore asked if the new funding formula would have any impact on TBAP, Mr Nathan Crawley-Lyons reported that there may be an impact on the Post 16 base funding. There are pressures on the High Needs block and how that impacts on the commissioners. There are pressures on the Local Authority budgets which will be a challenge.

8. REPORT ON THE YEAR 11 DESTINATIONS

Report circulated.

Mr Seamus Oates reported that part of the response is Post 16 provision, we are having the debate nationally and locally. This is a challenging area to work in, the Local Authority are struggling with the issue of funding the provision. There is a challenge as funding is not available for AP students who do not have statements or an EHCP. We have employed a TBAP Post 16 Support Worker who

has been working at The Bridge, Latimer and Beachcroft with students who are at risk of low performance at GCSE and putting strategies in place. We are trying to support learners not to drop out. Ms Kellie Thomas asked what was being put in place to support the learners in terms of their choices. Mr Nathan Crawley-Lyons reported that there have been discussions regarding supporting learners for the first three months. Ms Kellie Thomas reported that main stream learners struggle and do not feel prepared our learners have additional needs that need more support. Mr Paul Dix suggested a drop in session arranged for the students once a month where support could be provided. Ms Sade Banks reported that a group called "Tomorrows People" provide life coaches for young people at risk of becoming NEET.

Action: Report on Year 11 destinations – annual agenda item.

9. AGREE DATES OF 2016 /17 MEETINGS

The dates will be checked and circulated to the Board.

Action: The dates of the meetings for 2016/17 will be checked and circulated.

10. TBAP ARTICLES OF ASSOCIATION

The Articles of Association were circulated.

Mr Nathan Crawley-Lyons reported that the DfE have created a new model for the Articles of Association, we do not have to adopt them. However, if we want to take on new schools or open a free school the DfE would like us to transition to the new Articles. The DfE recommend five Board members, the Board members should not be employees. We have asked Stone King to produce some new Articles. The Board members can appoint Directors, the Board members have control of the Trust and are liable. The proposal is for Board members to accept the new Articles and for Mr Seamus Oates to step down as a member and to appoint him as a Director and look to increase the number of Board members. This was AGREED.

11. POLICIES

We have discussed the approach to reviewing policies the policies were circulated to members, there has been significant engagement and amendments have been made. The policies were AGREED.

12. TBAP 16-19 ACADEMIC AP ACADEMIC AP ADADEMY PUBLIC CONSULTATION

The report was circulated.

We have completed the public consultation. It was AGREED that the limited objections should be included in the document.

Action: Objections to be included in the document. NCL.

13. TBAP TRUST BUDGET

Ms Deepa Martin reported that the 2016/17 draft budget process had been completed. The budget was circulated and had been split across the 13 separate provisions. The total revenue income is £15,902,506. This excludes the devolved capital funding. Ms Sue Coleby asked what the drivers for change in the budget were. Ms Deepa Martin reported that the Capacity Grant had stopped in March 2016, there may be a different version of the grant funding which we may receive. Once we have our new financial system in place we will be able to calculate staff salaries. Mr Nathan Crawley-Lyons reported that the vacant posts have been included in the staffing budget. The budget was AGREED by the Board of Trustees.

14. ANY OTHER URGENT BUSINESS

Mr Nathan Crawley-Lyons circulated the Partnership Agreement with Cambridge. This was AGREED by the Board.

ACTION	ASSIGNED TO	PROGRESS COMPLETED /
1.1 Invite Sade Banks to attend the next meeting as an observer / director	Seamus Oates	COMPLETED
1.2 Gift for Elizabeth Campbell	Seamus Oates	COMPLETED
4.1 Membership list of Executive Board to be updated	Sarah Cooper	COMPLETED
4.2 Declarations of Interest forms to be circulated and completed by the Board	Nathan Crawley-Lyons and Board Members	COMPLETED
4.3.2 Induction visit for Sue Coleby and Andrew Yates. A date for an induction visit will be arranged for all Directors. It was AGREED that a Friday in January would be the most suitable day.	Nathan Crawley-Lyons	
4.4.1 A draft programme would be circulated for the Board training day	Nathan Crawley-Lyons	COMPLETED
3.24 Director visits pro forma – Staff handbook to be circulated	Nathan Crawley-Lyons	COMPLETED
3.30 Schedule of training dates sessions to be prepared in the Summer term	Nathan Crawley-Lyons	COMPLETED
7 Committee terms of reference and scheme of delegation. Check that updates have been completed after the Audit Committee meeting	Nathan Crawley-Lyons	COMPLETED
8.3 Year 11 Destinations – Report and Agenda item for the next board meeting. Summer Meeting.	Maisie Coombes	COMPLETED
10 Building reserves – to be included in Performance Management targets	Seamus Oates	COMPLETED
11.2 Copyright / License issue to be discussed with MacFarlanes. There is a meeting arranged after Christmas.	Seamus Oates	CLOSED
11.2 TBAP Financial Handbook to be updated	Nathan Crawley-Lyons	COMPLETED
12.1 Review of policies – next cycle. Board to receive revisions as and when they occur – major changes to be discussed in Committee meeting. NCL to chase.	Nathan Crawley-Lyons	COMPLETED
12.1 All board members to review policies and respond with any issues by	All	30 th October 2015

30 th October 2015		CLOSED
14. The vacant staff position will be discussed with the two staff who expressed an interest in joining the board	Seamus Oates	COMPLETED
2.3 AF circulate the Direct Visit report and recommendations for consideration.	Alexia Fetherstonhaugh	COMPLETED
2.3 Admission Criteria for Courtyard and related issues. Agenda Item for the next meeting.	Clerk to include on agenda for the next Board Meeting	COMPLETED
2.3 There will be a review of the ICT equipment at Courtyard.	Nathan Crawley-Lyons	COMPLETED
2.3 Raise the issue of visits to primary schools by the Neighbourhood Police Officer. SF has discussed this with the Community Safety Officer, it has been agreed that the visits will be set up.	Sue Fenimore	COMPLETED
5.3 A letter of thanks to the teachers at Octogan from the Board	Paul Dix	COMPLETED
5.4 Director visits to Latimer to be arranged	Nathan Crawley-Lyons	COMPLETED
5.5 Agenda Item next meeting – Staff Survey	Clerk	COMPLETED
5.5 Presentation on the Free School at the next Board Meeting		COMPLETED
7.2 Check the eligibility of staff governors to join the Audit Committee. Staff members can attend the committee meeting but cannot be members.	Nathan Crawley-Lyons	COMPLETED
11 Review of the Complaints Policy. The issue with the policy was the timings for the Board to meet for a Stage 3 Compliant. The timings cannot be changed.	Agenda Item Board Meeting	COMPLETED
4 Potential Bid for Free School – AP Secure Academies	Agenda Item Board Meeting	WAITING FOR THE REVIEW TO BE COMPLETED
8 Report back from Well Being Group to the Board	Agenda Item Board Meeting	COMPLETED
8 Feedback from Pupil Survey	Agenda Item Board Meeting	COMPLETED

10 Communication bulletin to be circulated to the Board on a fortnightly basis.	Seamus Oates	COMPLETED
5.4 Letter to staff at Latimer on behalf of the Board thanking them for their commitment.	Paul Dix	
5.5 Beachcroft Paragraph 7.2 in the LAB report to be amended.	NCL	
6.1 Minutes of the Finance, Premises and HR Committee to be circulated to the Board,	NCL	
6.2 Minutes of the Audit Committee to be circulated to the Board.	NCL	
9.Dates if upcoming meetings to be circulated.	NCL	
12. TBAP 16-19 academic AP Public Consultation document the objections should be included in the document.	NCL	

Signed..... Date2016
Chair of Committee