

**Draft Minutes of a meeting of the Directors of the TBAP  
Trust Company Number 8425513 (the "Company")  
At The Bridge AP Academy  
On Tuesday 6<sup>th</sup> December 2016**

**PRESENT:** Mr Paul Dix (Chair), Ms Alexia Fetherstonhaugh, Mr Seamus Oates (Executive Headteacher), Ms Sue Coleby, Ms Wendy Fagan, Mr Laurence Ferrigan, Ms Kerry Grubb-Moore, Mr Andrew Yates, Ms Marie Thomas

**In Attendance:** Mr Nathan Crawley-Lyons, Head of Business Development and Operations  
Ms Angela Tempany  
Mr Krishna Purbhoo  
Ms Sarah Cooper, clerk

## **1. ATTENDANCE**

### **1.1 Welcome and Introductions**

### **1.2 To hear any apologies for absence**

There were apologies from, Ms Sue Fenimore, Ms Kellie Thomas and Mr Phillip Rham.

## **2. GOVERNANCE**

### **2.1 MEMBERSHIP OF THE EXECUTIVE BOARD**

#### **2.1.1 To note any Changes in Membership**

There are no changes in the membership to report.

#### **2.1.2 To consider any Resignations or Appointments**

There were no resignations or appointments to consider. It was agreed that Ms Wendy Fagan would join the Safeguarding Committee. It was agreed that Mr Laurence Ferrigan would join the HRFP Committee.

### **2.2 DECLARATIONS OF INTEREST**

There were no declarations of interest related to any items on the agenda. The new Declaration of Interest forms have been circulated for governors to complete.

### **2.3 DIRECTOR VISITS AND REPORTS**

#### **2.3.1 To report back on any visits made by Directors.**

Ms Sue Coleby and Mr Andrew Yates have completed their induction visit. They visited The Bridge, Latimer and the Courtyard.

**Action 1: A governor's visit form will be completed.**

#### **2.3.2 To make arrangements for forthcoming visits.**

Ms Angela Tempany has organised a tour of TBAP East on the 9<sup>th</sup> January 2017.

### **2.4 DIRECTOR TRAINING**

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

Directors took part in scenario based training on emergency planning earlier in the term and Paul Dix will submit a summary of the outcomes for the next meeting.

**Action 2: Paul Dix to present emergency planning outcomes summary for the next Board meeting.**

## **3. MINUTES OF THE MEETING HELD ON 18<sup>th</sup> OCTOBER 2016**

### **3.1 Agree Minutes**

The minutes of the Executive Board meeting held on the 18<sup>TH</sup> October 2016 were agreed as an accurate record of the meeting and were 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 report was circulated. The TBAP Hub building project continues to progress slowly. The architects and the Council have now agreed final designs which will be presented to residents at an informal planning consultation on December 5<sup>th</sup> with a view to formal planning permission in the Spring of 2017. We now expect construction to commence in late summer 2017 and be completed by summer 2018.

Building work at the new St Neots TBAP Unity site is nearing completion and learners from the other sites will be moving into the school ready for term 3. We have appointed a new Head of School who will start in January 2017, Jane Lancaster-Adlam is very experienced in residential settings. We would like a high profile person to open the site.

The TBAP TSA continues to make exceptional progress under the leadership of Sarah Hardy. The aim is for every TBAP Academy and service to be rated as outstanding by Ofsted. There is an annual Challenge Partners' Review which gives us a clear indication of which area requires improvement and further development. The Challenge Partners' Review of Latimer took place on the 17<sup>th</sup> October, the review team confirmed the outstanding judgement in all areas.

TBAP have been awarded Investors in People Silver Status, the award is valid until 2019 we are working towards Gold Status. There were interviews with the staff, everyone was clear about the vision and the performance management was very strong. There was a negative comment regarding staff appointments we need to work on the communications with staff with reference to the successful appointments. It would be a CPD opportunity for staff to sit on panels. Students are also involved in the interview process.

Mr Seamus Oates has attended a number of the Regional Headteacher Board meetings chaired by the Regional Schools Commissioner, Martin Post. In this role there is a review of the Free School and Academy applications and consideration of underperforming academies or trusts.

**5. EXECUTIVE HEADTEACHER WEST REPORT**

The report was circulated.

**BAPA**

There is a lower ability cohort this year, there are currently no learners predicted to achieve 5 A\*-C / 5-9 grades. Interventions are in place to help learners achieve target grades in core and non-core qualifications.

**BCAPA**

We hope to achieve for Year 11 at least 100% GCSE accreditation this year.

**LAPA**

100% of learners are on target to achieve 5 A\*-C / 5-9 grades this year. Additional after school lessons are offered to support learners with cores subjects, sessions are attended regularly.

Primary provision at BCAPA continues to be developed adopting best practice from CAPA. TBAP has adopted TBAP Progress 5 to measure progress, the measures are;

- Progress in subjects
- Attendance and punctuality
- TBAP Behaviour Analysis Tool
- Literacy and Numeracy Interventions
- Therapy and Enrichment

Interventions are integrated in to the classroom and include literacy support as well as therapeutic interventions. We are looking at a more holistic approach, the data is showing good progress. The students are benefiting from a nurturing model. Ms Sue Coleby asked if the cohort at BAPA had always struggled and what interventions were being utilised. Ms Kerry Grubb-Moore reported that the

children came into school with very complex needs and considerable mental health issues. There is an open day planned for the 15<sup>th</sup> December at the 16-19 AcAPA. The DfE free school monitoring visit went very well, raising student outcomes is a priority.

**Action 3: Chair of governors will write to the Head of School with the governing body's congratulations.**

## **6. EXECUTIVE HEADTEACHER EAST REPORT**

The report was circulated.

Octavia Academy made a marked improvement in results for the academic year 2015-16 with a 40% increase in the number of students gaining 5 or more GCSEs compared to 0% in 2014-15. An area of focus this year is to widen the breadth of options for KS4 learners by using colleges to deliver accredited vocational courses.

We are moving towards assessing without levels this year and will be reporting using the TBAP Progress 5 measures. This measure allows us to recognise the progress of learners in all areas and to measure the impact of all of the work we do with learners in and outside the classroom.

Literacy and numeracy interventions continue to be delivered across TBAP. This year Lexia will be replaced by Sound Training and other primary phonics programmes to support learners' literacy needs. All sites will identify a local literacy lead to support the drive to improve literacy for all learners. We have introduced a competitive element to the programme, two staff have been trained in each year group.

There is a generic target across TBAP to reintegrate 30% of KS3 learners, the target is achievable. At Cambridge 13.6% of learners were successfully reintegrated back into mainstream education in Term 1. At Octagon, 98% of primary learners and 35% of KS3 learners were successfully reintegrated into mainstream or other appropriate provision in 2015/16.

At Octavia most learners at KS4 have been placed by schools, with little prospect of them returning to mainstream education. Ms Marie Thomas asked if the parents were supportive, Ms Angela Tempany reported that the parents were often nervous about their child being placed at TBAP, but they have a very different experience previously they had not got the parent partnership support they needed.

Enrichment activities continue to be a strong feature, this year we are identifying progress measures which will allow us to show evidence of the impact of the enrichment activities,

There has been a significant improvement in the quality of teaching at Cambridge, from 42% Good or Outstanding to 88% of the lessons observed.

## **7. LOCAL ADVISORY BOARD REPORTS**

The Local Advisory Board Reports were circulated for information.

## **8. REPORTS FROM COMMITTEES**

### **8.1 Finance, Premises and HR Committee**

Minutes from the meeting held on the 24<sup>th</sup> May 2016 were circulated. There was an update from the meeting held on the 15<sup>th</sup> November 2016. The following points were discussed;

- Rental of school buildings – use the Local Authority list to advertise the property
- Retender of the Web Design contract
- Analysis of Travel Expenses
- Funding for the residence – recruitment, induction and reintegration programme at the residence
- Consideration of the Annual Leave Entitlement Paper – next meeting. The committee have discussed the old formula for annual leave which was based on length of service. The committee will consider the proposals with regards to costings and staff feedback after the consultation process.
- Discussion on the budget – very tight margin of £10,000. Work is underway on reducing the surplus budgets. We are reducing deficits year on year. We are looking at securing more funding and there are on-going conversations with Government officials with regards

to funding for small schools in MATs. The budget for agency staff is being reviewed and decision for employing agency staff will be made at a strategic level not at school level.

- HR Report – staff will be recording staff absence and special leave on the new system.
- TBAP has successfully achieved the IIP silver award, there will be an action plan.
- We have successfully recruited to all available positions, the vacancy for Finance Manager has been advertised.
- Premises report – the committee will look at claiming for damages to building through the onsite insurance.
- There was an update on the live cases
- Some trigger points for Occupational Health have been reached by staff
- Risk Register - Cambridge the site is challenging and there has been an issue with a staff member which has affected moral
- Residence – verbal agreement regarding funding. The site is on lease which can be negotiated back to the Authority if necessary

### 8.2 Audit Committee

Minutes from the meeting held on the 7<sup>th</sup> June 2016 were circulated. There was update from the meeting held on the 22<sup>nd</sup> November 2016. The following points were discussed;

- Web site – requirements for declaration of interest will be reviewed.
- Documents relating to Directors on the web site to be updated.
- Feedback from the auditors which was very positive, the recommendations will be taken forward. The audited accounts were presented, we are waiting for some details from one site. We will be agreeing the accounts electronically once the information has been provided.
- Strategic Communication Dialogue Policy – a briefing was circulated and discussed. There will be a newsletter for Board Communication. There will be further discussions regarding an App.
- The Strategic Policy Control Document and Risk Register was updated. There was a review of the closed items on the Risk Register which was updated.
- The Responsible Officer Report was circulated. The overall conclusion was that the Trust were working towards getting up to date with the new financial year and familiarising themselves with the new financial systems.
- There was a discussion regarding conflicts of interest for Directors.

### 8.3 Safeguarding Committee

There was an update from the meeting held on the 22<sup>nd</sup> November 2016;

- Terms of Reference for the committee were amended and agreed.
- Standing Items for the Agenda going forward were agreed.
- Committee Membership was discussed – Agenda Item at the Board Meeting
- The Strategic Plan for Safeguarding was discussed along with the schedule for the Safeguarding Reports from Cambridge County Council which a TBAP staff member will be completing.
- Committee members discussed the management of information and reports in the press and agreed that Ms Alexia Fetherstonhaugh would be informed immediately as the Director with responsibility for Safeguarding.

## 9. DATES OF FORTHCOMING MEETINGS

The dates were circulated for the forthcoming meetings.

## 10. ANY OTHER URGENT BUSINESS

The Directors agreed that the staff would receive funding for the Christmas party of up to £200 depending on the size of the school.

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	<b>COMPLETED</b>
4.1 Membership list of Executive Board to be updated	Sarah Cooper	<b>COMPLETED</b>
4.2 Declarations of Interest forms to be circulated and completed by the Board	Nathan Crawley-Lyons and Board Members	<b>COMPLETED</b>
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	To be arranged at the end of the meeting in October 2016  <b>COMPLETED</b>
4.4.1 A draft programme would be circulated for the Board training day	Nathan Crawley-Lyons	<b>COMPLETED</b>
3.24 Director visits pro forma – Staff handbook to be circulated	Nathan Crawley-Lyons	<b>COMPLETED</b>
3.30 Schedule of training dates sessions to be prepared in the Summer term	Nathan Crawley-Lyons	<b>COMPLETED</b>
7 Committee terms of reference and scheme of delegation. Check that updates have been completed after the Audit Committee meeting	Nathan Crawley-Lyons	<b>COMPLETED</b>
8.3 Year 11 Destinations – Report and Agenda item for the next board meeting. Summer Meeting.	Maisie Coombes	<b>COMPLETED</b>
10 Building reserves – to be included in Performance Management targets	Seamus Oates	<b>COMPLETED</b>
11.2 Copyright / License issue to be discussed with MacFarlanes. There is a meeting arranged after Christmas.	Seamus Oates	<b>CLOSED</b>
11.2 TBAP Financial Handbook to be updated	Nathan Crawley-Lyons	<b>COMPLETED</b>
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	<b>COMPLETED</b>
12.1 All board members to review policies and respond with any issues by 30 <sup>th</sup> October 2015	All	30 <sup>th</sup> October 2015  <b>CLOSED</b>
14. The vacant staff position will be discussed with the two staff who expressed an interest in joining the board	Seamus Oates	<b>COMPLETED</b>
2.3 AF circulates the Direct Visit report and recommendations for consideration.	Alexia Fetherstonhaugh	<b>COMPLETED</b>

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	<b>COMPLETED</b>
2.3 There will be a review of the ICT equipment at Courtyard.	Nathan Crawley-Lyons	<b>COMPLETED</b>
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	<b>COMPLETED</b>
5.3 A letter of thanks to the teachers at Octagon from the Board	Paul Dix	<b>COMPLETED</b>
5.4 Director visits to Latimer to be arranged	Nathan Crawley-Lyons	<b>COMPLETED</b>
5.5 Agenda Item next meeting – Staff Survey	Clerk	<b>COMPLETED</b>
5.5 Presentation on the Free School at the next Board Meeting		<b>COMPLETED</b>
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	<b>COMPLETED</b>
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	<b>COMPLETED</b>
4 Potential Bid for Free School – AP Secure Academies	Agenda Item Board Meeting	<b>The review has been completed. We are awaiting a decision from the Secretary of State.</b>
8 Report back from Well Being Group to the Board	Agenda Item Board Meeting	<b>COMPLETED</b>
8 Feedback from Pupil Survey	Agenda Item Board Meeting	<b>COMPLETED</b>

10 Communication bulletin to be circulated to the Board on a fortnightly basis.	Seamus Oates	<b>COMPLETED</b>
5.4 Letter to staff at Latimer on behalf of the Board thanking them for their commitment.	Paul Dix	<b>COMPLETED</b>
5.5 Beachcroft Paragraph 7.2 in the LAB report to be amended.	NCL	<b>COMPLETED</b>
6.1 Minutes of the Finance, Premises and HR Committee to be circulated to the Board,	NCL	<b>COMPLETED</b>
6.2 Minutes of the Audit Committee to be circulated to the Board.	NCL	<b>COMPLETED</b>
9.Dates if upcoming meetings to be circulated.	NCL	<b>COMPLETED</b>
12. TBAP 16-19 academic AP Public Consultation document the objections should be included in the document.	NCL	<b>COMPLETED</b>
2.2 New Declaration of Interest Forms will be circulated.	NCL	<b>COMPLETED</b>
2.3.1 Safeguarding report to be circulated to the Board.	NCL	<b>COMPLETED</b>
3.1 Minutes of the Board Meeting – agenda item 6 <sup>th</sup> December 2016 meeting	SC	<b>COMPLETED</b>
5.1 Circulate the old method of measuring progress with the updated method for information.	Seamus Oates	
5.1 Development Plan - Ragging issues to be addressed and a summary included.	Seamus Oates	
5.1 Response to the Youth Court	Seamus Oates	<b>CLOSED</b>
5.1 Governor training workshop to be scheduled for 10 <sup>th</sup> November 2016.	NCL	<b>COMPLETED</b>
11 The minutes from the HRPR held on 24 <sup>th</sup> May 2016 will be circulated.	NCL	<b>COMPLETED</b>
11 The minutes from the Audit Committee held on 7 <sup>th</sup> June 2016 will be circulated.	NCL	<b>COMPLETED</b>

11 Standing item on committee agenda – Matters to be reported to the Board.	SC	<b>COMPLETED</b>
<b>December 2016 Meeting</b> 2.3.1 A governor's visit form will be completed for the Induction Visit	SC and PR	
5 Letter to be sent to the Head of School at AcAPA with the governing body's congratulations.	PD	

Signed..... Date .....2017

Chair of Committee