

PRESENT: Ms Alexia Fetherstonhaugh (Chair), Mr Seamus Oates (Executive Headteacher); Ms Nia Saunders, Mr Andrew Yates, Ms Sue Coleby, Ms Kelly Thomas

In attendance: Mr Nathan Crawley-Lyons, Head of Business Development and Operations
Ms Deepa Martin, Finance Consultant
Mr Marcin Radziul
Ms Wendy Fagan
Ms Sarah Cooper, clerk

1. ATTENDANCE

1.1 Welcome and Introductions

Mr Seamus Oates reported that Sade Banks had expressed an interest in joining the Board. It was agreed that she would be invited to attend a meeting as an observer

Action: SO

1.2 To hear any apologies for absence

Mr Paul Dix and Mr Phillip Rham sent apologies. Permission for all absences was granted. It was agreed that Ms Alexia Fetherstonhaugh would chair the meeting. Ms Elizabeth Campbell has resigned from the Board, the Board sent their thanks for all of her hard work, it was agreed a gift would be sent on their behalf.

Action: SO

Mr Seamus Oates reported that the Board has vacancy for a LA Linked governor which he will follow up.

Action: SO

2. ELECTION OF THE CHAIR OF DIRECTORS

Ms Alexia Fetherstonhaugh nominated Mr Paul Dix as the Chair of Directors, this agreed unanimously by the Board.

3. ELECTION OF VICE CHAIR OF DIRECTORS

Mr Seamus Oates nominated Ms Sue Coleby for the position of Vice Chair, this was agreed unanimously by the Board.

4. GOVERNANCE

4.1 Membership of the Executive Board

The list will be updated by the clerk

Action: SC

4.1.2 To consider any Resignations and Appointments

Mr Seamus Oates nominated Sade Banks as a new Director, Ms Alexia Fetherstonhaugh seconded the nomination, the nomination was accepted unanimously.

4.2 Declarations of Interest

The new forms will be circulated for the Board to complete

Action: NCL

4.3 Director visits and reports

Ms Marie Thomas has been in to visit the Bridge.

Ms Alexia Fetherstonhaugh will be visiting Beachcroft.

4.3.2 To make arrangements for forthcoming visits

An induction visit for Ms Sue Coleby and Mr Andrew Yates will be arranged with Jo.

Action: NCL

4.4 Director Training

4.4.1 To consider training on the 12th November 2015

It was agreed that Mr Nathan Crawley-Lyons would check the governor attendance. The training will be held on the 12th November 2015 between 5 pm and 8 pm. Mr Nathan Crawley-Lyons reported that the team are currently putting together a Director's Handbook, if governors have a specific subject they would like to discuss please contact NCL. It was agreed that an outline programme would be circulated for comment.

Action: NCL

4.4.2 To report back on any training attended

No reports on training

5. MINUTES OF THE MEETING HELD ON 14 JULY 2015

The minutes of the Executive Board meeting held on the 14 July 2015 were agreed as accurate; one copy was signed by the Chair.

6. MATTERS ARISING

It was agreed that an Action Log would be added to the minutes of the board meeting.

Action SC

1 There is one staff vacancy on the Board.

3.24 The Director Visits pro-forma are included in the staff handbook. It was agreed that the handbook would be circulated

Action: NCL

3.28 The calendar was circulated to Directors

3.30 Mr Nathan Crawley-Lyons would prepare a schedule for future training sessions in the autumn term. A date to be set for this.

Action: NCL

6.6 Ms Marie Thomas did contact the Accountability Committee on behalf of TBAP

7. COMMITTEE TERMS OF REFERENCE AND SCHEMES OF DELEGATION

The names of the committee members have been updated. The Audit Committee discussed the Terms of Reference it was agreed that Mr Nathan Crawley-Lyons would check that the updates had been included in the circulated Terms of Reference and Scheme of Delegation.

Action NCL

8. EXECUTIVE HEADTEACHER'S REPORT

8.1 TBAP Development Plan

2020 Vision circulated.

There are fifty two projects over the next five years. The individual school plans include projects with shorter time limits, there will be a mid-year rag analysis and a two year rag analysis. Most schools have included their local priorities in one of the 52 projects. There are opportunities for teams to meet and revise the planned projects. The 2020 vision document gives a sense of what TBAP will look like in 2020 with key performance indicators. The 52 projects are heading towards that vision.

8.2 TBAP Achievement

Mr Seamus Oates highlighted the following

- Five or more GCSEs at A-G level are increasing, these targets were added to performance management targets
- Five or more GCSEs at A-C have settled, the data is being analysed at the individual schools
- We are significantly above the national averages for equivalent provision

8.3 CSS Achievement Report

- The CSS achievement figures cover the Six Day Plus Centres these are very good outcomes. Ms Sue Coleby asked what the ambitions for the trust were, Mr Seamus Oates reported that there was a focus on groups that are failing, we would expect Heads of Departments to put plans into place to support these groups. We have seen a decline in some subjects which we are looking at. The board discussed where the students are placed after they leave and if they are being channelled in the right direction. Mr Seamus Oates reported that there is a follow up, there is a staff member who is working on this with the students so we will expect a higher quality transition. The board requested a report on Year 11 destinations for the next board meeting.

Action Maisie Coombes

TBAP Executive Headteacher's Report (Non-Confidential)

- 2.3** The TBAP GCSE results were very good, and their best results ever. They had introduced a very good curriculum and leadership structure
- 2.4** Hammersmith and Fulham will be funding a new building on The Bridge site and Kensington and Chelsea will be funding a new provision in their borough
- 2.5** We are continuing to plan for the opening of the Free School in September 2016
- 2.6** The planning permission for the Residence in Crawley, an open evening has been arranged for this week, the first learners will begin there in November, Ms Kelley Thomas reported that she will be visiting the Residence with some parents in the coming weeks. Mr Seamus Oates reported that we were making links with a local Angling Academy
- 2.8** The Foundation is receiving help from the legal firm MacFarlanes, they have organised the legal status of the Foundation and are ensuring that its operation is removed from the business of the Trust. Two Board Directors can sit on the Foundation Board, Mr Seamus Oates and Mr Nathan Crawley-Lyons will be representing the Board. The Foundation will be raising money and allocating grants.
- 2.10** There are 253 students on the roll at TBAP
- 3.1** We are continue to prepare to deliver primary provision at Beachcroft in Westminster
- 4.1** We are expecting an Ofsted at the Bridge this year in October. The Academy in Cambridge currently has a good Ofsted
- 4.4** Mr Seamus Oates will be part of an expert group reviewing education in prisons

9. LOCAL ADVISORY BOARDS

The Local Advisory Board reports were circulated. The reports have all been discussed at local level, there are minutes available if governors would like them circulated. Ms Sue Coleby reported that there were some common themes across TBAP. Mr Seamus Oates reported that there was a system of sharing good practice and evaluation.

10. 2015-2016 BUDGET

The budget was circulated to the Finance Committee yesterday. Mr Paul Dix reported (via email) that the committee were very aware that there needs that the surplus needs to be increased, work continues on building the reserves. Mr Seamus Oates reported that performance targets for Mr Nathan Crawley-Lyons reflect this, it is also expected that the Headteachers will also have a target included in their performance management targets.

Action SO

Mr Nathan Crawley-Lyons reported that we were pushing for growth which effects our ability to build the reserves, we are aware of when blocks of funding come in. Our three year contracts are set on the amount of income we get, salaries are going up each year a 5% reserve is an aspiration. We want to continue to grow and continue with projects but we do not want to overstretch ourselves financially. Mr Seamus Oates reported that we were coming from a space where it was in not in our interests to have reserves as the Local Authority clawed back any unspent funding, we are looking at a cultural change. If this is included in performance targets there is an incentive to make savings where we can without diluting the quality of service to the students.

11. REPORTS FROM COMMITTEES

11.1 Finance Committee

Mr Paul Dix reported that the bonus and threshold applications were agreed by the Finance Committee. The committee discussed the bonus payments and the three suggested options and agreed to the flat rate of £750 across the board. The Heads of School were informed that if the reserves were increased there may be an increase in the bonus payment

11.2 Audit Committee

Ms Alexis Fetherstonhaugh reported that there was some confusion regarding the two risk registers. One of the documents would be renamed the Strategy Policy Control Document

- E4 Failure to build any reserves – this remained a high risk
- D3 Health and Safety issues the status was changed to green as there was mitigation for all of the issues and there was an annual safeguarding inspection which should also be added
- F3 – it was agreed that Mr Seamus Oates would discuss the Copyright / License issue with MacFarlanes

Action SO

- The TBAP Financial Handbook will be updated

Action NCL

12. POLICY APPROVAL

12.1 TBAP Policies USB

Directors are responsible for approving the policies. The staff are all involved in the development of policies then they are discussed by the SLT. The board discussed a method in which to review the policies. It was agreed that over the next year the board would have sight of any revisions that occur to policies as they occur.

Action NCL

Mr Seamus Oates reported that policies had been discussed and reviewed by members of the SLT. The SLT have consulted with the appropriate staff regarding the policies. When it has been necessary there has been consultation with the Unions and other parties. Mr Nathan Crawley-Lyons reported that the statutory policies have not been changed expect in terms of compliance. There are a number of new policies related to the Residence The board agreed that they would review the policies if there were any issues these would be raised within the next two weeks. If there were no issue the board approve the policies.

Action All

13. DATES OF FORTHCOMING MEETINGS

The dates were circulated.

14. ANY OTHER URGENT BUSINESS

There was no other urgent business

CONFIDENTIAL ITEMS

11. REPORT BY THE EXECUTIVE HEADTEACHER

- We have a scheduled board meeting looking at attendance and behaviour.
- The LADO received a report regarding a possibly injury received from a learner. The LADO was happy that procedures were followed
- There has been a Stage 1 Complaint from a parent regarding communication from the school and the quality of the offer, there has been a meeting the complainant was not happy with the outcome of Stage 1, the complaint will be progressed to Stage 2
- There has been one complaint from a learner which was investigated and dealt with
- A case brought against TBAP by a staff member was heard at Tribunal this week lawyers were advising us to settle, we decided to take the case to Tribunal and won. Thank you to Mr Nathan Crawley-Lyons and Mrs Moira Aller
- A case was brought against the school by an agency worker claiming unequal treatment. The agency settled the claim.

12. REPORT BY CHAIR: CONFIDENTIAL ITEMS

There were no confidential items reported by the Chair

13. REPORTS FROM COMMITTEES

There are no confidential reports from committees

14. ANY OTHER URGENT BUSINESS

Two staff members joined the board as observers with the intention of joining the board, there is one vacant position. It was agreed the Mr Seamus Oates would discuss the position with both staff members and look at a skills match.

The date of the next meeting is scheduled for 8th December 2015 at 5.00 pm

ACTION	ASSIGNED TO	PROGRESS / COMPLETED
1.1 Invite Sade Banks to attend the next meeting as an observer / director	Seamus Oates	
1.2 Gift for Elizabeth Campbell	Seamus Oates	
1.2 LA link governor vacancy to be chased	Seamus Oates	
4.1 Membership list of Executive Board to be updated	Sarah Cooper	
4.2 Declarations of Interest forms to be circulated and completed by the Board	Nathan Crawley-Lyons and Board Members	
4.3.2 Induction visit for Sue Coleby and Andrew Yates	Nathan Crawley-Lyons	
4.4.1 A draft programme would be	Nathan Crawley-Lyons	

circulated for the Board training day		
3.24 Director visits pro forma – Staff handbook to be circulated	Nathan Crawley-Lyons	
3.30 Schedule of training dates sessions to be prepared in the Autumn term	Nathan Crawley-Lyons	
7 Committee terms of reference and scheme of delegation. Check that updates have been completed after the Audit Committee meeting	Nathan Crawley-Lyons	
8.3 Year 11 Destinations – Report and Agenda item for the next board meeting	Maisie Coombes	
10 Building reserves – to be included in Performance Management targets	Seamus Oates	
11.2 Copyright / License issue to be discussed with MacFarlanes	Seamus Oates	
11.2 TBAP Financial Handbook to be updated	Nathan Crawley-Lyons	
12.1 Review of policies – next cycle. Board to receive revisions as and when they occur – major changes to be discussed in Committee meeting	Nathan Crawley-Lyons	
12.1 All board members to review policies and respond with any issues by 30 th October 2015	All	30 th October 2015
14 The vacant staff position will be discussed with the two staff who expressed an interest in joining the board	Seamus Oates	

Signed..... Date2015

Chair of Committee