

**Minutes of a meeting of the Directors of the TBAP  
Trust Company Number 8425513 (the “Company”)  
held at The Bridge AP Academy  
on Tuesday 1<sup>st</sup> July 2014**

**PRESENT:** Cllr Elizabeth Campbell (Acting Chair); Mr Seamus Oates (Executive Headteacher); Ms Alexia Fetherstonhaugh; Ms Dawn McLean; Mrs Bernie Peploe; Mr Philip Rham; Miss Nia Saunders; Mrs Kellie Thomas.

**In attendance:** Ms Anu Jain, observing  
Mr Nathan Crawley-Lyons, Head of Business Development and Operations  
Miss Carol Stock, clerk

**1. ATTENDANCE AND INTRODUCTIONS**

- 1.1 Mrs Kellie Thomas was welcomed to her first meeting as the newly appointed parent director.
- 1.2 Ms Anu Jain was welcomed as an observer; Ms Jain was the newly appointed staff director, succeeding Ms Dawn McLean whose term of office was due to end on 12<sup>th</sup> July.
- 1.3 All present introduced themselves.
- 1.4 Directors thanked Ms McLean for her efforts on behalf of the Executive Board.
- 1.5 Apologies for absence were received from Mr Paul Dix and Mr Charlie Taylor. Ms Marie Thomas and Mr Steve Isaac were absent. Permission for absence was granted
- 1.6 It was confirmed that due notice of the meeting had been given (*article 111*) and that a quorum (*article 117*) was present.

**2. MEMBERSHIP OF THE EXECUTIVE BOARD**

- 2.1 Directors were asked to pass any amendments to the circulated membership list to the clerk.
- 2.2 Directors noted that Mr David Ward had resigned as a director effective immediately.
- 2.3 Directors noted that Mr Ward had been appointed to the Audit committee and as Responsible Officer at the previous meeting. Directors **agreed** that Ms Alexia Fetherstonhaugh would be appointed to the Audit committee as Chair and as the new Responsible Officer. Directors also agreed that Ms Anu Jain would replace Ms Dawn McLean as a member of the Audit committee and the Finance committee.
- 2.4 Governors noted there were a number of vacancies on the Executive Board and agreed that Directors would pass on details of any potential candidates to Mr Oates. Mr Oates would also approach SGOSS who provided a free school governor recruitment service seeking those with skills in Finance and Business.
- 2.5 It was **agreed** that Mr Nathan Crawley-Lyons, having consented to act, be appointed as Company Secretary with immediate effect; replacing Ms Moira Aller.
- 2.6 Mr Crawley-Lyons agreed to lodge the names of new Directors with Companies House within 14 days on behalf of the company.
- 2.7 Each Director present either declared or reviewed their earlier declaration (8/10/2013) as

to the nature and extent of his interest in the business to be transacted at the meeting in accordance with the requirements of section 177 of the Companies Act 2006 and the Company's articles of association or confirmed s/he had no such interest which s/he was required to disclose by filling in or amending the Register of Business and Pecuniary Interests form provided and circulated. The Register was amended.

### 3. MINUTES OF THE MEETING HELD ON 1<sup>st</sup> APRIL 2014

The minutes of the Executive Board meeting held on 1<sup>st</sup> April 2014 were **agreed** to be an accurate record; two copies were signed by the Chair.

### 4. MATTERS ARISING FROM THE MINUTES

- 4.1 *Item 2.2 Chair to write Mr Sargent* Directors noted that Mr Paul Dix was not present.
- 4.2 *Item 2.4 Confirm Mr Ward's acceptance as co-opted Director* Directors heard that while Mr Ward had agreed to be appointed as a Director, subsequent events had led to his resignation.
- 4.3 *Item 4.4 Mr Philip Rham to make Pupil Premium* visit Mr Rham confirmed he had accompanied Mr Oates and representatives from Latimer and The Bridge to the Pupil Premium awards with both schools being awarded runner up in the special schools category. Each school had won £3k. The award next year would be £100k
- 4.4 Mr Oates explained that the individual AP Academies had submitted their entry with Mr Adrian Harmer from The Bridge and Ms Katie Maidment from Latimer preparing the bids. The awards had been published in local newspapers and information was on the Trust twitter feed.
- 4.5 *Item 4.6 Database training* This was now logged on Blue Wave Swift.
- 4.6 *Item 4.7 Director Skills Matrix* Mr Nathan Crawley-Lyons agreed to send the matrix to the clerk for distribution (**Action: NCL, Clerk**)
- 4.7 There were no other matters arising not already covered in the agenda.

### 5. EXECUTIVE HEADTEACHER'S REPORT

- 5.1 The Executive Headteacher's report had been sent with the agenda. Mr Seamus Oates took Directors through the report highlighting the following:
- 5.2 The format was similar to previous reports, following agreed strategic objectives for the Trust.
- 5.3 The Head of School at Haringey had started and was in the process of recruiting a team of staff. As part of the rapid plan for improvement, targeted support had been placed at The Octagon.
- 5.4 Directors noted the highlighted TBAP events some with learners from 3 schools working together; Directors had been in attendance at most events. Recent focus on communications and publicity was highlighting the schools' successes not just internally but in the wider community.
- 5.5 Mr Oates drew Directors' attention to the reviews across all institutions and the outcome; the aim being to achieve Outstanding across the board.
- 5.6 Self-evaluation was standard across all institutions with good practice shared and network teams coming together in a proactive way. The assistant heads at The Bridge had been given capacity to develop staff at Beachcroft.
- 5.7 The ICT department was delivering an excellent service, recently supporting a video conference across all of the TBAP sites.
- 5.8 Mr Charlie Taylor had joined and supported a session of on achieving a school-led

education system and improving alternative provision.

- 5.9 Requests to present the TBAP model on alternative provision continued with all sites now being included.
- 5.10 Membership of the DfE AP reference group continued with Oliver Dunn now invited to sit on the National Teacher Reference group.
- 5.11 Directors queried the teacher self-evaluation and heard that staff from The Bridge had been seconded to support Beachcroft staff changes. The impact on student learning was monitored in different ways in that the effects of unstable staffing would be noticeable via a number of sources e.g. behaviour, attendance, progress etc.

### **Teaching School Development Plan**

- 5.12 The TBAP Teaching School Alliance action plan had been sent with the agenda.
- 5.13 Directors were reminded that TBAP had been approved as a teaching school. The five strands were detailed in the plan and included:
- 5.14 Initial Teacher Training Four candidates would become teachers this year through the schools direct teaching programme; this was funded through the NCTL.
- 5.15 Plans included growing this to 20 places in 2015/16 and was in line with the current strategy to develop the current work force and capacity and the new build/extension.
- 5.16 Plans also included developing a school centred initial teacher training programme.
- 5.17 CPD/Leadership Development
- 5.18 The delivery of CPD to all staff continued and was also increasingly offered externally. Directors confirmed that measures were taken so that delivery of CPD did not impact adversely on student learning.
- 5.19 Directors were invited to the scheduled September CPD workshops.

### **Year 11 predicted Results**

- 5.20 The Predicted Year 11 GCSE Achievement 2013-14 had been sent with the agenda and was noted by Directors.
- 5.21 Directors would receive the final results and be able to compare to this once results were published. Directors agreed that attainment was critical to young people's ability to achieve the best outcomes in their future.
- 5.22 Directors agreed the presentation was clear and asked that group performance be included in the next report.

## **6. LOCAL ADVISORY BOARD REPORTS**

- 6.1 The draft terms of reference for the Local Advisory Boards (LABs) had been sent with the agenda.
- 6.2 Directors were reminded that at the previous meeting they had agreed to establish Local Advisory Bodies (LAB) at each AP Academy comprising 2 parents, 2 community members and the head of school. Mr Seamus Oates explained that all LABs were in the process of being established and/or having their first meeting; Beachcroft had met this week. Meeting minutes would come to the Executive Board via its regular meeting cycle. As yet there were no minutes available.
- 6.3 Directors discussed the meeting schedule and heard the LABs would be/were discussing behaviour and safety this cycle and would discuss attainment next cycle as detailed on the meeting calendar.
- 6.4 Directors hoped that the less formal proceedings of the LABs would serve to encourage more parental involvement.
- 6.5 Directors discussed the disqualification criteria and heard that this was detailed in the

Trust's articles of memorandum and therefore not negotiable as was a DBA check.

- 6.6 Directors **agreed** to approve the Local Advisory Body Terms of Reference for use by all Labs.

## **7. 2014-15 BUDGET APPROVAL**

- 7.1 Mr Nathan Crawley-Lyons explained that the 2014-15 Budget would need to be submitted to the EfA by 31<sup>st</sup> July at the latest. The EfA had yet to provide the Beachcroft allocations and the budget was therefore not ready for approval.
- 7.2 Directors agreed that the unavailability of the budget for Executive Board scrutiny was unwelcome but acknowledged that the late joining date of the new academies and the subsequent delay in EfA budget allocation were beyond the Executive Board's control and would not be an issue next year.
- 7.3 Directors discussed the best way forward and agreed that the draft budget would be forwarded to the finance committee via email once it became available. Subject to the Finance committee's recommendation, the Executive Board delegated approval of the 2014-15 budget to the Chair of Directors and Chair of Finance committee, Mr Paul Dix.

## **8. TERMS AND CONDITIONS HARMONISATION**

- 8.1 Mr Nathan Crawley-Lyons updated Directors on progress since the last meeting. All staff had been consulted with a meeting offered on 19<sup>th</sup> May as well as drop in sessions. The consultation had closed on 27<sup>th</sup> June and all questions raised had been responded to. Mr Crawley-Lyons would be responding further this week.
- 8.2 Directors heard there had been no major issues raised; where possible staff had been offered the more favourable option and where this was not possible staff were offered guaranteed protection in their current post.
- 8.3 The next stage was for all staff to meet with their line manager individually; the aim being to implement the new harmonised terms and conditions by 1<sup>st</sup> September.
- 8.4 Directors noted that the consultation process had been rigorously followed an **agreed** that subject to any major issues (to be communicated to Executive Headteacher and Chair) the proposed harmonisation of the staff terms and conditions would be in place by 1<sup>st</sup> September 2014.

## **9. SAFEGUARDING REPORTS**

- 9.1 Ms Alexia Fetherstonhaugh's two visit reports to Latimer AP and Beachcroft AP Academies as Director with responsibility for Safeguarding (19/5/2014, 4/6/2014) had been sent with the agenda.
- 9.2 Directors noted that Ms Fetherstonhaugh had made a number of recommendations in both reports. Mr Seamus Oates explained that the reports showed a level of detail and challenge that was excellent. The senior leadership team (SLT) had already reviewed the recommendations and identified which could be addressed immediately e.g. parents had now been issued with a CD with all Trust policies and procedures.
- 9.3 Mr Crawley-Lyons reported that Mr Daniel Halstead was looking at property and facilities management across all sites and was aiming to clarify all current contracts and source costings as a priority.
- 9.4 Ms Fetherstonhaugh confirmed that a therapist from The Bridge was currently supporting Latimer and would be reviewing the learner support role. Mr Oates explained that this was an issue across all schools with each borough in the Tri Borough commissioning differently. TBAP now had a model for delivering therapeutic services across the Ti Borough.
- 9.5 Mr Oates reported that progress had been made with regard to the Youth Offending Teams (YOT); the issues were around the fact that each individual borough had a

separate service manager with the H&F manager newly appointed.

9.6 The Beachcroft breakfast club concern involved food preparation; Directors agreed that this was a priority as attendance and punctuality were demonstrated to be positively affected when a breakfast club was offered.

9.7 Directors thanked Ms Fetherstonhaugh for her excellent reports.

## 10. REPORTS FROM COMMITTEES

10.1 **Finance, Premises and HR committee** The minutes of the meeting held 18<sup>th</sup> March and the draft minutes of the meeting held on 10<sup>th</sup> June had been sent with the agenda.

10.2 Mr Nathan Crawley-Lyons confirmed that he was currently reviewing procurement across the Trust with a view to removing any duplication and obtaining best value as soon as possible.

10.3 **Audit committee** The meeting scheduled to precede this meeting had been inquorate as already mentioned. It had been agreed to receive reports with the notes of the informal meeting to be distributed so as to be as transparent as possible.

## 11. POLICY APPROVAL

11.1 The Directors' Allowance policy/guidance had been sent with the agenda.

11.2 Directors noted that the Finance committee had approved the policy for use by TBAP Directors.

## 12. DIRECTOR VISITS

12.1 Mr Philp Rham had made several visits across the Trust in his capacity as Director with responsibility for Pupil Premium and was due to visit The Octagon next. Mr Rham proposed to report in detail at the next meeting.

12.2 Mr Rham had also observed the programme for art and writing for wellbeing in use and recommended that the coordinator be invited to give a presentation to Directors. Mr Oates invited Directors to the next exhibition

12.3 Mr Rham had observed three classes at The Courtyard AP academy and met with a student ambassador.

12.4 Directors were encouraged to visit; liaising with Ms Jo Sennit.

## 13. DIRECTOR TRAINING

13.1 Directors agreed to consider stand-alone training sessions at the Trust.

13.2 Mr Seamus Oates invited Directors to the staff training day on 3<sup>rd</sup> September.

## 14. DATES OF FORTHCOMING MEETINGS

14.1 The proposed meeting schedule for the 2014-15 academic year had been sent separately and with the agenda and was **agreed** by Directors.

14.2 The next meeting of the Executive Board was scheduled for **Tuesday 7<sup>th</sup> October 2014 at 5pm.**

## 15. AOB

15.1 Mr Seamus Oates asked Directors to approve the payment (from consultancies etc) of £12 per staff head for the summer celebration. Directors agreed.

15.2 Mr Seamus Oates reported that he had received an expression of interest to set up an AP sixth form free school which would target the small number of learners who could get into university but due to circumstances do not.

### Summary of Meeting Actions

Item 2.4	SGOSS – CVs for potential new Directors	SO
Item 2.6	Companies House – Director details	NCL
Item 4.6	Director Skills Matrix	NCL

*The meeting ended at 18:15*

Signed..... Date.....2014  
Chair of Directors

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**In attendance:** Ms Anu Jain, observing  
Mr Nathan Crawley-Lyons, Head of Business Development and Operations  
Miss Carol Stock, clerk

**13. MINUTES OF THE MEETING HELD ON 1<sup>st</sup> APRIL 2014**

The confidential minutes of the Directors’ meeting held on 12<sup>th</sup> December 2013 were **agreed** to be an accurate record; two copies were signed by the Chair.

**14. REPORT BY EXECUTIVE HEADTEACHER**

- 14.1. Beachcroft AP Academy
  - 14.1.1. There had been 1 racist incidents in the Spring term.
  - 14.1.2. There had been 18 fixed term exclusion in the Spring and 4 fixed term exclusions in the Autumn term.
- 14.2. The Latimer AP Academy
  - 14.2.1. There had been 14 racist incidents in the Spring and Autumn terms.
  - 14.2.2. There had been 10 fixed term exclusion in the Spring and 2 fixed term exclusions in the Autumn term
- 14.3. The Courtyard AP Academy
  - 14.3.1. There were no racist incidents in the Spring term.
  - 14.3.2. There were no fixed term exclusion in the Spring term
- 14.4. The Bridge AP Academy
  - 14.4.1. There had been 4 racist incidents in the Spring and Autumn terms.
  - 14.4.2. There had been 9 fixed term exclusion in the Spring and 9 fixed term exclusions in the Autumn term

**15. REPORT BY CHAIR: CONFIDENTIAL ITEMS**

The chair had no confidential items to report.

**16. CONFIDENTIAL REPORTS FROM COMMITTEES**

There were no confidential reports from committees.

Signed..... Date .....2014

Chair of Directors