

**Draft Minutes of a meeting of the Directors of the TBAP
Trust Company Number 8425513 (the "Company")
at The BridgeAP Academy
on Tuesday 8th December 2015**

PRESENT: Mr Paul Dix (Chair), Ms Alexia Fetherstonhaugh, Mr Seamus Oates (Executive Headteacher), Ms Nia Saunders, Ms Sue Coleby, Ms Wendy Fagan, Ms Sade Banks, Ms Marie Thomas, Cllr. Sue Fennimore

In attendance: Mr Nathan Crawley-Lyons, Head of Business Development and Operations
Ms Sarah Cooper, clerk

1. ATTENDANCE

1.1 Welcome and Introductions

Mr Seamus Oates welcomed Ms Sade Banks and Cllr. Sue Fennimore to the governing body.

1.2 To hear any apologies for absence

Mr Phillip Rham, Mr Andrew Yates, Mr Steve Isaac and Ms Kellie Thomas sent apologies. Permission for all absences was granted.

2. GOVERNANCE

2.1 Membership of the Executive Board

The Board agreed to the new appointments to the Board, Ms Sade Banks and Ms Sue Fennimore.

2.2 Declarations of Interest

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

2.3 Director visits and reports

Ms Alexia Fetherstonhaugh reported that she had visited The Courtyard on a safeguarding visit which will be circulated to the Board, there are some recommendations for the Board to consider. There needs to be further consideration of the Admissions Criteria. Mr Seamus Oates reported that there are some constraints placed by the Triborough regarding places for primary school exclusions. There are eight SEN places and 8 AP places that we are commissioned to deliver. We do sometimes access additional funding from the LA for learners that present an exceptional level of need. There will be a Westminster provision opening in January 2016. Ms Alexia Fetherstonhaugh reported that the Board need to consider the number of SEN children at the Courtyard, Mr Seamus Oates reported that there have been some very challenging SEN students which have been above the remit of Courtyard. The Board discussed the relationship with the Neighbourhood Police Officer, the officers do not make visits to primary schools. Mr Seamus Oates reported that the School Liaison Officers should be engaging with the local community which includes the Courtyard.

Action: AF circulate the report and recommendations for consideration.

Action: Courtyard Admission Criteria and related issues. Agenda Item for the next meeting.

Action: NCL will review the ICT equipment.

Action: SF agreed to raise the issue of visits to primary schools by the Neighbourhood Police Officer

2.4 Director Training

Mr Paul Dix reported that there had been a very successful Director training session, there has been some excellent feedback, there are plans for another session in the Spring.

3. MINUTES OF THE MEETING HELD ON 6TH OCTOBER 2015

3.1 Agree Minutes

The minutes of the Executive Board meeting held on the 6th October 2015 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.

4. EXECUTIVE HEADTEACHER'S REPORT

The following reports were discussed.

The redevelopment of the Bridge 16 – 19 Free School, the scheme has been drawn up, there will a paper in February presented to Hammersmith for funding of £6 million, there will be funding from the EFA of £4 million. The Free School will be in temporary accommodation at the Greswell site.

There will be funding from Kensington and Chelsea of £6 million for a new building we are waiting for a site to be confirmed.

There have been discussions regarding moving the Portobello Road service into Walmer Road.

We have been through a procurement process, a team of designers and builders have been appointed, they will be doing some pre building work on the Free School.

The aim is for every TBAP Academy to be rated as Outstanding. We have undergone the annual Challenge Partners' Reviews which give a clear indication of which areas require improvement. The Bridge is Outstanding in all areas. The Courtyard is Outstanding in all areas. Octagon is Good with Outstanding School Improvement, there have been massive improvements there. Latimer is Outstanding in all areas. There reports have been very positive, Ofsted is expected to inspect the schools next year. We have taken a small number of learners from non commissioning Authorities, these Authorities have been charged for the provision.

The TBAP residency will be opening tomorrow, there will be a small group of four learners starting this week. Ms Marie Thomas asked how successful the managed moves have been, Mr Seamus Oates reported that for schools within the provision the moves have gone very well. Reintegration rates vary, the success rate at KS3 is around 30%. There is a very positive relationship with the Heads of School

5. LOCAL ADVISORY BOARDS

The LAB reports were circulated and noted by the Directors. The Cambridge AP Academy successfully converted on October 1st 2015.

5.2 The Courtyard

There are only two teachers at the Courtyard. The number of students is high, there has been an additional SEN student who attends for half a day. Ms Nia Saunders reported that the POD is still being used. The staff were very pleased with their bonus and expressed their thanks.

5.3 Octagon

The teachers have sat the GCSEs with their learners. Mr Paul Dix reported that this needed to be recognised by the Board it exemplifies the ethos of the Trust being a family of learning.
Action: PD will send a letter of thanks to the teachers from the Board.

5.4 Latimer

The Board discussed visits to Latimer.

Action: SO - Director visits to Latimer to be arranged.

Mr. Paul Dix asked about the use of Detection Dogs, Mr Seamus Oates reported that this advice had come from the Police after a perceived increase in the use of drugs. The Board discussed criminalising learners. Mr Seamus Oates reported that work was ongoing with the Police, the dogs were being used as a deterrent and drug testing had been used in the past. Students were referred to drug support agencies. Mr. Paul Dix asked if some students may be taking drugs to self medicate. Mr. Seamus Oates reported that all issues are dealt with on a case by case basis.

5.5 Beachcroft

Mr Seamus Oates reported that 77% of the teaching was Outstanding. The staff survey reported that the confidence in leadership had gone up to 65% which was testament to the management.

Action: Agenda Item next meeting – Staff Survey

Free School; Other Authorities have expressed an interest in using the provision. The public consultation has begun on the Bacculaureate.

Action: Presentation at the next Board Meeting

5.6 Cambridge

There have been a lot of exclusions and a Police presence. The Senior Leadership Team have been working there, there are always difficulties in the first term. All of the issues are being dealt with reactively.

6. FINANCE

The Directors Annual Report was signed off at the Finance Meeting. The meeting was not quorate. Mr Nathan Crawley-Lyons circulated a list of actions for the committee members to respond to.

7. REPORTS FROM COMMITTEES

7.1 Finance, Premises and HR Committees

- There was agreement on the new pay roll system.
- We are looking at developing a Free School offer around learners with medical needs. There have been various bids for a school we are looking at need across the Triborough and beyond. We are considering a virtual school and home tuition.

7.2 Audit Committee

- The proposed reorganisation of the TBAP leadership was discussed. It is proposed that there will be two new Executive Headteacher posts. The Heads of School will be reporting the them. PA support was including in the recommendations, the committee discussed utilising interns and graduates. The Audit Committee was not quorate, there are three Audit Committee meetings a year, the committee required some additional members.
- The committee discussed the missing staff contracts as a possible risk.
- The Audit Committee provide a link from the committee to polices to help mitigate any risk. Ms Nia Saunders volunteered to join the committee.

Action: NCL to check the eligibility of staff governors to join the Audit Committee

8. DATES OF FORTHCOMING MEETINGS

Executive Board Meeting Dates.

22nd March 2016

21st June 2016

9. ANY OTHER URGENT BUSINESS

There was no other urgent business

CONFIDENTIAL ITEMS

11. REPORT BY THE EXECUTIVE HEADTEACHER

- Mr Seamus Oates reported that there is a Stage 2 complaint regarding the provision provided to a student. The Investigating Officer has met with the parent and fed back. The parent decided to go to the next stage of the procedure. The Board discussed the time constraints in the policy. It was agreed the policy would be reviewed.
Action: Agenda Item review of the Complaints Policy
- 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.

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	
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	
3.30 Schedule of training dates sessions to be prepared in the Spring 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	COMPLETED
8.3 Year 11 Destinations – Report and Agenda item for the next board meeting. March 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. There is a meeting arranged after Christmas.	Seamus Oates	
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	Nathan Crawley-Lyons	
12.1 All board members to review policies and respond with any issues by	All	30 th October 2015

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	COMPLETED
2.3 AF circulate the Direct Visit report and recommendations for consideration.	Alexia Fetherstonhaugh	
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	
2.3 There will be a review of the ICT equipment at Courtyard.	Nathan Crawley-Lyons	
2.3 Raise the issue of visits to primary schools by the Neighbourhood Police Officer	Sue Fenimore	
5.3 A letter of thanks to the teachers at Octogan from the Board	Paul Dix	
5.4 Director visits to Latimer to be arranged	Nathan Crawley-Lyons	
5.5 Agenda Item next meeting – Staff Survey	Clerk	
5.5 Presentation on the Free School at the next Board Meeting	Gemma Dixon	
7.2 Check the eligibility of staff governors to join the Audit Committee	Nathan Crawley-Lyons	
11 Review of the Complaints Policy	Agenda Item Board Meeting	

Signed..... Date2015

Chair of Committee