



MINUTES OF THE FULL ACADEMY BOARD MEETING – Monday 14 December 2015 at 6.00pm

Attending Directors:

Mrs S Baker	Mrs R Carne	Mr A Davis (Principal)
Mrs S Fielden	Mrs S Harris	Mrs K Mitchell
Dr M Richards	Mr D Smith	Mr J Wilkinson
Mr L Wilson-Chalon	Mrs S Wright (Chair)	

Also present: Mrs S Harwood (Clerk) Mrs A Eastwood (Business Manager)
 Mr R Foster Mr R Vaughan (Vice Principal)
 Mr J Merrick-Wren (Assistant Principal)

Apologies: Mr R Clark

Absent: Mr G Rumary Mr J Moncur

The Chair welcomed Mr Rob Foster who had recently been elected unopposed as a Parent Director. Until all paperwork was in place, Mr Foster was present as a non-voting guest.

ACTION

1 a) APOLOGIES

An apology had been received from Mr Clark (medical). **Directors accepted the apology.**

b) DECLARATION OF BUSINESS INTERESTS

No declarations were made.

2 MINUTES AND MATTERS ARISING

Full Board – 29 September 2015

Page 3 – Item 9 heading: a typo which should read 2015 examination results

Directors agreed, subject to the above amendments, that the minutes were accurate and duly signed.

Ghana refund – the situation has not moved forward despite three emails to BA since the last meeting. The matter will be referred back to the Chief Executive after Christmas.

Page 4 – Item 11: Mr Merrick-Wren reported that the individual staff training had taken place.

Page 6 – Item 16: a Director queried whether everything was in place and was assured this was the case.

Action sheet – all items had been completed.

Finance, Audit and Premises Committee – 20 October 2016

Directors noted the contents of the minutes

Teaching and Learning Committee – 13 October 2016

Directors noted the contents of the minutes. Mrs Fielden said that she was marked as present and absent but had not actually been able to attend the meeting. There was also an error Item 5, Point 5 which should read Year 11 not Year 10. This will be covered during the review of accuracy at the next Committee meeting.

3 'PREVENT' TRAINING

Prior to this meeting, Mr Merrick-Wren had distributed training materials to all Directors to support this training session. He will arrange to have the PowerPoint presentation placed on the SLP Directors' area for further reference. During the

training session, Mr Merrick-Wren covered the aims of the strategy, various scenarios that may arise, responses to any disclosures made, TED (tell, explain, describe), recording events, e-safety and follow up. Mr Merrick-Wren also made Directors aware of some online training they could undertake and emphasised the importance of remembering "it could happen here". Aspects of Prevent, cyber bullying and FGM had been built into a new programme of PSHE, assemblies and Period 5 sessions throughout the academic year, which he hoped would build resilience into Huish students. Following a query from a Director, Mr Wren assured the Board that the PSHE Coordinator would disseminate materials on FGM to all students. He asked all Directors to send any questions they might have, to him via email, so that he could address them. Directors were asked to sign the slip confirming they had received the required training. The link to the site for online training would also be emailed to Directors. Mr Wren also reported that all the staff had received training which would last for a three year period.

Clerk

A Director asked where the responsibility for a staff member ends after reporting any concerns. Mr Wren said it would end with him as Child Protection Officer. A Director said that the Board should be confident that there is enough support and capacity within the Academy. Mr Wren agreed and said that he had a great team to assist him and had no concerns. The link Director for Child Protection said in this role, he would be responsible for any such concerns by Directors. Mr Wren did feel however, that there was not enough continuity with Social Workers throughout a case and there had been some difficulties in contacting Social Services in the past.

Mr Merrick-Wren was thanked for attending and left the meeting at 6.35pm.

4 THE FUTURE OF HUISH COMMUNITY LEARNING PARTNERSHIP

The Principal reported that he had been approached by some partner primary schools regarding the formation of a MAT (Multi Academy Trust). This would help make transition between primary and secondary education smoother and improve efficiency of resources. The paper submitted to Directors had already gone to Heads and Chairs of the CLP members. One MAT had already been formed with King Ina/Huish Levels trust and the Principal felt the Academy was in a good position to move forward with perhaps two or three primaries; three or four had already shown an interest. Discussions will take place in the new year to see if this is a worthwhile consideration.

The Principal pointed out that there would be some difficulties with CofE primaries when it came to Phase 2 as Diocese representatives may want 25% representation; there are a lot of hurdles to get across especially as the Government are looking for student numbers of 1000 for primary school and 5000 for secondary school MATS.

A Director asked why we didn't go straight to Phase 2 and let other schools join in if they wanted to. The Principal wanted a three year plan to show where Huish was heading and he was not sure it would come to fruition anyway with all the hurdles to cross. He would only want the MAT to be small to start with to make it attractive; due diligence, buildings and finance may not make them viable so he would like to see the position in a few years.

Another Director asked whether Huish should look at forming a MAT to include another secondary school. The Principal said he had discussed this with a couple of secondary schools which may be parallel to ours; at least one is interested and a meeting had been arranged with their Chairs and Vice Chairs in January. The Director could see that through a MAT there could be a stronger Director alliance across the CLP cluster and by being local.

The Principal said there could be benefits in sharing Directors but David Carter (Regional Schools Commissioner) was looking at it as more of a takeover, suggesting that if two secondary's joined together there would be more capacity to help a school that was experiencing problems.

The Vice Chair said this was an important piece of work and we should anticipate

changes. He considered a full SWOT analysis should take place before the planned meeting to give some points of direction of travel. It was agreed that this should be arranged. The Director said that what was needed was a strategic direction, proposal and alternatives. Clerk

5 CATEGORY A VISITS

The Business Manager explained that Category A visits are non residential, non hazardous, local and national visits within the UK for which authority could be delegated to the Principal to approve.

Directors unanimously agreed to the Principal approving Category A visits.

6 HUISH EPISCOPI ACADEMY'S ANNUAL REPORT AND FINANCIAL ACCOUNTS

The Chair of the Finance, Audit and Premises Committee gave a verbal report following their recent meeting where the accounts were looked at in depth. During that meeting Kerry Gallagher presented the reports on behalf of Baker Tilly (now known as RSM UK Audit). All financial systems were found to be in good order and there were very few misstatements or errors and these were easily understood and easily rectified. The Chair outlined some of the basic figures involved. The FAP Committee had considered the findings and report and resolved to recommend the accounts to the full Board for approval. The Committee Chair congratulated the Business Manager and the finance team for the success of their endeavours, often unsung and underappreciated, for an enormous amount of hard work. The Committee Chair asked if there were any questions.

A Director queried a reference on page 6 to the Governance of the Long Sutton Centre. The Principal explained that the Academy offers guidance rather than governance; they are visited annually and the Centre uses some of the Academy facilities. The Director suggested that the wording was changed to 'advice' next year. **This was agreed.**

The FAP Chair proposed that the accounts should be recommended, along with the Huish Leisure Accounts, to the AGM which will follow this meeting.

**Proposed: Dr Richards
Unanimously agreed**

Seconded: Mr Wilkinson

Directors were reminded that if they were not on the FAP Committee, they could attend the annual FAP meeting where the accounts were discussed in detail if they wanted more information.

Directors also agreed that the SASH Company should be included in documentation as a related party from next year.

7 COMMITTEES' TERMS OF REFERENCE

All the main Committees have checked their TORs which were presented for approval by the Board. A Director questioned whether there was a pool of Directors for panels such as the Complaints and Pupil Discipline. The Chair pointed out that with some of these committees all Directors are considered to be members so that a selection is available when they are needed.

Teaching and Learning – it was agreed to remove the stray figure 5 at the bottom of the first page.

Directors unanimously approved the TORs.

8 2020 VISION

This document had already been presented to the Board in the summer where

suggestions for amendments were made. However following staff consultation a few more amendments had been made that needed to be taken into account, and these were outlined to the Board. **Directors agreed the document.**

A Director asked how it would be reviewed, measured, tracked and ensure its relevancy. The Principal explained that the Vision document would be looked at in the summer. In the meantime the one year Academy Improvement Plan is looked at by the SLT at every meeting and Committees updated at their meetings. The Vice Chair considered that this vision document should be relevant to 2017 at which time the Academy and Board would begin to look to 2025.

9 DIRECTORS' GUIDANCE DOCUMENT

The Chair and a Director had met to review the guidance and made some amendments which were highlighted in the document distributed. After viewing the changes **the Board unanimously agreed acceptance.**

10 DIRECTOR VACANCIES

Following the recent Parent Director elections, there is still one place available. The election could be run again, or the Board can appoint a parent. It was disappointing that only one parent chose to apply.

There had been two enquiries about Parent vacancies earlier in the year and Mr Foster knew of another parent who may be interested. Following a short discussion, it was agreed that all parties would be contacted and asked to meet with the Chair and Vice Chair before a decision is made. It was recognised that as an Academy the Board is only required to have a minimum of two Parent Directors.

There are also two vacancies for Community Directors; the Board agreed to advertise the vacancies so that people with the required skills and competency could be selected.

11 ACADEMY IMPROVEMENT

a) Principal's Report

The Principal wished to point out that on page 2 under exclusions (Table 3), there was **not** seven permanent exclusions in Year 9. This related to the number of days for one student who was moving to a PRU until the end of the academic year; it was hoped a reintegration would be attempted at some point in the future. His parents were very grateful the Academy had taken this action. The Vice Chair thought the information was misleading and needed an explanation.

Section 11 bullet point 5 – the first Parent Feedback Forum had been held. The Chair queried whether any of the Forum members were parents of Pupil Premium students. It was clarified that there were two families in this category. The Chair would have liked to have seen more involved, however it was pointed out that regular, dedicated meetings are arranged at other times. The Chair asked if Directors could be involved and the Principal said he would make enquiries. The next Feedback Forum would involve Post 16 students.

Section 12 bullet point 1 – A Director queried the reduced expected income from the AGP. It was pointed out that the figures was based on the first six weeks of use only and will continue to be monitored. While some slots had been booked up quite quickly, some of the other times were a bit slow but the Academy was trying to develop more creative opportunities for other groups; this would however take some time. SSDC considered that at this point, the income was in-line with expectations

b) Academy Improvement Plan

The Academy Improvement Plan is now an online document which Directors will have access to as soon as arrangements for purchase of the programme have been finalised.

KPT1 - All staff Performance Management meetings and observations have been completed. SLT will examine data and if necessary offer staff additional support or formal Action Plans. The Principal could report that at the moment he considered

the teaching and learning to be at least 'good'. The unvalidated data received for Level 3 Value Added shows the Academy is above national expectations at AS and A2 . At pre-16 we are significantly above the national average for white students. Students from ethnic minorities will have a plan to move them forward. The focus next term will be on literacy.

KPT2 – Year 11 progress looks good but forecasts will be firmed up during the year.

KPT3 – With the new A Levels coming in soon, the Academy has taken the decision to maintain an offer of four AS levels, reduced to three for A2, as this is better for students. The GCSEs will also be measured on a scale of 9 to 1. Staff are currently looking at changes to the KS3 curriculum which should be ready for September and will link into work being carried out at primary schools.

KPT4 – Prevent training is being carried out with students through personal development in PSHE, assemblies and form time. Attendance figures are lower than the Academy would like, especially for SEND/PP students and girls.

KPT5 – Middle Leaders have undergone observation training from external trainers. Somerset Challenge also has some free training on offer.

KPT6 – A new site development and lighting plan has been drawn up which will increase the security of the site, improve lighting and provide additional CCTV coverage. This has come about because the Risk Assessment has changed. Quotes for the work are awaited but it is being treated as a priority.

c) Responsible Officer's Report

The Chair of the FAP Committee and the RO had met with the Business Manager and auditors twice. He could report that the Business Manager and Finance team had performed well through the rigours of the audit and a good audit report was the result. The process will be changed next year so that the Responsible Officer was involved in the planning.

Four regional officer reports are purchased each year and the Responsible Officer will report to the Board when relevant.

d) Directors' Monitoring Reports

The majority of Departments now have a named link Director and initial contact had been made. The Lead Learner link Director, along with the LL Coordinator will report to the next Teaching and Learning committee. There were no other reports to comment on.

e) Risk Register

Nothing additional had been added since the last meeting. The Business Manager, Vice Chair and Responsible Officer had met to make the document more user friendly and a format has been agreed. Feedback from the auditors was that it was a good document and suggestions will be made at the next meeting. The Responsible Officer said that the document had a lot of good information in it but the format was changed so that it was more accessible and better use could be made of it at meetings. In January the Business Manager will add an item from the FAP Committee regarding asbestos and revamp the existing document to use until the new version is ready.

f) Summary of Academy accounts

The Business Manager could not produce the latest summary as the programme was broken but Month 3 should be out by Christmas.

g) Summary of Leisure accounts

The format had changed so that the AGP and Leisure accounts were shown separately. These have already been presented to the FAP Committee. A Director referred to the figure of almost £31k shown as the estimated outturn for Year 1. The Business Manager said this should have been generated in September/October but the AGP only opened in October. The position was being monitored closely.

12 HOW DID WE DO?

Many areas had been covered during the meeting to a satisfactory conclusion.

13 ANNOUNCEMENTS

Directors noted the policies that had been approved since the last Board meeting. However the Chair pointed out that at the last Pay and Personnel Committee they had not been quorate for part of the meeting to be able approve the four policies listed. They were reviewed by the remaining Committee members but the Board was asked to formally approve the policies (Staff Discipline; Staff Grievance and Disputes; Allegations Management; Staff Expenses).

**Proposed: Mr Wilson-Chalon
Unanimously agreed**

Seconded: Mr Richards

8.20pm Staff and non Directors left the room for the next part of the meeting which was deemed confidential and minuted separately.

The meeting closed at 8.25pm.



Full Board Minutes
14-12-15 ActionSht.d