



MINUTES OF THE FULL ACADEMY BOARD MEETING – Thursday 23 June 2016 at 6.00pm

Attending Directors:

Mrs S Baker	Mr A Davis (Principal)	Mrs S Fielden
Mr R Foster	Mrs S Harris	Mrs K Mitchell
Dr M Richards	Mr D Smith	
Mrs S Wright (Chair)		

Also present: Mrs S Harwood (Clerk) Mrs A Eastwood (Business Manager)
 Mr R Barratt Mr S Valente Mr R Vaughan (Vice Principal)

Apologies: Mr R Clark Mr L Wilson-Chalon (Vice Chair)

Absent: Mr J Moncur

ACTION

In order for guests to have a timely departure, two items were brought forward in the agenda.

6 CEIAG POLICY

Mr Barratt is the Careers Advisor within the Academy and he explained how this document was to raise awareness of IAG; it will be updated regularly, particularly following Year 11 exit surveys. Mr Barratt gave a PowerPoint presentation outlining Careers provision and the Academy's application to become a member of the Leaders in Careers scheme, which is a nationally recognised standard. There is a small cost involved but it will indicate that the Academy is reaching the minimum standard required; the application will be assessed independently. Work has already started towards this, which would normally take 4 months to complete but Mr Barratt hoped to complete it earlier. CEIAG is a high Ofsted national expectation which provides Careers advice from Year 8; however the Academy intends to provide this right from Year 7. Going through this process has focussed Mr Barratt and he is aware that there are still some areas that will need to be strengthened.



Careers presentation.pptx

As part of the application, Mr Barratt is required to have a Director linked to Careers who could validate, evaluate and question this area; he asked for a volunteer.

Directors asked some questions for clarification, following which the Chair thanked Mr Barratt and he left the meeting at 6.15pm.

The Chair asked if any Director would like to volunteer to be the link for Careers and Mr Foster agreed. The Business Manager also said that the Academy had reconnected links with the Langport Business Group.

5 g) SCHOOL RUGBY

Mr Valente was invited to speak to the Board regarding Health and Safety in Rugby. He explained that following a push by the RFU, many schools had taken up Rugby again but staff had found they were not equipped or qualified for supervising the training. He thought this was because there had been a change at Universities where they no longer gave specific training for Rugby. On looking at the PE department staff, it was found that some members needed up-skilling; two have undergone additional training and two more will do so September with the Level 2 Teachers' Award qualification which covers Under 11 to senior age students. The Department will look to the RFU to undertake additional training every year on a different area to top up the qualification.

A Director asked whether students made contact in Rugby at Year 7. Mr Valente confirmed that they do with some elements i.e. on the ground but did not do tackling. This ensured that students were focussed on the correct techniques and

positions to perform safely. Girls do Tag Rugby.

The Director asked about cases of concussion. Mr Valente said that by promoting correct techniques it was less common. Staff were all First Aid registered and trained to recognise symptoms of concussion and how to deal with it. Mr Valente went into more detail.

Another Director asked at what age students begin to play the more usually recognised game. Mr Valente said this begins in Year 9, in line with club rugby; however they do differentiate students through size and ability. A Director highlighted a particular time when a match for girls between schools had mismatched teams. Mr Valente said that this was after the RFU push when ideally that game should not have taken place. He emphasised that the ethos had changed and it was getting better through differentiation. Teams are looked at in more detail and it is down to professional judgement whether a game takes place.

Following a question on how many major incidents took place in a year, Mr Valente said that in the six years he had been at Huish there had only been a couple of incidents which ranged from a dislocated shoulder to an eye injury. The Business Manager confirmed that there were actually more incidents of broken bones in football than in rugby.

Mr Valente was thanked for attending the meeting and he left at 6.30pm.

1 a) APOLOGIES

Apologies had been received from Mr Clark and Mr Wilson-Chalon (work commitments) and Mr Rummary (illness). **Directors accepted the apologies.**

b) DECLARATION OF INTERESTS

The Business Manager said that at the last Finance, Audit and Premises Committee an issue was raised which the Committee considered the Board should make a decision on. A Director had offered the Academy a Cache Box developed by his company to improve the speed of the Academy's network connection. This had financial implications as well as being a 'connected party'. The Director had clarified the value of the box, which must be documented if above £2500; it was valued at £4295k. It has been made clear that there is no obligation to purchase the box and it is on loan until October; if the decision to keep it is taken then three quotes will be obtained which should satisfy regulations. The Director has also been told that the Academy cannot be used as an example to other schools and he cannot benefit personally. Following a short discussion **it was agreed that the situation should be clarified with auditors first before a decision is made on whether to use the box.**

Business
Manager

No other declarations were made.

2 MINUTES AND MATTERS ARISING

Full Board – 14 March 2016

The minutes were agreed as accurate and signed.

Ghana refund – no further progress had been made. BA had agreed to a refund but it must be taken against other flights; it also had to be a group booking.

Action sheet –

Items 7, 8 and 9 - complete

Learning and Teaching – 11 February and 24 May 2016

The contents were noted. On the Action Sheet for the meeting of 24 May, a Director had asked for the actions of Item 10 to be split into its constituent parts.

Finance, Audit and Premises – 25 April 2016

Mr Rumary is showing as present and absent. It was agreed that Mr Rumary had not been at the meeting and the Committee will amend the minutes through the normal channels at the first meeting in September. The minutes were noted.

3 PRINCIPAL'S PERFORMANCE MANAGEMENT PANEL

As Mrs Carne's term of office has ceased and she is not seeking reappointment, along with Dr Richards who will be resigning at the end of the term, additional members of the Principal's Performance Management panel are now sought. Mr Smith indicated that he would be willing to continue on the panel. Following a short discussion, Mrs Harris and Mrs Baker volunteered and were duly appointed. The Principal reminded the Directors that if they wished, they could have an independent School Evaluation Partner to assist them at a cost of around £400-500.

4 a) Annual budget 2016/17

The Chair of the FAP Committee reported that at the meeting ten days ago, the main item on the agenda was the discussion concerning the budget for the coming year which followed earlier detailed discussions during the April.

The main expenditure changes from the previous year are around:-

- Staff costs increasing around national insurance, pay awards and increments but decreasing costs for support staff as the school nurse and the cover supervisor have not been replaced.
- Curriculum costs continue to be challenging although the level of departmental capitation remains unchanged.
- In the area of Supplies & Services there has been a reduction in the costs for Risk Protection Assurance from the DfE from £25 to £20 per pupil. All the budgets have been assessed individually – some have been increased to be brought in line with current expenditure, for instance the staff duty meals and the free school meal allocation.

The Draft Budget presented to the Finance, Audit and Premises committee on 25 April indicated an in-year deficit of £137,000 and this has been reduced to a final budget figure of an in-year deficit of £108,000.

At the FAP meeting on 13 June the final budget was approved with an understanding that a plan for making further efficiencies within the 2016 financial year and for the three to five years ahead, would be presented to FAP in the new term and monitored at each meeting of the committee. These efficiencies will focus on curriculum modelling, examination expenditure and supply teaching costs.

In terms of the medium term, the forecast is uncertain, with income levels dependent on both pupil numbers and the changes made to school funding through the national formula. However, as it stands, the current draft forecast is for a considerable in year deficit over the next three years with reserves eliminated by 2019. Clearly this is a serious situation and the committee will be taking time during next term to agree a set of assumptions for planning income levels and oversee further detailed work on all aspects of expenditure. In terms of efficiencies, this of course falls fully into the role of the Business Manager, Principal and SLT, but will include review of contracts, including energy costs. However, scope for further savings will impact on curriculum planning, staffing structures and timetabling and so both Pay and Personnel and Teaching and Learning Committees are likely to be involved in developing a strategy that can give a framework for budget planning for 2017/18. If staffing and curriculum changes are required, a balanced, broader, medium term plan will be needed for the spring.

The fact that an agreement was reached and findings recommended to the Full Board was almost entirely due to the Business Manager and her colleagues in the Finance Department, together with some helpful expertise from the members of the committee itself. The figures were discussed in considerable depth and the many queries that were made were answered with detail. The Chair wished to thank the Business Manager and the Principal for their hard work and he presented the

budget to the Board for approval.

A Director noted that £100k for the curriculum has remained the same and asked if this was pressurising staff. The Business Manager said that it was and they have to change elements of how they work to compromise i.e. textbooks for new courses will have to be shared by students; they are not pressurised by the possibility of redundancy as other schools are. The Business Manager felt that it would be difficult to go below this figure if it is to deliver the kind of curriculum that is wanted, otherwise other measures i.e. cutting some subjects, might have to be made. This will be a challenge in the future.

Directors were aware that £0.5m would still have to be saved over the next two years; the Business Manager said there were still a few savings that could be made and gave the example of how she meets with staff to look at their spending and suggesting efficiencies. The Chair considered that all staff should be made aware of the situation and it was agreed that this would be conveyed through a staff meeting in September. In-year savings had helped to balance the deficit from last year and the five-year plan was always changing through staff movement etc. When positions become available each post is reviewed.

A Director felt that it was important in the run-up to next year's budget that assumptions and options need to be looked at to see what was firm and what was not. The Chair reminded Directors that they needed to be careful not to mix their role of strategic against the staff management role of operational. The Director agreed but felt the Board should be aware of options and risks in a timely manner. The Business Manager reassured the Director that this process had already begun.

The Chair of the Finance, Audit and Premises committee recommended the proposed budget to the Board for acceptance. **The Board unanimously agreed.**

b) Timetable of meetings for 2016/17

The draft timetable of meeting dates for the next academic year were distributed. Following a short discussion it was agreed the first date should be moved from 27 to 28 September.

c) Code of Conduct 2016/17

The draft Code of Conduct had been distributed. There was one minor change indicated and the Code was agreed for the next academic year.

d) Policies/Procedures

Safeguarding – A Director explained that the policy was a generic one for schools which is being sent out by Jane Weatherall, the Safeguarding Officer at SCC. There may still be some amendments to it in the autumn but it was thought that the draft version should be made available to go on the website in case of an Ofsted inspection. Two Directors felt that parts of the policy did not read well and was hard to understand, especially points 4.5 – 4.7. It was stated that the policy could not be amended as it was a County document but it should be all right to rearrange it as long as the content remained the same. It was agreed that the suggested changes should be sent to Mrs Harris **and subject to those changes the policy was approved so that it could be published.**

Complaints – The Chair thanked the Director who had taken a lot of time working on this document which was now presented for approval. The Director concerned said that on Page 4, Point 11 “(see paragraph 16 below”) should be removed as this is in-line with County procedures. **Subject to this change the policy was approved.**

e) Swimming Pool

Following the paper already provided to the Board, the Business Manager had emailed further details yesterday. She explained that an agreement was needed on making decisions going forward and through the summer holiday so the project was

not delayed. It had been agreed at the meeting on 14 March that the FAP Committee would make any decisions, if not at a meeting, then by email or conference calls. **The Business Manager queried whether a decision would be made by a majority; it was agreed this would be the case.**

The Business Manager emphasised that the deadline for the pool to open was April 2017 or income would slip; there was a number of decisions needed:

1) To accept the conditions around the Sport England deed.

This has been reviewed by the Academy solicitors and in their opinion, there is nothing unreasonable being asked. **Part B:** It was pointed out that there would be a charge on the site, similar to the charge that the Football Foundation are requesting (this is still to be finalised). A charge means that the Football Foundation, and subsequently Sport England, must be consulted when any changes are to be made to these areas or any work is to be carried out. The Football Foundation have agreed to provide a document stating that they will not object to any reasonable work that needs to be done. This will also be the same for the pool with Sport England. **Other conditions:** It is stipulated that the pool must be made available to the public by 30 June 2017 or inform them if there is a delay. The Chair queried whether a Safeguarding Policy was in place for vulnerable adults; the Business Manager reported that this was still in hand. A Director queried Point 5 around KPIs. The Business Manager explained that this was based around increasing the participation of swimming by age (14-19) and gender, income and expenditure, an Aquatic Development Plan and the overall customer experience. These would be looked at within the Leisure Board but an annual return would have to be made on KPIs similar to the Football Development plan. The Chair asked if the Academy was paying for the planning permission application but the Business Manager said this had been costed into the overall project. The Principal said that space for 16 car parking bays has to be found; an area had been identified near the existing site exit and is being assessed by the Transport Department. **It was proposed to adopt the Conditions of Deed – Directors unanimously agreed**

2) To appoint Kirkham Board to the role of Project Manager and Quantity Surveyor for the swimming pool project.

The Academy had received advice around tendering for the role of Project Manager for the swimming pool project and had concluded that tendering would not be necessary as Kirkham Board went through a procurement process with SSDC and were retained as their preferred consultants working with them on other projects. The Academy, as always, is required to meet its obligations around procurement obligations and the Responsible Officer is happy with this. **It was proposed to appoint Kirkham Board to the above roles – Directors unanimously agreed.**

3) To adopt a Traditional Approach using a two stage tender methodology for the swimming pool tender.

A document had been circulated explaining this process. **It was proposed to adopt this approach – Directors unanimously agreed.**

4) To appoint Roberts Limbrick to the role of Architects for the swimming pool project

A document has been provided to directors regarding this appointment. In summary, the initial designs had been submitted by this company for the initial application so they know the site, school buildings, constraints and user group very well. They have also had great experience in similar projects and to seek an alternative architect would involve additional time and costs. **It was proposed to appoint Roberts Limbrick as architects – Directors unanimously agreed.**

A Director asked if there had been any further information regarding the proposed 'glass wall' to try and keep the outdoor feel of the pool. The Business Manager said that discussions were still taking place and there may have to be a compromise. It was also reported that the South Somerset funding agreement should be received in the next few weeks.

5 ACADEMY IMPROVEMENT

a) Principal's Report

- **Leavers** – a Director had queried whether a record was kept of the reason for students leaving during the year. The Principal said that there was and the reason is usually down to moving out of the area, it was not because parents were unhappy with the Academy. Around ten Year 12 students left during the year with five or six of these due to medical issues but they are starting the year again.
- **Joiners** – there had been a rise in Year 8 and 9 mainly due to the closure of Chilton Cantelo School. The induction for these students had gone well and good feedback had been received from one parent. There is a waiting list for the current and next Year 7 students and only two places remaining in Year 9. The popularity of Huish is still growing.

The Chair asked about the position of a disabled student that had applied for a place. The Principal said one disabled student would be joining in September and some work on kerbing issues for a wheelchair will be undertaken. Another student with more complex issues was still undergoing discussion.

264 applications for the Sixth Form had been received; a few had since changed their mind and 79 have now confirmed their places. This puts the figures ahead of the same time last year and the Principal was confident the final total should reach 230.

- **Exclusions** – are broadly the same as last year (32) against 33 to date. There have been no permanent exclusions for over three years. The Principal worked slightly differently to the former Principal and tried to keep students in school to carry out restorative work; however some exclusions are given for serious matters.
- **Staff leaving** – there is a 17-20% turnover for staff which is usually down to promotion or retirement.
- **West Side Story** – tickets for this year's production are now on sale
- **MAT** – the two primary schools are still positive and keen to join. Although the original funding opportunity was missed, the process will continue after the referendum when there may be more funding available. A Due Diligence report is being worked on and it is hoped the MAT will be in place for 1 January.
- **KS3 Curriculum** – staff are working hard and every subject has been rewritten for Years 7, 8 and 9 for September. Maths has trialled their subject; English and Maths have already implemented 1-9 ranking, which can be compared to others via PiXL. **It was agreed that the mastery curriculum will go on the agenda of the next Teaching and Learning committee.**
- **Exams** – forecasts are positive on RaiseOnline but the Principal is cautious whether they are correct.
- **Closing the gap** – the gap closed last year when there were ten high ability Pupil Premium students but there are only three this year so the gap will probably increase.
- **CPD** – will be on differentiation next year.
- **Sixth Form** – there should be some good results this year; there is clearly an upward trend.
- **Ofsted grading** – A Director queried whether the external assessor from Incyte was Hush's' SIP (School Improvement Partner) or SEP (School Evaluation Partner). The Principal said that she had been the SIP but had been appointed our SEP (instigated by SCC), which would save the Academy £3k.

T&L agenda

8.00 Mrs Fielden left the meeting

The Chair also passed on her thanks for the information contained within the Termly SLT report.

b) Academy Improvement plan

The AIP is related to the SLT Termly Report. Some Directors now have viewing access to Trello and the Principal will arrange for some training next term. The vast majority of the plan has been completed and the overall forecast is positive. The section on the premises had not been included as this topic is widely discussed at Teaching and Learning.

c) Reports to note

Responsible Officer - the draft audit schedule starts in August with a pre-planning meeting to which he had been invited. The November meeting will look at changes required last year. He had attended a meeting with the Business Manager and Taylor Shaw (catering) and was confident in their ability to provide a good offer to students next year and ideas to make a profit.

Safeguarding Director – has a meeting arranged shortly with the DSL and Safeguarding staff

Health and Safety – two meetings have taken place this term.

d) Risk Register

A table had been omitted from the Metrics and Controls page, a new sheet was distributed. The document is the revised version of the likely format going forward. Comments on the format and/or content should be directed to the Responsible Officer. The Chair thanked the Responsible Officer, Business Manager, Principal and Mr Wilson-Chalon for all the work involved in producing the new document.

e) Summary of Academy accounts

There is an estimated surplus of £730,525 which includes £300k reserves, the shortfall for this year's budget will also be taken from that amount. The Principal pointed out that many schools use their carry forward every year, and it is permissible to do so,

f) Summary of Huish Leisure accounts

A new report is currently being generated. The current estimated surplus is £27,814 (AGP figures removed). As regards AGP, the estimated surplus is £3,815, which is partly down to savings made on the post of Football Development Officer and the sinking fund. On a recent FA Support Day assessment of the AGP by the FA, Huish scored 4 out of 5, which exceeds expectations. The report will make going forward clearer. There will not be a further inspection until 2018 if things continue to develop. Some of the surplus from the Leisure Centre will be spent before the end of the financial year on renewing equipment. The Chair queried the percentage of the profit that the Leisure Centre retains, which should be 50%; she did not consider that the monies had to be spent on essential equipment for the Centre as there was the proviso it could be used in the Academy, particularly in view of the current financial position. The Chair felt that by spending money on equipment it was effectively raising the Leisure Centre's percentage of any profit. The Business Manager said that if the equipment was not replaced now, it would have to be replaced in September and the Academy would have to pay towards the cost of replacing equipment if Academy students used it, which they did in this instance. Following further discussion the Responsible Officer felt that both points were correct, provided the kit being replaced was essential to the Leisure Centre and it fell within authorization rules.

g) School rugby

Dealt with at the beginning of the meeting.

h) Teaching Schools' Alliance

Further information is in the Principal's Report on page 8. The strategic target is for the Academy is to become, or be part of, a Teaching School recognising Teaching and Learning; schools can only do this if they are rated Outstanding. The Academy was invited to be in an alliance with Castle School who are Outstanding, along with

three other schools. A bid was put in to the DfE, which has been approved and the first meeting of the Alliance has been held. There will be further meetings before the summer holiday and the Principal felt that this was an exciting opportunity for the Academy.

6 ANNOUNCEMENTS AND ANY OTHER URGENT BUSINESS

There was no urgent business to discuss.

The Board entered the confidential section of the meeting which was minuted separately.

The meeting closed at 8.50pm



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