



**MINUTES OF THE FULL ACADEMY BOARD MEETING – Tuesday 29 September 2015 at 6.00pm**

Attending Directors:

Mrs R Carne	Mr R Clark	Mr A Davis (Principal)
Mrs S Fielden	Mrs J Glide	Mrs S Harris
Mrs K Mitchell	Mr J Moncur	Dr M Richards
Mr G Rumary	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 Vaughan (Vice Principal) Mr J Merrick-Wren (Assistant Principal)  
 Mr A Brooke (Assistant Principal) Mr R Madge (Assistant Principal/Head of Sixth Form)  
 Mrs E Robinson (Progress Leader for Years 7 and 8/Associate Assistant Principal)

Apologies: Mrs S Baker  
 Absent: Mr P Monaghan

**ACTION**

**1 ELECTION OF OFFICERS**

The meeting was opened by the Clerk who had received one nomination for the position of Chair; Mrs Wright. The Clerk explained the election process and Mrs Wright left the room while eligible Directors voted.

**Mrs Wright was returned unanimously for the forthcoming year.**

Mrs Wright took the Chair for the election of Vice Chair. One nomination had been received: Mr Wilson-Chalon, who left the room while eligible Directors voted.

**Mr Wilson-Chalon was returned unanimously for the forthcoming year.**

**2 a) APOLOGIES**

Apologies were received from Mrs Baker (work commitment). **Directors accepted the apologies.**

**b) DECLARATION OF BUSINESS INTERESTS**

None were declared.

**3 MINUTES AND MATTERS ARISING**

**Full Board – 25 June 2015**

The problem with the visas for the Ghana visit could not be resolved to enable the visit to take place. BA has offered £15k for future flights (in place of a refund) but negotiations were taking place about an element that could be received as a cash element. **The minutes were agreed as accurate and signed.**

**Finance, Audit and Premises Committee - 30 April and 18 June 2015.** The minutes were noted.

**4 ANNUAL SAFEGUARDING CHILDREN REPORT**

As Designated Lead for Safeguarding (DLS), Mr Merrick-Wren thanked the link Safeguarding Director for the support given to him during the first year of undertaking this role. He had undergone training to Level 1; his Deputy DLS had been trained to Level 2. The Incyte review on Safeguarding was positive and actions they had identified had been completed, although site security was still being worked on. As Safeguarding guidance had changed three times during the last year, including new guidance on radicalisation and the new Prevent strategy, Mr Merrick-Wren had

started to give all staff full training from September and this was 78% complete. The Principal said that the training package on radicalisation could be sent to any Director who would be interested.

The Responsible Officer asked if E-safety training was also taking place now. Mr Merrick-Wren confirmed that it was, through curriculum time, PSHE and via the police. It was thought that in regard to the policy, ideas should be gathered by Christmas with a document being produced some time afterwards. A Director queried the two allegations made against staff. Mr Merrick-Wren said there had been a change in protocol which meant that the LADO could not be contacted directly and allegations had to go through Children's Services; nothing came of the allegations and Children's Services agreed that advice given by the Academy was appropriate.

**It was proposed that the report be accepted and submitted to the Local Authority. Directors unanimously agreed.**

## 5 COMPOSITION OF COMMITTEES FOR 2015/2016

The Chair proposed that, as many Directors had only been serving on their choice of committee for a few months, the structure should remain as it stood for the forthcoming year, unless anyone would specifically like to move. The Chair should be informed if this was the case. **Directors agreed.**

The Chair informed the Board that Mr Cox and Ms Innis had resigned from the Board due to their work commitments. Ms Innis was also a Director of Huish Leisure and she would need to be replaced on that Board. Following discussion it was agreed that Mrs Harris would be put forward.

It was felt that some more strength in financial matters was needed on the FAP Committee. Mrs Fielden said she would be happy to join that Committee as long as it did not cause a conflict with her current role at the DfE. She agreed to check her position and then let the Chair know the outcome.

The Business Manager pointed out that there were two new District Councillors on the Leisure Board, Tiffany Osborne and Claire Aparicio-Paul. A Chair would have to be elected at the first Leisure Board meeting next week and ideally should be an Academy Board member.

## TERMS OF REFERENCE

The TORs should be on the agenda at each of the first Committee meetings for the Chair to check, and then be re-submitted to the full Board meeting in December for final approval.

The Business Manager stated that the Board were required to review Directors' remuneration on an annual basis. The Director's Expenses Policy 2013 was reviewed and there were no changes. It was suggested that Directors' Expenses should be taken from the Academy's delegated budget. **Directors agreed to this.** The Board also asked that the policy and a claim form are put onto the SLP so that they can access it easily.

Clerk

## 6 ACADEMY BOARD GUIDANCE

There were a few amendments needed i.e. updating the 2020 vision and replacing the Code of Conduct for Directors. **It was agreed that Mrs Wright, Mr Wilson-Chalon and Mrs Harris would go through the document prior to it being reissued.**

## 7 CODE OF CONDUCT

Following a short discussion, a small amendment was identified for alteration.

**Directors agreed that this document should be reviewed at the last meeting of the academic year in future.**

## 8 LINK DIRECTORS ROLES AND RESPONSIBILITIES

Again the Chair suggested that everyone should stay in their chosen role; however now that Mr Cox had resigned there was a vacancy for Enterprise and Business. **Mr Clarke agreed to take on this responsibility.** It had previously been agreed that Mrs Carne would be the link Director for the Library, which should be added to the list.

The Chair asked the Board whether Directors would also like to be linked to Departments. This should enhance Directors visits and be enable them to see progress over time; **this was agreed.** The Clerk will email Directors for their preferences.

Clerk

The Chair reminded the Board that the three-day MIG meetings would be taking place from 12 October and asked members to let the Clerk know of their availability to attend these and the regular MIG meetings taking place up to Christmas.

## 9 2005 EXAMINATION RESULTS

In-depth analysis of the results will take place at the first Teaching and Learning Committee. The headline rate is around 73% which is similar to last year. It had been hoped to achieve 77% but the problems around staff turbulence in the English Department had affected outcomes. There had been very good results in Math. The IGCSE coursework had been downgraded and there was no option for appeal. The Principal stated that he could not understand the reasoning behind the downgrading and the moderator's report had not been helpful. Many other areas had improved and the Pupil Premium gap had closed considerably and was now in-line nationally. SEND is still significantly negative and further work is needed; an Action Plan had been developed. The headline figure could have been around 78/79% otherwise.

A Director asked how Huish compared to other local schools. The Principal said that it depends on the measure used but Huish was around the middle order. The Director also asked about the government's strategy to have Academy Hubs. The Principal said that the government did not want to have orphan Academies. Huish had already been approached about linking with another school but capacity had been a problem. Two primary schools also wanted to join us in an Academy Trust and he would be fact finding out from some schools that had already undertaken this route during a visit planned for next week. The Regional Schools Commissioner (RSC) for South West England, David Carter, wished that two equal Academies should join together with a lower performing Academy but be led by only one Head. Huish Sixth could also be classed as small compared to other Sixth Form establishments, in the eyes of the RSC, and therefore could be at risk if numbers fall since finding schools to partner with at Post 16 is difficult due to Geography but this could depend on who we link with. Options are being looked at. A Director asked how the governance of such a pairing would be established. The Principal said that there would be a Board for each school and one Executive Board that oversees them.

7.05pm Mr Brooke left the meeting.

A Director asked how EBACC looked last year. The Principal said that this stood at 42% and was one of the highest in the County. 72% of students were eligible; however P8 is becoming the more important measure.

A Level results were the best ever with two students going to Cambridge. Huish has had four Oxbridge students over the last five years and there will be others in the coming year. The challenge the Sixth Form faces now is that A Levels are becoming harder and students will need to be prepared for this, particularly the middle and lower ability students.

The Vice Principal said there is still some concern about the gap between boys and girls (16%) but the new government data dashboard shows a closing trend. Some Department results were discussed and it was felt there should be some improvement in them closing gaps next year. There are still some issues, i.e. boys in Year 10 doing well in exams but with coursework letting them down. There is also a challenging group in Year 11 which could make a big difference to results.

A Director asked if the Value Added score was still relevant. The Principal said that it was. Rated on this year, SISRA is indicating it will be 1012 so it looks as though it will be over 1000 overall. A good trend is showing, with lower ability students doing better.

The overall A Level trend was good. The Average Point Score now stood at 701 with A\*-B and A\*-C rising. On the A Level graph distributed, zero means the National Average and the Sixth Form is above that. There are some Departments performing below but they will receive an Action Plan. Geography, Music and Further Maths performed very well; there is still some work to do in Product Design and MFL. Art and Design were predicted have a positive outcome but fell slightly short because of coursework.

There are some concerns around AS Levels with results being erratic.

Mr Merrick-Wren left the meeting

## 10 PUPIL PREMIUM

Mr Woodward said that PP students had done very well with 60% gaining A\*-C including Maths and English, which is only 3.5% off the national average for all students, so not a lot of difference to non-PP students. The PP Value Added is as good, or better than, non-PP nationally but there is still work to do. Staff have a raised awareness of PP students through the Pupil Passport and they have various ways of using differentiated data.

Expected levels of progress in Maths in 2013-66; 2014-55; 2015-70 and for English 2013-52; 2014-61; 2015-57. IGCSE had a lot of PP students which damaged results.

A Director asked how many PP students there are in each year group and how they were identified. Mr Woodward outlined this to the Board.

**PP Report** - The Pupil Premium report has to be published on the website. The intervention coordinator has only just been taken on and an intervention plan is being put in place. KS3/4 staffing has not changed so the cost remains the same. The Maths after school intervention was well attended while in English this was not the case. There is no solid evidence base for the impact of HLTAs so this is being examined and made more formal. Intervention sessions are being observed to see achievement. Trips were made accessible for PP students. SGLC has been a good investment with a SEND overlap of students. **Subject to the revision of some of the figures the report was agreed for publication.**

## 11 ANNUAL RACIAL INCIDENTS REPORT

The Principal stated that there had been one racial incident reported. A Director queried the box ticked 'no' regarding adequate staff training. The Principal said he would clarify this with Mr Merrick-Wren. **Directors agreed the report.**

## 12 ACADEMY IMPROVEMENT

### a) Academy Improvement plan

The Principal had hoped to show the Board the plan now being used in an internet

based programme, however the internet system had failed just before the meeting and it would have to defer it until the Teaching and Learning Committee. The plan is based on six areas including: Teaching and Learning, Achievement and Progress (especially SEND/PP), KS3 curriculum and assessment, Leadership and Management, Personal Development/Wellbeing of students.

#### b) Reports to note

**Responsible Officer** – nothing to report

**Directors' visits** – The link Director for Lead Learners had met with the coordinator and will report to Teaching and Learning. The Link Director for International Dimension had met with the coordinator and has already emailed a report to the Board.

**Safeguarding** – nothing to report

**Health and Safety** – nothing to report

#### c) Risk Register

The document had been reviewed by the Principal and Business Manager. Under Strategic and Reputational Risk – Category 1, an item had been added regarding the data protection breach; training has been put in place. It was noted that the ICO is not taking any further action. Under Category 2 – Operational, the risk has been changed for the catering providers to reflect the requirement for the catering provision to meet the Academy needs. An additional risk will be added to reflect the focus on the prevention of extremism.

A Director said that he did not feel that the Risk Register was set up quite right and gave some examples. He felt that the whole process needed to be looked at to make the document more useful and coherent. **It was agreed that the Director would meet with the Business Manager and Principal for discussions.**

#### d) Summary of Academy Accounts

The figures are as at 31 August 2015. It shows £816,108 as the estimated surplus; this will increase in a positive position to reflect commitments from the previous year, accruals etc. The roofing and AGP payments have not yet been finalised and invoices are still being received. It was likely there would be a slight overspend on the roofing project and more detail will be available for the Finance, Audit and Premises Committee. The Chair questioned whether this figure of £816,108 included the reserves for 2015, which the Business Manager confirmed.

A letter from Peter Lauener of the EFA had been received by the Academy and distributed to the Board. This is a reminder about the responsibility for regularity, propriety and value for money expected from the use of public funds. Also highlighted was the obligation of the Academy Board about the information expected to be published on the website and it being transparent and accountable.

#### e) Summary of Huish Leisure Accounts

The estimated surplus for the year is £13,847. The Chair of the Leisure Board felt that this was a good figure as he had thought it would come in around £8k. The Principal explained that he was hoping SSDC would consider a method of covering the pool in cold weather to increase its use and remove any uncertainty. The Academy Chair felt that the issue of paying Corporation Tax should be re-examined as long as we stayed within legal confines. The Principal agreed to discuss the matter at a future Leisure Board meeting. The Chair of the Leisure Board informed Directors that the Leisure Centre Manager would be going on maternity leave shortly.

#### f) Academy insurance arrangements

The document was provided for information only. The Business Manager pointed out that the arrangements did not include foreign travel or minibus travel.

**g) Investors in Careers**

In the new Ofsted framework, IAG/Careers guidance is very important. Huish is part of the 14-19 consortium, which is seeking to gain some accreditation through Investors in Careers. The Principal had to ensure the Board understood the process and if agreed, was looking for a Letter of Agreement to be signed. Mr Barratt would be leading the process under Mr Madge who leads for Careers. The validation would last for three years after which the Academy would be inspected. **Stage 1** – is to raise awareness with Directors, audit current provision and form an Action Plan. **Stage 2** – would be to publish the policy, programme and access to IAG. **Stage 3** – to monitor, review and evaluate and CPD. The process should be completed in four terms and will show our commitment to the programme. It was anticipated the cost would be around £250. **It was proposed that the Academy should commit to this scheme.**

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

**Seconded: Mrs Harris**

**h) New website**

Due to the internet failure Mr Woodward could not show the Board the latest stage of the website. 75% was complete and it is progressing well with content being added. Directors queried if anyone would be carrying out quality assurance on items being added. Mr Woodward said this was being done at the moment and when the website was complete various staff would be allowed editor rights. The designers considered that it should not be necessary for anyone to oversee the quality assurance but a halfway ground would be found. The site is approximately 2-3 weeks away from being launched for testing.

**13 PRINCIPAL'S PERFORMANCE MANAGEMENT REVIEW**

The Board are required to appoint Directors to the Principal's review panel on an annual basis. Currently Mrs Carne, Mr Smith and Dr Richards were on the panel. **It was agreed the panel would remain at three members and the named Directors were reappointed for a further year.**

**14 HOW DID WE DO? Members agreed that much ground had been covered within the time.****15 ANNOUNCEMENTS**

There were no announcements.

**16 ANY OTHER URGENT BUSINESS**

The Chair referred to the last meeting when a discussion took place regarding a Sixth Form student who had received an offer of an internship at the House of Lords and was seeking sponsorship towards living costs whilst there. The Chair wanted to apply for funding from the Fairfield Trust Charity and asked the Board if they were prepared to do so as a Board rather than the Academy applying. **Directors agreed the application should be made on their behalf.**

Staff members and guests left the meeting for the confidential section of the meeting which was minuted separately.

The meeting closed at 8.45pm.



Full Board Minutes  
29-9-15 ActionSht.do