



MINUTES OF THE FULL ACADEMY BOARD MEETING – Monday 12 March 2018 at 6.00pm

Attending Directors:

Mrs C Ahmed	Mrs S Baker	Mrs S Harris (Vice Chair)
Ms L Robson (skype)	Mr A Settle	Mr C Wade (Principal)
Mr C Wall	Mrs S Wright (Chair)	

Also present: Miss Z Leach (Clerk) Mrs A Eastwood (Business Manager)
Mr R Vaughan (Vice Principal) Mr R Madge (Head of Sixth Form)

Apologies:

Absent: Mr G Rumary Mr R Foster Mr R Clark

ACTION

1 a) APOLOGIES

Apologies were received from Mr R Clark (business commitments) Mr R Foster (unwell) and Mr G Rumary (personal commitments).
Directors accepted the apologies.

b) DECLARATION OF BUSINESS INTERESTS

No Declarations of Business Interests were received.

2 MINUTES AND MATTERS ARISING

Full Board – 19 February 2018

Checked for accuracy.

The Principal reported that parent information sessions on the new vertical tutoring and house system were starting next week with year 6 parents. Two further meetings are scheduled for after Easter with the parents of current students. A staff steering group has been set up which has been overwhelmingly positive so far.

The minutes were agreed as accurate and signed.

Action Sheet

Item 5. Service Children Priority. Mrs Baker agreed to pick this item up at an Admissions Committee meeting later in the year.

Item 7. Category B Visits. The Business Manager confirmed that the Academy can designate somebody other than the Chair to authorise Category B visits.

Item 14. CIF. The Business Manager confirmed that the Academy is liable for the cost of the work carried out to submit the bid, regardless of the outcome.

Item 16. The Principal confirmed that Caroline McKee did not wish to meet with Directors during her next visit.

Item 19. GDPR. The Business Manager informed the Board that she had been advised that the Academy should source Data Protection Officer services externally in order to avoid any conflict of interest with the Business Manager's role as Data Protection Lead.

Item 20. Swimming Pool. The Business Manager reported that the expected completion date is still 31 May. The swimming pool will not be used for school lessons until September 2018.

Item 21. Academy Improvement Plan. The Principal confirmed that the changes have been made to the exclusions section and to the numbering of the document.

Finance, Audit and Premises Committee – 22 February 2018

Mr Wall gave a verbal summary of the meeting.

The minutes of the Committee were noted.

Mrs S Baker

PART A ITEMS TO NOTE**3 ACADEMY IMPROVEMENT****a) REPORTS TO NOTE****Responsible Officer**

The Responsible Officer circulated his report prior to the meeting. The Directors felt that the report in this format was very useful.

Directors' Visits

The Principal has circulated a document today listing the departmental meeting dates prior to the end of the summer term. The Principal has requested that all Directors try to attend at least one department meeting for their link subject(s). Included in the email circulation is a Director's report template and protocol for visits.

Mrs Harris, SEND link Director, informed the Board that she is scheduled to meet with Judy Hills (SENCo) and Andrew Woodward next week.

Safeguarding

Mrs Baker, safeguarding link Director, informed the Board that she is scheduled to meet with the Designated Safeguarding Link, Mr Merrick-Wren, this Friday. There is a new requirement, as a result of a serious case review, for any safeguarding incidents in relation to a family to be recorded on individual files rather than family files. This new procedure can start from now; there is no need to backdate any information. Templates have been issued and Mrs Baker will look at these with Mr Merrick-Wren on Friday.

Health and Safety

The termly Health & Safety working group meeting is scheduled to meet next Thursday at 3.45pm.

Leisure Centre Health & Safety Audit. John Saunders, Competent Person, has recommended that the Leisure audit becomes part of an extended Academy Audit. The Business Manager felt that it made sense to have one body that audit all but that it was important to ensure that the Academy receives leisure specific advice. The Business Manager is scheduled to meet with John Saunders to discuss this.

b) RISK REGISTER

There is nothing new on the Risk Register. Mrs Baker will review this document on Friday.

**Link
Directors**

**Mrs
Baker**

**Business
Manager**

PART B ITEMS FOR DISCUSSION**4 POLICIES****Provider Access Policy**

Mr Madge explained that it was a legal requirement to have this Policy on the Academy website. The Policy outlines pupil entitlement to Independent Advice and Guidance (IAG) and shows that the Academy is ensuring that its students are fully aware of all the options they have available. Mr Madge explained that the Policy states the minimum that the Academy will offer and that there is considerable work going on behind the Policy. Mr Madge is currently working on a strategy document for the 6th form looking at the destinations of students post 16 and post 18. Mr Madge felt that the Academy needs to do more work on raising the aspirations of students between the ages of 13 and 18.

It was agreed to remove the wording 'Academy Librarian' from the last page of the document and replace with 'Academy Staff'.

The Policy was approved by the Directors subject to the change in terminology.

5 HOW HAVE DIRECTORS CHALLENGED THE ACADEMY

Mr Madge was challenged on 6th form recruitment into A Level.
House system information sessions.

6 ANY OTHER URGENT BUSINESS.

A Director felt that the communication on the recent partial school closure due to adverse weather conditions came too late for many parents which lead to a lot of frustration. The Principal informed the Board that the Bus company did not get the information to the Academy until 7.45am at which point the Principal made the decision and shared this with parents as soon as possible. A Director commented that as a parent it would have been useful to have been given a list of bus numbers that were running. The Principal will bear this in mind if and when it happens again.

The next part of the meeting was deemed confidential and was minuted separately.

The meeting closed at 6.45pm