



MINUTES OF THE FULL ACADEMY BOARD MEETING – Monday 13 March 2017 at 5.45pm

Attending Directors:

Mrs S Baker	Mr A Davis (Principal)	Mr J Elliott
Mr R Foster	Ms C Mortimer-Ford	Ms L Robson
Mr D Smith (Vice Chair)	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)

Apologies: Mrs S Harris
Absent: Mr R Clark Mr G Rumary

Mr Merrick-Wren began the meeting by carrying out Prevent training for all Directors. He left the meeting at 6.25pm.

ACTION

1 a) APOLOGIES

Apologies were received from Mrs Harris (personal commitment). **Directors unanimously accepted the apology.**

b) DECLARATION OF INTERESTS

No interests were declared.

2 MINUTES AND MATTERS ARISING

Full Board 26 January 2017

The minutes were agreed as accurate and signed.

MAT – the DfE have still not made a decision; the MAT needs to be large enough to satisfy the Regional Commissioner. Since the application went in, another local Trust has expressed an interest in joining the Academy MAT and the Principal has also opened talks with another local Academy. It has been made clear to all that the Huish Board will not relinquish overall control of the MAT.

Small A Level classes – a meeting had been held today to discuss the curriculum and some classes may not run. The two year groups will probably roll together to run Textiles but Health and Social Care is not looking good. Most subjects at A Level run on 8 periods, with some running at 7, while some BTECs are run in 7 hours per week rather than the usual 9. The curriculum is currently being modelled and costed and the Vice Principal will meet with the Head of Sixth Form before Easter. 145 students have applied for places so far for September 2017, which compares to 163 by the end of the summer last year, of which 132 were eventually confirmed. A Director queried whether dropping some subjects would impact on staffing levels. The Vice Principal felt that it would probably only be H&SC at risk at the moment but computations were still being run.

National Funding formula – the Business Manager is drafting a response document which she will issue later this week. . The Principal informed the Board that Headteachers in Somerset are pushing to keep the Funding Formula issue separate to education funding nationally.

Action Points: 6-the outcome will be known in April.

Teaching and Learning Committee – 9 February 2017

The minutes of the committee were noted.

Finance, Audit and Premises Committee – 23 February 2017

The minutes had not been finalised and will be presented at the next full Board meeting.

3 ACADEMY IMPROVEMENT**a) Principal's Report**

Exclusions – a Director asked how many Pupil Premium students were accounted for in the total. The Principal said it was 3 out of 7 and he shared the Director's concerns. Fixed Term Exclusions are almost exclusively from one of these groups but they could be the same students. The Principal said there was a difficult core of students and of these, 15 had been given a dedicated differentiated behaviour pathway from normal sanctions.

Attendance - attendance and outcomes are also low for these students and can be challenging. In Section 8, a Director queried the statement that absence was 'better than National'; the Principal clarified that this meant Huish's figures were lower than national, which was good. The Vice Chair asked if the FSM absence figures were still a concern. Persistent absence has improved – the National figure is 21% and Huish is on 19% but this is still high nationally compared to other students who are not FSM. However, this was, again, down to five or six students. The Academy can be hampered in progress with prosecuting parents, as some will play on medical evidence which, in turn, slows the process because of the requirement of multi-agency reports etc. The Academy has tried to begin this process earlier by cutting down the trigger level of ten letters home to six before prosecution is requested – the Academy would prefer that the students actually attended school.

Leavers – a Director asked if the reason for students leaving the Academy could be included in the next report. The Principal agreed this would be done.

Support staff restructure – a Director asked if the hoped for saving of £63k was likely. At the recent Pay and Personnel Committee it was felt this figure was rather inflated because some one-off vacancies had not been filled, though they may be at some point and some other vacancies are ongoing. However, overall the savings should be within £60k this year. The restructuring would amount to £22k approximately.

ABP – the Principal met with a representative from ABP yesterday to discuss restricting the times vehicle access their site, to alleviate some of the traffic problems around the Church junction.

Ofsted – the Principal had reason to believe that an inspection was very likely before Easter. He drew attention to the document he had distributed to Directors some months ago in preparation for an inspection. A meeting for Directors would be arranged during the next two weeks for a briefing plus some further basic training by Mr Merrick-Wren.

SEF – this has been updated and the Principal said he would forward a copy to the Board members. The results of the English Language coursework last year were appealed and the Academy has now been informed that 27 students improved by a grade. Whilst the Academy is very pleased with this, it will not affect the overall results. The Principal went through comparisons of predictions between last year and this year. The Academy has also looked closely at Controlled Assessments to check that they are intolerant and moderated correctly. Not including English and Maths, the Academy has some reassurance on likely results. Overall, all abilities are looking promising and the Principal felt that results should be at least as good, if not better, than last year. The Chair thanked the Principal for a comprehensive report.

The Principal

SLT termly report – this outlines the work that SLT have been doing and will give the Board a broader picture of what is going on. The Chair queried whether the document should go to the Teaching and Learning Committee for closer scrutiny, however a Director offered to go through the detail of the document.

b) Swimming Pool update

This item was deemed confidential and minuted separately.

c) Academy Improvement Plan

Directors had been issued with hard copies of the updated plan. This has been

RAG rated and a brief description of progress is in red text.

d) Reports to note:

Responsible Officer – the RO had carried out a review of income from EFS but there was nothing of concern. He will be meeting the Business Manager next week.

Directors' visits –

MFL– the Link Director has emailed Directors a report on her last visit.

DT – the Link Director had noted some improvement since her last visit, especially with tidiness. The students were interested in their lesson and answered questions. The Director felt that the entrance to the woodworking room was very dark and even if some small improvements could be carried out it would be beneficial. The Director had previously noted there were two large machines that were no longer used and suggested these could be sold off; other schools may be interested to buy them and this would then make more room in the Department. The Principal informed the Board that a Team Review is being carried out this week in the Department.

Music – the Link Director was surprised that one member of the Department had not been doing any after school activities with students; however, the Principal said this had now been addressed. The Director felt that lack of space was an issue, with some classes being split into different areas. The Business Manager agreed and said that the Music rooms were below the DfE standard for Music rooms, so the Academy does have some challenges in this area. The Director felt that the Team Leader was very positive and gave clear direction in the Department meeting.

Safeguarding – the Link Director met with the Academy's Designated Lead in February and looked at the Single Central Record. The Director will do regular half termly checks before the record is finally checked by the Principal and Business Manager. She felt this was an amazing document and had clearly had a lot of work put into it. The Director will be meeting the DSL again on 31 March. The DSL has a summary Ofsted file which contains everything that Inspectors may wish to see. The Director has a Safeguarding checklist which she would share with Directors. The Business Manager asked for the format of this document to be amended to match the Risk Assessment format. She also informed the Board that perimeter fencing around the Leisure Centre had been erected and work is currently underway along the field roadside.

Link Director

Health and Safety –

The Business Manager has had a Health and Safety site meeting regarding the action points in the audit that needed signing off.

e) Safeguarding

Dealt with at point d).

f) Risk Register

Directors examined the Risk Register: **Point 23:** was discussed at the recent Pay and Personnel committee. It was noted that the company that Huish deals with is called Care First, not First Care. No other amendments were made. A new Director asked how to have some input into the Risk Register. The Chair said there was no set way of doing this as long as it was reported to the relevant committee.

g) Summary of Academy accounts

The accounts have been reconciled for the February payroll.

h) Summary of Leisure accounts

Leisure is performing well but the figures need adjusting because of the pool and Triathlon.

4 HOW DID WE DO?

All Directors had the opportunity to take part in discussions and the meeting was conducted at a timely pace.

5 ANNOUNCEMENTS

The Business Manager informed the Board that the Academy Publication Scheme, Academy Financial Regulations and Accounting Policy and Travel Plan had also been agreed by Committees.

A Director queried what was happening about the Cache Box. The Business Manager said it had not been used so far but this may change at Easter.

The next part of the meeting was deemed confidential and staff members left the meeting at 7.55pm.

ANY OTHER URGENT BUSINESS

The Chair informed the Board that this meeting would be the last one for the Clerk, who would be retiring at Easter after 14 years carrying out this role. The Clerk was presented with some flowers and thanked for her contribution to the smooth running of the Board during this time.

The meeting closed at 8.05pm



Full Board Minutes
13-3-17 ActionSht.d