



MINUTES OF THE FULL ACADEMY BOARD MEETING – Tuesday 16 December 2014 at 4.15pm

Attending Directors:

Mrs S Baker	Mrs R Carne	Mr R Clark
Mr R Cox	Mr A Davis (Principal)	Mrs S Fielden
Mrs J Glide	Mrs S Harris	Ms J Innis
Mrs K Mitchell	Mr P Monaghan	Dr M Richards
Mr D Smith	Mr J Wilkinson	Mrs S Wright (Chair)

Also present: Mr R Vaughan (Vice Principal) Mrs A Eastwood (Business Manager)
 Mr G Richards (SCC) Mrs S Harwood (Clerk)

Apologies: Mr L Wilson-Chalon

Absent: -

Mr Richards (E-Learning Advisor) has been working with the Academy on setting up a secure area on the Somerset Learning Platform (SLP), which would also be available to Directors, to exchange data and files and view specific Academy documents rather than using insecure personal emails. Each Director will have a dedicated email address and emails will be encrypted within the system. Mr Richards went through a live demonstration and explained various options. Log-in details and passwords are available from the Clerk and access to the site can be via all the various devices available; Mr Richards would be available to Directors should any assistance be required.

Mr Richards left the meeting at 4.50pm.

The Chair introduced Mrs Baker who had just commenced as the new Parent Director.

ACTION

1 a) APOLOGIES

Apologies were received from Mr Wilson-Chalon (work commitment) **Directors accepted the apologies.**

b) DECLARATION OF BUSINESS INTERESTS

No declarations were made.

2 MINUTES AND MATTERS ARISING

Full Board – 30 September 2014

It was agreed that Mr Wilson-Chalon had not been late attending the meeting.

Matters arising –

Annual Safeguarding report – Mr Merrick-Wren had established that it was only the Safeguarding policy which was required to be approved annually.

SEN Code of Practice – the SENCO had arranged for the summary document to be circulated to all Directors.

Training – the Business Manager was still awaiting a response from the LA regarding the free training session.

Subject to the above, the minutes were agreed as accurate and signed.

Teaching and Learning Committee – 21 October 2014. With the absence of the Chair the minutes were noted; no comments were made.

Finance, Audit and Premises Committee – 15 October 2014. The minutes were noted; no comments were made. Unapproved draft minutes of the meeting held on 3 December were distributed for information only to aid the discussion held around

the role of Responsible Officer for Item 7.

3 HUISH COMMUNITY TRUST

Directors were referred to the document distributed regarding the proposal for the Huish Community Education Trust to become the Levels Academy Trust, with Huish Academy formally becoming one of a few partners on the Board of Trustees. Mrs Robinson (Head of Year 7) had attended the meetings to date and was happy with the proposal; there would be no financial implications or risk to Huish Academy. The Principal recommended the proposal to the Board. Some Directors were concerned that at some future point, the Levels Trust would want more from Huish than purely being a partner, or that it may be one step towards becoming a multi Academy Trust. Another Director felt that the other primary school in the CLP who would not be part of the Trust should be approached to ensure that they would be happy with this arrangement. The Principal assured Directors that there would be no financial commitment and Huish could always withdraw. **It was agreed that the Principal would approach the Head of the school not involved to check their position. If he was happy with the proposal, the Board would agree to go ahead.**

The Principal

4 CATEGORY 'A' VISITS

Directors are required, on an annual basis, to decide whether to delegate the approval of Category A visits (non-residential/international trips) to the Principal. Category B visits are always approved by the Chair of the Board.

Directors agreed to delegate approval of Category A visits to the Principal for the forthcoming year.

5 HUISH EPISCOPI ACADEMY'S ANNUAL REPORT AND FINANCIAL ACCOUNTS

The report and accounts had been submitted to the recent FAP Committee and they had gone through the documents in great detail. The Business Manager asked if there were any questions.

The Chair of the FAP said that the Committee had discussed these documents for an hour and had received a detailed analysis from the Auditors who were also present. The Auditors were happy that the accounts were as clear as they should be and they complimented the input of the financial team. The Academy had received an unqualified report from the auditors. The Academy is performing as it should and scrutiny found that systems were robust. Some minor accounting errors had been rectified.

A Director referred to page 8 of the report where a paragraph referred to an unnamed teacher who had now left the Academy. The Director felt that this could be a sensitive issue and should be rephrased; there were also some typos. The Principal felt that any implication was completely unintentional. The Business Manager reminded Directors that this document had to be signed off and back with the Auditors by Friday in order for them to be submitted to the DfE by 31 December, so there would be a severe time issue for the changes to be made, however she would do so if that was the wish of the Board. **It was agreed that the changes should be made and Directors were happy to recommend the document, along with the Huish Leisure Accounts to the AGM which would follow this meeting.**

6 DIRECTORS' GUIDANCE 2014/2015

The only amendment to this document was that the Code of Conduct at the rear of the document had been replaced with the agreed document dated 30 September 2014. **No comments were made and the document was approved for the**

forthcoming year.

7 APPOINTMENT OF A RESPONSIBLE OFFICER

The Terms of Reference for the Finance, Audit and Premises Committee had been amended to reflect the role and duties of the Responsible Officer. At the last Board meeting Mr Smith had volunteered himself to undertake this role and had since met with the Chair and Vice Chair of the Board and the Principal. This is an important role and Mr Smith was thanked for volunteering himself.

It was proposed that Mr Smith be appointed as the Responsible Officer.

Proposed: Mrs Carne
Unanimously agreed

Seconded: Mr Wilkinson

8 ACADEMY IMPROVEMENT

a) Principal's Report

An amended table had been provided for page 1 which indicated admission numbers had grown from 1382 to 1435. The number of Pupil Premium students had also increased from 11 to 20+% which would have an effect on finances. This was probably due to a greater awareness of which students and families were entitled; there is no stigma attached to this now as there had been previously and a bigger range of people qualify.

Exclusions are still low overall even though the number was higher than last year; numbers can be affected, for example, by three students being involved in one incident. The fact that there were no Permanent Exclusions was the biggest change. The Vice Principal agreed; Year 11 students were responding positively and there had been no Fixed Term exclusions for four academic terms.

A Director queried the number of staff leaving, compared to those joining the Academy. The Business Manager explained the anomaly was due to the catering staff previously employed by the Academy being Tupe'd across to Taylor Shaw; they had not physically left the Academy. The Principal informed the Board that they were now looking at the structure of the ICT Department and a new Library Supervisor and LSA had been appointed earlier in the day.

The Principal wished to introduce a new termly Progress Report, the first of which had been distributed, which would give a snapshot on the current position. This was welcomed by Directors. For the benefit of new Directors, some of the terminology/references were explained. These documents should feed into the next MIG meeting, along with other information gathered each month. The Principal also explained to the Board the current difficulties being experienced in the English Department through staff absence and reassured the Board that the Department was being supported. The Board wished the Curriculum Team Leader to know that they recognised the hard work that the Department was doing to ensure there was as little disruption to classes as possible.

Principal

c) Directors' Reports

Principal's Review panel – the Chair of the panel reported that the objectives set for the Principal last year had all been met to a high standard. KS4 results in English had shown an 11% improvement rising from 60 to 71% which will make Huish one of the better performing schools. The Chair outlined the objectives set for the coming year which included improving levels, in particular of Pupil Premium students, in all subjects; improving the results of boys to narrow the gap; continue reviewing the management structure and to present a 3-5 year strategic plan by 15 May.

Lead Learners – the link Director had met with the Lead Learner Coordinator and will continue to do so termly. The Director explained to the Board about the Lead Learner register, the Aspire Group and the visits and enrichment extension activities that take place.

6.00pm Mr Cox left the meeting

International Dimension – the link Director had already emailed a report to the Board of her recent meeting with the International Dimension Coordinator and Principal, where they had been joined by Lynne Cutler from Pearson. This was to discuss the possibility of Huish becoming a hub centre for Global Learning for four terms, with funding from the Department for International Development. Once this has been established this should provide a really good opportunity for the development of pupils and teachers in the network of schools that belong to the hub.

SEND – the link Director had met with the SENCO and had discussed some issues that had been raised at the earlier Parent Feedback Forum. Changes in SEND brought about by the new Code of Practice will be significant and will involve bidding for SEND funds. There will also be reclassification of provision at the lower end of need but students affected would then need good differentiation.

Child Protection – the link Director had met with the Assistant Principal who is also the Child Protection Officer. The handover with his predecessor had gone well and he has the assistance of the two Student Support Workers. The link Director was confident that CP issues were being dealt with appropriately and key staff are continuing with any necessary training.

The Principal reported that he had met a small group of Directors to discuss improvement of parental engagement and communication and they had agreed some short, medium and long term aims.

6.10pm Mrs Carne left the meeting.

b) Academy Improvement Plan

The Principal demonstrated the 'live' electronic version of the Plan which Directors will be able to access through the secure SLP website. It has been built to match the layout of the previous year's plan and also has a summary section, which currently shows good progress. There will still be six Key Performance Targets so that the plan does not become unwieldy and although some points do not fit in their category very well, they are included to ensure they are done. There will be other items to add but they will need to fit in with the overall plan.

d) Report from the Training Director

The Training Director had looked at the Board's skill set when the recent recruitment for new Directors was taking place. Newly appointed Directors will need to undergo some induction training. The Academy is a member of the Modern Governor, which Directors could access if they wished. By the end of this year he should be able to recommend some courses both general and specific for Directors to tackle in their own time. He asked Directors to print or scan any certificate that may be awarded at the end of a course and to let him have a copy so that he could build a record of training; this would be particularly useful in the event of an Ofsted inspection. Directors should book courses directly but he would also like to be informed of this.

The Training Director is currently compiling a 'jargon' pack which he felt would be useful and some Directors are currently looking at The Key for Governors website to assess its worth; however cost would have to be considered as this would be additional to The Key which the Academy already subscribes to.

e) Risk Register

The Business Manager reported that there had not been any changes to risk status but she had added another column to the document to show progress and the Committee with responsibility. Directors suggested the title of this column should be amended to 'Assessing'. The order of risk was rearranged so that the highest was shown at the top. The Business Manager felt that as this was also a 'live' document it would probably also be put onto the secure SLP site,

f) Summary of Academy accounts and g) Summary of Leisure Accounts had been included in the discussion at Item 5.

9 HOW DID WE DO?

Exceedingly well considering the amount of work to get through.

10 ANNOUNCEMENTS

The policies shown on the agenda as being approved was for information only.

11 ANY OTHER BUSINESS

Governor Dashboard - The Principal had distributed the FFT Aspire Governor Dashboard relevant for Huish Academy but he emphasised to the Board that the data was still unvalidated and there are issues to be addressed. The Dashboard did not show where Huish was ranked but the Principal informed Directors that Huish was above the National Average and showed a good upward trend. Pupil Progress shows attainment from the child's starting point; Huish does well as we have good intake. The most cause for concern is SEND, Pupil Premium and lower ability groups, where one or two students can make a big difference. Subjects show attainment and travel; there are some areas of pupil progress to discuss. There has been a 7% increase in Literature but German was very disappointing. Overall there has been a great improvement and this will be discussed in more detail at the next Teaching and Learning Committee.

Funding – the current funding agreement does not allow Huish to employ unqualified teachers even though there are a lot of good people who would be an asset; new funding agreements do allow this. The Principal would like to bring this funding agreement in line with other Academies and this can be done by a Deed of Variation. Directors asked whether such staff would be expected to become qualified and the Principal assured the Board that this would be the aim. **Directors agreed to a Deed of Variation being sought.**

Business
Manager

Change of Date – the Leisure Board were due to meet on 12 March but in order for the FAP Committee to meet and discuss the proposed AGP before the Board meeting, it had been agreed with all parties to move the Leisure Board meeting to 23 March, with the FAP then being held on 12 March.

The Chair thanked Directors that were able to attend the three day MIG meetings, particularly those that attended for two or more days and expressed her gratitude for giving up their time to attend.

6.40pm Mr Vaughan left the meeting for the next section which was confidential.

The meeting closed at 7.00pm



Full Board Minutes
16-12-14 ActionSht.d