



MINUTES OF THE FULL ACADEMY BOARD MEETING – Monday 19 February 2018 at 6.00pm

Attending Directors:

Mrs C Ahmed	Mrs S Baker	Mr R Clark
Mr R Foster	Mrs S Harris (Vice Chair)	
Mrs C Mortimer-Ford	Ms L Robson	
Mr A Settle	Mr C Wade (Principal)	
Mrs S Wright (Chair)		

Also present: Miss Z Leach (Clerk) Mrs A Eastwood (Business Manager)
Mr R Vaughan (Vice Principal)

Apologies: Mr C Wall
Mr G Rumary

Absent: -

ACTION

1 (a) APOLOGIES

Mrs Wright informed the Full Board that Catherine Mortimer Ford has resigned as a Director with immediate effect.

Apologies were received from Mr Rumary and Mr Wall both of whom had prior commitments.

Directors accepted the apologies.

(b) DECLARATION OF BUSINESS INTERESTS

No declaration of business interests were received.

2 MINUTES AND MATTERS ARISING

Full Board – 4 December 2018

Checked for accuracy

Point 2: The Business Manager advised that the cache box is now live. The ICT Manager still felt that there was some benefit from the cache box so it was installed at half term. The Business Manager informed the Board that there was currently no cost as the cache box was still on trial. There will be a charge if the Academy makes the decision to purchase. This item should continue to be monitored as the cache box has been supplied, free of charge, by the company which employs Mr Clark.

Point 2, Page 7 item 3. A Director asked for clarification of what ‘the work the academy was committed to pay for’ referred to. It was confirmed that this related to the service fees involved. The Business Manager agreed to check the agreement.

Business Manager

Point 2, Page 4. Impact of changes to SEND funding

A Director asked when the Academy would be able to report back. The Business Manager explained that there has been a delay in County releasing the funding levels associated with each band. A Director asked for information to be shared with the Board of how the money has been spent. The Principal agreed to report back with this information.

Principal

Point 3, Service Children and Sixth Form PAN.

It was agreed that these points would be deferred from the Full Board and discussed by the Admissions Committee later in the year.

Admissions committee

Point 3, Director Expenses Policy

The Business Manager confirmed that this is an Agenda item for the next Finance, Audit

and Premises committee meeting.

Point 4, Category B visits.

The Business Manager informed the Board that there is a Health and Safety Audit taking place at the Academy tomorrow. The Business Manager will seek advice from the Health and Safety Adviser.

Business
Manager

7 a) Principal's Report. Parent Forum.

It was agreed that the Directors will be invited to the next Parent Forum. The Principal will also look to arrange a Pupil Forum.

Principal

7 b) Principal's report. MAT update.

It was agreed to hold the MAT discussion prior to the next Full Board meeting at 5pm on 12 March.

12 March
Agenda

Action Sheet

Report from Caroline Mckee. The Principal advised that he and Caroline have started to put together an Agenda for the visit on 20 March. The Principal will ask Caroline whether she would like to meet with Directors at the end of the day and report back.

Principal

Online Safeguarding Audit - the link safeguarding Director confirmed that the online Safeguarding Audit has now been completed.

Academy Board Guidance. The Business Manager confirmed that this document is available in the Governors' area as are the Articles of Association.

The minutes were approved.

Finance, Audit and Premises – 22 November 2017

The Chair of the Finance, Audit and Premises Committee stated that he was unable to comment on the minutes of the 22 November as he was not present. The Vice Chair of the Committee chaired the meeting in his absence but was not present at today's Full Board meeting to comment. It was agreed that the Business Manager will check whether these minutes have been approved.

Business
Manager

3 GDPR

The Business Manager gave a presentation to the Board. The Business Manager will share the presentation in the Governors' remote access area.

The Academy has three months to meet all of the GDPR requirements and is on target to do so. The Business Manager advised that the Academy should only be collecting information for specific reasons and needs to look at how it shares information, what information is circulated and to whom. A data audit has been completed by each department that holds and analyses data. A Director asked whether the Academy had looked at the financial implications, both immediate and long term, of ensuring Academy compliance with the regulations. The Business Manager explained that the department data audits closed on 31st January. The Business Manager will meet with Joe Johnson next week, followed by individual meetings with teams, to see what actions are required. The Business Manager will report back in the June Full Board meeting.

Agenda
June Full
Board.

Data Protection by Design. The Business Manager advised that any new system in the Academy needs to have GDPR principles built in from the start.

Subject access/Information request – It was agreed by the Board that the Principal will inform the Chair of the Full Board of any subject access or information requests during their regular update meetings. The Board will be informed, via the Principal's report, of any breaches of the regulations.

The Business Manager will report back in the March Full Board meeting who the Academy Data Protection Officer is.

The Business Manager informed the Board that all Policies now have a plain cover without student images. The Business Manager confirmed that student images can be used in marketing materials such as the prospectus, but the Academy requires permission for doing so.

Business
Manager

4 SWIMMING POOL

The Principal reported that agreement was reached in the EGM to fund up to £75k overspend based on feedback from specialists on the best way to rectify the lining of the pool. The Principal explained that Sport England have confirmed that they do not want the Academy to go for option 3, the rubber liner. At the EGM it was felt that option 1 was too risky and could lead to potential future leaking. The Business Manager and Principal are meeting with builders this week and will provide a further update at the Finance, Audit and Premises Committee meeting on Thursday.

Principal/
Business
Manager

The Business Manager stated that the community contribution was currently almost £21k. The Business Manager stated that fundraising was an Agenda item for the next Leisure Board meeting.

5 HUISH BOARD LEISURE DIRECTORS

The Business Manager shared Leisure Director details for information purposes. Crispin Raikes has been nominated to the Board and Paul Adam has attended one meeting. It was noted that the Principal and Business Manager are ex officio Directors and so their term of office is ongoing.

6 (a) ACADEMY IMPROVEMENT PLAN

The Principal has edited the document and put links in to the SEF. The Principal confirmed that this is a rolling 5 year plan. A Director commented that there are a lot of priorities in the document and rather than being driven by deadlines it would be useful to have a hierarchy of importance. The Principal agreed to number in priority for each section.

Principal

A Director asked if the Academy could adopt evaluative methodology in future to assess progress critically. Sam Baker agreed to send to the Principal a template highlight report that can be used to run alongside the document.

Sam Baker

The Principal agreed to include the following wording in the document (taken from the rationale section of the Behaviour for Learning Policy):
'In our Academy we are committed to ensuring that every young person achieves his/her maximum potential'.

Principal

Page 8 number 12 SENCo to provide termly review of allocation of resources. It was confirmed that resources predominantly related to staffing resources and how team leaders are utilising their staff. The Principal agreed to reword this section to make it clearer.

Principal

Page 12 number 8 – Exclusions. This is an aspirational target. The Principal felt that over time the Academy should see this figure reduce as systems are put in place. Discussion followed as to whether this should be included at all. It was decided that it should remain but that the Principal will look at rewording this section.

Principal

Page 14 - Review of policy on part time and split classes. The Principal stated that he was currently working on this policy which will go before the T&L committee for approval in due course.

The Principal confirmed that members of the Senior Leadership Team (SLT) are working on their own action plans that will feed in to this document. The Principal asked

for approval from the Board with regard to the format of the document in order that it can start to be used as a live document. The Full Board gave this approval.

Principal's Report

The Principal advised that the new year 7 cohort currently stands at 258. The Principal expects this figure to rise. The Academy has had 4 late applications already. The current Year 11 cohort is 221.

Principal's Report, point 12 page 11. Proposal to change to vertical tutoring system and house system. The Principal reported that SLT had debated this subject at length and are all fully on board. The leadership team are currently working on how to allocate students to houses and will be very careful to ensure that tutor groups are well balanced. All siblings will be placed in the same house which will enable a single point of contact for families with a tutor who will have the advantage of getting to know the family really well. The Principal reported that he has experience of this structure in previous schools and it works really well. The system allows for lots of pastoral care and the house system helps to forge a real sense of community. The Principal has not seen any evidence of bullying increasing; the older students look after and mentor the young ones. The potential downside is the resistance to change from staff, students and parents. The Principal is aware that the system needs to be implemented carefully and staff trained effectively. The Principal and Mr Merrick-Wren are visiting Nailsea school on 14 March to look at their tutor programme and see how it works. Year 12 and 13 would support and do some leadership mentoring with students lower down.

A Director asked whether the Academy had taken feedback from students. The Principal said that if the Board agreed with the proposal then the Academy would enter a consultation period. The Academy would like this system to be in effect from September this year. The transition from year 6 to 7 is really important at this stage. When Year 6 students visit in June the Academy will already have allocated older students to tutor groups and will ensure that the year 6s meet some year 10s. When they arrive on their first day they will already know some senior students.

Directors unanimously agreed to proceed with the proposals.

b) REPORTS TO NOTE

Responsible Officer.

The Responsible Officer's report was noted. The Responsible Officer offered his apologies to Fred Rumary, in his absence, whose name was not included on the catering report.

Directors visits.

None had been conducted. The Principal will distribute a Directors' Visits template.

Principal

Safeguarding

The link safeguarding director was due to meet with Mr Merrick-Wren the day after Ofsted. They agreed to reschedule the meeting. A date has not yet been fixed.

Health and Safety

The Business Manager informed the Board that the Academy Health and Safety audit is taking place tomorrow.

Business Manager.

Risk Register.

The Business Manager confirmed that this is updated as of the Full Board in December. **1.6 Data Protection.** The risk of non-compliance is the risk. The Directors agreed to review this once the risk has been addressed.

(d) SUMMARY OF ACADEMY ACCOUNTS

The Business Manager stated that the summary of Academy accounts will be available for Thursday's Finance, Audit and Premises Committee meeting. The Business Manager has also received some draft information from Somerset County Council

relating to the 2018/19 budget which will also be made available at the Finance, Audit and Premises meeting.

The Business Manager informed the Board that she has received information about the support staff pay award which will go to the Pay & Personnel Committee meeting in March.

(e) SUMMARY OF LEISURE ACCOUNTS

The Business Manager stated that the figures are up to date with the caveat that they reflect the swimming pool being in operation from 1 April so they show a better profit than is likely. The accounts currently report a slight surplus on the AGP. The Business Manager stated that she will have the budget information and can put together a more accurate outturn for leisure for this financial year at the next Leisure Board meeting in March

PART B - ITEMS FOR DECISION

7 CATERING CONTRACT

The Business Manager referred to the document circulated to the Board which summarised the two meetings previously held by the catering working group. The Business Manager has tried to summarise the position as it stands and reflect the discussions that took place surrounding the different aspects of taking on the catering in-house (self-manage) or going out to a contractor.

The Business Manager informed the Board that the Catering working group has proposed to take forward the self-managing option which is supported by the majority of the catering working group. There are concerns surrounding the additional workload on Academy staff. Taking the catering in-house will give the Academy flexibility to develop the service and improve the catering experience for students and staff. This will also provide the Academy with a sound business opportunity to generate increased profits to reinvest in student facilities.

A Director stated that three Directors supported the proposal on the condition that the Business Manager's role was assessed as it was felt that extra work would be a step too far. The Director asked for clarification that the evaluation has been undertaken. The Responsible Officer reported that lots of work has been done to date on analysing the role and where it can be delegated. Some tasks have already been delegated and other tasks require a period of training. The Responsible Officer reported that his concerns have lessened as a result of seeing the work that has been done and is ongoing. The Responsible Officer feels that it is being dealt with adequately and thoroughly at this stage but that there is still work to do. The Principal stated that he felt the work being done was enough to prove that the Academy can proceed with the proposal. The bigger picture is how the academy reviews all of its resources. The Principal agreed to complete the strategic review and bring this back to the Full Board in June.

June Full Board Agenda

Discussion followed on targeting disadvantaged learners. A Director felt that offering a set menu for free school meal students would single them out and potentially make them feel uncomfortable. The Principal stated that he has a duty to provide a nourishing meal for these students but could adapt the offer to provide them with a choice from different parts of the menu. The Business Manager reported that currently the take up of the free school meal allowance is only 70%. The Academy has a cashless catering system so there is no stigma attached to it. The Principal and Business Manager will investigate this further.

Principal/ Business Manager

A Director asked how much notice we needed to give to Taylor Shaw. The Business Manager confirmed that we would not need to as the contract ends on 31 August but we would need to inform them that we are not going to tender. The Business Manager informed the Board that we would need to give TUPE notice to move staff from Taylor Shaw employment to Academy employment which takes several months to do. If the Board agrees to the proposal then the Academy will inform them this week and meet

Business Manager

with the catering staff in the next couple of weeks.
The Business Manager stated that this would not involve redundancies.

It was unanimously agreed by Directors to bring the catering provision in house.

8 POLICIES

Pay Policy

The Pay Policy was noted by the Board having been agreed at the Pay & Personnel Committee meeting on 21 November 2017.

Staff Expenses Policy

The Staff Expenses Policy was noted by the Board having been approved at the Pay & Personnel Committee meeting on 21 November 2017. A Director asked, if where staff members use their own cars, the Academy should have sight of driving licences, penalty points and insurance documents. The Business Manager will seek advice and report back.

Business
Manager

Information and Guidance Policy

The Principal advised that this Policy should be on the Academy website by the end of January. The Academy has a holding statement on the website and the Policy will come to the Full Board for approval in March.

March Full
Board
Agenda

Behaviour Policy

Page 8 Escalation of Sanctions. c1 – c4. The Principal confirmed that for more serious offences students can be brought in at a higher level. The Principal agreed to include a broad caveat in the behaviour policy that this could happen.

Principal

Page 10. c8 permanent exclusions. The Directors felt this was ambiguous and a lack of consistency in the wording. The Principal agreed to change it to read:
'there will be instances where permanent exclusions *can* be made'

Principal

Page 12. Change to 'could be appropriate' to reflect what is said on page 13.

Drugs and Substance Misuse Policy

Changes to the previous Policy have been highlighted in yellow on the document circulated to Directors.

Page 5 – a sentence has been included to state that the Principal will use the civil burden of evidence on a case by case basis.

Page 5 final paragraph. It was agreed to include more detail around making records, informing parents and looking for any patterns of behaviour as this could be useful in arguing 'balance of probability' further down the line. The Principal said that SIMS could be used to record any suspicion of drug use which in turn could link in to the stages of the disciplinary process.

Page 6 sanctions – A Director felt this was too ambiguous 'could' takes away the zero tolerance. It was agreed to change the wording to:

'any pupil caught in possession, buying or selling, will face a severe sanction which could be a permanent exclusion.'

The Board felt that the Academy needs to have consistency across different cases whilst allowing for discretion due to mitigating circumstances.

A Director asked what steps have been taken to get advice or best practice. The Principal stated that the local schools have a very similar approach in general. The Drugs and Misuse Policy is loosely based on the County policy but updated.

The Directors agreed to remove from the Policy the section on fining students as this has never been enforced.

9 HOW HAVE DIRECTORS CHALLENGED THE ACADEMY?

Financial implications of GDPR compliance.

The effect of the increased workload placed on the Business Manager in taking the catering in-house.

Consistency of wording in the Drugs Policy.

10 **ANY OTHER URGENT BUSINESS**

None.

The meeting finished at 8.30pm



19.2.18
ActionSheet.pdf