



**MINUTES OF THE FULL ACADEMY BOARD MEETING  
Thursday 22 June 2017**

Attending Directors:

Mrs S Baker	Mr R Clark	Mr A Davis (Principal)
Mr J Elliott	Mr R Foster	Mrs S Harris
Ms L Robson	Mr D Smith (Vice Chair)	Mrs S Wright (Chair)

Also present: Mrs K Chard (Clerk)  
Mrs A Eastwood (Business Manager)  
Mrs J Hills (SENCO)  
Mr R Vaughan (Vice Principal)  
Mr A Woodward (Assistant Principal)

Apologies: Ms C Mortimer-Ford  
Mr G Rumary

Mr Woodward and Mrs Hills began the meeting by delivering SEND training to all Directors following a request from the previous meeting. Supporting documentation had been circulated prior to the meeting. Some concerns had been raised about how the new SEND funding would impact on Academy finances. Mrs Wright suggested that they review this at the same time next year to confirm how the changes had impacted. They left the meeting at 7.30 pm.

		<b>ACTION</b>
<b>1</b>	<p><b>a) APOLOGIES</b></p> <p>Apologies were received from Ms Mortimer-Ford and Mr Rumary. <b>Directors unanimously accepted the apologies.</b></p> <p><b>b) DECLARATION OF INTERESTS</b></p> <p>No interests were declared.</p>	
<b>2</b>	<p><b>MINUTES AND MATTERS ARISING</b></p> <p><b>Full Board 13 March 2017</b> Approved for accuracy.</p> <p>Page 2. Mrs Harris asked for clarification regarding levels of Attendance. Mr Davis reported that levels of persistent absence had improved and were below national average for students in receipt of free school meals but still high compared to those not in receipt of free school meals.</p> <p>MAT update. Mr Davis reported that Rebecca Clark had left the office of Regional School Commissioner. Discussions had been held with the Levels Trust and King Ina regarding forming a MAT. Mr Davis had made it clear that the Academy would not relinquish control of the MAT. King Ina had expressed an interest in joining the proposed MAT with the Academy, High Ham and Kingsbury Episcopi Primary Schools. The Holyrood Trust had also approached the Academy as to whether they would like to collaborate with them. This had been declined.</p> <p>Mrs Wright asked if there had been any progress with Stanchester joining a proposed MAT? Mr Davis confirmed that discussions were progressing slowly. He confirmed that the Family B group had been approached to include Stanchester, Bucklers Mead and Heathfield. The existing schools were Huish, Brymore, King Alfred's, Preston and Robert Blake and Mr Davis had submitted a bid for a new</p>	

	<p>family of schools, including all eight schools, which would be called the Southwest Improvement Partnership for Schools. It had been confirmed that Somerset Challenge funding had been withdrawn for the next financial year although there may be some funding available for an executive officer for this new group. £18,000 had been requested. This would need to be followed up.</p> <p>Leading Schools Southwest. Mr Davis confirmed it would be good to continue this group as a hub for professional qualifications. This application is currently delayed due to the general election.</p> <p>Mrs Wright asked whether the cache box was being used. Mrs Eastwood said that she thought it was not being used but would confirm with the ICT and Network Manager. Mr Clark confirmed that he anticipated that he would not be employed with the company for much longer and we would need to return it. It was suggested that it was tested before this date.</p> <p>The minutes were agreed as accurate and signed.</p> <p><b>Action Sheet:</b>  Point 1: Safeguarding policy for vulnerable adults. Ongoing until swimming pool project in progress  Point 3: SSDC S106 funding. Ongoing  Point 6: CIF Funding. Mrs Eastwood provided a verbal update on the progress of the electrical upgrade project. Grant received from CIF. Impact across most of the school. Full asbestos survey. The project would run between September 2017 and February, 2018 Discussed at length at FAP. Completed.  Point 7: Swimming pool fundraising. Buy a Brick campaign. Leaflets had been sent out to Directors. Mr Foster commented that it was very expensive. Mrs Eastwood said that it was only one aspect of the fundraising campaign.  Point 8: Funding formula consultation. Completed.  Point 9: Risk register. Items completed.</p> <p><b>Teaching and Learning Committee – 23 May 2017</b>  The minutes from this meeting had not been finalised and will be presented at the next full Board meeting.</p> <p><b>Finance, Audit and Premises Committee – 23 February 2017</b>  The minutes of the committee were noted.</p> <p><b>Finance, Audit and Premises Committee – 25 April 2017</b>  The minutes of the committee were noted.</p>	<p>Principal</p> <p>Business Manager</p>
3	<p><b>PRINCIPAL'S PERFORMANCE MANAGEMENT PANEL</b></p> <p>The panel for the current year comprised Mr Smith, Mrs Harris and Mrs Baker. They confirmed that they were happy to continue for 2017/18. This was agreed by the committee.</p>	
4	<p><b>PART A - ITEMS FOR DECISION</b></p> <p><b>a) Annual Budget 2017/18</b></p> <p>Mr Foster confirmed that the Academy Budget for 2017/18 had been reviewed by the Finance, Audit and Premises Committee (FAP) which had met prior to the Full Board meeting. Due to a lot of hard work by the school officers, £86k of savings had been achieved in year, significantly around staff restructuring as part of the efficiency plan. Mr Davis thought it was important to remind directors that the draft budget for 2017/18 budget had been £146k in deficit, but that this had been reduced to an in year deficit for 2017/18 of £23k. The reduction had been achieved predominately by making savings around staffing. It was recognised that there was a risk associated with continuing to reduce staffing costs and that these risks had been mitigated as far as possible. Mr Davis confirmed that he and Mrs Eastwood</p>	

<p>had already had conversations with HR regarding possible future staffing restructures around the teaching staff. The budget was recommended by the FAP Committee for approval by the Full Board. Going forward, the budget in future years depended on the outcome of the National Funding Formula and the numerous caveats to which it was subject. Mr Foster suggested that a risk was added to the risk register in order to identify the impact that the level of funding had on the service the Academy is able to provide.</p> <p>The budget for 2017/18 was accepted by the Full Board.</p> <p><b>b) Appointment of Principal</b></p> <p>Mr Vaughan left the meeting as he was an applicant for the post of Principal.</p> <p>Mrs Wright confirmed that she had met with the external advisor (Phillip Lidstone - ASCL). The selection committee comprised Mrs Wright, Mr Smith, Mrs Baker, Mr Foster and Mrs Harris was formally approved by the board. The committee would shortlist on 27 June. The recruitment programme would include a presentation to staff and directors on Day One, panel interviews on Day Two (Mr Rumary would be excluded), Day Three would involve final interviews which would probably involve all directors. Mrs Eastwood confirmed there had been 71 file downloads from the TES website, but no applications had yet been received. Mr Davis confirmed he had conducted four tours. It was currently proposed that Mr Vaughan would be Acting Principal for the Autumn term. Interviews for Acting Vice Principal would take place on 26<sup>th</sup> June.</p> <p>Mr Vaughan returned to the meeting.</p>	Business Manager
<p><b>c) Timetable of Meetings</b></p> <p>The draft timetable of directors' meetings for 2017/18 had been circulated. Some directors said they would have problems with some of the dates. It was suggested they should be sent to the Acting Clerk who would pass them on to the new Clerk for discussion at the September board meeting.</p> <p><b>d) Code of Conduct 2017/18</b></p> <p>Copies to be signed and returned to the Acting Clerk.</p>	Clerk
<p>Mrs Baker asked that Directors complete the NSPCC Safer Recruitment online training prior to the Principal's recruitment. Mrs Eastwood confirmed she would send out the information.</p> <p><b>e) Swimming Pool Project (confidential item)</b></p> <p>Mr Elliot left the meeting at 8.30.</p>	Business Manager

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**PART B – ITEMS TO NOTE****ACADEMY IMPROVEMENT****a) Principal's Report**

Mr Davis asked if there were any questions regarding the contents of the report. A lot of the information has been covered in detail at other committees.

Attendance:

Mrs Harris asked what was indicated on page 4 of the attendance data by the green and then yellow shading. Mr Davis said that it represented whether it was up or down when compared to the previous year. A RAG rating was used. A discussion took place regarding the detail behind the background of some of the figures. Whole school attendance was 94.7%.

Pupil Movements:

Mr Foster referenced the Reasons for Leaving Table (Change of School) and asked if any of the departures were due to students being unhappy with the school. Mr Davis confirmed this was not the case and some of the issues were related to transport etc.

Exclusions:

Mrs Wright commented that five students had been excluded and that only one exclusion was for a student in receipt of Pupil Premium, whereas Mr Davis confirmed that last year for the same period there had been three exclusions of students in receipt of Pupil Premium. Mr Davis said that we recognised that if students were likely to have a number of internal inclusions, they were most often from a disadvantaged background. Differentiated learning pathways had been provided for all students who were considered likely to be at risk of exclusion. Hopefully, this has impacted on the number of exclusions within the disadvantaged group. Mr Davis said that he was disappointed they had had to do three permanent exclusions this year. Our exclusions are of a very low level, but unfortunately higher than we would like with disadvantaged students.

General:

Mrs Wright asked if the report from Caroline McKee's visits to school during the summer term had yet been received? Mr Davis confirmed it was in draft form but that some additional data needed to be included and it would be available at the next T&L Committee meeting.

Staffing:

Miss Robson congratulated the school that they had managed to fill all the staff vacancies.

Mr Clark asked if anything could be done to stop senior members of staff leaving at inconvenient times of year for recruitment? Mr Davis said that in the case he was referring to, several things had been done to keep this member of staff in school for as long as possible, but that she had intended to leave teaching and it was a shame she was leaving the profession. We had been given enough notice to recruit a new member of staff, but we were unable to do so. Staff can resign up until 31 May, which is the last day of resignations for August according to Teachers Pay and Conditions. Mr Brooke would be leading the department in the short term.

Finance and Campus Development

Mrs Wright asked whether there had been further discussions regarding congestion around the parish car park. Mr Davis said that discussions had not progressed very far with Mr Yeomans. Mrs Eastwood said that Mr Yeomans was no longer a District Councillor.

Principal

