



MINUTES OF THE FULL ACADEMY BOARD MEETING – Monday 26 September 2016 at 6.00pm

Attending Directors:

Mrs S Baker	Mr R Clark	Mr A Davis (Principal)
Mrs S Fielden	Mr R Foster	Mrs K Mitchell
Mr G Rumary	Mr D Smith (Vice Chair)	Mr L Wilson-Chalon

Also present: Mrs S Wright (Chair)

Mrs S Harwood (Clerk)	Mrs A Eastwood (Business Manager)
Mr R Vaughan (Vice Principal)	Mr J Merrick-Wren (Assistant Principal)
Mr A Woodward (Assistant Principal)	
Mr R Madge (Assistant Principal/Head of Sixth Form)	

Apologies: Mrs S Harris Mr J Moncur

Absent: -

ACTION

1 ELECTION OF OFFICERS

The meeting was opened by the Clerk who had received one nomination for the position of Chair; Mrs Wright. The Clerk explained the election process and Mrs Wright left the room while Directors voted.

Mrs Wright was returned unanimously for the forthcoming year.

Mrs Wright took the Chair for the election of Vice Chair. One nomination had been received: Mr Smith, who left the room while Directors voted.

Mr Smith was returned unanimously for the forthcoming year.

2 a) APOLOGIES

Apologies were received from Mrs Harris (overseas) and Mr Moncur (personal commitment). **Directors accepted the apologies.**

The Chair took this opportunity to inform the Board that Mrs Mitchell would be moving away from the area shortly and passed on her thanks for all the work that Mrs Mitchell had done since becoming a Director.

b) DECLARATION OF BUSINESS INTERESTS

None were declared

3 MINUTES AND MATTERS ARISING

Full Board – 23 June 2016

(Declaration of Interests) Cache Box – Discussions had been held at the Finance, Audit and Premises Committee Meeting on 13 June 2016 and Full Board on 23 June 2016. The value of the Cache Box was established as being £4,200; the box is on loan to the Academy and if it was decided to purchase the box it would go through the normal tender process. The Academy name will not be linked to the box in any publicity by the company.

Item 6 – Mr Barratt has now resigned from his position as Careers Coordinator. SLT has been looking into the Careers structure and will take a proposal to the first Pay and Personnel committee. The Link Director for Careers and Enterprise will be made aware of the outcome.

Item 4a – the draft figures for pupil numbers were based over three years. There are 130 in Year 13; 10-12 students were lost moving from Year 12 in September – there are

131 in Year 12. Post 16 figures are slightly up overall. Pre-16 figures are healthy and above the PAN, with additional parent tours taking place for Year 6 this week. The Principal will be speaking to staff about efficiencies at the next staff meeting.

Item 4e (4) – The Chair asked if the funding agreement had been received from SSDC. The Business Manager stated that it had been drafted but the document had not yet been received.

Item 5a – A Director enquired whether any more was known about the disabled student who was likely to be joining Huish. The Principal said that one wheelchair user had joined Year 7 this year and had settled in well and was dealing with issues. The Principal will be meeting the Headteacher of the school currently attended by the student due to join in 2017.

Item 5h – The Principal had met the Headteachers of Castle and Uffculm School, who had invited Huish to join each of their Teaching Schools' Alliance. Some plans had been formed. The Principal hoped to facilitate both schools, which would bring about school improvement by such things as swapping staff. Both schools are classed as Outstanding.

Action Points: 10-(Safeguarding policy for vulnerable adults) will be in place by the time the pool opens; 13-(underwriting swimming pool project) this had been confirmed in an email to the Business Manager in April but the formal document had not yet been received.

The minutes were agreed as accurate and signed.

Finance, Audit and Premises Committee – 13 June 2016

As the Chair of the Committee had since resigned and there was no verbal report, the minutes were noted.

4 ANNUAL SAFEGUARDING CHILDREN REPORT

The Designated Lead for Safeguarding (DLS) explained to Directors that the new online form for submission to the Local Authority had been released since the agenda had been issued. The new report had been compiled with the Safeguarding Director and re-distributed; it was much more comprehensive than the old version. The report is 97% green, as there are some areas where work has to be done; however, the overall standard does reach 100%. Any areas coloured orange denotes work in progress with an Action Plan in place; anything coloured red requires immediate attention. The DLS, former and present Child Protection Director, have put together a rolling agenda for any training, updates and emerging trends which will be checked termly, while also examining an exemplar case study.

This is the first year that this type of report has been used and it has flagged up some areas where the template may need adjusting in future. The DLS informed Directors that the Academy did not have Elim 360/Compass endorsement (Point 9.14). The Academy uses an alternative method and has to carry out a comparison of the two systems; both he and ICT manager had been unaware that this had to be delivered. A Safeguarding leaflet has been designed and is available to visitors at Open Evenings and Parent's Evenings etc. Feedback has been received to forward to the designer of the new report to improve future audits. The DLS went over the report with Directors indicating any actions that needed to take place or giving an explanation of the report at various points.

A Director considered that in view of the information supplied, changes would need to be made to the Risk Register, which should in turn dictate the construction of future agendas. Following a thorough discussion, it was felt the changes to the Risk Register should be:

10 - Access to Site: New gates and access badges introduced bringing Likelihood from 3 down to 2, but with more work to be done. Remain at TREAT

16 - Safeguarding Compromised: Annual Safeguarding report presented detailing some minor admin action with respect to Director scrutiny, teaching of young people/children and implementation of Somerset County Council ELIM 360

17 - Students accessing inappropriate materials: once teaching in place and ELIM 360 understood this could drop Likelihood to 1 and TOLERATE

19 - Legislative requirements not complied with: Child Protection. Again once ELIM 360 is in place and with the new audit checklist the DSL is using, it could drop Likelihood to 1 and TOLERATE.

The DSL considered that with a new person in post at County, he was being kept much better informed of any developments in Safeguarding. He informed Directors that the NSPCC online training module for recruitment was available to them, which would take around three hours to complete as and when convenient, and he would appreciate the support of any Directors who would like to undertake it. Anyone interested should inform the Clerk.

Directors unanimously accepted the report which had already been submitted to the LA.

5 COMPOSITION OF COMMITTEES FOR 206/17

There are several vacancies for Governors and following advertising, three people have made an expression of interest; the Chair and Principal hope to meet with them in the next few weeks and asked if the Board would be happy for them to interview and appoint as appropriate. **This was agreed.** The final decision on committee membership could be made after this process was complete.

Terms of Reference should be reviewed within each committee and their recommendation returned to the Clerk for approval at the next full Board meeting.

6 ACADEMY BOARD GUIDANCE

A thorough review had been carried out on this document last year and the Chair did not feel that any amendments were necessary this year. The Business Manager stated that the auditors wanted the Directors' Expenses policy to also include remuneration at some point and reference to it to be included in the Guidance at the relevant time. This was noted.

Directors agreed that the 2015/16 Guidance be approved for use in 2016/17 as it stood.

7 LINK DIRECTORS – ROLES AND RESPONSIBILITIES

As with the composition of Committees, a final decision will be held over until prospective Governors have been interviewed.

8 APPOINTMENT OF HUISH LEISURE DIRECTORS

With Dr Richards having resigned as Director at the end of August there is now a vacancy on the Leisure Board. Mr Bevan had also come to the end of his term as Director, as has Mrs Eastwood. Expressions of interest have been received from members of the User Group to replace Mr Bevan and Mrs Eastwood asked if interviews for this position could take place with herself, a director of the Leisure Board and Leisure Centre Manager, as occurred last time. **This was agreed.** Appointment to the vacancy left by Dr Richards would be held over until the interviews for new Governors had taken place. The Chair queried whether it would be better if the Business Manager's Directorship was converted to an ex-officio position as the Principal felt that she needed to be fully operational on the Board. The Chair therefore suggested that her position at that of the Principal should be ex-officio rather than having to go through an election process at each cycle.

This suggestion was:

Proposed: Mr Foster

Seconded: Mr Smith

Unanimously agreed by the Board

9 2016 EXAMINATION RESULTS

This item was for information only as it will be discussed in full at the first Teaching and Learning Committee, when questions can be asked.

KS4 - This year the Academy had purchased the use of ALPS for KS4 for the first time. The Principal was happy with the results in some areas but less so in others. Together with SLT the cause for this is being looked into. The overview shows there are some inconsistencies in some Departments, the biggest being in English Literature vs English Language. Although the same staff and students are involved there is a three grade difference between the two areas, which has never been that large before. There is a coursework intolerance, so the Academy has asked the Exam Board for a Centre Review as it was considered they should have requested a larger sample of coursework. For the last three months before exams there had been an intense focus in this subject and the top team of teachers had been present, so although this review may not identify specific issues it could be down to a lot of small things.

Science had done really well and should be commended on their results. Year 10 results were also pleasing. Maths were strong, as was Music and Drama, while Art had dipped a little. Geography remained consistent. Design Technology is a concern but now that there is a new Curriculum Team Leader and Second in Department, results should strengthen. ICT/Computing also dipped and this appears to be connected to coursework. A subject review has taken place and a six-point Action Plan put in place; coursework is currently on track. Languages fared better (as indicated on Valued Added) but there is still room for improvement; this was a similar picture across the County. The German team will be visiting the languages team at Holyrood very soon. Learning Walks have been carried out this year and the teaching was as expected. It appears as though there is some disconnection between what students do in class and the actual exam. History will also be visiting Castle School as their results dipped and will be seeing if there is anything that Castle does that could improve performance at Huish.

The Vice Principal said that SLT are trying to tease out the reasons for these dips but so far it does appear to be different in each subject. The Principal said that the headline measures have now changed to Progress 8 (P8); the SISRA data had shown the Academy as 0.2 significantly above but this had now changed to 0.09 with the Academy crossing over the mid-line. If two non-attending students were removed from this calculation the figure does improve slightly. The Achievement Score is above national expectations and EBACC has stayed strong with 39% this year compared to 44% last year. The forecasts for the current Year 11 will be available in the next few weeks.

A Director asked if employers were likely to accept the English Literature result if they required an English qualification from prospective employees; the Principal said that they should do.

The Assistant Principal responsible for SEND/Pupil Premium (PP) had supplied overview figures for Pupil Premium, SEND J and SEND K and will give more in-depth information at the Teaching and Learning committee. The table provided was broken down into measures over a three-year trend. PP overall was very good with the basic measure in 2014 at 41%; 2015 at 60% and 2016 at 68%. The P8 figure was now two weeks old so would have dropped slightly but the gap is still narrower from 0.04 to zero now. Students have achieved what they should. It was evident from ALPS that if a subject area teaches well, PP students also do well.

SEND J – in 2016 students performed well across the board and even with figures adjusted the gap has narrowed and is improving year-on-year.

SEND K – is more mixed and with the change to P8 there is a big difference which has turned blue for 2016. The direction of travel is improving each year except for attainment, as there were only 19 students this year. This is being investigated.

While there is consistency across subjects, teaching practices and differentiation in teaching and CPD needs to be looked at.

The Principal felt that PP students fall behind in extended writing. A Director also pointed out that there was a small group of problem girls (as reported by the Principal previously) that would have had an impact on these figures, particularly as two were non-attenders.

A Director asked if there was a link between the problems in coursework and extended writing. The Principal felt there could be as it was unusual to be out of tolerance in so many subjects. A range of ideas are to be implemented in Departments, including a programme called Department+, which would involve Departments going to other schools. The Principal was confident that the right middle leaders were in place and the problems could be sorted out.

Post 16

The Head of Sixth Form referred to the information of L3VA which was not official but a Government ready-reckoner which Ofsted would use as a single point of reference. It shows this year's results against last year's. However, this year's results won't be published until February or March. It also includes any students that left in Year 12. Value Added is at 0.14 which is slightly down and a lower confidence limit of 0.00 so it could still be argued that students are still achieving.

The Head of Sixth Form was pleased with the academic score, which included the Extended Project Qualification (EPQ) which is worth ½ an A Level and has added value.

Referring to the paper on Subject Detail, it was explained that those subjects highlighted in red were good and all above 0.00; blue was a concern, being significantly minus. History, Art and Design Textiles were in this category and because of the numbers of students taking History, this had the biggest impact. Green shows subjects with an average VA score above 0.00 and is better than those subjects coloured yellow.

In ALPS Section B (black) page 23, the T-Score overall for A Levels shows it moving from 6 to 5 to 4 for this year, which means it is going up. There is a target level of 3 that the Academy would like to reach. The Quality of Teaching measure is improving but has not moved as much as it should. There is still some concern about variation. On page 31 there is a four-year trend shown in red and blue. Sociology is also a concern, as is History, particularly compared to last year. Psychology is consistently high and Music is maintaining a good score.

ALPS Section B (red) relates to BTECs. On page 29 it shows the T-Score going down significantly from 2 to 5. On page 39 it shows that exam entries are often lower and there is some significant underachievement even after a lot of work. In the Diploma for Public Services, fewer students are taking the qualification and it moved from being a double to single qualification, so the course is in decline. This is no longer included in LV3A.

Huish Sixth SISRA – the target was moved up from ½ grade to ¾. A Level APS per entry achieved over 35.

Pupil Premium headlines – 8 students with an overall PP per entry, moving from 5 to 10 which shows the gap has reduced.

AS – is moving to a two-year linear programme so there are concerns about the national data.

A Director asked if the reasons were known why students did not proceed through to Year 13. The Head of Sixth Form said that some may have been unsure initially of what they wanted to do but also some students had moved into employment or apprenticeships; none had left because of dissatisfaction, just that the courses were not serving their purpose. A Director felt there may be a need to look at the recruitment

process. The Head of Sixth Form agreed that it should be examined to see if students are selecting the right courses initially and receiving the correct independent advice and guidance.

The Chair thanked everyone for their comprehensive report and asked that they retain the paperwork provided so it could be used at the Teaching and Learning committee.

10 PUPIL PREMIUM

Referred on to the Teaching and Learning Committee

11 POLICIES

Grievance and Disputes relating to Directors

It was felt that some clarification was needed in places. The Business Manager and Principal agreed to review the policy and resubmit it for the December meeting.

December
agenda

12 ANNUAL RACIST INCIDENTS REPORT

The Assistant Principal responsible for this area reported that there had been eight incidents reported during the last academic year. When questioned, he said that he was unsure whether any occurrences were by individual students repeating the behaviour. **Directors accepted the report.**

13 ACADEMY IMPROVEMENT

a) Academy Improvement Plan

The Principal displayed an electronic version of the AIP. There will be a continuing focus on SEND, taking into account discussions that had taken place. Areas in blue showed progress and actions on the six core areas from last year. The Principal outlined achievement and areas for development; there is work to do in EBACC subjects and looking at what more needs to be done in Post 16. Forecasts for GCSE/KS5 are awaited.

The SEF will be circulated before the Teaching and Learning Committee. Leadership at all levels is being examined but is primarily aimed at Middle Leaders, through reviews, audit of standards, Department+ programme and embedding changes to SEND. It is also a requirement that an audit of Directors' skills is carried out and published; the Principal asked for Directors to return the completed audit already distributed to them as soon as possible. A Director suggested that the Departments concerned should have a Link Director.

Outstanding teaching is being encouraged, along with a dynamic and broad, balanced curriculum, sound financial planning/curriculum costs/efficiencies and developing external links and networks to improve capacity to make leaders even better.

A Director asked if the actions were in priority order. The Principal said this was not the case. Another Director asked if the Principal could prioritize what could be delivered. The Principal said that last year there had been six objectives and this had been reduced slightly this year. Key priorities will be circulated to staff (PP slide displayed) shortly. Following a request from a Director, the Principal agreed he would try to supply Directors with a hard copy of the AIP which would be RAG rated.

A Director enquired whether it was realistically achievable to deliver the AIP in view of finances. The Principal explained that £6.5k from Incyte is available, otherwise there is no specific budget, just SLT time. SLT relied on improvements being driven through by such things as Department+ and funds from the CPD budget.

b) Reports to note**Report from the Responsible Officer**

The Responsible Officer reported that he had been invited to attend the Audit Planning meeting which he had found helpful regarding the content of the audit.

Directors' visits

No visits had taken place

Safeguarding

The Link Director for Safeguarding will be meeting the DSL on Friday.

Health and Safety

Options for reducing access to the site have been looked at. Work has been carried out so that now some gates can only be released by staff badges. Quotes for fencing at either the front or back of the site are being sought and the CCTV has been upgraded to high definition and has many more options.

c) Risk Register

The new Risk Register will be the starting point for the new format for meetings going forward. It should be high on the agenda at Board level and at Committees. The Director that led on the new format considered that the Board should go through it looking at anything highlighted in red or orange either now or when the next agenda is drawn up. The Chair pointed out that the emphasis should be on Chairs of Committees to go through the Risk Register prior to their meeting; anything under Treat or High Risk should be noted by the Chair and commented upon at meetings. A Director suggested that this could be carried out ahead of meetings and agreed at the start. **It was agreed that the Chair and Vice Chair would meet to undertake this before the next Board meeting.**

d) Academy Insurance arrangements

The Business Manager said that there had been no changes to last year except the cost of the premium which had gone down from £25 per student to £20. If the RPA changes or recommendations are made, the Academy has to take action. The Chair queried whether any enquiries had been made about absence insurance. The Business Manager said that a range of cost options was being looked at and would be taken to the Pay and Personnel committee.

e) Update on the proposed MAT

The Principal said that he was still awaiting the result of the application. However, it was now possible that a third primary school may also join the MAT.

f) Update on the swimming pool project

Stage 1 of the process is closed and tender documentation had been sent out; five tenders had been received and they are all very close on scoring and cost. Interviews will need to be held to reduce this number to two and a Director has agreed to be involved. Stage 2 will then run in parallel with planning; The Principal recently met with the Chair of the Parish Council and Directors noted that the capacity of the car park will have to change. An information evening has been advertised for the public to attend aimed mainly at Leisure users, the community and business groups. This will be taking place on Monday at 7pm. The Responsible Officer asked if the tenders were in line with the budget and this was confirmed. **It was agreed that the Business Manager and the Director will carry out the tender interviews.**

g) Register of people with significant control

The Business Manager explained that Companies House requires this register to be kept on anyone with more than 25% shares or voting rights. This is not an issue with the Board but it will be for Leisure as it is a wholly owned subsidiary of the Academy. A different form to the one provided is needed and this is in hand. **This was accepted by Directors.**

14 HOW DID WE DO?

It was agreed that the meeting had been productive.

15 ANNOUNCEMENTS

An invitation from CLYP had been received for any Director to attend a cheese and wine evening on Wednesday in the SGLC.

16 ANY OTHER URGENT BUSINESS

No issues

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

Meeting closed at 8.50pm



Full Board Mins
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