



MINUTES OF THE FULL ACADEMY BOARD MEETING – Tuesday 26 September 2017 at 6.00pm

Attending Directors:

Mrs C Ahmed	Mr R Foster	Mrs S Harris (Vice Chair)
Mrs C Mortimer-Ford	Ms L Robson	Mr G Rumary
Mr A Settle	Mr C Wade (Principal)	Mr C Wall

Also present: Mrs S Wright (Chair)

Miss Z Leach (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 Baker Mr R Clark

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: Mrs Harris-Plender, who left the room while Directors voted.

Mrs Harris-Plender was returned unanimously for the forthcoming year.

The Chair welcomed Chris Wade the new Principal and the new Directors Chrissie Ahmed, Tony Settle and Chris Wall who were unanimously elected by the members via email during the school summer holiday period.

2 a) APOLOGIES

Apologies were received from Mrs Baker (on holiday) and Mr Clark (overseas). **Directors accepted the apologies.**

b) DECLARATION OF BUSINESS INTERESTS

Mrs Harris-Plender declared that she has been elected to the Council of Governors of Kings College Hospital, London.

No further business interests were declared.

The Business Manager reminded all Directors that they needed to complete and return to the Clerk a Declaration of Business Interest form for the year.

Directors

3 MINUTES AND MATTERS ARISING

Full Board – 22 June 2017

Checked for accuracy

2. MAT update. Nothing more to report at the moment. The Principal explained that there was considerable backlog at the Regional School Commissioner's Office and the application will take a while.

Cache box update – Mrs Eastwood confirmed that the cache box will be used under a

trial period from October half term.

3. Principal's Performance Management Panel

Following Dennis Smith's resignation Mrs Ahmed agreed to serve with Mrs Harris and Mrs Baker on the Principal's Performance Management Panel.

4d The Chair reminded all Directors that they should have signed a new Code of Conduct. **The Clerk confirmed that there were four outstanding which she would reissue to those Directors for signature.**

Clerk

Part B General: Visit by Caroline Mckee. The Directors had not received a copy of the visit report that had been sent to the Academy and neither had the Principal. The Principal informed the Directors that Caroline Mckee was booked in to visit the Academy again in November. **The Directors did not wish to wait until November for sight of the report and the Principal confirmed that he would contact Mr Davis and request a copy.**

Principal

5F Leisure accounts. A copy of the Leisure budget had not yet been distributed to the Board. The Business Manager confirmed that the Budget was complete and will go to the Leisure Board Committee on Monday 2 October and to the next Full Board meeting in December.

Mr Davis had agreed to circulate a copy of the SEF and safeguarding checklist to all Directors. **It was agreed that the Clerk will reissue these documents to all Directors.**

Clerk

Timetable of meetings – Agreed dates had been circulated to all Directors. The Clerk advised of a request to reschedule some of the Leisure Committee Monday dates. This would be discussed at the Leisure Committee on the 2 October.

The minutes were agreed as accurate and signed.

Teaching and Learning committee 23 May 2017 – The minutes of the committee were noted with one amendment. Ms Robson was in attendance and not absent as stated on the minutes.

Finance, Audit and Premises Committee – 22 June 2017

The minutes were now completed but had not been approved and distributed to the committee. **It was agreed that these minutes would be carried forward for noting at the next Full Board meeting.**

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4 ANNUAL SAFEGUARDING CHILDREN REPORT

The Designated Lead for Safeguarding (DLS) explained to Directors that there had been a delay on the part of the Support Services for Education ("SSE") and the updated online report, which should have been ready for the start of term, had not yet gone live. The DLS confirmed that all of the raw data was available and ready to go into the audit, which would be distributed, via the Clerk, once completed. The DLS confirmed that there was no requirement for the Chair to sign off the electronic version. The Directors asked whether there was anything in the data that the Board should be concerned about. The DLS confirmed that there was not.

The DLS advised the Board that the SSE has provided the Academy with a template for the new Child Protection and Safeguarding Policy, an annual policy, which requires renewal. The DLS circulated copies of a draft policy, created from the template provided by the SSE with the addition of the Academy details, for approval by the Principal and Chair. The DLS confirmed that a draft copy has been posted on the Academy website and invited comments to be fed back within 2 weeks to enable the document to be finalised as soon as possible. **It was agreed that the Clerk would issue an electronic version also to all Directors.**

Mr Merrick-Wren left the meeting at 6.45pm

5 COMPOSITION OF COMMITTEES FOR 2017/18

The Chair issued a list of the committees for this year, which largely were completed over the phone. The Chair confirmed that Tony Settle has agreed to take on the role of Responsible Officer following the resignation of Dennis Smith. The Chair confirmed that we were quorate for every Committee.

The Chair reminded the Board of the 3 full days of Monitoring Intervention Group (MIG) subject meetings scheduled for 2, 3 and 4 October and explained the process of the days. **A timetable of the meetings was circulated to the Board and it was agreed that those Directors available to attend would inform the Clerk by the end of the week. The Clerk agreed to circulate a crib sheet of protocol/suggested questions to ask.**

Directors

Clerk

The Chair informed the Board that Terms of Reference should be reviewed within each Committee and their recommendation returned to the Clerk for approval at the next full Board meeting.

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6 ACADEMY BOARD GUIDANCE

The Business Manager stated that the Academy Board Guidance should be read in conjunction with the Governance Services Handbook and that there were some amendments required to the Academy Board Guidance document mainly surrounding the wording used.

Page 13, Staff Appointments 1F

The Directors agreed to insert the words 'for main scale posts if available' to read 'The Principal, member of the SLT with one member of the Board **for main scale posts if available**'.

Page 14: Meetings of Academy Board.

The Chair reminded the Academy that the Agenda and supporting documents must be circulated 14 clear days in advance for meetings of the Board and 7 clear days in advance for Committee meetings.

Page 21: paragraph 2. The Chair reminded the Directors of their entitlement to claim expenses in line with the Directors' Expenses Policy.

Page 16S: Attendance and Apologies for Absence 2). Directors decided that the word 'Director' should be substituted for 'Member' and should read 'The Principal, whether or not he/she is a **Member...**'

Page 4: Four Key Themes. Directors decided that the first bullet point should be changed to include the words 'aim' and 'should'. The bullet point should read 'The Academy will **aim** to deliver progress and achievement, and a culture of high expectation and achievement for every individual in our care **should** underpin all of our work ...'.

Directors further agreed to insert the word 'aim' in the second bullet point which should read 'The Academy will **aim** to provide a wide range of truly memorable learning experiences ...'

Page 36: 7 Principles of Public Life. It was agreed that the Business Manager would update the contents page to include '7 Principles of Public Life' and amend the Academy Officers details to reflect the change of Principal and Responsible Officer.

The Directors agreed the document subject to the amendments noted above.

7 LINK DIRECTORS – ROLES AND RESPONSIBILITIES

The subject Links and areas of responsibility, as shown on the composition of committees list, was agreed by the Board.

8 CHANGE OF DIRECTORS

The Academy Board has had two resignations of Directors. Dennis Smith resigned on 31 August 2017 and John Elliot resigned on 23 June 2017.

9 2017 EXAMINATION RESULTS

This item is for information only. 2017 Examination results will be discussed in full at the Teaching and Learning Committee meeting on 17 October and in the examination review meetings of the 2, 3 and 4 October.

KS4

Overall the KS4 results are disappointing. Results for the new qualifications for English and Maths are on a par with results in these subjects under the previous measures, 75%. Progress in the core subjects have held up and performance 8 progress measures for English and Maths are only slightly negative. English Language results are 10th in the County against FFT predictions and Maths 7th. The Vice Principal stressed that a lot of work has been carried out by the English and Maths subject teams in light of the uncertainty surrounding the new qualifications and the teams are pleased with the outcomes achieved. For the English Baccalaureate measure the Academy results are second highest in the County. The average level of progress for all students is 2.72 which are below expectations. The Academy feels that all students should be achieving at least 3.0.

Subjects that have performed well are Art, Drama, Media studies and BTEC Sport. French and Spanish have shown some improvements. German has still not performed well. The Academy is particularly concerned about the progress of middle ability boys and the disadvantaged students. SEND students have however continued to close the gap.

A Director asked why the Academy did not see this coming and what the Academy will do differently next year. The Academy has identified that grade predictions from departments are not accurate enough and inconsistent in approach. The senior leadership team has addressed this issue with staff and placed greater accountability on staff to analyse with their teams how they are predicting. Subject areas with robust assessments in place have shown to produce more accurate predictions.

Sub group analysis

An overview of expenditure and proposed expenditure for the year will be presented at the Finance/Audit/Premises Committee meeting on 10 October. The impact of the expenditure will be addressed at the Teaching and Learning committee meeting on 17 October.

Disadvantaged students overall have not performed as well as last year. The disadvantaged students are broken into sub groups of low ability, middle ability and high ability.

The low ability disadvantaged students (approx. 2-3 students) are showing a 3 year trend of improvement.

The Highest ability disadvantaged students (approx. 7 students) are showing a 3 year trend of improvement

The Middle ability disadvantaged students, of which they are the vast majority (approx. 20), are showing a 3 year trend of not making good enough progress. Almost all of these students have underperformed.

The Academy felt that in English and Maths there is a greater emphasis on independent study and the need to revise and prepare. With the disadvantaged groups the Academy feels that there is not always a strong support network at home. One of the actions the Academy has introduced to address this is the 'Achievement for All' programme which has been rolled out across year 7. Ten tutors are communicating with 6 families each so that all of the Academy's disadvantaged students have an individual person whom they can communicate with. The Academy is still in discussion about whether or not to roll this out to years 8 and 9.

A Director asked whether this was reflected across the County and nationally. The

Academy explained that County measures for disadvantaged and SEND were not yet available for comparison. A mentoring programme has been put in place for year 11. A Director asked whether the mastery in place for KS3 could help with this problem in the future. The Academy believed it would but only in conjunction with a successful Achievement for All program which is designed to ensure that parents of the least engaged children become engaged with the Academy.

A Director asked whether the problem with disadvantaged students should have been picked up earlier. The Director felt that in the Teaching and Learning Committees the disadvantaged group was never really broken down into sub levels. It was agreed that the Academy would provide a more detailed analysis going forward. The Academy stressed that ability banding is frequently addressed in core meetings but acknowledged that the Academy had made a strategic error previously in focussing more attention on the higher ability disadvantaged group and not the larger middle ability group. The Academy acknowledged that in future they needed more consistency.

The Academy feels that the embedded literacy content of the mastery curriculum will help. Across numerous subjects going forward the examinations are 2½ hours duration. The Academy finds the disadvantaged cohort performs better in the practical subject areas rather than the subject areas requiring extensive extended writing skills. The Academy acknowledges that there is a lot of work to do with the disadvantaged students and is taking actions to address this. Alongside the Achievement for All Programme, a school visit is organised to Uffculme School, who have a strong record of closing the gap for disadvantaged students.

In Art, Catering, Child Development, Computing, Drama, Textiles, Geography, Media, Music, Additional Science and Sport, SEND students have all outperformed the non-SEND students in terms of progress to target.

Post 16

The ALPS measure is used in A Levels to measure progress against national figures. The target is ALPS 1. For the past 3 years the post 16 results have had a positive movement from 6 to 5 to 4. This year the results have dropped back to 6. Two other measures are also used: LPUK, a similar measure which uses a smaller sample size, results show a 3 year upward trend and again a fall back this year. The L3VA (Level 3 Value Added) the national figure published in February, and what Ofsted will look at, shows a negative result basing calculations on last year's figures.

The Cohort consisted of 97 students with a slightly higher intake Average Point on Entry (APE) than in the previous year. Performance was stronger at the top end of APE than towards the middle/lower ability range.

Boys continue to outperform girls based on value added. This is due to higher achievement from girls at GCSE and course selection (more boys study for BTECs which achieve higher value added).

Pupil premium performance is in line with the cohort but the sample size is small (8)

The departments that achieved a positive value added are Art, Drama, English Literature, French, Textiles, Further Maths, Health and Social Care, Music, Psychology and Spanish. The challenge for the sixth form is dealing with students on an individual basis. Cohort numbers are low therefore individual student results can skew statistics. The overall picture is not where the Academy would want it to be however.

There are some additional challenges the Sixth Form has encountered this year. A number of Universities now offer unconditional places which are proving a problem motivationally for some students. Very few past papers exist for the new A Levels which has led to uncertainty as to grade boundaries and made it hard for staff to predict grades.

2 ½ hour exams are a big challenge at A Level. Students have to get used to extended

exams. Post 16 lessons are pushing now for extended writing and extended work. The head of sixth form is meeting with subject teachers on a termly basis to analyse every single student's progress and provide better intervention programmes. The number of formal exam weeks has been increased to give students proper exam experience. The sixth form has increased its tutor monitoring programme and each year 13 student's data is reviewed on a one to one basis. The majority of subjects are now delivering linear A Levels for the second time this year and the sixth form is confident that they are learning from it all the time.

Mr Madge and Mr Woodward left the meeting at 7.30pm

10 PUPIL PREMIUM

Referred to the Finance/Audit/Premises Committee to analyse expenditure and Teaching and Learning Committee to analyse outcomes. The Directors expressed concerns that this information would only be presented to the full board in December. The Directors felt that the impact of spending needed to be analysed in the first Full Board meeting of the year as the impact could affect the planned spending. **It was agreed that in future the Academy would provide a condensed report for the first Full Board meeting.**

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11 POLICIES

It was noted that the following policies are due for renewal and will be reviewed and adopted at the first meeting of the relevant committee outlined below:

Data Protection (Pay & Personnel)
Redundancy & Redeployment (Pay & Personnel)
Safeguarding (Teaching & Learning)
Directors Visits (Teaching & Learning)

12 ANNUAL RACIST INCIDENTS REPORT

There have been 9 incidents reported during the last academic year. The Directors considered that this was quite a high number and asked for a four year trend to see how it compared and for more information on the individual incidents. **As the Assistant Principal/DLS had left the meeting and was not available to comment this item was deferred to the December Board meeting.**

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13 PAY AWARD TEACHING STAFF

The Business Manager explained to the Board that The School Teacher's Pay and Conditions Document 2017 (STPCD 2017) contains proposals for the September 2017 Pay Award for teaching staff. The Business Manager explained that the Academy takes guidance from Somerset County Council who have presented the Academy with two options:

Option 1, is the statutory recommendation, and recommends A 2% uplift to the statutory minima and maxima of the Main Pay Scale and a 1% uplift to the minima and maxima of all other pay ranges in the national framework and all allowances across all pay ranges.

A Director asked for clarification that this meant that those staff members in the middle of the scale did not receive the uplift. The Business Manager confirmed that this was the case.

Option 2, which is the Trade Union recommendation, recommends a 2% increase on all MPR ranges and 1% on all other points.

The Business Manager explained that both options have different levels of consultation. If the Board decided on Option 1 this would require additional consultation with the trade unions. If the Board followed the trade union recommendation and decided on Option 2

this would require only school level consultation.

For both options the Business Manager provided to the Board details of the cost of the pay award and details of the additional cost to the budget factoring in changes to teaching staff composition, an assumed 1% uplift and pay scale increments:

Option 1, cost of pay award: £69,208. Total additional cost to budget: £41,208

Option 2, cost of pay award: £86,298. Total additional cost to budget: £58,298

A Director asked the Principal for his recommendation. The Principal recommended to the Board that they follow the statutory advice of option 1. The Principal felt that if the staff worked hard enough and passed their performance management objectives they would get an increment rise and therefore all teaching staff should benefit from either a pay rise or increment rise. A Director commented that they felt that a pay award and increment rise should be clearly divided and that they are two separate things. The Principal was asked how the performance reviews had gone for the last year. The Principal advised that performance observations were currently taking place and that the Academy was confident they had gone well in previous years. A Director asked how the Academy would compare in attracting staff compared to other schools. The Principal felt that the Academy had a considerable amount to offer prospective new staff.

The Directors commented that whilst they understood it was the principle behind the two options they were being asked to decide upon, in future they would benefit from having more detailed information provided in advance as to the numbers of staff in each category and how they would be affected. **It was agreed that the Business Manager would bring anonymised examples for each category and numbers of staff to the Finance/Audit/Premises committee meeting on 10 October.** The Business Manager informed the Board that 61% of staff are on the Upper Pay Scale and 25% on the main pay scale.

Business
Manager

The Business Manager outlined a timeline of the process. **Firstly the Directors need to decide on which option they would like the Academy to adopt, this would be followed by a consultation process and agreement which will be brought to the Pay & Personnel committee meeting in November for approval and will be reported back at the full board in December.** The pay award would be applied (and backdated) in the November payroll.

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A Director put forward a proposal to follow the Principal and statutory advice of option 1. A vote was taken by a show of hands and this option was carried by a majority vote.

14 PART B – ACADEMY IMPROVEMENT

a) Academy Improvement Plan

The Principal advised the Board that the Academy Improvement Plan and self-evaluation form required considerable update and was referred to the next full Board meeting.

b) Reports to note

Report from the Responsible Officer

The Responsible Officer has just been appointed to the role and had nothing to report at this point.

Directors' visits

Samantha Baker has visited the DLS. Samantha Baker was not present at the meeting and unable to feedback to the Board.

Safeguarding

Nothing further to report.

Health and Safety

No report at the moment. The Chair informed the Board, that following the resignation of Dennis Smith, Chris Wall has agreed to take over responsibility for Health and Safety and Graham (Fred) Rumary that of Training Officer. The Chair reminded the Directors to inform Fred if they undertake or wish to undertake any courses. **Fred will keep a record of Director training courses attended in readiness for any Ofsted visit and will forward any emails received from County regarding training.**

G Rumary

c) Risk Register

The Chair confirmed that the amendments highlighted in the last meeting had now been made to the Register. The following amendments were also agreed:

1.1: As the Board had recruited three new Directors the current risk level was now not so high. It was agreed to downgrade the current risk level to 9 (likelihood:3 x impact:3). The Principal informed the Board that the Risk Register will also be reviewed at SLT each term.

1.3: Unfavourable Ofsted Outcome. It was agreed to move this current risk level to 15. (Likelihood:3 x impact:5).

The Principal confirmed that the Mitigation comments box would be amended to reflect the changes. This would be picked up at the next SLT meeting. 1.4 exam results will also need to increase.

Principal

1.10: Access to site and physical security to site users. It was agreed by the Board in view of the work completed to the fencing to drop this risk to 1.

1.7: Sixth Form recruitment. It was agreed to maintain the current risk level as although the sixth form has recruited well this year, numbers are not guaranteed and will always be a risk.

d) Academy Insurance arrangements

The Business Manager advised that the cost of the premium per student was £20. £29k had been spent last year on insurance. The Business Manager informed the Board that the Academy is currently considering purchasing additional cover in the following areas:

Engineering and breakdown cover. (This includes cover for boilers) as this is not currently covered by the EFA.

Whole school overseas travel cover. Trips and visits inside the UK are currently covered but not those outside of the UK. Every trip outside the UK buys its own insurance. This may not be cost effective. The Business Manager is currently looking at prices.

Motor Vehicles and Occasional Business Use. Sometimes members of staff occasionally drive students home in their cars which requires them to have business class insurance. The Academy is reviewing purchasing blanket insurance to see if it is cost effective.

The Business Manager will feedback to the Finance/Audit/Premises Committee meeting and then on to the Full Board in December.

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The Business Manager advised the Board that the Academy currently had a claim against it for an incident in June last year where a boy broke his leg in two places playing football. An Insurance Assessor has visited the Academy and undertaken an investigation. The feedback currently is that the insurance company will contest this claim

e) Update on the swimming pool project

The Business Manager confirmed that the project shortfall has been reduced to £6k. The Chair asked for confirmation that the deficit will be borne by the Leisure Centre. The Business Manager confirmed that this was the case. A letter of intent has been sent out to Morgan Sindall. No contract has been signed yet as it is in the process of being

drawn up. A pre-start meeting had taken place on 5 September and the agreed start date on site is 2 October. The completion date is the last week of March 2018, a 24 week period allowing for a 2 week Christmas break.

The Business Manager confirmed that the closure of the pool has impacted the leisure centre outturn for this year. The Business Manager explained that the outstanding task is to ensure that staffing for March is put in place. **The current budget covers staffing but the Business Manager would like to review this further with the Leisure Board taking into account SSDC predictions around income and expenditure.**

The summary provided by the Business Manager to the Directors shows the total SSDC funding at the bottom of page 2 as £504,116 which incorporates the £25,508 underspend from the AGP project. **It was agreed that these two figures would be shown separately.**

Business
Manager

It was noted by the Board that the recent edition of the Langport Leveller stated that Huish Episcopi Academy had contributed an additional 42K. This was factually incorrect. The last contribution was an additional 50K. Further discussions took place generally surrounding the reporting of the Academy in the Langport Leveller. **It was agreed that the Principal would invite Andrew Lee, of the Leveller, in for a visit to the Academy to network and improve communications going forward.**

Principal

A Director asked for confirmation that the Section 106 funding has been guaranteed. The Business Manager confirmed that this was the case and also confirmed that the Sport England Grant has been signed off. **The SSDC Grant Agreement still needs to be signed and it was agreed that the Business Manager would take this to the Finance/Audit/Premises Committee meeting for signing off once a typing error in the contract had been amended.**

Business
Manager

f) Register of people with significant control

The Business Manager explained that this was a Companies House requirement and had to be filed. There is one for the Academy and one for the Leisure Centre as they are separate companies. **This was accepted by Directors**

15 HOW DID WE DO?

It was felt that it was good to have new Directors on board and contributing well to discussions. Looking ahead to next year's discussion on staff pay reviews it was agreed that Directors would be given more detailed data in advance of the meeting. The Business Manager informed the Board that the local government have announced that they are withdrawing the cap on the 1% pay award. The Business Manager was unsure as to how this will affect the Support Staff pay award in April 2018 as no information has currently been sent to the Academy. A 1% award has been budgeted for though the Business Manager expects that it will be more than this.

16 ANNOUNCEMENTS

No announcements were made.

17 ANY OTHER URGENT BUSINESS

The Catering contract is coming to an end on the 31 August 2018 and the Academy will need to go to a tendering process. The Business Manager informed the Board that the Academy received a profit share of £11k this year, though had to spend £9k on a new steamer and fridge freezer. Last year's profit share was £3k. **It was agreed to refer this item to the Finance/Audit/Premises committee for discussion on the 10th October. The Business Manager will include with the Agenda a summary of the options available. The committee will report back to the Full Board in December with a suggested programme that runs in Spring.**

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The Directors were informed of an HMRC PAYE visit next Wednesday 5 October.

The Business Manager informed the Directors that the Secretary of State for Education has made an announcement on the National Funding Formula. The Academy is set to benefit from a predicted 8.4% increase in 2018 and a total of 13.1% in 2019. It is unknown currently whether this will be a hard formula or soft formula. When the formula hits hard all of the money comes directly to the Academy. With the soft formula the Local Authority will use it to set their own formula and have the ability to top slice. The Business Manager informed the Directors that the expectation currently is that the Academy will benefit from about 2/3 of the percent rather than the whole and these are the figures that the Business Manager is building in to the budget.

It was agreed that the standing agenda item 'how did we do' be rephrased to point out three ways in which the Directors were challenging the school. This would give a good record for Ofsted.

The Directors agreed to look at the next Agenda and consider whether a focussed question could be posed to the Directors for them to consider with the papers.

The Principal informed the Directors that he had received an approach from a member of staff to run a cultural exchange trip to China for a group of 20 students. The Directors agreed to leave this decision to the Academy but stressed the need for a stringent risk assessment.

Fred Rumary, Richard Vaughan and the Business Manager left at 8.22pm

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

Meeting closed at 8.45pm

