



MINUTES OF THE FULL ACADEMY BOARD MEETING – Thursday 29 January 2015 at 7.00pm

Attending Directors:

	Mrs S Baker	Mrs R Carne	Mr R Clark
	Mr R Cox	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	Mr L Wilson-Chalon	Mrs S Wright (Chair)
Also present:	Mrs S Harwood (Clerk)	Mr R Vaughan (Vice Principal)	
	Mrs A Eastwood (Business Manager)		
Apologies:	Mr J Moncur	Mr G Rumary	Mr A Davis (Principal)
Absent:	-		

The Chair informed the Board that following the recent election for Staff Directors, Mr Moncur and Mr Rumary had been successful.

ACTION

1 a) APOLOGIES

Apologies were received from Mr Davis (family commitment); Mr Rumary and Mr Moncur (prior commitments). **Directors accepted the apologies.**

b) DECLARATIONS OF BUSINESS INTERESTS

No declarations were made.

2 MINUTES AND MATTERS ARISING

Board – 16 December 2014

Item 8d – the Training Director clarified that he only wished to be informed of any LA courses that Directors booked for themselves.

Matters arising –

- **Huish Community Trust** – the Principal has spoken to the Primary School head referred to but the response was unknown as yet.
- **The Key for Governors** - Directors who had looked at the website were asked if it would be worthwhile to subscribe to. It was thought that it would be very useful and worthwhile to purchase but it was agreed that all Directors should take advantage of the trial period so that a judgement could be made. The Clerk agreed to email the website link. Clerk
- **Training course** – the Business Manager reported that the financial training course undertaken had to be paid for and therefore there should still be a free training course available as part of the package purchased from County. To be arranged
- **English Department** – difficulties in staffing continue and cover for absentee staff has been challenging. The Vice Principal informed Directors that the Curriculum Team Leader was working hard to ensure there was no disruption for students.
- **Funding** – the Deed of Variation to the Funding Agreement had been received from the DfE, which removes the clause that only qualified teachers can be employed. This brings Huish in-line with other Academies' agreements.
- **Action Points** – remove points 2, 3, 4 and 5 which have now been completed.

The minutes were agreed as accurate and signed.

3 STRATEGY GROUP

The Principal had asked for some volunteer Directors to help draw up a new 3-5 year plan for the Academy. Dr Richards, Mr Wilkinson, Mr Wilson-Chalon, Mrs Harris and Mrs Wright volunteered; Mrs Fielden may be available depending on dates.

4 ACADEMY IMPROVEMENT

a) Academy Improvement Plan

The Vice Principal reminded Directors that this was now an e-document and the SLT had been recording progress made since the last Board meeting.

- **Peer Assessed Work Scrutiny** – previous scrutiny had set a benchmark and SLT now visit lessons and look at books based on focus groups. The quality of marking has greatly improved.
- **Removal of Levels at KS3** – SLT are now looking at KS3 curriculum and will produce a model spanning ages 11 to 13. Huish is currently working with primary schools and has formed a Working Party. The first three years at Huish is likely to be more key skills based, across all areas. Ofsted will expect Huish to have a robust and rigorous assessment in place. Directors queried the timeframe for the new curriculum and were informed that it should be rolled out for September 2016 when the new GCSEs begin. Staff with spare capacity are expected to take on additional duties and are being appointed to be Pupil Premium Champions. 95% of Year 10 students qualify for the full P8 measure and Huish is considering whether to expect 100% for Year 9 students. The Vice Principal explained to new Directors what the new P8 measure was and how it was calculated. If the overall score was below -0.5 this would trigger an Ofsted inspection.
- **Courses** – Catering will continue to be offered as a course next year. 75% of students are opting for a GCSE MFL.
- **Continuing Professional Development** – the model will be changing next year with a particular focus each term. Next term the focus will be on boys' achievement.

A Director queried the current position on the EBacc qualification. The Vice Principal explained that this had not progressed; it was an alternative progress measure but Universities have not asked for them.

b) Report from the Responsible Officer

This is a standing item on the agenda; the Responsible Officer had nothing to report to this meeting.

c) Directors' Reports

The link Director for Safeguarding reported that the Safeguarding Officer for the Academy had given a presentation to the Leisure Board.

d) Risk Register

The Business Manager reported that there had been no changes since the last meeting.

e) Summary of Academy accounts

The Business Manager would be issuing a new management report on Monday. A Director queried the figure shown in the 'total change in income since the budget was set' section amounting to £918,186. The Business Manager said that this reflected reserves that had been moved across. Another Director asked if she foresaw any financial challenges in the coming three months. The Business Manager said that Huish had healthy reserves and things look positive. She is currently working on a budget for staffing and there would be pressures, particularly in the next two or three years with changes to the National Insurance and pension contributions. Sixth Form numbers were looking healthy at the

moment. The Business Manager said that it was more difficult now that we only had a one year budget to plan for improvements; the Academy had to bid for funds to repair the roof and replace windows and if this was unsuccessful she was unsure of how we would keep on top of capital required for repairs.

f) Summary of Leisure Accounts

The Academy and Leisure Centre share the cost of some areas of expenditure. This is calculated retrospectively and it is likely that there will be a 4% increase from the Leisure Centre to Huish Academy.

g) Update on the AGP

The outcome of the funding application should be known next week. If successful this item will come back to the Board on 19 March for a decision. The Business Manager has requested a copy of the Grant Award Agreement from SSDC which would show any conditions attached to the funding. It also means that the Shared Use Agreement with SSDC would need to be re-negotiated. A Director asked if the Academy was taking legal advice and he was assured that this was the case. The Business Manager was asked if the next step would be the award of the contracts to carry out the work and whether the Academy would be party to it. The Business Manager said that it would be the next step but the Football Association would decide who the contract was awarded to. The Directors expressed concern that the contract would be managed by an external company which could leave the Academy vulnerable. The Director felt that at the very least the Academy should be aware of the start and end dates. The Business Manager was asked to enquire if the contractors appointed might be amenable to providing some other support for students i.e. mentoring or apprenticeships. A Director felt a discussion was needed on the allocated use of the pitch before a final decision was made. However it was pointed out that the hours of letting had already been discussed and agreed as part of the planning application. The Chair asked if the Academy had received permission from the DfE, as required, to transfer the use of some of the playing field to a permanent car park. The Business Manager said that permission had been granted from the landlords (Somerset County Council) but permission from the DfE could not be sought until the outcome of the bid was known. The Chair asked that this permission should be given in writing at the relevant time.

Business
Manager

There would be further, in depth discussion on this subject at the next meeting of the Finance, Audit and Premises committee on 12 March, following the decision on the grant application. At the request of new Directors, the Business Manager was asked to supply a background paper outlining the processes to date so they were fully in the picture.

Business
Manager

h) Admissions

The Vice Principal reported that since September there have been 29 students join Years 7 to 10 and none in Year 11. There are currently four applications pending. New students are being monitored to ensure that they are settling into life at Huish. During the same time span there have been 3 or 4 students leaving. Next September Huish will try to accommodate 290 to 300 students, which would be the largest Year 7 ever and indicates that Huish is becoming even more popular. However, in following years it would be difficult to take the same kind of number as there would be difficulties with rooming. A Director asked if the dip in numbers affecting Year 8 students was a local trend but he was informed this had been the picture nationally. A Director asked if there was any data about the new students i.e. the reason for the move. He was informed that there were various reasons ranging from moves associated with HMS Heron, families returning from overseas and some students being on a managed transfer from other schools. The Chair asked about the limit on numbers being admitted. The Vice Principal said that there is a published limit but they were reluctant to turn anyone away.

Currently, Post 16 has received 49 internal and 46 external applications for September. SLT members are undertaking Futures Interviews with students to ensure they get their applications in on time.

The teaching timetable is becoming more difficult and there may have to be compromises made. The Options process has been completed three months earlier than normal and is in a healthy position. This gives the advantage of being able to run a shadow timetable in June/July after the exams to check that students are happy with the choices they have made. In Post 16 the timetable blocks are not set for the first two weeks so that students can be sure they are on the right course.

The Vice Chair asked if the Admission policy was sufficiently robust or whether some more flexibility may be required. It was agreed that the policy should be checked.

Teaching and Learning Committee

i) New SLT structure

Following the retirement and replacement of an Assistant Principal along with the appointment of an Associate member of the SLT, the roles and responsibilities of the SLT team had been rearranged. Two documents outlining the changes had been distributed. It was felt that the documents should be dated so that various versions would be distinguishable; the Chair had previously also pointed out some errors/omissions and they were with the Principal. The Board felt that members of the SLT also having the title of Directors (of their area) was confusing; the Chair agreed to speak to the Principal to see if there was an alternative title that could be used. **Directors noted the documents.**

Chair

5 HOW DID WE DO?

All items have been dealt with satisfactorily.

6 ANNOUNCEMENTS

No announcements at this time

7 ANY OTHER URGENT BUSINESS

Training - The Training Director circulated a paper to introduce New Governor online training and how to access the website. He asked the Board to decide which modules they each wished to undertake. A programme of Director development was needed along with the ability to demonstrate what had taken place. He felt it would also be useful for longer serving Directors to refresh areas not visited for some time or to undertake something completely new.

Deed of Variation – the document approved by the DfE as mentioned in Item 2 required the signature of the Chair. **The document was signed.**

Accounts – in addition to the Financial Statements already lodged with the DfE, it is also a requirement to send an Accounts Return document signed off by the Board. The Business Manager asked that the document be signed by the Chair on behalf of the Board. **The document was duly signed for submission to the DfE.**

Appointment of Members – Current Directors were asked to sign a resolution to appoint Mr Rumary, Mr Moncur and Mr Clark as members of the Company. **The document was duly signed.**

8 CONFIDENTIAL MINUTES

The confidential minutes of the Board meeting held on 16 December were agreed as accurate and signed.

The meeting closed at 8.25pm.



Full Board Minutes
29-1-15 ActionSht.do