



## MINUTES OF THE FULL ACADEMY BOARD MEETING – Tuesday 30 September 2014 at 7.00pm

Attending Directors:

	Mrs R Carne	Mr R Cox	Mr A Davis (Principal)
	Mrs J Glide	Ms J Innis	Mr P Monaghan
	Dr M Richards	Mr D Smith	Mr L Wilson-Chalon (late)
	Mrs S Wright (Chair)		
Also present:	Mrs S Harwood (Clerk)	Mrs S Fielden	Mrs S Harris
	Mrs K Mitchell	Mr J Wilkinson	Mr R Vaughan (Vice Principal)
	Mrs A Eastwood (Company Secretary/Business Manager)		
	Mrs J Hills (SENCO)		
	Mr J Merrick-Wren (Assistant Principal)		
	Mr R Madge (Assistant Principal/Head of Sixth Form)		
Apologies:	Mrs T Rose	Mr R Clark	
Absent:	-		

Mrs Wright welcomed the new Directors present; two parent Directors and four Community Directors and introductions were made. The parents and two Community Directors were present as observers until their applications had been finalised.

### 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 eligible 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 Louis Wilson-Chalon. In his absence the vote was taken.

**Mr Wilson-Chalon was unanimously returned for the forthcoming year.**

#### 2 a) APOLOGIES

Apologies were received from Mrs Rose (personal commitment) and Mr Clark. **Directors accepted the apologies.**

#### b) DECLARATION OF BUSINESS INTERESTS

None were declared.

#### 3 MINUTES AND MATTERS ARISING

##### Full Board 19 June 2014

**Accuracy** – page 2 paragraph 2 typo should read "... the reappointment of four Directors ..."

##### Matters arising –

**Prizegiving** - there were only three Directors present on the evening; the Chair asked for better representation at next year's ceremony.

**Principal's Report** - Feedback forum – the Principal's Report referred to the Student Feedback forum which was subsequently cancelled due to interviews. This has been rearranged for 6 October. There was also reference to the Academy

aiming for zero NEETS, however it looked like there would be two; one has moved to Ireland and the other student is not engaging. This would make the figure 0.7% for this year. **The minutes were agreed as accurate subject to the above and signed.**

**Action sheet:** Points 5, 8, 9 and 10 have been completed. Point 3 – the Leisure Board will be meeting next week and will ask for written intention of SSDC to transfer Section 106 money to fund the AGP project.

**Teaching and Learning – 3 June 2014** – as the Chair of the Committee had come to the end of his term of office, no verbal update was given.

**Finance and Premises – 30 April 2014 – Point 5.** The Business Manager will circulate information regarding the Auditors. **Point 6.** The Chair of the Board asked the Business Manager about the concern expressed regarding the personal alarms for staff working in the SGLC. The risk had been reassessed and she confirmed that mobile phones had already been issued. There was some work required to be carried out on the Fire Alarm and personal alarms, which had been delayed, but was scheduled to take place in the next half term holiday. The Site Manager will report further on this at the next meeting of the Finance, Audit and Premises Committee (FAP). **17 June 2014** – again the Chair of the Committee had come to the end of his term of office so no verbal report was given.

7.20pm Mr Wilson-Chalon arrived.

#### 4 ANNUAL SAFEGUARDING REPORT

Mr Merrick-Wren explained that he had taken over from the previous Assistant Head, Kate Mythen, as the designated Child Protection Officer with Mrs Lizzie Robinson his Deputy CPO. Mrs Mythen had written this report in conjunction with the Link Director for Safeguarding and it covered Mrs Mythen's final year at Huish Episcopi. Mr Wren has undergone Level 2 training; Mrs Robinson is about to undertake it and the Principal and Business Manager will be renewing their training for Safer Recruitment. The Student Support Workers will also soon begin training. It was queried whether, as stated on the front of the report, that all policies should be reviewed annually. Mr Merrick-Wren said that the Safeguarding policy should be but he did not think that it applied to all of the policies listed. The Link Director was happy that the Academy Board was compliant with the regulations; however the Director asked if enquiries could be made into this to give comfort to the Board.

Mr Merrick-Wren to make enquiries

Three allegations against staff have been investigated; one was dealt with, one went to review and the third received LADO guidance and has concluded subject to a further review meeting. Mr Merrick-Wren has now put in place provision for encrypted emails and e-safety being delivered through assemblies. This area will further develop with the assistance of the ICT team. A Director asked if this was included in the Risk Register. He was informed that some of them are and each Committee will review this before referring back to the Board. Mr Merrick-Wren considered that Mrs Mythen had done a very thorough job in keeping children safe. A Director asked if Huish has 'Get Set' provision. Mr Merrick-Wren said that as the new Student Services Hub develops the Academy will become more involved.

Mr Merrick-Wren was asked if all staff have to undergo Child Protection training. He confirmed this was the case; there is an obligation to do so. Asked about his experience in this role, Mr Merrick-Wren said that he had refreshed his Level 2 training last year and he was an experienced Head of Year previously; he had also had a six month hand-over period with Mrs Mythen.

It was proposed that the Report be accepted and sent to the Local Authority as required.

**Proposed: Mrs Wright  
Unanimously agreed.**

**Seconded: Dr Richards**



**5 SEN CODE OF PRACTICE – the local offer**

Mrs Hills explained that the new SEND Code of Practice came into effect from 1 September 2014 and covers the 0-25 age range. Parents had felt that they were not being listened to, had to repeat themselves, couldn't find resources and were generally negative about their experiences. Following consultation with a parent forum, the new code takes into account what both parents and students want. The Local Offer is what the Local Authority can offer children and parents throughout the county and any outside access. It also includes links to what each school can offer which is comprises 14 questions that had to be answered. Mrs Hills had asked the SEN Link Director to give oversight to this document as a parent. There is a requirement that the offer is published on our website, which has already been done. Mrs Hills was asked if we offer anything for 18-24 year olds. She said that we would have to for those students in the Sixth Form but not anyone older. A Director asked if SEN is adequately resourced. Mrs Hills said that the Department was in transition at the moment and systems were changing e.g. Statements would be phased out over the next 2½ years and the SEN register would have to be re-evaluated etc. She expected there to be some issues but it was difficult to say what they were at the moment but everything on the list could be delivered. A Director felt that some changes may not have a financial cost but will still improve provision. Mrs Hills was thanked for attending; she agreed to circulate a summary document to all Directors and left the meeting at 7.50pm.

Mrs Hills to circulate summary

**6 a) COMPOSITION OF COMMITTEES FOR 2014/15**

A list will be circulated to Directors so that their choice of committee could be established. The Chair said these would be met wherever possible but there may have to be some adjustments. Directors were reminded that at the first meeting of each Committee they would need to agree the Terms of Reference for the coming academic year.

**b) LINK DIRECTORS – Roles and Responsibilities**

A Director pointed out that for the person who undertook the role of Responsible Officer their choice of Committees or Link Role could be affected. This was acknowledged. There was also a vacancy for a Director to be appointed to the Leisure Board, which would have its first meeting next week. As the role of Responsible Officer is an agenda item, the Chair asked that Directors still made their Committee choice as above.

**7 RESPONSIBLE OFFICER/AUDIT COMMITTEE**

There had been a lot of past discussion on whether to have a separate Audit Committee or whether to have it as part of the Finance and Premises Committee. Initially it was decided to have a separate one but this was not practical and it was agreed that it would form part of the Finance and Premises Committee. The Responsible Officer left in March and a Director had offered to stand in if necessary and revised Terms of Reference for the new Finance, Audit and Premises Committee were drafted. It was felt that whoever took the role should have the appropriate level of qualifications and experience to be able to carry it out effectively. The Principal agreed that it was an important role but all Directors should routinely be Responsible Officers. The Business Manager stated that the EFA and DfE focussed on fraud and their checklist indicated that the Committee **must** 'monitor and review arrangements of fraud detection'. A Director felt that there should be two committees but it was pointed out that the pressure on time and availability for staff and Directors, and existing long agendas, meant it was not practical. However, it could be looked at again if necessary. Another Director asked if there was anyone with the appropriate levels to undertake the role. The

Principal said that there would be training available for the appointed person.

It was proposed that the Terms of Reference for a Finance, Audit and Premises committee be accepted. **Directors agreed to this.**

## 8 CODE OF CONDUCT

Last year's Code of Conduct had been distributed to see whether it was still relevant or if any amendments were needed. It was agreed that the Code was still suitable for the forthcoming year and it was proposed that it be adopted.

**Proposed: Mr Wilson-Chalon  
Unanimously accepted.**

**Seconded: Mr Monaghan**

An updated Code will be circulated to Directors for signing and returning to the Clerk.

## 9 2014 EXAM RESULTS

The Teaching and Learning Committee will scrutinise this year's results in detail at their first meeting but the Principal gave Directors an initial overview.

### **Incyte Report –**

The Principal explained that Incyte was a company that had carried out an independent, external audit of Teaching and Learning at the Academy. A range of things had been identified to examine and these will be included in the new Academy Improvement Plan (AIP). It was anticipated that Incyte will join with the Academy as their partner for school improvement. If key areas are sorted out, Huish is on the verge of achieving Outstanding. Achievement was based on Value Added and Best 8 and came out at 0.28 positive which added a grade, however the measure will be moving towards a new system called Progress 8 for 2016. Peer Assessment was introduced and is continuing. NEETS value will be low again this year. A Director referred to Page 6 (last paragraph) regarding some concerns on aspects of Child Protection. The Principal said that these had been actioned immediately the report was received. Another Director asked about the reference to bullying in the first paragraph. The Principal explained that with the opening of the Student Support Hub problems were being made known sooner and had aided communication. Staff in the Hub establish the cause of problems and are working with groups of students. Page 7 - the recommendations will be incorporated into the AIP which should be available for the next meeting. A Director referred to the MIG (Monitoring and Intervention Group) three-day meetings taking place from 13-15 October where Directors meet with CTLs (Curriculum Team Leaders) to drill down on the achievement of students and the quality of teaching; he recommended that new Directors should attend if possible. The group will then meet every half term.

### **Exam results –**

The Principal reported that Year 7 figures currently stand at 266 and is the biggest group. Year 12 stands at 112; a big increase on last year. Huish has attained the best exam results in four years and with the results of appeals coming through the figure for 5 A\*-C grades including English and Maths has risen to 71.2% and may reach 72%. The Academy has seen a big improvement on ranking.

**Post 16 –** Nationally Huish was slightly lower than expected. We are currently waiting for some comparisons; there is no consistent standard of reporting results but broadly we are the same as last year. The challenge will be getting C/D grades moving to B/C. It is unknown at present if we are adding significant Value Added. A Director asked if the destinations of leavers last year was known. Mr Madge said that 139 students had applied for University through UCAS (60%) and all but two of these students had been given their first choice of course. The challenge is to motivate those students that don't want to go to University to aspire to more challenging careers outside. Huish does have IAG (Independent Advice and

Guidance) to speak to students about career paths; the middle range students are the challenge for aspirational career advice.

**KS4** – page 9 indicates changes. The forecast is important and the Principal was pleased that actual results were very close to that. Students' best results were used as a measure, not their first results. Huish does not do many early entries but some schools can have a difference of 10% between them. There was over 11% increase for English to 81%, with three levels of progress standing at 80.5% and four levels of progress increasing from 32% to 35.1%. Maths is steady. The gap between boys and girls is not where we would want it to be and the Academy is trying to unpick why boys struggle. The performance of Pupil Premium students in English has improved but is slightly lower in Maths; these students will remain a focus. SEN is good at supporting students and next year progress, challenge and achievement will be a focus.

Huish is travelling in the right direction and there are areas to concentrate on i.e. Business Studies, Catering, Textiles and Languages.

The Chair to  
write to staff

The Chair thanked the Principal for his report and felt that all staff deserved to be congratulated on this achievement. The Chair offered to write to staff on behalf of the Board and this was agreed.

## 10 PUPIL PREMIUM

The Pupil Premium Grant Expenditure Report 2013/14 had been circulated to Directors. These funds are ring-fenced to Pupil Premium students. Ofsted scrutinises the gap between Pupil Premium students with the rest of the students and the Impact Statement (also distributed) shows how they perform against set targets. These documents have already been uploaded to the website as required but need to be agreed by Directors. It was proposed that the report be accepted.

**Proposed: Dr Richards                      Seconded: Ms Innis**  
**Unanimously agreed**

The Business Manager informed Directors that future reports will be given to the Teaching and Learning Committee throughout the year.

## 11 ANNUAL RACIST INCIDENT REPORTS

Mr Merrick-Wren reported that there had been three incidents reported throughout the year; all name calling by Year 7 students. The students concerned had undergone Restorative Justice and their parents had been informed. The incidents had also been reported to the Local Authority. It was noted that Box 4 should have an X in the 'no' box. All staff are made aware that any racist incidents should be reported to Mr Merrick-Wren. A Director asked how many students were of an ethnic minority without English as their first language. Mr Merrick-Wren said the number was very small, less than 1%.

## 12 ACADEMY IMPROVEMENT

**a) Risk Register** – It was explained that the Board, Principal and SLT (Senior Leadership Team) all have a responsibility for keeping the register up-to-date and it is therefore a standing item at all meetings. Each Committee goes through the document before it comes back to the Board. A Director asked that where there were several areas of risk perhaps just the top three or four came to the Board. The Business Manager explained that the register was based on a template for the EFA and is constantly changing. The format of the Risk Register could be discussed further at future meetings. The Business Manager also stated her intention to include an additional column which would cover the current status of risk.

**b) Insurance arrangements** – the EFA has changed the way insurance is

dealt with. The Academy has to ensure it has adequate insurance arrangements in accordance with the Funding Agreement or opt into the DfE RPA (Risk Protection Arrangement) scheme. The Academy's 125 year lease also requires insurance arrangements to be in place. Overseas travel are not included in the RPA and will have to be purchased separately, UK trips is included as are volunteer drivers. The Finance, Audit and Premises committee will be able to make periodic checks but the Business Manager was confident that, although it is a new scheme, the required mechanisms are in place.

**c) AGP pitch** – The Business Manager has met with representatives of the the Football Association (FA) and Steve Joel from SSDC who are adding details to the bid. This bid to the FA has to be completed by 7 November.

**d) Summary of Academy accounts** – Finance staff are currently preparing for audit which will take place the week beginning 13 October. The estimated surplus at the end of the year amounts to £916k but is likely to be more. Updated details will be provided to the Finance, Audit and Premises committee but there is a healthy surplus.

**e) Leisure Board accounts** – figures provided shows a profit of £32k but is actually now nearer £30k. This increase is due to the income from the swimming pool during the summer period, which had been very busy because of the good weather. The profit will be transferred back to the Academy but as previously agreed the Leisure Centre can retain 50% which is subject to Corporation Tax. This item is for discussion by the Leisure Board at their next meeting.

**f) SASH update** – SASH is proposing to become a company limited by guarantee and will include every school in the County. Academies and new Heads are keen to work together and share good practice and procurement through a shared Code of Conduct. The Principal wanted Huish should become a part of a stronger network supplying school-to-school improvement. A Director agreed that membership would give broader collaboration with the various schools involved.

**g) Staff restructuring** – it is anticipated that four posts will be lost; the first stage of the process has been completed and a final report submitted to the Academy's HR adviser. It is anticipated that three posts are to be made redundant. A Staff Dismissal Appeal panel will need to be put in place and volunteers were asked for. Mr Wilson-Chalon, Mrs Glide and Mr Wilkinson (as long as DBS clearance had been received) volunteered.

**h) Academy Finance Handbook** – this document has recently been updated and a summary of the changes made have been highlighted on pages 5-7. These include how the Board and Accounting Officer must manage their relationship with connected parties; must publish relevant business and pecuniary interests of trustees and members on the website and the term Responsible Officer is no longer recognised. A more detailed discussion can take place at the next FAP Committee.

**i) Letters to the Accounting Officer** – outlined in the letter dated 19 May 2014 are a list of points to ensure that Academies are accountable for the prevention of fraud and irregularity. In the letter dated 8 September it highlighted the review of governance; managing relationships; promoting transparency; funding for 2015/16; engagement with schools' forum and EFA information exchange. It should be noted that future funding agreements will cover relevant areas being focussed on which will force educational establishments to concentrate on them.

**j) Ghana update** – flights for the Ghanaian students to come here have been reserved. The visit is planned for 13-22 November subject to visa requirements. £7k has been raised so far but a further £4-5k is needed. The Academy is taking advice on the Ebola outbreak in other parts of Africa; there are no issues to date.

**13 PRINCIPAL'S PERFORMANCE MANAGEMENT**

Three Directors are required to be appointed to this panel. Mrs Carne chaired the panel last year; Dr Richards was also a member and they are both willing to carry on, but one place still needs to be filled. Mr Smith expressed an interest and the Board confirmed the appointments. The panel will meet with the Principal before December.

**14 ANNOUNCEMENTS**

**Catering contract** – the Business Manager has been negotiating with Taylor Shaw. The Academy catering staff will be TUPE'd across to the catering company once the contract is finalised; this will be discussed at the next FAP committee.

**Finance training** – a training session has been arranged for 17 November at 6pm with the LA accountants, specifically on Academy Financial Statements. Directors were asked to let the Clerk know if they could attend. The Business Manager was asked if this training session was the free one to which the Academy was entitled through subscription to the Gold package of the Blue Book. The Business Manager said that she would make enquiries.

The Business  
Manager

**MIG** – the three day MIG meetings will be taking place from 13-15 October. Directors were asked to let the Clerk know if they could attend.

**Student Feedback Forum** – the Principal had arranged to meet various KS3 students on 6 October from 2.30-4.00pm. All Directors were welcome to attend to receive feedback from students on their learning experience at Huish. Directors were asked to let the Clerk know if they could attend.

**Child Protection Training** – has been arranged for 4 November from 5.30-6.30pm. All new Directors will need to undertake this training; Directors were asked to let the Clerk know if they could attend.

**Change of meeting dates** – for various reasons some of the planned meeting dates would need to be changed as follows: **FAP** moved from Thursday 16 October to Wednesday 15 October; Tuesday 2 December moved to Wednesday 3 December and Monday 23 February moved to Thursday 26 February. **Leisure Board** moved from Tuesday 23 September to Tuesday 7 October. **MIG** – moved from Monday 2 March to Tuesday 10 March.

**15 HOW DID WE DO?**

Really well

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



Full 30-9-14  
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