



MINUTES OF THE FULL ACADEMY BOARD MEETING – Monday 4 December 2017 at 6.00pm

Attending Directors:

Mrs C Ahmed	Mrs S Baker	Mr R Clark
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
Mrs S Wright (Chair)		

Also present: Miss Z Leach (Clerk) Mrs A Eastwood (Business Manager)
Mr R Vaughan (Vice Principal)

Apologies:

Absent: -

ACTION

1 APOLOGIES

None were received.

2 MINUTES AND MATTERS ARISING

Full Board – 26 September 2017

Checked for accuracy

SEF Report. The Principal informed the Board that he would give an update in his Principal's Report.

Cache Box. The Business Manager informed the Board that this was not being used and agreed to arrange its return.

Page 5, 2nd paragraph should read 'middle ability disadvantaged students' rather than 'disadvantaged students'.

12. Annual Racial Incidents Report. The Principal explained that the Academy had tightened procedures for recording racial incidents which is reflected in the increased number of incidents recorded over the last two years. The Principal agreed to ask Mr Merrick-Wren, the Academy Safeguarding Lead, to include a brief narrative on future reports.

13. Pay Award Teaching Staff

The Business Manager confirmed to the Board that the consultation had taken place and the pay award was paid to teaching staff on 30 November.

14d Academy Insurance Arrangements. Overseas travel cover.

The Business Manager informed the Board that she is awaiting a response from the insurers and will report back to the Board at the next Full Board meeting.

Catering Contract The Business Manager will distribute a summary of options prior to the upcoming catering meeting.

The minutes were agreed as accurate and signed.

Finance, Audit and Premises Committee – 22 June 2017

The minutes of the Committee were noted.

Finance, Audit and Premises Committee – 10 October 2017

The minutes of the Committee were noted.

Page 7 Item 3. Condition Improvement Fund (CIF) project. The Board agreed the allocations as follows:

Directors agreed with regards to the History Classroom Rebuild project:

£200,000 capital from future 2018/19 reserves.

Directors agreed with regards to the Roofing Phase 2:

£50,000 capital from future 2018/19 reserves.

Business Manager

Principal

Business Manager.
Agenda
Business Manager

In addition, a total of £100,000 CIF loan to be split between the two projects.

The Business Manager informed the Board that the Academy will be informed of the outcome of the CIF bid in Easter 2018. A Director asked whether the Academy is still committed to pay for the work if the bid is unsuccessful. The Business Manager confirmed that it was.

Teaching and Learning Committee 17 October 2017

The minutes of the meeting were noted.

The Principal reminded the Directors that they were invited to attend the Growth Mindset talk at the Academy on 9 February.

Page 4. Impact of changes to SEND funding. The Directors asked for more information on SEND funding. The Principal explained that the Academy needs to clearly evidence that the money is being spent where it is needed. The Academy is currently awaiting the outcome of the banding allocation. The Principal stated that he hoped to be in a position to report back fully to the Board in the near future.

3 POLICIES

Admissions Policy 2019-20

Sixth Form PAN. Directors asked for clarification of why the Sixth Form PAN was set at 20. The Principal explained that the Academy is able to recruit above this number should it fail to fill places through its own internal cohort and catchment area. The Principal informed the Board that it is the Academy's target to recruit and retain more of its own students over the coming years which will ensure that this number becomes more realistic.

4a) A Director asked why service children priority had been removed. **It was agreed that the Principal would check why this priority was removed and feedback at the next Board meeting.**

Principal
Agenda

Pay Policy

Changes to the Policy were approved at the Pay and Personnel Committee meeting. The Business Manager will make the appropriate changes to the Policy and distribute to the Directors for approval at the next Full Board meeting.

Business
Manager
Agenda.

Staff Expenses Policy

Changes to the Policy were approved at the Pay and Personnel Committee meeting. The Business Manager will make the appropriate changes to the Policy and distribute to the Directors for approval at the next Full Board meeting.

Business
Manager
Agenda.

Directors Expenses Policy.

The Policy was agreed at the Finance, Audit and Premises Committee meeting. The Business Manager will distribute to Directors for approval at the next Full Board meeting.

Business
Manager
Agenda

Redundancy and Redeployment Policy

No changes were made to the Policy. The Academy Policy is in line with the Policy issued by the Local Authority. **The Policy was agreed by Directors.**

Data Protection Policy

The Business Manager and ICT Manager had attended General Data Protection Regulation (GDPR) training and will be training key administration staff on 10 December. The teaching staff will be briefed in January and the remaining support staff in February. The Business Manager felt that the Academy was in a good position to make the required changes and will report back at the next Full Board meeting in January.

Agenda
Business
Manager

4 CATEGORY A VISITS

As had been agreed in previous years, the Board was asked to delegate authority to approve Category A visits to the Principal for the forthcoming year. **Directors unanimously agreed to the delegation.**

Category B Visit EEC online. The Business Manager agreed to check whether anyone beside the Chair was able to authorise these visits.

Business
Manager

5 HUISH EPISCOPI ACADEMY'S ANNUAL REPORT AND FINANCIAL ACCOUNTS

The Accounts were approved by the Finance, Audit and Premises Committee. The Independent Auditors Report will be inserted at page 51.

The Business Manager had not circulated the separate Leisure accounts to the Board. These accounts had also been approved by the Finance, Audit and Premises Committee.

The Business Manager agreed to circulate the final accounts when produced in the next few days.

Business
Manager

It was agreed by the Directors that the accounts should be recommended for acceptance to the members of the AGM which will follow this meeting.

6 COMMITTEE TERMS OF REFERENCE

Committee TORs had been circulated in advance to the Directors having been reviewed by the respective committees. **The TORs were agreed by the Directors.**

PART B ITEMS TO NOTE

7 a) PRINCIPAL'S REPORT

The Principal gave the following staffing update:

Natalie Clayton has been recruited to replace Leanne Forbes (RS/World Studies/Health and Social Care). Natalie will commence employment in January 2018.

Nick Jerrett, DT teacher, is leaving at Christmas. Unfortunately the Academy has not received any applications for the Technology post. The Principal is scheduled to meet with Amy Tuck, who has taught at the Academy previously, and potentially interested in taking on a short term position.

Cath Shields is leaving at the end of term. Michelle Kelsey has been successfully appointed to the Teacher of German post, her area of specialism. This leaves a vacancy within the English department. The vacancy will be readvertised in the New Year. The Academy is working with supply agencies to cover in the interim period.

Closing the gap collaboration.

The Principal informed the Board that he was a member of a SASH working group focussed on closing the gap for disadvantaged and SEND students. The group has been allocated a budget of 25-27k and initial discussions have taken place.

Ofsted.

The Principal informed the Directors that section 5 and section 8 of the Ofsted Inspection Handbook had been updated. **The Clerk will issue handbooks to all Directors.**

Clerk

Funding Formula.

The Principal informed the Board that all Somerset schools had voted for the hard formula. The Academy will therefore get total control of its finances from next September. The Local Authority will retain 0.5% to offset the deficit in high needs funding.

Swimming Pool update

The project is currently running 3 weeks behind schedule. The contractors will produce a new programme in January and present it to the Academy in the January progress meeting. The Contractors are hopeful that they can make up some of the lost time. The anticipated completion date is currently mid April.

Achievement of standards. Data from Autumn Progress Checks.

The Principal informed the Board that the Academy was working hard to ensure more consistency in predictions versus outcomes. Predicting against exams with no knowledge of grade boundaries is a challenge for subjects encountering brand new exams this year. The Academy is using the knowledge gained by the English and Maths departments last year to construct lists showing typical grade range students to share with other departments.

Attendance

Attendance is down on last year. The Principal reported that the Academy has been hit with significant illness to both staff and students this year. Staff attendance is on the Agenda fortnightly at SLT. A priority for Mr Merrick-Wren over the next year is to develop a longterm strategy on attendance issues.

Inspection data summary report.

This report is due for publishing. The Principal reported that Ofsted no longer look at 3

and 5 year trends but at a school's last set of results. Inspectors will listen to narrative from schools. Ofsted have set up an independent data checking service so that inspectors can phone in with queries about data that schools have presented.

Curriculum

The Principal has received good feedback from the Parent forum on how the Academy assesses progress and reports to parents. The Academy is currently working on creating a more joined up approach between KS3 and KS4.

CPD

The Academy has gathered information from staff and put training packages together accordingly. Training sessions run each week. NQTs are obliged to attend but the sessions are voluntary for other staff. The Principal was pleased to report that training sessions have been very well attended.

Leadership Development Programme

The Academy is offering a leadership development programme to teaching and support staff who aspire to become leaders. This will run January to January and will consist of 8 to 10 modules during the year. Staff will be invited to apply and successful candidates will also be required to undertake a project that will have a real impact on the Academy.

b) ACADEMY IMPROVEMENT PLAN.

The Principal informed the Board that he will be making amendments to both the SEF and AIP in accordance with the feedback received from Caroline McKee. There will be more focus on the impact of actions with measurable success criteria. A Director highlighted the need for the plans to also show clear evidence of need for each action/resource listed. The Principal invited Directors to provide feedback to him and he will assimilate all feedback. **The Principal will circulate to all Directors the report from Caroline McKee.**

Principal

SEP Visits.

The Principal informed the Board that all headteachers of secondary schools in Somerset have agreed to temporarily suspend all SEP visits with immediate effect due to concern over the Local Authority restructure, in particular, the removal of the middle 'partnership' tier. SASH are awaiting clarification from the Local Authority of their plans.

MAT Update

The Principal informed the Directors that the MAT Levels Trust have approached the Academy to ask them to join. The Directors felt that the Academy needed to have a clear longterm strategy and a vision of what a good partner will look like before considering further. The Principal is meeting with Heather Barraclough, Chief Executive of the Levels Trust, in the last week of term and will obtain more information of their strategy and vision for the future and report back to the Board. It was agreed to hold a MAT discussion meeting of the full Board of Directors in the New Year. **The Principal will send out an invitation.**

Principal

c) REPORTS TO NOTE

Responsible Officer

The Responsible Officer shared a draft programme of the work of the Responsible Officer for 2018 and invited Directors to suggest other items for the programme where they feel the internal controls need further scrutiny, spot check or audit.

Directors Visits

The Link Director for SEND and Pupil Premium reported that she had met with Mr Woodward and Mrs Hills in what was a very informative meeting. Mrs Hills reported that moderations for top up funding had come out very well.

Safeguarding

The Link Director for safeguarding has a meeting scheduled with the Safeguarding Lead at the end of this week and will report back at the next Full Board.

Health & Safety

The Link Director had nothing to report. The Link Director advised that he was unable to make the internal H&S meeting and was awaiting receipt of the minutes. A Director highlighted to the Board that they had witnessed cars parked on the entrance to the AGP designated for fire and ambulance vehicles. The Business Manager will notify the Duty Officer of the Leisure Centre to ensure that this is not repeated.

Safeguarding Link Director

Business Manager

d) ANNUAL RACIAL INCIDENTS.

The Principal agreed to provide the Board with a narrative for the racial incidents reported.

Principal

Sixth Form Bullying Ambassadors. The Principal gave further information on the peer listening service the Academy is in the process of setting up. The service will be led by two sixth formers and enable students of any age group to access and talk to students who are not members of staff. The Academy is in the process of organising the appropriate training prior to launching the service.

e) Risk Register

2.3 Needs to be changed to reflect discussions at the Pay and Personnel Committee involving unexpected absence of the Business Manager.

3.1 In light of the ongoing delays with the online safeguarding audit it was agreed that the Safeguarding Link Director would speak to Mr Merrick-Wren at their upcoming meeting about producing a template safeguarding audit and audit update statement for the Academy Website.

Safeguarding Link Director.

f & g) Summary of Accounts.

The Business Manager confirmed that updated versions of the Academy and Leisure accounts will be distributed prior to Christmas.

Business Manager

h) Academy Board Guidance

The Business Manager informed the Board that all amendments were in line with discussions at the last Full Board meeting. **The document was agreed by the Directors. The Business Manager agreed to remove the tracking from the document and distribute a copy to all Directors.**

Business Manager

The Business Manager distributed the Accounting Officer Letter to all Directors. The Business Manager reminded Directors of their obligation as Directors to read and note the contents. Page 1 highlights the three questions that Directors should have in mind in terms of being a Director. Page 2 contains key features of effective governance.

i) Academy Insurance Arrangements

The Academy is insured by ASFA. The Academy currently has separate minibus insurance. The Business Manager informed the Board that the Academy is looking at taking out additional insurance to cover engineering, occasional business use of vehicles and travel outside of the UK. The Academy currently takes out separate insurance policies. The Business Manager is investigating whether there is a financially viable alternative. The Business Manager will report back to the Finance, Audit and Premises Committee and then to Full Board.

Business Manager
Agenda.

j) Catering Contract

The Business Manager agreed to circulate information on available catering options prior to the catering meeting scheduled for 13 December. The Business Manager is visiting Bishop Fox's School, who are self managed, to research what they do.

Business Manager

k) Anti-Fraud Checklist

The Business Manager shared the checklist and informed the Board that this document needed to be completed annually. It was noted that the Responsible Officer will complete an anti-fraud assessment in February.

The Directors agreed the document.

8 HOW HAVE DIRECTORS CHALLENGED THE ACADEMY

Directors felt that the Academy required a longterm MAT strategy and clear vision of what a good partner would look like prior to furthering any MAT discussions.

Directors felt that a narrative on racial incidents was necessary in order to provide Directors with a clearer picture.

Directors wished to have confirmation of why Service Children were removed from the Admissions priority criteria by the Academy given the Academy's location.

The Directors felt the Academy needed to put a contingency in place given the ongoing delays encountered with the online safeguarding audit.

9 ANY OTHER URGENT BUSINESS

The Clerk asked if any Directors were available to attend the MIG meetings on Monday 11 December. Roger Clark and Stephanie Harris confirmed their attendance.

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

The meeting closed at 8.05pm



26.9.17 ActionSheet
draft.pdf

