



MINUTES OF THE FULL ACADEMY BOARD MEETING – Monday 5 December 2016 at 6.00pm

Attending Directors:

Mrs S Baker	Mr R Clark	Mr A Davis (Principal)
Mr R Foster	Mrs S Harris	Mr G Rumary
Mr L Wilson-Chalon	Mrs S Wright (Chair)	

Also present: Mrs S Harwood (Clerk) Mrs A Eastwood (Business Manager)
Mr R Vaughan (Vice Principal)

Apologies: Mr D Smith (Vice Chair)

Absent: -

ACTION

1 a) APOLOGIES

Apologies were received from Mr Smith (on holiday). **Directors accepted the apologies.** It was noted that Mr Wilson-Chalon may be a few minutes late due to a puncture and Mr Foster due to a work commitment.

b) DECLARATION OF INTERESTS

No declarations were made. Mr Clark informed the Board that he would be updating his Declaration in due course.

2 MINUTES AND MATTERS ARISING

Full Board - 26 September 2016

There were no comments made regarding the minutes.

Action Points:

Safeguarding policy for Adults - is not required until the pool opens.

Mastery Curriculum – complete

SSDC Section 106 – this is in reference to the AGP and not the swimming pool and has been completed as evidenced in many emails from SSDC. The Business Manager agreed to provide copies.

Business Manager

Grievance and Disputes Relating to Directors policy – being dealt with on this agenda.

6.05 Mr Wilson-Chalon arrived

The minutes were agreed as an accurate record and duly signed.

Finance, Audit and Premises – 11 October 2016

Directors noted the contents of the minutes as the Chair was not present to be able to make any comment. A Director queried the hoist that was being installed which would be used, amongst other things, to lift a student from a bed. It was explained that this was a physio bed following physiotherapy sessions and there were no safeguarding issues. Some typos in the minutes would be corrected at the next Committee meeting.

Teaching and Learning – 18 October 2016

Directors noted the content of the minutes.

6.20 Mr Foster arrived

3 POLICIES

Grievance and Disputes Relating to Directors

A reviewed document had already been distributed to Directors for comment. Apart from minor typos to be corrected it was proposed that the policy be accepted.

Proposed: Mrs Baker
Unanimously agreed by Directors

Seconded: Mrs Harris

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.**

5 HUISH EPISCOPI ACADEMY'S ANNUAL REPORT AND FINANCIAL ACCOUNTS

The Business Manager provided draft accounts which had not yet been signed off by the Auditors. Because of new accounting arrangements the Local Government pension figures needed amending and this had not yet been received back from County. These unqualified accounts had gone to the Finance, Audit and Premises Committee held on 23 November, which was attended by the Audit Manager from RSM UK, Kerry Gallagher, and were reviewed in detail.

The Business Manager drew attention to pages 26, 27 and 28 and pointed out that the Carry Forward figure included figures listed as Total Fund which included the value of the buildings; the actual figure was within the Net Current Assets figure of £1,211,607 shown on the Balance Sheet. The auditors report that the finances of the Academy are in good order and as they should be. The Academy should still be continuing to trade in twelve months' time and as such is considered a 'going concern.'

The Business Manager suggested that if the Board were happy, they could agree in principal for the Chair and Principal to sign off the accounts when the finalised document arrived.

It was proposed that the accounts should be recommended for acceptance to the members at the AGM which will follow this meeting.

Proposed: Mr Wilson-Chalon
Unanimously agreed

Seconded: Mr Foster

6 COMMITTEE TERMS OF REFERENCE

Admissions – the Chair queried why a Chair and Vice Chair had been elected for the year when previously, as per the TORs, these positions were decided at each meeting and membership for each meeting was chosen from the Full Board. The Vice Chair said that it was considered that this should be a Standing Committee and therefore required a core membership to make consistent decisions and Chair and Vice Chair to be elected for the year. The Committee had looked at the TORs and felt it necessary to add to the first bullet point under General “...or take part electronically if previously agreed.” The second bullet point was changed from “... at the beginning of each meeting” to “... at the beginning of each academic year.” The Membership was amended from “... at least four members of whom one is the Principal or his representative” to “... at least three Directors plus the Principal or his representative.” The Chair of the Board felt that these amendments should have been outlined to the Board before being actioned. Whilst other Directors could be called upon, it was apparent that there was a shortage of named Directors and the Clerk was asked to canvas the Board for additional members. The Business Manager suggested that the first meeting in the year of this Committee should be a physical one, rather than electronic, so that the Chair and Vice Chair of that committee could be elected. **It was agreed that the Committee would revisit the TORs at their next meeting and bring it back to the Board in January.**

Agenda item

Finance, Audit and Premises – The TOR had been reviewed at the Finance, Audit and Premises meeting on 11 October 2016. The document had been re-ordered to

show the Audit Committee and Responsible Officer on a separate sheet within the document; fraud has become the first bullet point under Audit Committee. It has been clarified that the Responsible Officer is an observer without voting rights. To have inserted on Page 2, at the end of bullet point 4 'Minutes of the committee will be circulated to the Academy Board.' Page 5, bullet point 10 now reads 'Where there are any issues...' instead of 'Any issues'. **TOR agreed.**

Teaching and Learning – Under 1 Advising the Academy Board on, Bullet 1: Amend to “The Academy’s curriculum policy” (instead of “statement”). Under 4 'Ensuring, on behalf of the Academy Board' that, Bullet 1: Amend to “The requirements of vulnerable children with special educational needs are met as laid out in statutory guidance”. **TOR agreed.**

Pay and Personnel – the only change was to reduce the membership to four with a quorum of three. **TOR agreed**

Principal’s Review Panel – The Board felt that under Membership, the statement should read “ ...comprise three members of the Governing Body, none of whom will be Staff Governors”. For consistency this Board also felt it necessary to add under General an additional bullet point: “The Chair and Vice Chair of the panel will be elected on an annual basis at the first meeting of the panel in the autumn term”. A bullet point should also be added that “The targets will be completed by 31 December”

Complaints – The Board considered an amendment should be made to the first bullet point to read “At the first meeting of the Academy Board in each academic year, all Directors will be eligible to serve on this Committee. The Chair will be appointed at each meeting. **TOR agreed**

Feedback Forum – the quorum was reduced to two. A bullet point should be added in Membership that ‘The Principal will Chair this Forum.’ **TOR agreed**

Pupil Discipline – The Board considered an amendment should be made to the first bullet point to read “At the first meeting of the Academy Board in each academic year, all Directors will be eligible to serve on this Committee. The Chair will be appointed at each meeting. **TOR agreed**

Agenda item

MIG – has not yet met – TOR to be brought back to the next Board meeting.

7 DIRECTOR VACANCIES/APPOINTMENTS

The advertisement for new Directors had initially been delayed but now three people had applied. As delegated by the Board, the Chair and Principal informally interviewed the applicants, along with the Responsible Officer in one case, to find out more about each other and their skills sets (which were very good). It was anticipated that two would be suitable for the Teaching and Learning Committee and one for the Finance, Audit and Premises Committee. The Principal gave the Board a brief outline of each candidate, all of whom he felt had a lot to offer; he recommended their appointment.

The Principal was still unclear on the position of the proposed MAT as the DfE was still asking for additional information. This meant the case had not been heard at the November meeting of the Regional Schools’ Commission, as had been promised; the Principal felt this was very unsatisfactory. The Chair did not think that the Regional Commissioner was taking into account the rural nature of the proposed MAT. This being the case, the Principal felt it was worth considering appointing other Directors now.

The Chair of the Leisure Board, reported that they had recently had interviews for other Board members. One unsuccessful candidate would, he felt, be a good choice for the Academy Board to consider. The Academy Chair pointed out that this person had not formally applied to join the Academy Board and was free to do

so if they wanted to take it forward. Another Director felt it would be prudent if this was delayed until January in case the MAT application went ahead, as it would mean having to reduce the number of Board Directors. The Director also felt it was only fair that should this happen, as existing Directors who had already given a lot of time to the Board should not be overlooked in preference to newly appointed Directors. The Principal said that rules around being members had changed and Trustees could no longer also be Members, so this would have to be looked at in the near future.

8 a) Principal's Report

Student numbers - There are current 1521 students on roll, which was pleasing. Indications are that there will be 275 in Year 7 next year, with around 60 on the waiting list.

Attendance – The Principal meets every half term with the Assistant Principal and Attendance Officer to review and discuss absences. This is reported to the Teaching and Learning Committee but the Principal **agreed to circulate figures next week to the Board**. Sessions missed amounted to 5.5% last year against 4.8% this year with FSM students going from 8.5 to 7.3 this year. This was pleasing even though Huish is still in the top 10% nationally. However, this should be compared to the percentage of all our students, which is really low. SEND students had moved from 6.4 to 6.9 and FSM/SEND students are being targeted for reduction. The Principal pointed out that it only takes one or two students who don't attend school to skew the figures. He was also concerned that some parents will play the system to obtain doctors' certificates unnecessarily; however, he was happy with the overall figures and good structures in place.

Exclusions – One permanent exclusion had taken place this term – the first for five years. Huish is below the average for exclusions but Pupil Premium students, along with a few who are SEND, are the largest proportion of students involved. To try and help address this, there is now in place differentiated/individual behaviour pathways for around 15 students.

General

- interviews are being held this week for Oxbridge Universities; the Principal was pleased to report that three Sixth Form students had reached this stage.
 - Planning permission with conditions had now been approved for the swimming pool project
 - Reports on the summer's exam results were now being published
 - Initial forecasts for Year 11 look promising however English and Maths lack exemplars so it is difficult to know what the new grades will look like. The Maths department will be carrying out some mocks this week for Edexcel so that comparisons can be made with other schools
 - SEND students are being tracked and some have been allocated staff mentors
 - Curriculum – The Vice Principal reported that the KS3 data collection will take place next week and parents will be able to cross reference the stages of the mastery curriculum with information on the website. A new pathway model has been designed for pre and post 16 students to ensure they are on the right courses. On checking the balance, it was decided that a bigger vocational offer is needed in the Sixth Form as not all students are suited to taking A Levels. Viability of courses being offered is also being examined as 50% of classes have five or less students, which is very expensive. Removal of AS courses will probably aid this.
 - Evaluations of staff CPD have taken place this term with the focus being on the five pillars of learning
 - Every half term the SLT look at marking in each Key Stage, which is improving
- Schools' Forum - The Business Manager had not been re-elected onto this Forum as the decision had been taken to split the Forum into separate groups for Headteachers and Business Managers.

SEP (Self Evaluation Profile) – the Principal felt that this document would be useful for Directors. The SLT take on responsibility for key areas, looking at such things as impact and next steps. This would be used during an Ofsted inspection and currently SLT are carrying out a critique of each other to look for improvements. The Chair commended the Principal on the document and thought that it was very

good and extremely useful.

b) Academy Improvement Plan

Every half term the SLT goes through this document and RAG rates each section, with each KPT cross referenced to the Risk Register. The Principal reassured the Board that areas showing as Red do not indicate anything untoward, it could be down to timing i.e. in KPT1/15 some moderation does not take place until Christmas for some Departments.

Operational Objectives – there are only ten actions listed for each Key Stage to concentrate on. A Director asked about the red text in KS4. The Vice Principal said that this indicated what progress had been made. This is a live document and text would be a different colour each time it is updated.

c) Reports to note

Responsible Officer – nothing to report

Directors' visits – prior to this meeting the Principal had distributed an updated protocol for visits by Directors. It was queried how the visits would be established. The Principal said the same procedure as normal would be followed i.e. the Clerk would make the arrangements. Directors were asked to let the Clerk know which of their link departments they wished to see at the next visit in January. The Chair reported that she had attended a recent Student Council meeting and along with another Director had also attended both the Student and Parent Feedback Forums.

Safeguarding - The Safeguarding Director had met with Mr Merrick-Wren (DSL) and had agreed a set agenda for their meetings which included such things as random checks on the Single Central Record, training, changing practices, emerging practices and an anonymous case study. Another meeting will take place before Christmas. The Principal suggested they may like to discuss attendance, and the processes around it, of vulnerable students, along with the quality of off-site provision. A Director asked if records were kept of homophobic incidents. The Principal confirmed that records are kept by the Safeguarding Lead and if Directors wished, could be discussed at Teaching and Learning.

Health and Safety – nothing to report.

The Chair asked how the Academy stood regarding DBS clearance for lettings. The Business Manager assured the Chair that the Academy is not expected to undertake checks on anyone that hires the facilities i.e. clubs using the AGP; the Business Manager said that checks would only need to be carried out if the Academy was arranging an event.

The Principal informed Directors that although a lot of security work had been undertaken around the site, there was still some more work being finalised to secure the grounds, which will eventually include the fields, to prevent public access. Site security is a very high requirement of Ofsted – the site **has** to be secure.

d) Risk Register

A Director asked if the risk of losing key members of staff had been flagged up sufficiently. The Principal said that he was conscious of this and it has been discussed at the Pay and Personnel committee. It was a worry in today's market but the Academy tries to give staff good personal development and other opportunities in order to keep them. It was acknowledged that this risk keeps growing, particularly with the difficulties of teacher shortages. Another Director felt that the impact had been reduced as there are now deputy Curriculum Team Leaders and Associate Members of the SLT had been made permanent. The Principal said that the position was the same for support staff where some positions are critical. A new support staff structure would be instigated over the coming year. Staff turnover is in the region of 20% per year over the last three years which was mainly down to staff moving for promotion or retiring and he felt that this was normal

for a school of this size. Staff are also asked to complete an exit survey on leaving.

Following discussion, the following changes were recommended:

- 1) Now that an induction programme was in place for new Directors and an annual review of expertise undertaken, it was recommended that the risk should become = at a level of 16
- 10) Likelihood to 2 and ↓
- 12) Impact 3
- 19) Likelihood to 1 and =
- 20) Amend 'new' to =
- 32) Likelihood to 3 but to add more information under Control Measures
- 44) This is a duplication of number 29 so can be removed

The Business Manager said that the next issue of the Risk Register will capture the changes made at Pay and Personnel, Finance, Audit and Premises and at the Board level.

e) Summary of Academy accounts

The Business Manager informed Directors that the Condition Improvement Fund application process closes on Friday and she wished to submit two projects to them to bid for grants. The first is to upgrade the electrical distribution system which no longer meets current wiring regulations. This project would cost £150k. The second project is to replace the History block with a new building with additional toilet facilities which would aid a disabled student joining next year. Some of the cost of this project includes the removal of asbestos and is quoted at £1.4m. In order to score higher in this bidding process, it is recommended that some funding towards the project is also offered by the Academy and this has been advised to be around 10% of the cost raised from funds or loans. The Business Manager suggested that for the electrical project the Academy could provide £15k from Academy funds; for the History block she suggested £50k from Academy funds and £100k from a loan spread over 10 years at a low interest rate available from the Public Works Loan Board. It would be March before it would be known if the bid was successful. The Business Manager reminded Directors that the Academy has no Capital Reserves so if investment in the fabric of the building wasn't continued then the buildings would deteriorate.

The Chair suggested using the underspend on the AGP instead of taking out a loan, which may be relevant when the Fairer Funding review takes place. However, it was generally felt that it would be better to retain those funds and take out a loan while the interest rates are low. As the Business Manager had only just received the quotes for the projects she still needed to finalise figures which would be given in more detail at the next Board meeting.

Update at next meeting

It was proposed that the Business Manager should go ahead and submit the two projects to the CIF. It was agreed that the Academy would put forward a contribution of £15k to project one and £50k with a loan of £100k for project two.

**Proposed: Mr Foster
Unanimously agreed by the Board**

Seconded: Mr Clark

f) Summary of Leisure Board accounts

The summary was noted by Directors.

The Board noted that there was still a vacancy on the Leisure Board for a member of the Academy Board following the resignation of Dr Richards. The Business Manager reported that the term of office for the Community Leisure Users Director also expired in September. Five people had been through a rigorous interview by Mr Clark, Mrs Eastwood and Ms Osborne and the Leisure Board proposed to the

Academy Board to appoint Tony Settle. A short resume of Mr Settle's experience and key skills was presented.

It was proposed that Mr Tony Settle be appointed to the Board of Huish Leisure.

**Proposed: Mr Clark
Unanimously agreed by the Board**

Seconded: Mrs Harris

As discussed at the last Board meeting, the Chair had suggested that the Principal and Business Manager postholders should become ex officio Directors of the Leisure Board. If agreed, Mrs Eastwood would continue as a Director of Huish Leisure Board as her term of office had already expired. Following advice from the Academy solicitors it was now proposed this should be formalised.

**Proposed: Mrs Wright
Directors unanimously agreed**

Seconded: Mr Wilson-Chalon

8.35 Mr Clark left the meeting

g) Anti-fraud checklist

An Anti-Fraud Checklist which had been agreed at the Finance, Audit and Premises Committee on 11 October had been distributed; the checklist is applicable for all Trusts and the Business Manager asked that the Board agreed the document. The Business Manager and Responsible Officer will look to produce a more comprehensive document that reflects the Fraud Indicators document produced by the EFA in the New Year. **Directors unanimously agreed the document.**

h) Letter from Peter Lauener

Directors noted the content of the letter. The Principal said that an audit of Directors' skills had been undertaken and passed to the Responsible Officer/Training Director who would be analysing them for any training needs. He still considered that the Nolan Principles of Public Life were very important.

9 HOW DID WE DO?

Directors acknowledged that this had been an interesting meeting, covering a wide range of issues.

10 ANNOUNCEMENTS

Policies – Directors noted the policies that had undergone review. The Business Manager said that the Financial Policy had not yet been completed but would be finalised by the next meeting.

11 ANY OTHER URGENT BUSINESS

There was no other urgent business.

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

The meeting closed at 8.50pm



Full Board Minutes
5-12-16 ActionSht.d