



MINUTES OF THE FULL ACADEMY BOARD MEETING – Wednesday 25 September 2013 at 7.00pm

Attending Directors:

Mr O Bagnara	Mr P Baker	Mrs R Carne
Mr J Coutts	Mr A Davis (Principal)	Mrs J Glide
Ms J Innis	Mr T Marshall (Vice Chair)	Mr R Mills
Dr M Richards	Mrs T Rose	Mr G Rumary
Mr M Watson	Mrs S Wright (Chair)	

Also present: Mrs S Harwood (Clerk)

Apologies: Mr P Monaghan

Mr L Wilson-Chalon

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.

7.05pm Mr Coutts arrived.

Mrs Wright took the Chair for the election of Vice Chair. One nomination had been received; Mr Marshall. Mr Marshall left the room while Directors voted.

Mr Marshall was unanimously returned for the forthcoming year.

2 a) APOLOGIES

Apologies were received from Mr Monaghan (overseas) and Mr Wilson-Chalon (work commitment).

Directors unanimously accepted the apologies.

The Chair welcomed the new Principal, Mr Davis, to his first meeting.

b) DECLARATION OF BUSINESS INTERESTS

None were declared.

3 MINUTES AND MATTERS ARISING

Full 18 June 2013 – The Business Manager wished to clarify that in **Item 5(g)** the proposal for Huish Leisure to retain 50% of profits within a financial year had been accepted by Directors; the item to be brought back to the Board was in regard to clarifying the relationship between the Academy and Leisure Centre. This will be an item for the December agenda. **Item 5(a)** - a Director wished to know what the intake number was for new Year 7. This was confirmed as 223 making an overall total of 1257 for 11-16 and 146 for Post 16. **The minutes were agreed as accurate and signed.**

Agenda item

Teaching and Learning – 4 June 2013 - a presentation was given on the change in law regarding the rise in the participation age. However, it was pointed out that the onus was on the student not the Academy to provide information on whether they were in Further Education or employment.

Finance and Premises – 6 June 2013 – the meeting was to agree a budget, which was then put to the full Board. It had been anticipated that the Leisure Centre would

termly. Although it would be ideal if the Directors on the 2/3 day meeting could continue onto the half termly group, this is not set in stone. The group would report either to the Teaching and Learning Committee or full Board.

The Principal also suggested forming a group of Directors to look at the structure of the Board along with the Code of Conduct (agenda item 8) to see whether the needs of the Academy were being met.

Directors welcomed this initiative; it was felt that this was required. A Director questioned the scope of the Monitoring Group as it may overlap with the Teaching and Learning Committee. However the Principal said that the group would be separate from Teaching and Learning with a very focussed purpose. Volunteers for any of the groups, along with availability of time, should inform the Clerk by Friday.

7 ROLE OF THE RESPONSIBLE OFFICER

Mr Marshall had stood down as the Responsible Officer after carrying out the role for three years. With recent changes in the Academy's Financial Handbook which meant that the role was now non mandatory, if the position was to continue it was felt that this role should now have absolute clarity of remit and for the Board to decide whether to extend the role beyond finance. One Director suggested that an Audit Committee could be formed, however the Business Manager pointed out that it was still necessary to either have a Responsible Officer or attach the responsibilities of this post to an existing committee whose remit includes the functions of an audit committee. This could be an addition to the terms of reference to an existing committee, such as a Finance Committee, and have an overlapping or fully integrated membership. In view of the fact that Governance was going to be reviewed, it was suggested that Mr Marshall be asked to carry on as Responsible Officer in the interim until the review was finalised. Mr Marshall agreed he would do so as long as the review was undertaken as a matter of urgency. **It was agreed that this should take place and reported back at the next Board meeting.**

Agenda item

8 CODE OF CONDUCT

A draft document had been distributed, which, if used, would need to be amended to reflect the Academy's aims in the longer term. It was agreed that this would be considered by the new Review Group and brought back to the next Board meeting.

Agenda item,
included in
above

9 EXAM RESULTS 2013

Mrs Mythen reminded Directors that the headline figures distributed must be seen alongside Value Added which took account of students in particular groups and their individual targets. Maths results were pleasing at 77% as this was the first time this was taken as a linear exam. The overall figure (66%) was dependent on students getting a minimum of C in both Maths and English; some gained this in one subject and not the other, so these were not counted. English results dropped to 64% from last year. This was mainly due to 30+ students who were on an English Studies course and a change in the grade boundaries. Top end English was very successful with 30% at A and A* in Literature. There were also some issues with students on the C/D borderline. EBacc rose to 34% from 19%; 38% was the target but again there was a mismatch in some subjects.

One Director was concerned at the number of 'U' grades; another questioned why the Academy had not entered students in the IGCSE as other schools had and received better outcomes. While he understood the reasons for the lower results, he felt that there had been a failing in the choice of entry. Mrs Mythen explained that a huge volume of intervention had taken place with students. Their predicted grade had been based on FFT (Fischer Family Trust) information and teachers' input. Directors queried whether this highlighted another issue. Mr Vaughan felt that it may do but there had been similar issues to English in Science, which had also affected other schools. The Director still felt that the wrong choice had been

made regarding exam entry despite these intervention efforts. It was also noted that boys' performance was worse than girls and should be examined. Directors would have the opportunity to delve into the results in much more detail at the next Teaching and Learning Committee.

10 PUPIL PREMIUM

The figures produced by the Business Manager were based on the Ever 6 Measure (students who had ever received Free School Meals over the last six years). This had risen from 6% to 12%. Mrs Mythen outlined each area for which funds had been used; the Year 6 summer school was particularly successful and had helped children with behaviour and confidence issues on transition. The Reading Programme had also had a huge impact on students' learning. There was an underspend of £145k, some of which was earmarked for an Intervention Coordinator. However, this had been postponed while the new Principal appointment was in progress but an appointment should be made this year. The Principal also wanted to appoint a Pupil Premium Champion who would visit parents and make them aware of the £100 guarantee and other assistance available. A Director asked what would happen to the report. The Principal said that it would be published on the Academy website, which was a requirement by Ofsted. A Director queried funding if a child was SEN but not eligible for free school meals. The Director was assured that the funds would be used for any child who needed support and mentoring; any enrichment activities taking place would also be included. Another Director felt that pupils receiving this funding may feel stigmatised. Mr Vaughan assured the Director that this was dealt with sensitively and the student may not even be aware that they were receiving this assistance.

11 POLICIES

The DfE had issued a list of statutory policies, documents and procedures that should be in place and how these could be delegated. A small group including the Chair and Vice Chair had met in the summer and were recommending the distributed document to the Board for adoption. Any policies agreed at Committee level would be notified to Directors via a section on full Board agendas and would be available to view as a hard copy in the Resource Centre. **The Board agreed to the delegation of responsibility as proposed.**

Grievance and Disputes against Directors – this policy had been delayed for adoption as it had been with the solicitors for checking. It was proposed that it be adopted.

Proposed: Mr Baker
Unanimously accepted

Seconded: Mr Watson

12 ANNUAL RACIAL INCIDENTS REPORT

As any incidents occur, they are reported to the Local Authority as detailed on this report. A Director asked what the outcome was of the incidents reported. Mrs Mythen said that the incidents had been dealt with in the usual way and within the Behaviour for Learning policy. **Directors agreed the report.**

13 ACADEMY IMPROVEMENT

a) Academy Improvement Plan

The Principal stated that the document circulated was very brief in view of the short time he had been at the Academy and he was still making changes to it. He envisaged this being a one year operational plan in response to the Ofsted inspection and concerns on achievement. A strategic three year plan will be a separate document and the focus areas discussed with the SLT were outlined. Department Improvement Plans will align with this document.

A Director questioned whether previous documents were now void e.g. the Sixth Form Improvement Plan. The Principal said that it was not entirely void but a lot of its elements had been drawn into this document and there would be a full plan by Christmas. Another Director felt that the new plan was a very clear document. Communication between parents and staff was questioned and how parents could raise concerns. The Principal explained that the whole area of communication was currently being examined with a view to improving it.

b) Risk Register

The Business Manager has revised the document this month and the revisions were listed at the front of the register. This document will be a standing item on the agenda of every Committee and full Board meeting. The Business Manager explained each revision and addition which included:

Category 1/Risk 11/12 – lower exam results did make the Academy vulnerable but systems were in place.

Category 2/Risk 11 - was added as the caterers had gone into administration during the summer which was not anticipated. Intermediate arrangements had been put in place and a meeting with the new provider would take place in November. The relationship has been positive so far. Visits to other establishments they manage will be arranged. A Director stated that the Academy should anticipate a risk from any contractor that it uses.

Category 4/Risk 4 – A Director considered that a more robust procedure was needed to protect the financial data of the Academy. The Business Manager said that this was ongoing and other options were being looked at.

Category 4/Risk 14 – this was added as there will be debts to recover from the caterers.

Referring to recruitment, the Principal had made it clear to staff what the Academy position and expectations are and what work needs to be done. The first Open Week for Year 6 pupils was held last week to promote the Academy and will probably become a regular event. The Business Manager said that the Risk Register was a 'live' document responding to the SLT and Board and would be constantly changing. The Principal was able to inform Directors that anticipated numbers for admission next year would be back to normal. **Directors noted the document.**

c) Academy insurance arrangements

The document was noted

d) New classroom build

The tender opening process had recently taken place and Directors were informed of the companies that had tendered for the building contract. Melhuish and Saunders had been appointed as a result and the Letter of Intent had been sent. The contractors will move onto the site next Monday to begin the work. The lower car park will be used as a compound until May when the work should be completed; there will not be any additional parking during that time. **Directors noted that the Tender Process document was to be treated as confidential.**

e) Artificial pitch

The Principal had met with Mr Joel (SSDC) and consultants in the last few days and could confirm that they will meet 80% of the cost and the Academy would be expected to fund the remaining 20%. Plans are being prepared to gain planning permission which will include work on the current temporary car park. The Academy will need to consider funding as SSDC were unsure when they would be in full receipt of the Section 106 funds and Directors would need to decide whether to make up the shortfall in the interim or whether to wait until SSDC had received them. Directors were assured that there is a sound financial plan in place for the

expected 13 year life of the pitch. The Academy would decide the level of risk it undertook and the speed of progress. A Director was aware that there had been some recent funding changes where the LA would be able to exert more control and they may use funding on infrastructure; some Councils were holding back money to use elsewhere, even if an agreement was in place. The Chair of the Finance Committee felt that SSDC should be asked to put their intention in writing.

Business
Manager

f) Disability discrimination claim

The case will proceed to a tribunal in November; the SENCO and an Assistant Principal will be attending.

g) Annual Value for Money statement

This item will go to the first Finance and Premises meeting next week.

14 PRINCIPAL'S PERFORMANCE MANAGEMENT REVIEW

Ms Carne, Dr Richards and Mr Marshall were appointed by the Board last year to carry out this function. Directors were asked if they wanted to be considered for appointment this year. Following discussion it was agreed that the same three Directors would be re-appointed for the coming year and the Chair of the Board asked that there should be a change in the Chair of the panel this year to aid succession planning.

15 ANNOUNCEMENTS

The Link Director for International Dimension was pleased to confirm that the Academy had been awarded the full International School Award and would like to make a short presentation at the next Board meeting.

Director to
agree details
with the Chair

16 ANY OTHER URGENT BUSINESS

There were no urgent matters

17 CONFIDENTIAL SECTION

9.20pm staff Directors and guests left the meeting for the confidential section.

Confidential minutes of the Pay and Personnel Committee held on 19 February and 20 May – Directors noted the contents.

Confidential minutes of the full Board held on 5 March 2013 – Directors agreed they were accurate and signed.

The meeting closed at 9.30pm.