

Meeting Minutes
Isca Academy
LGB Finance and Resources
21 September 2016 16.30
Rom F69 Isca Academy

Meeting Summary Sheet

Item Ref	Meeting Summary Information
1.	<p>List of Actions from the Meeting</p> <p>FR1.1 JD to add election of Vice Chair to P&S Minutes – completed</p> <p>FR1.2 All to complete 3 forms – JD has in hand</p> <p>FR1.3 AMi to organise WRAP training – added to next agenda</p> <p>FR1.4 JD to liaise with Fran re policy amendments – added to next agenda</p> <p>FR1.5 JD add governor roles to the P&S agenda – completed</p> <p>FR1.6 AMo and JD to add Risk Register to agenda for November meeting of F&R - completed</p> <p>FR1.7 AMo and JD to add H&S Policy to the agenda for the November meeting of F&R - completed</p> <p>FR1.8 JD to query asset management plan with Josie - completed</p>
2.	<p>List of Decisions taken under Scheme of Delegation</p> <ul style="list-style-type: none"> • Agreed role of Chair for LGB, F&R Committee and P&F Committee will be a combined role supported by a Vice Chair • Constitution and membership was agreed • Devon County Council procedures will be used to elect staff and parent governors • Headteacher’s performance management group agreed • Continue with the School Charging and Remissions Policy until the Trust compiles a policy
3.	<p>List of Recommendations for the Board of Trustees to Consider</p> <ul style="list-style-type: none"> • GW was elected as Chair by a show of hands
4.	<p>Issues, concerns or queries to be raised to the Board of Trustees</p>
5.	<p>Any Other Points</p> <ul style="list-style-type: none"> • GW and Moira will carry out the Headteacher’s performance management review

Attendees

Present Initials	Name	Governor Type
RBr	Rachael Brown	Staff Governor
NW	Nigel Watts	Trust Governor
GW	Gina Woodcraft	Trust Governor
MTi	Michael Trimble	Trust Governor
AMi	Aimee Mitchell	Headteacher
MTa	Mario Trabucco	Trust Governor

In Attendance Initials	Name	Role
JD	Jo Duffin	Clerk to the Governors
AMo	Ali Moxey	Assistant Headteacher
GK	Gary King	Deputy Headteacher

Absent with Apologies Initials	Name	Role
HC	Helen Crossfield	Trust Governor
RBe	Ray Beale	Link Trustee

Absent without Apologies Initials	Name	Role
AB	Anthony Boulton	Trust Governor
PG	Paul Gray	Trust Governor

Meeting Minutes

Item Ref	Business	Action
	<p>Prior to the meeting opening governors had a chance to meet and speak to the following new staff:</p> <ul style="list-style-type: none"> Matthew Hayden – Head of Computing Gary King – Deputy Headteacher Hugh Ogilvie – NQT English Nathaniel Rogers – NQT Geography Huw Phillips – Head of History Emily Humphries – NQT English <p>Apologies were received from Teresa Congreve (Receptionist), Mel Burrows (Food Technology) and Amber Hughes (Art and Textiles)</p>	
1.1	<p>Welcome</p> <p>GW welcomed everyone to the meeting and explained that there is a new system for working within the Trust which will be discussed within the meeting.</p>	
1.2	<p>Attendance</p> <p>Apologies for absence were received from HC and RBe.</p>	

1.3	<p>Declarations of Interest Governors were reminded to keep their declaration of business interest form up-to-date. No declarations of business interest were made.</p>	
1.4/ 1.5	<p>Confirm Chairs JD explained at the committee needs to elect a Chair of the LGB and each committee and that the roles can be combined or separate. The committee discussed the roles that needed election and the method of election. It was decided to have a Chair of the LGB and a single chair for both Finance and Resources and Performance and Standards, with a single Vice Chair. It was agreed to make this decision via a show of hands. GW nominated herself for the role of Chair of the LGB and chair of the committees and it was unanimously agreed that this appointment should be recommended to the Trust. There were no nominations for the role of Vice Chair so this will be considered again at the Performance and Standards meeting.</p>	Action FR1.1 JD
1.6	<p>Completion of Paperwork JD reminded governors that they need to complete the following forms: Conflict of interest Skills audit and training needs Code of code</p>	Action FR1.2 all
1.7	<p>Minutes of Previous meetings The minutes of the LGB meeting held on 6 July and Resources Committee held on 8 June (part 1 and part 2) were agreed as a correct record and signed by GW.</p>	
1.8	<p>Matters Arising JD advised that MT, HC and new governors need to attend WRAP training. AMi advised that training will be offered for staff and governors later this term and that she would check the latest guidance as some changes were planned.</p> <p>JD advised that the Admissions Policy, Outdoor Education Policy and Redundancy Policy still need to be amended. JD will liaise with Fran about this.</p>	Action FR1.3 AMi Action FR1.4 JD
1.9	<p>Confirm Constitution and Membership JD introduced the Terms of Reference, Governance Structure, Annual Cycle of Business, List of Governors and Meeting Dates. JD explained that the agenda for meetings is constructed from the Annual Cycle of Business. AMi added that the school cycle also contributes to this.</p> <p>GW noted that a draft Scheme of Delegation has been distributed by the Trust who is currently seeking feedback. GW advised that the role of governor is now more of a monitoring than strategic role with the Board of Trustees establishing the LGB. Key tasks include monitoring policies, meeting statutory requirements, meeting agreed targets (which need defining), finance, working with stakeholders and information flow with the Trust. Individual roles for governors were discussed and this will be further discussed at the next meeting of the Performance and Standards Committee. It is critical to name link governors as soon as possible so that a strategic plan of monitoring specific areas can be agreed.</p> <p>MTi asked if it would be useful to construct a progress checker to monitor that all tasks are being completed. AMi advised that detailed information will be supplied by</p>	Action FR1.5 JD

	<p>the School to contribute to this.</p> <p>MTi asked if the new role is subtly or significantly different to the previous role of governors and GW advised that it is subtly different.</p> <p>The Committee agreed the constitution and membership and that the Devon County Council procedures will be used to elect staff and parent governors.</p>	
1.10	<p>School Risk Register AMo advised that this needs further clarification so this item will be discussed at the next meeting.</p>	<p>Action FR1.6 JD/AMo</p>
Reporting		
2.1	<p>Review Budget MTi advised that the year-end current account balance is £122K lower than the same time last year. This is mainly due to a VAT debtor and creditor position. Once this is included, the balance is closer to last year and is healthy. MTi advised that it's important to ensure there is enough money in the current account to pay wages, PFI, etc and the summer is always a difficult time as this is the end of the financial year.</p> <p>The School has projected three years ahead with two different funding scenarios for the two furthest years. There could be a shortfall of £300K in three years' time and the School is working on reducing this shortfall. The School is liaising about a level of support and guidance from the Trust. AMi and Moira have discussed significant savings this academic year and AMi will follow up on this with GW. AMi is considering Trust opportunities for shared staffing, especially senior staff. An increase in student numbers, which is likely for Year 7 next year, will help but the funding lags a year. Other options may include the Trust borrowing money or a funding agency loan. This is not yet being considered until all other options have been exhausted.</p> <p>The Trust has been allocated the new Free School which creates a level of flexibility. There is a collaborative discussion going on with the Trust; more information is required in order to make decisions and this information will become available in January. MTi reported that he is meeting with Lewis and a plan will be required in order to help gain Trust support. There will be more clarity when financial and business support is strengthened by the Trust. GW asked about the percentage of budget allocated to the Trust. In 2016/17 it will be maintained at 3%. AMi reported that this can change as a result of centralised services and movement of staff but there should be no net change in the overall budget bottom line as a result of the trust allocation; AMo is already completing work for other schools in the Trust.</p> <p>GW asked about cover. AMo confirmed that the School is very tight on this and looking for alternative options to provide cover. The leadership group and MTA's are on duty at lunch time. The budget has been significantly reduced but staff absences have also reduced which is a positive,</p> <p>MTi advised that this year there will £350K expenditure over income but this will improve next year. MTa asked about the worst case scenario and MTi explained that £350K is fairly accurate. AMo added that long term absence could add to the problem and it's not possible to foresee this and we have no budget allocated if this occurs.- RBr added that consideration of staff wellbeing helps as does return to work</p>	

	interviews.	
Monitoring		
3.1	<p>Trust Policies The School noted the Trust Freedom of Information Policy and agreed they are now working to this.</p>	
3.2	<p>School Policies The Health and Safety Policy will be considered at the next meeting and the existing policy will continue until it is revised.</p> <p>Charging and Remissions Policy is now a Trust policy. It was agreed to continue with the School policy until the Trust policy is compiled.</p>	Action FR1.7 AMo/JD
3.3	<p>Review Prospectus and Website AMi reported that the prospectus has gone to print and is due back on Monday for distribution. AMi is very happy with it but is disappointed with iMARVEL, the company appointed to undertake the work. The timescale has slipped and more work has fallen on the School to undertake. They are continuing at the moment in order to get the work done but will negotiate a substantial discount, but there will be no effect on the overall product quality.</p> <p>The website change-over has now been delayed until after half term but AMi assured governors that the website meets the statutory requirements. GW asked if it's a School or Trust website and AMi confirmed it is a school website. AMo added that noticeboards in corridor will be corporate and will be up by Friday. iMARVEL is still working on the video.</p> <p>There will be an opportunity for governors to see all the new marketing materials at the open evening.</p>	
3.4	<p>Health and Safety AMo stressed the importance of having a H&S governor to ensure the School is meeting its requirements.</p> <p>AMo advised that a H&S audit will be undertaken by Devon County Council this term. They will check policies and procedures and ensure they are being followed in practice. The H&S annual update for staff was carried out this month. Room risk assessments are currently being undertaken.</p>	
3.5	<p>Asset Management Plan Governors and staff queried whether this is only for maintained schools. JD agreed to query this with Josie.</p>	Action FR1.8 JD
3.6	<p>Strategic Priorities AMi reported that there are limited funds for this but the AIP has been costed. Objective 1 Improve T&L – there will not be the funds to increase the CPD budget this year so applications for external CPD will be prioritised and internal CPD offered. Objective 2 Improve student achievement – there will only be internal provision for CPD in this area so there are no costs. Objective 3 Inclusive culture and ethos – ready to learn will contribute to this and the</p>	

	<p>cost of the visits has already been covered. A group has been set up to look at learning behaviours. Two SENCo's have been appointed using existing staff time and this can be maintained.</p> <p>Objective 4 – Development of Academy leadership. AMi is trying to create a flat structure in terms of ethos. Three extended Academy leadership opportunities have been advertised and seven people have applied.</p> <p>Objective 5 – Create a sustainable flexible Academy structure. AMi is looking at value for money, costing the curriculum, staff to student ratios and modelling staffing requirements.</p> <p>AMi reported that the School is trying to be creative without money but is relying on staff goodwill. In the future it is hoped that the School will be able to remunerate staff but this is not possible at the present time. GW noted that this is a good starting point.</p>	
3.7	<p>Educational Visits</p> <p>AMi noted that this sits with the Educational Visits Co-ordinator. GH will be taking over this role from AMo. Once a governor with responsibility for H&S is appointed, s/he can meet with GH to check practice against policy and look at near misses, incidents and updates to policy and procedures following incidents.</p>	
3.8	<p>Effectiveness of Trust</p> <p>This will be monitored as the relationship develops.</p>	
3.9	<p>PFI/Sodexo</p> <p>AMo reported that one year in, there are still issues with Sodexo and they are still building relationships with Sodexo staff working at the School. There are currently two caretakers but not all work is being done. Cleaning has improved but it's not brilliant and this is being reported. In order to ensure value for money, work not being completed needs to be followed up.</p> <p>Sodexo is expensive so additional work is carefully considered and prioritised. The PFI cost is lower than allowed for in the budget but it doesn't include the national living wage increase that has to be backdated to 1 April so this will probably even out the budget.</p> <p>AMo is still waiting for utility refunds from Lettings.</p> <p>GW thanked AMo for her work on following this up.</p>	
3.10	<p>Headteacher's Performance Management</p> <p>GW confirmed that GW and Moira are doing this next week.</p>	
3.11	<p>Staff Performance Management</p> <p>AMi reported that they are developing the appraisal system that is personal to each member of staff with objectives linked into the AIP and CPD and QA process.</p> <p>Pay progression closes on 15 October so staff will need to add to the above process in order to ensure their work is accurately reflected as the current system was not fit for purpose and is inconsistent.</p> <p>GK added that areas of need will be identified so that bespoke training can be</p>	

	provided internally. GW asked about staff and whether or not they are aware of their CPD needs. GK replied that the new system is a two way system with frequent discussions. AMi further explained the process and noted that there are support plans and capability is still available if required but is not the main purpose of the system.	
3.12	Staff Appraisal This item was covered under 3.11.	
3.13	Staff Development and CPD This item was covered under 3.11.	
3.14	Staff Consultation Arrangements AMi noted that staff are involved with all developments: the AIP has been distributed to everybody, the Friday Flyer has been introduced and there is an open door policy MTi asked if there is a feeling that this is recognised across the School. RBr replied that there is a feeling that it's more genuine consultation and decisions are not pre-decided; GK has sought feedback ideas on homework sanctions and this was well received.	
3.15	Staff Matters This is a part 2 item.	
Information		
4.1	Information Emailed to Governors A list of documents emailed to governors was distributed.	
Date of Next Meetings		
5.1	23 November 2016 18 January 15 March 2017 3 May 2017 21 June 2017	

Minutes by: Jo Duffin

Signed by Chair: Date :