

Meeting Minutes
Isca Academy
LGB Finance and Resources
23 November 2016 16.30
Rom F69 Isca Academy

Attendees

Present Initials	Name	Governor Type
RBr	Rachael Brown	Staff Governor
HC	Helen Crossfield	Trust Governor
RBe	Ray Beale	Link Trustee
NW	Nigel Watts	Trust Governor
GW	Gina Woodcraft	Trust Governor
MTi	Michael Trimble	Trust Governor
AB	Anthony Boulton	Parent Governor
MTa	Mario Trabucco – arrived 16.39	Trust Governor

In Attendance Initials	Name	Role
JD	Jo Duffin	Clerk to the Governors
AMo	Ali Moxey	Assistant Headteacher
GK	Gary King	Deputy Headteacher
AS	Andy Slaney	Trust Governor from 1.1.17

Absent with Apologies Initials	Name	Role
AMi	Aimee Mitchell	Headteacher

Absent without Apologies Initials	Name	Role
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Meeting Minutes

Item Ref	Business	Action
1.1	<p>Welcome</p> <p>GW welcomed everyone to the meeting. GW and the governors offered congratulations to the School on the OFSTED report, and thanked the senior leadership team for their work over the years. GW noted the positive effect the inspection and report has had on staff. AB added that the report is on the website and he has received positive feedback on it. RBe thanked the School on behalf of the Trust.</p> <p>GW introduced Andy Slaney, a prospective Trust governor. AS said that he lives in</p>	

	<p>Exminster; his daughter is a student at Isca and his son will be joining next year. He has taken on many different roles including Vice Principal at South Gloucestershire and Stroud College and Chief Operations Officer for a multi-academy trust. He is working with a school in special measures in Gloucestershire which is a massive challenge. He is very pleased to be joining Isca Academy.</p>	
1.2	<p>Attendance Apologies for absence were received from AMi.</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	<p>Confirm Vice Chair GW asked for nominations and following discussions about the role AB nominated himself. The Committee unanimously agreed to appoint AB as Vice-Chair.</p>	
1.5	<p>Minutes of Previous meetings The part 1 and 2 minutes were agreed as a correct record and signed by the Chair.</p>	
1.6	<p>Matters Arising FR1.3 WRAP training dates will be emailed to Jo by GK. FR1.2 Admissions Policy – this required some amendments but the policy is currently being reviewed so this will, if appropriate, be carried out as part of the review. FR1.2 Outdoor Education Policy – AMo is integrating the policy and statement and will send to Jo. FR1.2 Redundancy Policy - amendments have been carried out.</p>	<p>Action FR2.1 GK</p> <p>Action FR2.2 AMo</p>
1.7	<p>School Risk Register AMo noted that there is a risk register held by the Trust and the School is required to have an individual risk register. AMi and AMo are meeting with Josie to update the School Risk Register and will bring it to the next meeting. MTa asked who has access to it and AMi replied that the School and Trust access it. HC asked if Isca has input into the Trust Risk Register on items that could affect the School, such as the anticipated financial shortfall. RBe agreed that this is important and agreed to feed this back to the Trust. MTi stressed the urgency of this as the shortfall is imminent. AS explained how individual risks are scored based on probability and severity.</p>	<p>Action FR2.3 AMo/AMi/ JD</p>
1.8	<p>Governor Roles and Responsibilities GW referred to the document already distributed and noted that a governor is linked to each AIP priority. GW explained the background to the staff governor vacancy and whether a Trust member of staff can represent a School. This is being discussed at the Trust Chair's meeting on 1 December and GW will be advised of the outcome. Two parents have put their names forward for the position of parent governor. Composition of the governing body will be revised if they join. Another prospective governor decided not to proceed. AB offered to assist the new governor whose objective is SEN and Pupil Premium. The document was agreed.</p>	<p>Action 2.4 Trust</p>

Reporting

2.1	<p>Review Budget</p> <p>MT reported that AMo has highlighted concern about the allocation of costs to different cost codes by different software. AMo hopes to resolve this with the finance team next week. Most items are in line with the budget, the only differences are a positive variance. The budget is £38K up mostly due to timing so it is expected that this will reduce. There are no expenditure causes for concern. GW asked if there are any Heads of Department that are concerned about their allocation this year, which is slightly down on last year. AMo replied that one Team Leader has noted concern. GW voiced concern about any potential knock on effect for the pupils.</p> <p>MTi summarised that the biggest costs are staffing and PFI. Even if the School is full for the next two years there will be a shortfall. AMi is reluctant to cut staffing so the Trust and AMi will have to find a way forward. Isca has a positive carry forward which is helping but when this is spent there will be a deficit. AS asked about student numbers at other schools in the Trust and AMo provided information on this. AMo reported on prospective student numbers for 2017/18: 146 first choice and they usually pick up 20-30 second choice. GW noted that the OFSTED report may help. AMo noted that initially an increase in student numbers may cause financial difficulties as there will need to be an increase in staff with no additional funds in the initial period. MTi noted that support could be sought from the Trust. Modelling for 7 and 8 forms of entry is underway.</p> <p>MTa noted that the pupil to staff ratio is 14:1 and asked how this compares to other schools. AMo will source the figures. HC noted that recent changes to the staff structure means that staff cuts will not be possible but there may be flexibility with the senior leadership team. AS asked if the Trust takes a top slice and AMo confirmed it is 3% plus a share of the cost of the finance team.</p>	
2.2	<p>Report on Information Governance</p> <p>AMo reported that there were four requests under Freedom of Information in the last four months. Two were directly relating to the School and two were passed to the Trust. The requests dealt with by the School related to sex and religious education and classroom management software. The requests passed to the Trust were about directors' expenses and multi-academy trusts. AMo noted that in line with the Trust policy, a named person will respond to requests. HC noted that a charge should be made if appropriate and AMo confirmed this is case.</p> <p>AMo reported on a recent data protection concern associated with the cashless catering system. Data is held on PCs and they have had a new system installed. Isca wished to destroy the hard drive as they are responsible for protecting the data but it was removed and stored at another school. GW asked what data is held and AMo advised that it includes children's names, tutor groups, staff names and access to free school meals. The hard drive has now been returned and destroyed. Isca requested that the new system is encrypted but this wasn't done so Isca encrypted it and it is now in use. The encryption will not be removed until another is put in place. The matter has been referred to the Trust.</p>	
2.3	<p>Trust Update</p> <p>RBe introduced himself and noted that he volunteered to as the Link Trust due to his association with the School. The role is to feed to and from the Trust. RBe provided an update on schools under consideration to join the Trust.</p>	

West Exe – Directors have given approval to the board to continue dialogue with Devon County Council and the School. Thorough due diligence will take place regarding the structure and funding.

Exwick Heights is moving forward and it is expected that it will join the TWMAT in May 2017. This school has a strong parent commitment and excellent teaching cohort.

Exeter Creative School was awarded to the TWMAT and comes with its own funding. Its primary phase will be in place in 2018.

Trustees are keen to ensure that a business plan is in place for schools to join the Trust. The schools have to be right for the Trust and its important not to be predatory.

Trustees are keen to see better policies and strategies and to improve communication between the Trustees, schools and individual staff within the schools. There may be a need to review and amend some of the structures in place. Structures are being developed within the Trust that can be shared across the schools.

The committee discussed the skills that are necessary within the Trust to ensure that there is a successful strategy for schools joining the Trust. AS noted the high costs associated with taking on a challenging school and the importance of ensuring that there is funding in place for improvements. GW agreed and added that it is right for the Trust to want to help the pupils but not at the expense of the provision in existing schools (which already have tight budgets). HC noted the importance of a good leadership team. AS asked if KPIs are published by the Trust and RBe agreed to take this back to the Trust.

Monitoring

3.1	<p>Trust Policies</p> <p>HC noted that the new HR policies are the same policies as previously used by the School but they have been adapted for use by the Trust. The policies are:</p> <ul style="list-style-type: none"> Adoption Capability Disciplinary Flexible Working Managing Sickness Absence Maternity Maternity Adoption Support Leave Probation Redundancy Shared Parental Leave Staff Leave and Absence Whistleblowing <p>The Committee agreed to adopt the policies and confirmed that they will be implemented in the School.</p>	
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3.2	<p>School Policies</p> <p>AMo advised that the Health and Safety Policy is based on the Devon County Council model and is best practice. AMo confirmed that the Policy has only been updated and recommended the Policy to the Committee. The Policy was approved by the Committee.</p> <p>AS asked if Devon County Council takes the role of competent person and AMo advised that this isn't the case. Near misses and systems within the policy were discussed. ABo recommended that health and safety is a standing item within school meetings. AMo agreed to follow this up. AS noted that the policy doesn't define who the employing body is and that the employing body should determine the policy.</p> <p>AMo identified the previous system of working with governors. HC suggested we have an agenda item where governors can report on their area of responsibility.</p>	
3.3	<p>Contract and SLAs</p> <p>AMo is working alongside the Trust looking at contracts and SLA's used by schools within the Trust. They are working towards having Trust contracts to gain advantages of bigger buying eg photocopiers – same facilities for ease of use by staff working across schools.</p> <p>There are now formal SLA's for staff working across schools. Going forward there will be a combined purchase which will stop duplication and encourage sharing of resources with joined up decisions.</p>	
3.4	<p>Curriculum Analysis</p> <p>GK reported that there are due to be developments in this area next week so AMi would like to feed back on this at the F&S meeting in the new year.</p> <p>GW asked about the vocational provision. GK noted that the School works with Year 8 when they take their options to ensure they're on the right pathway. Vocational training has to be outsourced and this has timetabling issues but the Trust is working on alleviating these by pooling resources across the Trust, common timetables, etc. A lot of work is taking place around consistency and rigour. GK reported that there are still pockets that need attention but nothing that can't be amended in this academic year.</p>	Action FR2.5 JD
3.5	<p>PFI/Sodexo</p> <p>AMo reported concerns about catering, cleaning and caretaking; the School currently has two agency caretakers and concerns have been raised with Sodexo. The quality of work at St James is much higher.</p> <p>A meeting about utilities took place today. It is crucial to keep these costs down and other school have been part of energy saving trials but this has not included Isca. Changes to the boilers will shortly commence and it is anticipated that this will have a significant impact.</p> <p>Devon County Council has agreed that schools within the Trust will have joint meetings which will help to highlight differences in the schools. AMo feel that there is little progress with Sodexo and it takes up a lot of time. HC asked why it is so much</p>	

	<p>better at St James. AMo noted that the caretaker at St James is very proactive and goes over and above.</p> <p>RBe agreed to raise concerns with the Trust.</p>	
3.6	<p>Strategic Priorities GK noted that the AIP lists the School’s strategic priorities and that AMi has not been able to allocate additional funding to the priorities; the emphasis is on being creative. AMi is working on reducing the budget deficit and will report on this at the next meeting of the Finance and Resources Committee.</p>	Action FR2.6 AMi/JD
3.7	<p>Staff Update This is included in the Part 2 minutes.</p>	
Information		
4.1	<p>Information Emailed to Governors A list of documents emailed to governors was distributed.</p>	
Date of Next Meetings		
5.1	<p>18 January 15 March 2017 3 May 2017 21 June 2017</p>	

Minutes by: Jo Duffin

Signed by Chair: Date :