



## **BRIEF NOTES OF THE BOARD MEETING HELD ON 13<sup>th</sup> JULY 2011**

### **PRINCIPALS UPDATE**

The Principal began his update with an excellent DVD produced by the students, covering all aspects of the Academy, and marketing it to current Year 5s who will be Year 6s next year. On requesting a copy, a Governor was told that it would be available at the end of August 2011 when it would have been completed. The meeting was informed that it was intended to send the DVD out as part of the prospectus and it would also be uploaded onto the website.

### **TEACHING AND LEARNING FEEDBACK FROM QUALITY & STUDENT EXPERIENCE COMMITTEE**

At their last meeting the Quality and Student Experience (Q&SE) Committee had been concerned that the minutes could not give a full picture of some of the outstanding work being done in Teaching and Learning (T&L) at the Academy.

Alison Chapman reported that the Director of Culture and Communication was driving T&L forward and having a significant impact. Various initiatives such as where teaching ambassadors focused on various techniques in their classes and teachers with non-teaching time had the opportunity to drop-in and observe.

The meeting questioned how this had been received by staff and the Principal reported that it had been very well received and had been a very positive step forward in a culture of sharing good practice. It was not linked to appraisals or increments; however there was a mixture of encouragement and volunteering with respect to participating.

### **MINUTES OF THE QUALITY & STUDENT EXPERIENCE COMMITTEE MEETING HELD ON 22 JUNE 2011**

The Board noted the minutes. The Chair of the Q&SE Committee highlighted the major issues from the minutes. The Vice Principal confirmed that BTec was included in Key Stage (KS) 4 data. He also confirmed that "Maths – Overall Effectiveness of the Department" had now securely achieved the grade of satisfactory.

### **MINUTES OF THE HR COMMITTEE MEETING HELD ON 8 JUNE 2011**

The Board noted the minutes. The Chair of the HR Committee highlighted the major issues from the minutes in particular those related to the Working Time Directive

(WTD) and Health and Safety (H&S) figures. It was also noted that the H&S Committee had met again since the last HR Committee meeting.

The Board suggested that a site map be produced showing the location and number of H&S incidents in order to pin-point areas of concern where targeted action could be taken.

The Principal assured the Board that he was confident that H&S at the Academy was now secure.

In answer to a question about accident prevention the Board were informed:

- a. risk assessments were executed annually and refreshed if there were any changes to circumstances
- b. the Site Manager made daily inspections of the grounds
- c. near misses were recorded

The Board expressed particular concern with regard to staff with second jobs. The Principal informed the Board that the right to hold a second job was protected under TUPE arrangements. The Board agreed that Employees with second jobs should sign a disclaimer with respect to the WTD and sign a declaration that their second job was not a conflict of interests or likely to bring the Academy into disrepute.

## **MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 22 JUNE 2011**

The Board noted the minutes. The Chair of the Audit Committee highlighted the major issues from the minutes in particular those related RSM Tenon's internal audit report which had been very positive.

There was extensive discussion surrounding the risk register, how it should be set up, managed, and who "owned" which risks. It was made clear that the ownership and management of the risk should lie with those most able to mitigate it. It was not the responsibility of the Director of Finance to establish the risk register in isolation; it should be constructed by the complete management team.

The meeting discussed the purchase threshold at which the Academy was required to seek three quotes. The current £2k limit was felt to be too low and created unnecessary additional work. The Board were recommended to raise the limit to £5k with the proviso that some random samples were taken on purchases between £2k and £5k to ensure that best value for money was being obtained and that there was some training for budget holders.

## **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 22 JUNE 2011**

The Board noted the minutes. The Chair of the Finance Committee highlighted the major issues.

The meeting discussed Catering and its effectiveness as an in-house provision. The Principal reported that Catering was working well in-house and it gave the Academy more flexibility. The Director of Finance explained that it was difficult to get precise figures for analysis until the end of the year owing to free school meals provision. The Board requested a report on Catering.

The Board asked if there was a benchmark figure for the percentage of salaries to total budget. The Principal informed the meeting that figures of around 75% were acceptable but 80% and above was a cause for concern.

## **MINUTES OF THE HEALTH & SAFETY MEETING HELD ON 5 JULY 2011**

The Board noted the minutes. The Director of Finance highlighted the major issues.

When questioning the procedures for risk assessments the meeting was informed that all risk assessment paperwork was kept in departmental folders and the Department Heads were responsible for ensuring that all assessments were executed.

## **MANAGEMENT ACCOUNTS**

The Board accepted the Management Accounts presented by the Director of Finance.

## **PROJECTED GCSE PASS RATES**

The Principal presented his paper on current year 11 analysis. Current predictions for 5 A\*- C incl. Maths and English were 46%

## **ATTENDANCE POLICY**

The Principal presented his paper “Improving Student Attendance and Learning – Support Strategies and Options” and informed the meeting that the Academy had benefitted from redundancies at CCC and had recruited an Educational Welfare Officer. A key change would be to pursue enforcement through the courts for those families who are disengaged (not disadvantaged). The Principal stated that attendance was a problem for the Academy that needed to be addressed with zero tolerance.

The Principal informed the meeting of the following average figures for permanent exclusions:

All Schools	0.06%
All Academies	0.03%
Furness Academy	0.06%

## **SECOND SPECIALISATION FOR THE ACADEMY**

The Principal asked the Board to consider the second specialisation for the Academy (the first being Sport).

Some Governors expressed a view that in order to cater for the needs of the local economy and businesses the second specialisation should come from one of the STEM subjects however the Principal stressed that students first needed to be engaged in these subjects. He stated that he would also like to introduce a third specialisation of Globalisation, in the longer term.