



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

Company Number: 8915981

Minutes of a meeting of the Directors held on Monday, 1st December 2014, 6pm at LWS Academy

Present:	Colin Knight – Chair	CK
	Stuart Tyreman – Head teacher	ST
	Kirsty Cremer	KC
	Gerald White	GW
	Paul Salter	PS
	Tam Mitchell	TM
In Attendance:	Lisa Lacey (Clerk)	LL
Apologies:	Brian Stafford	BS
Absence:		

The meeting was quorate and commenced at 6pm

1. Welcome and Attendance	Action
<p>CK welcomed everyone to the meeting. There was a discussion about two new possible volunteers to join the governing body. These two volunteers had previously attended the last full governing body meeting but both were unfortunately unable to come along as observes this evening. CK clarified that he is awaiting their completed applications forms and skills audit which will for forwarded to members for their consideration. It was also confirmed that should the applications and skills audit yield the right skills and experience for the governing body, it would be possible to appoint these individuals, as confirmed by the articles of association.</p> <p>Full governing body minutes will be circulated to directors 7 days after the full governing body meetings, or sooner if possible.</p> <p>Apologies were received and accepted from BS</p>	
<p>2. Pecuniary Interests and Conflicts of Interest</p> <p>There were no new declarations of pecuniary interest or conflicts of interest declared.</p>	



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

<p>3. Minutes of last meeting – 6th October 2014 (Appendix A)</p> <p>The minutes of meeting were accepted as true record of the meeting from 6th October 2014.</p> <p>4. Matters arising from the minutes</p> <p>CK went through the last minutes of meeting.</p> <p>P.1 CK confirmed that a letter had been received from IB, previous director of LWS until 23 July 2014. IB stated that he had very much enjoyed his time as a director at LWS Academy but reiterated that his decision to resign was purely that of a work life balance matter. IB conveyed his gratitude for the gift voucher and wished everybody on the Board and from the school a Merry Christmas and Happy New Year.</p> <p>P.3 Staff being able to sit on Finance committee. This was a matter for research and LL confirmed that as far as she has been able to ascertain there is no guidance which states to the contrary.</p> <p>P.5 School visits policy – Action: LL to circulate for next meeting</p> <p>P.8 Risk register policy – LL confirmed that to date she has not been able to locate a specific policy that addresses this within the Academy’s policy file. ST believes that there is a discrete reference to this within another policy – Action: LL to research the issue of risk register again.</p> <p>P.9 School council minutes. It was agreed that director responses are to be feedback verbally but minuted within the school council minutes.</p> <p>P.10 Responsible officer – it as confirmed that ST is the Academy’s responsible office but has devolved responsibility to AT as well.</p> <p>P.10 Issue of redundancy and the Academy’s responsibility to pay redundancy payment for the duration of employment with the LEA and not exclusively with LWS. Action: LL to take this issue up with SS from Bay House.</p> <p>5. Head teacher’s report and monitor SDIP priorities (written – Appendix B)</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>LL</p> <p></p> <p>LL</p> <p></p> <p></p> <p></p> <p>LL</p>
---	---



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

The HT report for this half term was presented as a written document (appendix). Directors reviewed the document and the salient points from page 6 onwards.

P.9 DG has been visiting Bay House to moderate lessons judgements. This is part of a reciprocal agreement where Bay House will provide the same moderation for LWS. There have also been lesson observations taking place at Brune Park and Prospect school as part of the moderation process.

In March 2015 Andy Lole of the Mulberry Bush School will be coming to LWS to conduct a mock Ofsted inspection. Andy Lole was very impressed with his last visit.

Directors asked if the Academy will want any involvement from them as part of the mock inspection. ST advised that the inspection will be carried out in just the same fashion as would happen with an Ofsted so there will be an expectation that directors will be involved in the process. ST asked if the directors would like an external opinion, perhaps from Jeff Stansfield. At present LWS does not have an LLP but this service can be purchased from Jeff for £400 and he will evaluate the English and Maths department. Otherwise it is possible to arrange for someone else to complete an evaluation. Directors discussed the possibility of this but were happy to accept Andy Lole coming to conduct a mock inspection and that a second opinion can be sought at a later stage. Directors also discussed the need for an LLP and obtaining this via County as a County commissioned LLP is preferable. ST confirmed that an Ofsted inspection is due any time from now until next November. ST wants to give directors as much evidence as possible to feel confident in their opinions when faced with an actual Ofsted.

It has been identified that more work needs to be done around Pupil Premium and is scheduled for Spring 2015.

Local offer, pupil premium information and most policies have now been published to the website. There are a few policies outstanding, however these are currently being addressed.

ST has been invited to join the strategic partnership for the Mulberry Bush teaching schools alliance.

LWS currently has volunteers working two days per week within



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

<p>the school. Directors asked how many volunteers are there at present. ST confirmed that some had left for a variety of reasons but that AT was currently recruiting for more volunteers to join. Directors asked if all volunteers are CRB checked. ST confirmed that this to be correct and that a volunteers policy has been created and will be circulated for ratifying. Action: LL to circulate volunteer's policy to directors.</p> <p>ST also discussed the recent open evening at the school but confirmed that it had not been well attended by parents.</p> <p>8 – 19 year provision - ST is currently building a network with local schools and attends meetings at Bay House fortnightly to look at provision. Ian Potter has been looking at how the Enterprise Academy can move under LWS at a later stage and that he will line manage this.</p> <p>Outreach – this is getting stronger and so far has generated an income of £11,500 for this year. The provision is worth around £20,000 per year. Hamble school have approached LWS but this will possibly be the last school as it stands currently. Oasis Academy have bought into the service with a 3 year contract.</p> <p>The outreach package is bespoke and based on need but if it requires more than working with students then this becomes more challenging because LWS have to consider how they deploy staff to support this. Long term plans around this provision will need to be looked to consider a costing structure. TM is taking more and more calls from schools looking for database support and advice at a strategic level. Due to the popularity and demand for the database LWS need to consider intellectual rights issues and the drafting of costs and SLA's to support this. Directors stated that they are happy with how this is progressing because this was what had been hoped originally. However, directors wanted to know how this affects the current students? ST and TM both confirmed that the set up within the Academy is stable and that this does not affect the students. They also emphasised that having staff go out and support in mainstream environments is beneficial for staff because it keeps them in touch with how mainstream operate. ST reiterated that the plan is to build the primary provision because early identification of problems is key to turning these students around successfully. Many local schools work with LWS with only a few which are not that include Neville Lovett and Cams Hill. Feedback from schools is that LWS is building capacity and therefore it has always been considered that the outreach support</p>	LL
---	----



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

would have a limited shelf life and in its current format would require the service to shift geographically which it currently cannot support. The primary provision idea is that LS will take students who are in the process of getting an ehcp but can not be accommodated within their current school. These student are then able to come to LWS and their school with pay LWS £100 per week until the completion of the EHCP. There is only a 10 week period which this can continue for and the risk is that County do not name LWS as the school of choice at the end of that period. However, LWS are very careful who they work with to make sure that schools have done all they can to accommodate the student before considering them as eligible to attend LWS.

Raise-online – the results have shown that the students have gone up by at least 20 points. The new school day structure has proved to be successful and the students have settled into it very well. Currently waiting for Fischer Family Trust figure to be released. ST is envisaging that there may be a plateau or slight dip in this year's cohort results.

6. Committee reports

a. Building, Staffing, Pay and Finance sub-committee meeting – 17th November 2014 (Appendix C)

The minutes of the last Finance sub-committee meeting were discussed and reviewed.

The issue with the school field has still not been resolved. As yet the field is still to be handed over and there is no date when this might happen. However, it was emphasised that although there has been prospective dates given, there had been no change to the original plan to hand over the field.

Auditors report – Louise Haylesworth attended the finance meeting to discuss the outcomes of the Academy's first full auditor. It was stated that the audit had gone very well and that Bay House have given outstanding service to LWS Academy and there was no evidence that they were treating LWS less favourably than themselves. As part of the auditor process a management letter is produced which details any of the issues which were picked up from the audit. Very little was seen as an issues, with only a minor point picked up with regard to VAT returns. It has been evident that Bay House were not claiming back VAT on a monthly basis which ordinarily would be recommended to assist with cash flow.



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

However, Louise explained that she believes that Bay House are auctioning this monthly now. Louise also drew the Academy's attention to the fact that there were some policies outstanding, however this was not considered as irregular because this is often the case for newly converted Academies.

Replacement vehicles – This issue was discussed with Louise and it was stated that being an Academy, it would not be possible to purchase new cars using finance. However, the rules do permit that cars may be acquired by purchasing a lease. ST presented a case to the committee to acquire new vehicles, firstly to replace the red Polo which is likely not to be cost effective to repair and secondly to support staff who are attending meetings and outreach. Currently staff are using their own vehicles and the Academy are making mileage payments, however, this is not cost effective. The minutes have recorded that one vehicle was agreed, however, this is incorrect and actually two vehicles were to be leased plus the disposal of the Polo. The cost per vehicle is up to £150 pcm due to health and safety concerns with leasing cars which are too small.

Account balance – to be cross referenced to the Bay House financial report in future.

Staff costs – this issue has been resolved at a previous meeting.

Bay House costing – these are to remain the same.

Primary provision – ST to provide committee with more concise figures around costings. It is likely that the first pupils will be due around January/February from County and Inclusion team. More details will be passed to the committee meeting on 19th January 2015. It was acknowledged that whilst the income generated was expected at best to break even, long term the provision could be prove to be very good.

Head teacher pay and performance – ST and TM left the room (7.15pm) whilst the directors discussed the confidential minutes of the head teacher pay and performance review. **(Confidential)**

ST and TM returned to the room at 7.22pm

b. Pathways, Curriculum, Behaviour and Safety and core sub-committee meeting minutes – 17th November 2014 (Appendix D)



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

The minutes of the last sub-committee meeting were discussed and reviewed.

Beyond levels – ST gave directors an overview of LWS’s proposed strategy for tracking student progress. This will mean that students will no longer be accessed by levels but will have their level of engagement and attendance tracked which collates directly to long term outcomes.

Lesson observations – ST advised directors of the results of the latest lesson observations.

Director visits – this item was discussed at item 12

7. Governor and trustee report signing (Appendix E)

Members were presented with the completed Governor and Trustee reports. PS signed the reports as previous Chair for the period in question. ST signed the reports as Accounting Officer. Next year CK will sign the reports in his capacity as Chair. Three copies were signed by PS and ST for onward transmission to Companies House and the Education Funding Agency.

8. Policies

- a. **Child protection policy (Appendix F)** – KC reviewed the policy and was happy to recommend it to the Board for ratifying. It was discussed that a separate safeguarding policy needs to be created as new requirements specify that Child Protection and Safeguarding must be separate policies. TM looked at doing this but it appears that much of the content is of a personnel nature and therefore has been passed to AT for action. Directors agreed and ratified the Child Protection policy.
- b. **Complaints** – This policy is currently in progress but will be deferred to a later date for ratification.

9. Link governor and governor responsibilities (Appendix G)

CK discussed the rationale behind having link governors within the Academy. Those who are linked to a member of staff around particular areas of interest will come to the governing body



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

meeting and provide feedback on specific issues. The link responsibilities and were discussed and agreed as follows:

Director	Responsibility	Member of staff
GW	Health and Safety	BS
KC	Curriculum, core/pathways	CB
KC	Looked after children	TM
GW	Pupil Premium	TM or CB
KC	Child protection	TM or ST
KC	Safeguarding	TM or ST or CB
KC	Head teacher performance	
LL	Governor training	
CK	Gifted and talented	CB
PS	Complaints	
PS	Performance management	
LL	Governor induction	

AT

Everyone is requested to plan how they are going to fulfil their roles for the next meeting.

10. Whole governing body training

CK asked directors about which training they felt they would benefit from.

- a. **Team teach** - TM explained that she is able to provide Team Teach training to directors so that they had a better understanding about how this is implemented within the school. All agreed that they would be interested in receiving this training. Directors agreed that they would receive Team Teach training with Tam and PS, GW and CK stated that they would be able to come and observe
- b. **Finance and audit** - Finance training was also discussed as Bay House have offered to provide this. It was agreed that this training should be arranged for the summer term.
- c. **Governor services whole governing body training** – Directors discussed the options for whole governing body training. After some discussion it was agreed that further information should be sought with regards to the GT1402 training which is community use of schools. This was of interest because the school has community lettings and is hoping to expand this and therefore this training may be useful in achieving that. **Action:** LL to contact governor services to find out more about the training and forward details to directors for further consideration.



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

11. Directors training attendance

Strategic finance – GW date 11 November 2014
 Aspiring chairs – CK – course nearly completed
 International behaviour management – Guest speaker Rob Long (creator of the BESD toolbox). Directors are welcome to attend 21 January 1.30 – 4.30pm.

12. Director school visits (Appendix H)

School visits policy was reviewed by ST. Provisionally it looks fine, however ST stated that he would like to see how it goes and to make changes as required. With regards to the feedback sheet, the point was raised about whether it would be possible to make this an electronic version. ST would like to monitor director comments with regards to visits and possibly compare these with other visits to get an objective view. SLT are currently in the process of creating visitors feedback sheet.

13. School council – 21 November 2014 (Appendix I)

No issues raised. Future feedback was discussed at item 4.

LL

14. Items for next agenda

School visits policy - (circulate and ratify)
 Link governor roles – how will you fulfil your role.

CK wished for it to be noted that having all relevant documents circulated to directors at least 7 days in advance has assisted with the meeting running smoothly and efficiently.

15. Date and time of next meeting

Meeting closed at 8.05pm

Minute Ref	Action Point	Person
4	School visits policy for circulation before next FGB	LL
4	Risk register policy	LL
4	Redundancy issue to be taken up with SS from Bay House	LL



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684

www.lordwilson.org.uk

8.b	Safeguarding policy	AT
9	Link governors, think about how you will fulfil your roles	ALL
10.c	LL to contact governor services to find out more about the training and forward details to directors for further consideration	LL
5	LL to circulate volunteer's policy to directors.	LL
Appendices		
Item Number	Title	Attachment
3	Last FGB minute 06-10-14	A
5	Head teacher report – SDIP	B
6.a	Finance committee minutes 22-09-14	C
6.b	Curriculum committee minutes 22-09-14	D
7	Governor and trustee report	E
8a	Child protection policy	F
9	Link governor responsibilities	G
12	Directors school visits policy	H
13	Student council minutes – 21-11.14	I