



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 30th November 2015, 6pm at LWS Academy

| | | |
|----------------|-------------------------------|-----|
| Present: | Colin Knight – Chair | CK |
| | Stuart Tyreman – Head teacher | ST |
| | Kirsty Cremer | KC |
| | Paul Salter | PS |
| | Tam Mitchell | TM |
| | Lloyd Hendon-John | LHJ |
| In Attendance: | | |
| Apologies: | Hilary Hetherington | HH |
| | Gerald White | GW |
| Absence: | | |
| Clerk: | Lisa Lacey | LL |

The meeting was quorate and commenced at 6:05pm

1. Welcome and Attendance

CK welcomed everyone to the meeting. Apologies were received and accepted by GW and HH.

2. Pecuniary Interests and Conflicts of Interest

There were no new declarations of pecuniary interest or conflicts of interest declared for any of the agenda items.

3. Update on governor vacancies (ST)

The prospective parent governor who attended the last meeting (October) has advised that at this time she does not feel able to commit to the role of Director for LWS Academy. ST advised that there is another possible candidate for the role who has experience of setting up a parent group. Directors discussed other possible ideas for recruiting directors to LWS Academy.



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4. Minutes of last meeting 15th October 2015 (appendix A)

An amendment to the minutes at page 2 to state that PS will be unlikely to continue as director after this year 2015/16. The minutes of meeting were reviewed by directors and accepted as an accurate record of the meeting. The minutes were signed by CK as Chair.

5. Matters arising (appendix B)

- | | | |
|---|---|----|
| 3 | Amend curriculum and finance TOR's | LL |
| | These have been amended and to be circulated to directors by LL | |
| 4 | LL to contact TD to advise about directors badge situation | LL |
| | TD advised LL that not all directors have sent their photos for ID to arranged. LL has emailed all directors to request photos be sent to TD. | |
| 4 | Clerk to update CoC policy | LL |
| | Policy updated in accordance with requested changes from the last meeting. LL to circulate to directors | |
| 6 | Resend governors self-evaluation | LL |
| | LL resend this to all those who had not completed the form. All forms have now been received. | |
| 6 | Agenda item for next finance meeting – database report – circulate report | LL |
| | Agenda point 8 | |
| 6 | Update governors secure area on website as per audit report | LL |
| | This is currently being worked on and due to be finalised by the next FGB (February 2016) – LL to resend director login details | |



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| 7 | Report on staff self-evaluation feedback (curriculum committee) | ST |
| | This was dealt with at the Curriculum meeting | |
| 7 | Audit sample of staff performance appraisals, in line with policy, for directors | ST |
| | This information has been sent to PS for his review | |
| 7 | Liaise with CB regarding YOT/Police report – circulate to directors | LL |
| | CB still awaiting this information from the police | |
| 8a | Case studies to be provided to curriculum committee for review | ST |
| | Currently being worked on and will be provided for the next curriculum agenda. | |
| 11 | Update website in accordance with audit report – liaise with TD | LL |
| | Currently being worked on and will be completed by the next FGB (February 2016) | |
| 15 | Clerk to provide CK with details of risk register monitoring requirements | LL |
| | This has been actioned in draft format and LL to send to CK for review | |
| 15 | Clerk to locate and circulate model TORs for discipline and dismissal panels | LL |
| | This has been actioned in draft format and LL to send to CK for review | |

6. Head teachers report – Written (appendix C)

ST gave an overview of the report and drew attention to:

LWS response to low level behaviour. The next report will show the measure of progress



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made.

Directors discussed the update to the SDIP to bring it in line with the latest Ofsted outcomes.

ST discussed how there has been a greater number of schools approaching LWS to form partnerships rather than LWS having to make those links.

7. Committee Reports

a. **Building, Staffing, Pay & Finance Committee 16 November 15 draft report (appendix D)**

PS discussed the main points covered at the meeting:

- Clifford Fry auditors have conducted the annual audit of the LWS accounts. Finance committee are very pleased with the outcome and only two minor points were picked up which were – VAT returns not being submitted monthly and a query about a reserves policy which at present does not exist. The update regarding the VAT returns situation with Bay House is that this is a normal procedure for Bay House and it works well for them. **Action:** LL to look into the reserves policy situation to be presented to the next finance meeting (January 2016).
- A reduction in income from Outreach services was observed and ST explained that this is a result in a decreased uptake of SLA's but an increase in schools approaching LWS for ad hoc support.
- Directors discussed the possibility of increasing the intake by 10% but felt this would be better discussed in the New Year.
- Staff consultations have taken place and gone well. Three members of staff approached ST individually to discuss the proposal and overall the staff have been positive and understanding about the proposal. **Action:** KC to attend the next meeting.
- Balance of bank account was noted as follows:
Income: £221,084 (two hundred and twenty one thousand and eighty four pounds)
Exps:£150,338 (one hundred and fifty thousand, three hundred and thirty eight pounds)
Surplus:£70,747 (seventy thousand, seven hundred and forty seven pounds)
- Christmas activities for the directors was also discussed but being dealt with under a separate agenda item (14)

b. **Pathways/Curriculum, Behaviour and Safety and Core Committee 16th November 15 draft report (appendix E)**



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KC presented the highlights from the meeting as follows:

- CB's presentation about student progress and GCSE entries. Directors found this very informative.
- Accessibility plan –this has been produced and just needs publishing to the website.
Action: LL to arrange publication.

Directors queried the GCSE entries for this academic year. ST confirmed that the eight year 11 student will not be entered for English GCSE. This is because of a number of difficulties relating to these individuals ranging from language difficulties to mental health. It was not consider to be a positive step for these students to attempt those exams however, they will sit functional skills exams which is the equivalent of GCSE grade D. Functional skills was chosen because this is accepted by colleges for entry.

The agenda items were moved in order for staff to directors to leave the meeting and not have to return to finalise matters. Items 8 and 9 were confidential minutes and staff were requested to leave the meeting. Items 8 and 9 were deferred to the end of the meeting after items 10 to 16 were completed.

8. Tracking database (appendix F) - Confidential

9. Headteacher performance review - Confidential

10. Whole governing body training (appendix G)

TM explained to governors that Prevent training is a statutory requirement for the directors to complete. TM to deliver this training at the next FGB on 8th February 2016 7.30-8.30pm. The FGB is to start at 5.30pm to facilitate this.

Directors reviewed the available and suggested options and elected for GT609 – SMSC training. Proposed dates, in order of preference, 21, 23 or 14 March 2016. **Action:** LL to book training session for directors



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11. Policies for review

Accounting – (appendix H) – This policy needs to be updated to include a paragraph regarding the responsible financial officer and reserves policy, as discussed at the last Finance Committee meeting. **Action:** LL to amend.

Attendance – (appendix I) – no changes

Complaints - (appendix J) - it was agreed to defer this policy until the next FGB due to recent changes that need to be reflected within the policy.

SEN – (appendix K) – to be reviewed and brought forward to next FGB.

Sex Education – (appendix L) - Amendments noted at page 2. **Action:** LL to make amendments.

Supporting students with medical needs (appendix M) – Policy reviewed and ratified. **Action:** LL to find out how often this needs to be reviewed.

12. Directors training attendance

None noted

13. Student council minutes

Not received by the time of the meeting. **Action:** LL to chase up and distribute.

14. Governors Christmas activity



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KC to book a venue for event. Possible dates were discussed and agreed. **Action:** KC to advise directors of date, time and venue of Christmas meal

15. Items for next agenda

- Purchase of defibrillator
- Policies - Complaints and SEN

16. Date and time of next meeting

Monday 8th February 2016 at 6pm at LWS Academy

The meeting closed at 8:05pm

| Minute Ref | Action Point | Person | When |
|------------|---|--------|--------------|
| 5 | Tors and Directors Cof C to be distributed to directors | LL | |
| 5 | Items outstanding from website audit to implemented | LL | Feb 16 (FGB) |
| 5 | Resend directors website login details | LL | ASAP |
| 5 | Draft discipline and dismissal TORs to be sent to CK | LL | ASAP |
| 5 | Draft risk register guidance to be sent to CK | LL | ASAP |
| 7a | Attendance at the next staff consultation briefing | KC | |
| 10 | Book training WGBT session | LL | ASAP |
| 11 | Amend policies | LL | ASAP |
| 11 | Find out about review timing for policy – Supporting | LL | ASAP |










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| | students with medical needs | | |
| 13 | Chase up and distribute student council minutes | LL | ASAP |
| 14 | Book Christmas meal activity for directors | KC | ASAP |

Appendices






| Agenda Item | Title | ID | Attachment |
|-------------|---|----|---|
| 4 | Minutes of meeting 15 October 2015 | A |  minutes of FGB 51015.doc |
| 5 | Matters Arising from the minutes 15 Oct 15 | B |  actions.docx |
| 6 | Head teacher report | C |  SDIP 2015-2018.docx |
| 7a | Finance Committee Minutes 16 November 15 | D |  minutes of finance 16 November 15.doc |
| 7b | Curriculum committee minutes 16 November 15 | E |  minutes of curriculum 16 Nov 2015.doc |
| 10 | Whole governing body training schedule | G |  training.docx |
| 11 | Accounting policy | H |  accounting.doc |



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| 11 | Attendance policy | I |  attendance.doc |
| 11 | Complaints policy | J |  complaints.doc |
| 11 | SEN policy | K |  sen.doc |
| 11 | Sex education policy | L |  sex ed.doc |
| 11 | Supporting students with medical needs policy | M |  Supporting Students with medical needs TM |