



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 5th October 2015, 6pm at LWS Academy

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

The meeting was quorate and commenced at 6:10pm

1. Welcome and Attendance

CK welcomed everyone to the meeting. Attendance was noted and apologies were received and accepted from HH. CK introduced everyone to SS who was in attendance as a prospective parent director. ST explained that SS has also been in the school as a volunteer for the past few weeks and invited SS to consider applying for the parent director vacancy.

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. Election of Officers

The clerk advised the board that a number of nominations had been received for the positions of Chair and Vice Chair for the Full Board and Committees. Votes were cast, by way of a show of hands, for the following positions:

- Full Board of Directors...chair and vice chair

Two nominations were received for CK as Chair and one nomination received for PS as Vice Chair. Votes were cast and unanimously agreed that CK be Chair of the Full



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Board. PS stated that he would prefer not to stand as Vice Chair and KC nominated herself for the position and a unanimous show of hands agreed the nomination.

Therefore, CK was voted as Chair and KC was voted as Vice Chair for the Full Board for 2015/16.

- Curriculum Committee composition, chair & vice chair

The clerk advised that three nominations had been received for KC as Chair to the committee, one nomination for GW as Chair and one nomination for GW as Vice Chair. Both KC and GW were happy to stand for the position of Chair. A vote was cast and unanimously agreed that **KC be appointed Chair to the committee and GW as Vice Chair for 2015/16.**

The Board agreed membership to the curriculum committee in accordance with the revised Terms of Reference (appendix A):

KC – Chair
GW – Vice Chair
HH
LHJ
TM
CK
ST

The terms of reference were reviewed and amendments were noted as follows:

Action: Clerk to amend and circulate

- Finance Committee composition, chair & vice chair

The clerk advised the Board that only one nomination had been received for PS as Chair to this committee. PS explained that he would be happy to stand as Chair for this year but the Board would, at this point, need to consider succession planning as it was unlikely that PS would stand as Chair again. A unanimous vote given for PS as Chair and GW offered to stand as Vice Chair with PS as his mentor for the year.

Therefore, PS was appointed as Chair and GW as Vice Chair for 2015/16.

The Board agreed membership to the curriculum committee in accordance with the revised Terms of Reference (appendix B):

PS – Chair
GW – Vice Chair
CK
KC
ST



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The terms of reference were reviewed and amendments were noted as follows:

Action: Clerk to amend and circulate

4. To review:

- Full Board of Directors' Terms of Reference (appendix C)

CK confirmed with directors that they had reviewed the model terms of reference (tor) and asked if there were any comments. It was noted that the tor required a paragraph regarding permitting of video and teleconferencing facilities. Directors agreed that they were happy to ratify the terms of reference.

- Governors' visits policy (appendix D)

The policy was reviewed and no amendments required. Directors ratified the policy and noted for reviewed in another year.

- Governors' Allowances policy (appendix E)

CK confirmed that no directors had or ever have made a claim for expenses but reiterated that the policy is in place for those who require to claim expenses e.g. taxi fees, printing etc. The policy was reviewed and no amendments required. Directors ratified the policy and noted for reviewed in another year.

- Governors' Code of Conduct (appendix F)

The policy was reviewed and an additional paragraph as follows is required:

Action: Clerk to update CoC policy

ST suggested that a Directors Board is put up in the school to make the director's role more visible to students. The board would state the name and function that each director fulfils. The Chair asked about whether it was possible for directors to have a school badge which states their name and position which would mean that when they visit directors would not wear a visitor's badge. ST stated that he would liaise with TD to action this. **Action:** LL to contact TD to arrange directors badges

5. Minutes of last meeting 1st July 2015 (appendix G)

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.



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6. Matters arising (appendix H)

- | | | |
|----------|--|-----------|
| 4 | LL to send out letter to VP re-joining directors | LL |
| | The clerk confirmed that a letter was sent to VP before the end of the summer term. There has been no response from VP to the letter. | |
| 4 | LL to complete a full website audit report to share with directors for next FGB. This report to also include recommendations for directors area | LL |
| | The clerk confirmed that this item will be addressed on this agenda at point 11 | |
| 5 | ST to send directors English and Maths GCSE results once received | ST |
| | This information was emailed to directors over the summer holiday and reviewed at the curriculum meeting on 21 st September 15 | |
| 7 | CK to forward to LL a directors self-evaluation document for completion | CK
/LL |
| | The clerk confirmed that this document was sent to all directors but to date not all completed forms have been received. Action: Clerk to resend form | |
| 8 | ST to ask TM tom complete safeguarding audit | ST
TM |
| | The safeguarding audit was completed and the reviewed at the last curriculum meeting on 21 st September 2015 | |
| 8 | KC to circulate safeguarding visit report to directors once complete | KC |
| 8 | ST to form to LL copy of peer review report for circulation to all directors | ST
/LL |
| | This report was sent to all directors and reviewed at the last 21 September 2015 | |
| 9 | ST to draft report regarding pupil tracking database to address impact and input requirements of database. To be brought forward to next finance meeting | ST |
| | This item was addressed at the last finance meeting of 21 September 2015 | |
| 9 | LL to review previous minutes of meeting relating to tracking database to | LL |



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present day and to compile report of findings by next finance meeting

The clerk confirmed that the report with all previous minutes of meeting has been completed but there is a contract which is yet to be located but will be presented at the next finance meeting for review. **Action:** Clerk to circulate for next finance meeting.

11 LL to file director visit reports LL

All reports have been added to an excel spreadsheet which will be uploaded to the LWS website (governors secure area) **Action:** Clerk

7. Head teachers report – Verbal

ST gave an overview of the website published headlines for the GCSE results: 92% Maths and 60% English passes.

All staff have receive team teach training which enables them to carry out physical restraints as required.

Staff are currently going through a two week period of self evaluation to discuss how they feel about work. **Action:** ST to feedback to FGB results of the self evaluation.

Performance management of staff is currently on-going. **Action:** ST to provide pay and staffing committee with an anonymised sample of reviews for them to review the process in accordance with the pay and performance management policy.

LWS has been approached by Rona sailing trust who have offered year 10 students a subsidised 3 day and 3 night trip which focuses on engineering and navigation. It is planned that this will happen at the end of March beginning of April.

ST fed back that there has been a lot of positive responses to the new school reception doors.

Project based learning day (STEM Wednesday) is currently the best performing subject area across the school.

ST reported that the current year 7 are quite challenging. Issues appear to be around students taking responsibility for actions and transition. ST is in contact with the Head teacher of Waterloo School to look at ways the two schools can work together to reduce these barriers before starting secondary school.

ST has piloted a 'prefect' scheme for year 10's which involves giving students more responsibility by allowing, at present, selected students to have a radio and door fob.



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The idea is that the 'prefects' can listen out on the radio for issues and help younger students who are experiencing problems. So far this have been very successful and the year 10 students who have taken part have acted respectfully and responsibly to the role. The students are paid in VIVO's for their work. ST plans in the future to give students the chance to apply for different roles in the school, including reception duty, in which they will have to complete an application form and be interviewed for the role. This scheme will give LWS students an idea of real life situations and help enhance life skills. ST invited directors to take part in the interview process.

ST advised directors about feedback received from the Youth Offending Team and local police that the behaviour policy has been effective in reducing crime incidents with LWS students. **Action:** Clerk to liaise with CB for report which states figures.

ST reported that there has been a slight dip in yr 11 attendance. ST explained that when student attendance falls >90% a text is home to advise of this. There has also been reports from taxi drivers of year 11 drug use. So far there has been no drugs found on site at LWS but ST has arranged for police dogs to come into the school to check this out.

8. Committee Reports

a. Building, Staffing, Pay & Finance Committee 21 September 15 draft report (appendix I)

PS gave an overview of the finance committee meeting highlights. The main point to report was that the committee had received on a draft budget proposal from Bay House and was therefore unable to agree the figures at that meeting. ST advised that he was due to meet with IP from Bay House and that this issue would be raised with him. ST was able to update the Board that the result of his meeting with IP was that IP agreed that the situation was not acceptable and it was agreed that the finance team would work to get the reports to the Board before the scheduled meetings and that AT had furnished Bay House finance team with the information regarding LWS meeting dates.

ST discussed the proposal of a new pay structure. This item required further, more in-depth, discuss and therefore an extra-ordinary meeting was arranged for 20th October at 6pm at The Hub.

LWS are currently recruiting for a caretaker to replace OS who left in August. The interviews are scheduled for Monday 12th October. In total 9 applications were received which were shortlisted to 5 and on 12th October 4 of these candidates will be interviewed. BS will take part in the interview process.

b. Pathways/Curriculum, Behaviour and Safety and Core Committee 21 September 15 draft report (Appendix J)



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C.

KC introduced the main items discussed at the meeting:

GCSE result and progress data were reviewed and headlines for the website were agreed.

The committee discussed and considered the importance of building trusting relationships with students and how this ultimately has a significant impact on the outcomes of students. ST agreed that he would present some case studies which highlight the importance of relationship, attendance, engagement, progress and outcome model. **Action:** ST

The annual Children in Care report was reviewed

The requirements of the Accessibility plan and policy were discussed and agreed that this plan would be actioned and progress to be reported at the October FGB.

9. Proposed budget (appendix K)

The proposed budget was agreed based on the draft proposed budget dated August 2015:

Total income:	£1,019,164
Total expenditure:	£1,053,541
Planned deficit:	£ 34,377

10. Outreach impact report (appendix L)

ST explained that he is currently in negotiations with Liz Flagherty of Hampshire county Council with regards to securing funding directly for outreach services instead of invoicing for services.

No questions were raised

11. Website audit report (appendix M)

The Clerk explained that a further audit had been completed to pick up outstanding issues from the last audit before the end of the summer term. It was acknowledged that further work was required with respect to the governors page of the website, especially in light of the September 2015 updates to the Financial Handbook – increased transparency of directors. **Action:** Clerk to update the website in accordance with the recommendations set out in the report. Clerk also to liaise with TD with regards to outstanding statutory items also detailed with the report.



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12. Community lettings report (appendix N)

The highlights of the report were discussed and ST confirmed that the school, outside of school hours, is currently at 75% use. The school field is now being let on a Saturday to a dog training club on a trial basis.

13. Skills audit

This item was deferred as some directors still needed to complete and return their governor evaluation form (GEF). **Action:** Clerk to resend GEF to directors

14. Whole governing body training proposals 2015/16

This item was deferred as there was still some skills audits to be received by directors.

15. Link governor delegation of responsibilities

Directors discussed and considered the link governor roles. Directors agreed to take the following responsibilities:

- Vulnerable pupils portfolio (Looked After Children, pupil premium, safeguarding including child protection) - KC
- Training and Induction - LL
- Gifted & Talented - CK
- Health & safety (including accessibility plan and policy monitoring) - GW
- Curriculum - HH
- Risk register monitoring – CK
- HT complaints - PS
- HT Performance Management – PS, KC, GW
- Pay Committee – Finance committee

Action: Clerk to provide CK with a description of risk registering monitoring requirements

ST drew the Boards attention to the need for an exclusions and dismissals panel. This issue was discussed and agreed that terms of reference need to be located for these panels. **Action:** Clerk

16. Director training attendance

PC and GW attended the 'special schools conference' on 23rd September 2015. GW left the training material from the conference with the Clerk for anyone who wishes to review.



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17. School council minutes 25th September 15 (appendix O)

The student council meeting was rescheduled from 24th September to 25th September. Directors advised that they had received and reviewed the minutes of that meeting. Directors queried the student's comments regarding how bullying is dealt with at school. ST explained that the difficulty with SEMH students is that they do not always find the most appropriate ways to express themselves and this can be misconstrued. As a consequence of these issues the Academy has a very thorough system of monitoring and recording incidents in order to gather evidence and to build a clear picture of the behaviour so that appropriate sanctions and interventions can be put in place. ST stated that bullying is always treated with the utmost importance.

18. Items for next agenda

Policies for review:

- Accounting
- Attendance
- Complaints
- SEN
- Sex Education
- Supporting students with medical conditions

TM advised directors that the child protection policy has been updated in accordance with the latest government directive to include a paragraph regarding radicalisation. Directors can view this change by accessing the policy on the LWS website.

19. Date and time of next meeting

There will be an extra-ordinary meeting held on Tuesday 20th October at 6pm at The Hub in Rowner.

The next Full Governors meeting will be on 30th November 2015 at 6pm at LWS Academy



TM made directors aware of the special needs open which is being run at Horndean Community College on 17th October between 10 – 3pm. All directors are invited to attend.

The meeting closed at 8.25pm



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

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Minute Ref	Action Point	Person	When
3	Amend curriculum and finance TOR's	LL	Nov 15
4	LL to contact TD to advise about directors badge situation	LL	Nov 15
4	Clerk to update CoC policy	LL	Nov 15
6	Resend governors self evaluation	LL	ASAP
6	Agenda item for next finance meeting – database report – circulate report	LL	October
6	Update governors secure area on website as per audit report	LL	ASAP
7	Report on staff self evaluation feedback (curriculum committee)	ST	October
7	Audit sample of staff performance appraisals, in line with policy, for directors	ST	October
7	Liaise with CB regarding YOT/Police report – circulate to directors	LL	ASAP
8a	Case studies to be provided to curriculum committee for review	ST	October
11	Update website in accordance with audit report – liaise with TD	LL	ASAP
15	Clerk to provide CK with details of risk register monitoring requirements	LL	ASAP
15	Clerk to locate and circulate model TORs for discipline and dismissal panels	LL	ASAP
Appendices			
Agenda Item	Title	ID	Attachment
	Meeting Agenda		 LW FGB Agenda 5 October 2015.doc
3	Terms of reference curriculum	A	 Terms of Reference Curriculum.doc



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3	Terms of reference finance	B	 Terms of Reference finance.doc
4	FGB Term of reference	C	 fgb TOR.docx
4	Governor visits policy	D	 gov visits.docx
4	Governor allowances policy	E	 Govs Allowances.docx
4	Governors code of conduct policy	F	 govs CoC.doc
5	Minutes of last meeting 1 st July 15	G	 minutes of FGB 1 July 2015.doc
6	Action points from last minutes	H	 Actions.doc
8a	Minutes of finance meeting 21/9/15	I	 minutes of finance 21 september 15.docx
8b	Minutes of curriculum meeting 21/8/15	J	 minutes of curriculum 21 septem
9	Proposed budget	K	 proposed budget 1516.doc
10	Outreach impact report	L	 outreach impact report.docx
11	Website audit report	M	 website audit report.docx



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12	Community lettings report	N	 Lettings report 2014.docx
17	Student council minutes 25/9/15	O	 LWS Academy Student Council Minu