



## 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 Wednesday 18<sup>th</sup> May 2016, at LWS Academy**

Present:	Colin Knight – Chair	CK
	Stuart Tyreman – Head teacher	ST
	Paul Salter	PS
	Kirsty Cremer	KC
	Tam Mitchell	TM
	Hilary Hetherington	HH
	Lloyd Hendon-John	LHJ

In Attendance:	Tricia Lyons	TL
----------------	--------------	----

Absence:	Gerald White	GW
----------	--------------	----

Clerk:	Lisa Lacey	LL
--------	------------	----

The meeting was quorate and commenced at 6.10pm

#### **1. Welcome and Attendance**

CK welcomed everyone to the meeting and introduced TL to the Board as a prospective parent Director to the Academy. ST explained that TL has a charity which is run to support parents/carers of children with ADHD/ASD. Currently, LWS is working collaboratively with the charity to provide use of The Hub space for LWS parents to meet with the charity and get advice and support.

Apologies were received and accepted from GW.

#### **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. Minutes of last meeting 23<sup>rd</sup> March 2016 (appendix A)**

The minutes were reviewed and accepted as an accurate record of the meeting of 23<sup>rd</sup> March 2016. CK signed the minutes.



## LWS Academy Trust

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

### **4. Matters arising**

None to note

### **5. Headteachers report (verbal)**

ST provided the Board with a verbal overview of the following issues:

GCSE exams – These start on Thursday 19<sup>th</sup> May.

Peer reviews – conducted by two Head teachers. Good feedback especially about the therapeutic interventions being offered however, more consistency required about behaviour rules and policies. **[Action]** ST to forward Clerk the report to circulate.

Visit by County SEN team – This visit was led by Sarah Keel (HIAS – SEN). ST felt that the verbal feedback was more positive than the written version he has received. Six students were reviewed, three of whom were difficult cases with needs unable to be met at LWS and the other three have received positive feedback. The outcome is that the LEA have confirmed that they will continue to commission places from LWS.

Maths teacher – LWS are due to have a maths specialist teacher start on 23<sup>rd</sup> May. The pupils have given positive feedback as he was previously with the school on a supply basis.

### **6. Committee Reports**

#### **a. Building, Staffing, Pay & Finance Committee 25<sup>th</sup> April 2016 draft report (appendix B)**

PS gave a verbal overview of the minutes for those who were not present at the curriculum meeting. This included confirming that the finance – income and expenditure, are on track as projected. Also, there was a brief discussion about the finance overview training provided by Sue Carter from Bay House.

#### **b. Pathways/Curriculum, Behaviour and Safety and Core Committee 25<sup>th</sup> April 2016 draft report (appendix C)**

KC gave an overview of the meeting as follows:

A presentation of the tracking database was due to be given but TD was unable to attend for this. The presentation has been rescheduled for 25<sup>th</sup> June 2016.

Review days proposal – the committee agreed for a trial run of the review days model to help facilitate greater parental engagement. A pilot is to be run with two visits in the



## LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684  
[www.lordwilson.org.uk](http://www.lordwilson.org.uk)

first term of the new academic year.

Presentation by CB on attendance and exclusions data.

Presentation given by DG (English/literacy lead) on literacy and marking policy.

### **7. Policies for review**

Directors asked that for the future the Clerk is to make clear on policy reviews whether the policy review is due to a legislative/statutory change or if it is a standard review.

- Safe Absence (appendix D)  
ST confirmed to the Board that presently he sends all staff who go over the set Bradford score, a letter to advise them.  
  
Change required at 2.1 – up to and including 3 days  
[action] clerk to investigate how many days are permitted to be self-certified.
- Charging (appendix E)  
Review paragraph '*voluntary contributions requested not to exceed the cost per head*'.

1.3 – review origins of this paragraph.

### **8. Purchase of defibrillator**

ST to conduct more research in the viability of this as there are many variables to the cost and suitability of defibrillator equipment. **[action]**

### **9. MAT/sponsorship discussion – Confidential minutes**

A vote was taken by the Board with respect to ST conducting more research and investigation into the viability of MAT/Sponsorship. The Board voted in favour of ST conducting further research into this matter.

### **10. Director visits and training attended**

KC – visiting LWS on 26<sup>th</sup> May focus on in-class activities  
WGBT – SMSC completed  
CK – due to complete performance review training (September 16)  
CK – currently completing Head teacher interview and selection training

### **11. Student council minutes (appendix F)**

Minutes circulated and reviewed by Directors. No questions raised.



## LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684  
[www.lordwilson.org.uk](http://www.lordwilson.org.uk)

### **12. Items for next agenda**

Election of chair and vice chair  
Skills audit/Governing body self-evaluation  
Policies to review – drug education, exclusions, SEN

### **13. Date and time of next meeting**

4<sup>th</sup> July 2016 at 6pm at LWS Academy.

The meeting closed at 7.45pm

### **Appendices**

<b>Agenda Item</b>	<b>Title</b>	<b>ID</b>	<b>Attachment</b>
3	Minutes of FGB meeting	A	
6a	Draft minutes of finance meeting 25.04.16	B	
6b	Draft minutes of curriculum meeting 25.04.16	C	
7	Staff absence policy	D	
7	Charging policy	E	
11	Student Council minutes	F	