



LWS Academy Trust

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

Company Number: 8915981

Minutes of Board of Directors Meeting for Building, Staffing, Pay and Finance Sub Committee held on Monday 17th November 2014 at LWS Academy at 6pm

Present: Paul Salter – Chair (PS)
Colin Knight (CK)
Gerald White (GW)
Brian Stafford (BS)
Stuart Tyreman – Head teacher (ST)

Apologies: Kirsty Cremer (KC)

In Attendance: Lisa Lacey – Clerk (LL)
Louise Hallsworth (LH)

	Action
<p>The meeting was quorate and commenced at 6.10pm</p> <p>1. Welcome and attendance</p> <p>PS welcomed everyone to the meeting. Apologies were received and accepted from KC.</p> <p>2. Declaration of pecuniary interest</p> <p>There were no new declarations of pecuniary interest.</p> <p>3. Health and Safety update – BS</p> <p>At present there has been now news regarding the field. It appears that the developers still have not handed over the field to Fareham Borough Council for them to adopt.</p> <p>GW visited the site on 24th October and had a walk around with BS (report attached – appendix A). GW is happy with the plan and how things are progressing. No second visit has been planned as yet.</p> <p>4. Buildings update – BS</p> <p>The drain for the washing machine is being addressed and</p>	



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currently in the process of obtaining quotes.

School council issues – the cone on the roof will not be cleaned unless there is other remedial work scheduled to be carried out because this will require a scaffold.

Chairs – this issue has been looking into because some chairs are broken and went pupils sit on them there have been incidents of pinching. BS confirmed that the budget which relates to the purchase of these items is with the teachers and that the policy states that they are to re-order once their spares are down to two.

Doors - The issue with the maths door has now been addressed. After consultation with the SMT, it has been confirmed that no further action will be taken with the dining room door.

Window – the newly fitted ‘unbreakable’ window which has been installed in Miss Page’s room has been commented as ‘utility’. A discussion was had around whether there needs to be something else done to make it look less utility in view of the fact that potentially more people will be visiting the school. There was mixed opinion about whether the appearance of the window needed to be changed. However, it was decided that if necessary the screws around the window could be painted to reduce the appearance.

5. Auditors report – presented by Louise Hallsworth

PS introduced LH to the Board of Directors. LH is the auditor representing Clifford Fry and has come to discuss how the Academy’s first audit has gone. Introductions were made to LH by everyone present.

LH stated that she had been impressed by how Bay House have handled their involvement and the construction of the finances for the audit.

A management letter has been created as part of the legal requirements. The letter outlines any areas of concern or where improvements are needed. There was very little to comment on with LWS’s accounts apart from the following



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minor issue:

VAT126. This is the completion and return of VAT which is normally conducted monthly. However, Bay House did not make the first return until the end of July. This is not particularly an issues but normally would be expected to be carried out monthly. LH was of the opinion that a monthly completion may well be the situation now.

LH advised that the details of the management letter need to be completed and the letter signed. This letter will then be published on the Academy's website.

Action: The year end for Companies House requires changing to 31 August 2014.

It was estimated that the surplus would be in the region of £71,000. LH confirmed that the estimate was within £500 of the actual surplus.

In accordance with Financial Regulation 17, there needs to be a record of the pension deficit. The pension relates only to non-teachers pensions because the details are held locally unlike teacher's pension details which are held centrally.

The land has been left off of the balance sheet as it is on a 125 year lease to the school.

The completed reports need to be filed with the EfA by no later than 31st December 2014. It is the Academy's responsibility to make the filing is completed in time. The reports are to be signed by the members at the next FGB on the 1st December.

The directors queried whether an investment and reserves policy was required. LH was able to advise that preferably, yes there would be policies in place for this, however the statement which is currently included within the reports is sufficient. This will give the Academy time to create these policies for the next audit.

A further discuss ensured regarding the purchase of leases or finance to fund new vehicles for the Academy. This discussion linked in to item 9 of the agenda. LH was able

LL



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to advise that the use of finance for vehicles would not be recommended nor an acceptable practice and would require the Academy to qualify the expense through a regulatory report. This relates directly to the requirement that unrestricted funds be used for the benefit of the pupils. However, there are two exemptions to this and that is if the Academy has gained permission from the DfE to use funding for financed vehicles or if the Academy are able to guarantee that the finance is able to be paid with unrestricted funds.

Operating leases, on the other hand, are seen to be the purchasing of a service. Therefore this would be acceptable to pursue.

LH Left the meeting at 7pm.

Balance £202,300

6. Minutes of the last meeting – 22nd September 2014

The minutes of the last meeting were agreed to be a true record and were signed by the Chair (PS).

7. Matters arising from the minutes

Trustees and Governance reports – these have been finalised and are being sent to the auditors to compile as the overall report which requires signing on 1st December FGB.

Interest – this has now been detailed in the accounts and amounts to £46.

Staff costs going forward next year – as yet these have not been calculated but it will be compiled as soon as possible.

Bay House costings – these have stayed the same at £3,000 for the year. This in £1,500 for days per year outreach support and £1,500 per year for ST attendance at Bay House one morning per week.

8. Primary provision model update and discussion

Since the last meeting and discussion regarding this



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proposal, there has been in change in plans. Firstly, the caretaker's house which was available at Bridgemary School is no longer available. Bridgemary are going to use it for their own purposes. The site at the Community House in Alverstoke is now also unavailable.

Due to these developments it was necessary to reconsider how best to go forward with the primary provision plan. Page 2 of appendix B gives an overview of the new proposed plan. The new model details that there will be around 2 – 3 statemented individuals and a further 3 – 4 pupils who are awaiting statement/assessment but are high needs funded. These students come from two different funding streams. The statemented pupils are those that are referred from Phil Butler at Hampshire SEN and the pupils awaiting statement/assessment are those that are referred from Hampshire Inclusion Service. Both Phil Butler and David Retter have said that they are willing to support the provision and have pupils which they can feed across from February. Students which are referred from Hampshire via Phil Butler are funded at £10,000 per pupil plus their individual top up formula which varies from pupil to pupil. The stage two SEN is to refer direct to the school and Hampshire Inclusion have proposed to front up an inclusion panel and that they would release Sarah Cobb to assist with this.

The intended outcomes for these student are that some will be referred back into mainstream education, other will be referred to private education whilst others will come to LWS.

The broad structure of the plan is that some activities will be conducted from the school, like cookery, whilst others will be conducted from a separate business premises. This will be where subjects like English and Maths will be taught. In order to set up a separate business site there will need to be an amount of funding released to assist with this. Currently it is not known how much a business premise will cost but it could cost up to £600 per month but at present it is not possible to ascertain the costs without having a firm commitment in order to gain the best deal. However, it is hoped that any rental on a business premise



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will be match funded. Any lease taken will be on a month to month basis. Funding will also need to be released in order to recruit Specialist Support Assistants (SSA's).

The proposal for the business premises includes a move of the admin office, possibly to somewhere like Basepoint, to provide a more professional approach. This will also be more accessible for many of the Academy's parents' who are based in the area. There will be a coded entrance to the office and a further quiet area for teaching English and Maths. The teaching of these subjects ideally needs to be off of the Academy's main site because there are potential issues around dual registration. A sample idea of the typical day is detailed at page 3 of appendix B. Students from the primary provision will not be integrated with the older LWS boys

Directors asked:

Q: how much income will the primary provision generate?

A: ST explained that the focus was not necessarily to generate profit but to start to create a primary provision which can be built on in the future. As it stands currently, ST is not able to provide firm costings because these vary from pupil to pupil but based on an estimate the provision would around £63,000 and the income from that would be in the region of £62,000, therefore breaking even. These costing can be seen on the last page of appendix B.

SSA's who are recruited are taken on yearlong contract. If the primary provision does not work out can be re-deployed to support students who are not attending school.

If the costs start to out strip the benefits then ST suggests that he can increase the number of 'inclusion' pupils that he takes because the pupil to staff ratio is calculated differently. This could be one way to recoup some costs. There is also the possibility of offering the provision to Head teachers.

Q: Are Hampshire prepared to put their commitment to the provision in writing?

A: Currently it would be unlikely to get anything from Hampshire SEN to confirm their commitment. However, it



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may be possible for Hampshire Inclusion to commit in writing what their proposal is.

A similar model has been executed with a year 6 student last year. Having the opportunity to work with him during year 6 has given him a valuable head start. This provision is currently aimed at year 6 students because Hampshire recognise that there is a need at that stage.

Q: Are there any concerns about getting the pupils?

A: ST stated that he is very confident that there will be pupils who will be sent by both Hampshire SEN and Hampshire Inclusion Service based on the conversations that he has had with David Retter and Phil Butler.

The next stage in this process is to start recruiting SSA's. The primary curriculum will also need to be designed. Donna Page and Sarah Cobb will deliver the teaching aspects. Sarah Cobb's involvement at this level is funded by Hampshire Inclusion as part of their commitment to the project.

ST would like directors to agree to the expenditure as detailed in appendix C. During the discussion ST explained that one of his staff members has been offered a job at another school but turned it down. ST is concerned at the possibility of losing this staff member but believes that the implementation of the primary provision would be an incentive for them to continue with the Academy. ST wants to be in the position to say to Phil Butler that he is able to take year 6 students from January.

Directors asked:

Q: How much time will this provision take of Donna's time from the Academy?

A: Currently Donna is 0.3 ft. teaching Art. The rest of her time is taken as SMT and this includes staff and curriculum development. Donna's position was original as a learning leader.

Action: Directors would like to see monthly costings. They would like to see how much the provision will cost from

ST



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January to the end of the academic year. (ST)

ST asked the directors what they would be happy with in terms of cost commitment. It was decided that the matter would be taken forward to the next FGB for consideration.

9. School vehicles (Purchase/lease)

ST provided directors with three quotes which had been obtained to lease vehicles. The prices varied from £90 to £150 per month. ST explained that ideally another vehicle is required on site because of the amount of money which is currently being spent on mileage allowance for staff using their own cars. There is also the consideration of the Polo which is potentially going to start costing money and ST would rather dispose of and replace than spend out on costly repairs. For two small cars these can be leases for £160 per month including service charge. This would be a 36 month deal.

The primary provision will require further vehicles and would like to know if he is able to get these set up in preparation for the New Year.

Directors agreed to fund two vehicles at £150 per month. To be taken forward to FGB to ratify.

10. Head teacher pay and performance management

Confidential minutes

11. Head teacher job description and remuneration

After lengthy discussion it was agreed by the directors that the pay scale for the LWS Head teacher post would start at point 49 – 58. As per the performance assessment on 27th November, ST performance will be assess on the old scale.

12. Director site visit report

This item was address at an earlier meeting.

13. Staff and governor Christmas activities



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Over the last three years there staff and governors have come to the school to have lunch with the pupils. This year it has been suggested by staff that there be a more defined Christmas celebration in part to recognise the changes that have happened over the year and the conversion to Academy status.

Staff have researched Christmas activity ideas and suggested that there is an evening out at a local venue. One suggestion was for an entertainment evening at the Solent Hotel. This would include a meal, dance and entertainment at a cost of £45 per head. ST asked directors if they were happy to subsidise some of this cost for staff. The offer to attend the Christmas night out is also extended to directors and details will be forwarded them.

Directors asked:

Q: how many people would this potentially affect?

A: There are currently 26 staff at the Academy. Some staff have advised that they would not be able to attend the evening due to the cost involved. ST advised that if the event were to be subsidised then there would be greater inclusivity.

Directors agreed to fund 50% of the cost at £22.50 per head for staff.

14. Planned director visits

Proforma and Directors code of conduct – brought forward to the FGB

15. Items for next agenda

Primary provision

16. Date and time of next meeting

Monday 19th January 2015 at 6pm

The meeting closed at 9pm



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ACTION LIST

Agenda item	Action	Responsible
5 (p.1)	Accounting period end date requires change at Companies House	LL
8 (p.7)	Monthly costings for proposed primary provision for the period January to the end of academic year	ST

APPENDIX

Agenda Item	Document Title
3 (p.1)	Appendix A - GW Health and Safety feedback
8 (p.4)	Appendix B – Primary provision proposal