

Delta Academy Poole
BOARD OF DIRECTORS
Minutes of Delta Education Trust Board Meeting
17:15 Tuesday 15 December 2015

DECISION
QUESTION

PRESENT:

Andy Baker AB (left at 18:15, before item 11.0)
 Jo Perry JP
 Anne Middle AM
 Cheryl Bailey CB
 Leanne Symonds LS
 Sarah Watkins SW

IN ATTENDANCE:

Emma Rose, Your Clerk™ ER
 Jennifer Clifford JC
 Rachel Rous RR
 Matthew McLoughlin-Pariler MPP

ITEM		<u>ACTION</u>
1.0	WELCOME & APOLOGIES	
	<p><u>APOLOGIES (accepted)</u> Gary Clark Nigel Solomon Kate Carter Kate Ripley Lynda Strodder</p>	
2.0	DECLARATIONS OF INTEREST	
	<p>SW declared a quid-pro-quo arrangement with John White CB declared that some decisions at TQS have a direct impact on her workload.</p>	
3.0	MINUTES OF THE PREVIOUS MEETING	
	<p>It was noted that AB was absent from the list of Directors, despite being in attendance. This was amended, and the minutes were agreed as an accurate record of the meeting.</p>	
4.0	MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)	
	<p>AB contacted the Headteachers at Poole High School and St. Edwards to see if they would be interested in joining the Board, but has been no response at present. AB confirmed that Parkstone Grammar were currently not in a position to participate.</p> <p>JP confirmed that a Parent Governor has joined the Local Governing Body (LGB). MMP informed Directors that a Chair, Parent and Staff Governor have been appointed at Coppice Spring School (CCS).</p> <p>RR confirmed that there are procedures to follow to ensure that the potential conflict interest for a new Board member (ASD Specialist) does not arise.</p>	
5.0	NOTIFICATION OF AOB	
	None	

6.0	COMMITTEE MEMBERSHIPS	
6.1	<p><u>STAFF DIMISSAL PANEL/COMMITTEE</u> Directors decided that this panel would be best made up of members of the LGB to avoid duplication on the Appeals Panel. It was recommended that the members of the LGB would require training to effectively support this role. Staff Governors are not able to sit on this panel.</p> <p>DECISION: AM proposed that the Staff Dismissal Panel for the Delta Education Trust will consist of the Chair of the Local Governing Body (also as a representative of the Board), plus two suitable members of the Local Governing Body. This was unanimously agreed.</p>	
6.2	<p><u>STAFF DIMISSAL APPEAL PANEL/COMMITTEE</u> DECISION: AM proposed that the Staff Dismissal Appeals Panel for the Delta Education Trust will consist of Chair/Vice Chair of Trust, plus two Directors (not including the Chair of the School). This panel must not contain any members with prior knowledge of the issue in question. This was unanimously agreed.</p>	
7.0	FINANCE UPDATE	
	<p>The consolidated financial report was distributed at the meeting. Directors were advised that the forecast shows the anticipation of completing the year in a recovered surplus position.</p> <p>DIR Q (AB): Why is the forecast income for September twice the actual income? JC clarified that Hampshire County Council (HCC) were late in their payments to the Trust. This adjustment is shown in October. JC informed Directors that it is impossible to tell when funds will be received from HCC.</p> <p>DIR Q (SW): Why is there a significant rise in expenditure in October compared to September? JC advised Directors that the salary increases were paid in October but were backdated to 01 September 2015.</p> <p>DIR Q (SW): Why is there a negative surplus income in October? JC advised that the EfA loan was received and will show in the November reconciliation. JC also advised Directors that there is approximately a one-term delay in receiving funding from HCC. There will be no financial adjustment to increased pupil numbers until January 2016. The two Local Authorities work very differently and this causes complications with accounting.</p> <p>The ICT system has been upgraded and payments are due to be made in December 2015. The Capital Improvement Fund bid will be submitted by RR on 16 December 2015. This funding will pay for the following improvements:</p> <ol style="list-style-type: none"> 1. £670,000 to fund improvements to the exterior curtain walling at CSS, renewal of external doors at TQS and fencing improvement on both sites. These improvements will significantly improve safeguarding of pupils and improve Health & Safety. 2. £460,000 to fund improvements on water safety at CSS: renewal of heating system, improvements to hot and cold water supply and refurbishment of toilet 	

	<p>facilities.</p> <p>A decision is expected in March 2016. Completion of priority works is expected during the summer holidays.</p> <p>Directors were pleased to see significant improvements in the financial position of the Trust as the year progresses.</p>	
8.0	DIRECTORS' REPORT & APPROVAL OF ANNUAL FINANCIAL ACCOUNTS	
	<p>The Trust is in receipt of the report from Clifford Fry. This report will need to be approved at the AGM and sent to Companies House by 31 December 2015. The complexities of the funding created additional work for the auditors. The audit process will start one month earlier next year to allow for full and proper scrutiny by all Directors prior to the Board meeting and AGM.</p>	
9.0	COMMITTEE REPORTS	
9.1	<p><u>SDP</u></p> <p>AB advised Directors of an Early Intervention Project at The Quay School (TQS) to reduce the number of permanent exclusions in the area. This is having a positive impact and exclusions have fallen below the target of 2014-2015. JW will report on this at the Poole Schools Forum on 16 December 2015. TQS is now at capacity.</p> <p>AB highlighted concerns that there is currently no provision in Poole for dealing with exclusions at KS2. TQS is working with Poole Grammar to develop a Teaching School. In light of a negative OfSTED report for the Borough of Poole, it is important to develop links for school-to-school support. This is being looked on favourably by the Borough of Poole.</p> <p>TQS has been awarded Level 1 of Rights Respecting School status. There are no plans at present to pursue Level 2.</p>	
9.2	<p><u>AUDIT</u></p> <p>The updated Academies Handbook no longer requires an Audit Committee for the size of the DET. Directors were in agreement that the role covered by the Audit Committee is absorbed by the Board.</p> <p>DECISION: CB proposed to disband the Audit Committee for the Delta Education Trust Board of Directors, as recommended by the updated Academies Handbook. This was seconded by LS and unanimously agreed.</p> <p>AM advised the members of the Audit Committee that they would be welcome to join the Finance Committee.</p>	
10.0	REPORTS FROM CHAIRS	
10.1	<p><u>THE QUAY SCHOOL (TQS)</u></p> <p>No further comments to add from the Quay School.</p>	

10.2	<p>COPPICE SPRING SCHOOL (CSS)</p> <p>MMP updated to Directors that the current number of roll is fifty-two, with four referrals pending. In January 2016, there will be fifty-one on roll with three expected to join. Two assessment places will be taken off roll from January 2016. Within this number there are nine pupils with a formal diagnosis of Autism, with eleven showing identified traits.</p> <p>Overall, attendance is +3% on last year at 83%. 56% of pupils have attendance of 90% or higher. 25% of pupils have attendance of 95.8% or higher.</p> <p>CSS has implemented a new tracking system for monitoring behaviour. This is linked to the Three Core Values: Learning Behaviour, Emotional Behaviour and Conduct Behaviour. Weekly reports of pupil progress are sent to parents and this has had a positive response. It is still early days for full analysis.</p> <p>CSS' target to reduce exclusions has been improved on last year. Exclusions are currently 40% lower than last year.</p> <p>MMP reported that the quality of Teaching & Learning is improving. JP and JW conducted a mock OfSTED inspection and graded CSS as borderline requiring improvement to good, with the aspiration of good before the end of the year.</p> <p>Directors were updated on staff changes, effective from January 2016.</p> <p>MMP reported that CSS is working in conjunction with Southampton University on Emotional Recognition Research. This is having a positive outcome for pupils.</p> <p>MMP reported that attendance at Parents' Evening was 37%. Directors questioned if there was a requirement for formal Parents' Evening given that there is regular communication and feedback systems already in place. It was suggested to target efforts to engage with the hard to reach parents.</p>	
11.0	<p>UPDATES SINCE SEPTEMBER 2015 BOARD MEETING + DECISIONS REQUIRED</p> <p>None</p>	
12.0	<p>STAFF CONTRACTS</p> <p>This item is recorded in a separate confidential minute.</p>	
13.0	<p>TRUST DEVELOPMENT</p> <p>As part of her performance review, JP has been tasked to develop a future vision of the Delta Education Trust, and its plans for future growth. Directors agreed that the future vision of the Trust would need to involve more stakeholders to ensure all views were considered. SW offered the services of her husband, Alan Watkins, who could facilitate leadership development if required.</p> <p>Directors agreed to hold an additional meeting in January 2016, to discuss the vision of the Trust. JP, RR and SW to liaise on suitable dates and circulate to Directors.</p>	JP/RR/ SW
14.0	<p>POLICY SCHEDULE (RR)</p> <p>At the meeting, RR distributed the schedule to Directors and explained the document in</p>	

	brief. RR requested any feedback to be given by 18 December 2015.	ALL
15.0	PAY POLICY RATIFICATION	
	<p>This has been considered at the Pay Committee and has been recommended to the Board for approval.</p> <p>DECISION: AM proposed to ratify the decision of the Delta Education Trust Pay Committee to adopt the Pay Policy. This was unanimously agreed.</p>	
16.0	FREE SCHOOL APPLICATION	
	<p>Positive progress has been made on the application. The following sections have been developed:</p> <ul style="list-style-type: none"> • Section C has been submitted • Section D1 & D2 Education Plan has been completed • Section F Governance has been finalised • First draft of Section G has been actioned. This is an interim measure until staffing is confirmed. <p>JP and JW will be participating in a conference call on 18 December 2015 to gain feedback on the application so far.</p>	
17.0	ANY OTHER BUSINESS (AOB)	
	None	
18.0	DATE OF NEXT MEETING	
	<p>16:00 Wednesday 16 March 2016</p> <p>CLOSE: 19:05</p>	

Prepared by Emma Rose
Wednesday 16 December 2015

Approved _____

Date _____

SUMMARY OF ACTIONS

Sarah Watkins

- liaise with RR and JP on suitable dates for an additional meeting in January 2016, to discuss the vision of the Trust. Once agreed, circulate date and agenda to Directors

Jo Perry

- liaise with RR and SW on suitable dates for an additional meeting in January 2016, to discuss the vision of the Trust. Once agreed, circulate date and agenda to Directors

Rachel Rous

- liaise with JP and SW on suitable dates for an additional meeting in January 2016, to discuss the vision of the Trust. Once agreed, circulate date and agenda to Directors

ALL

- send any feedback on the policy schedule to RR by 18 December 2015