



Faringdon Academy  
of Schools

**Company Number: 07977368**

**Minutes of a meeting of the Board of Directors  
held on Thursday 12<sup>th</sup> July 2018  
at Faringdon Community College at 6.30pm**

	<p><u>Present:</u> Liz Holmes (LH) Chair Christine Price-Smith (CPS) Bob Wintringham (BW) Jeremy Twynam (JT) Dave Wilson (DW) Executive Head Louise Warren (LW) Paul Turner (PT) Anthony Cook (AC)</p> <p><u>Apologies:</u> Revd Richard Hancock (RH) Jan Wiejak (JW) Rachel Kenyon (RK) Ian Wright (IW)</p> <p><u>In attendance:</u> Duncan Millard (DM) Director of Academy Improvement John Banbrook (JB) Business and Finance Director Anne Lynn (AL) Deputy Business and Finance Director (Clerk)</p>
1	<p><u>Welcome:</u> LH welcomed everyone to the meeting.</p> <p><u>Apologies:</u> Apologies were noted.</p> <p><u>Resignation and appointments</u> Liz Holmes confirmed the resignations of Nicola Ferguson, Jan Wiejak and Revd Richard Hancock, and thanked them for all the work they have done for the Trust.</p> <p>LH also thanked DW and JB, as it was their last meeting, for the significant work they have done in shaping the Trust.</p>

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2	<p><u>Quorum:</u> <i>AoA the Quorum for a meeting of Directors is a minimum of 3. However, with 11 Directors currently appointed the Quorum is 4.</i> The meeting opened at 18.30 and was quorate</p>
3	<p><u>Declaration of Business/Pecuniary/other Interests</u> No interests declared.</p>
4	<p><u>Accuracy and Approval of minutes from last meeting.</u> The Board agreed that the minutes were an accurate record of the meeting and were signed by the Chair. The Board agreed that the confidential minutes were an accurate record of the meeting and were signed by the Chair.</p>
5	<p><u>Matters arising from previous minutes (and not covered in this agenda)</u></p> <p><u>Matters arising 25<sup>th</sup> January 2018</u> <u>Revised Budget and Pay committee outcomes (ARC)</u> The format in place is very good – it does need timescales to be added. <b>Action: AL to update format to include timescales</b> <b>Action: AL to circulate to Directors</b></p> <p><u>Matters arising 15<sup>th</sup> March 2018</u> <u>Staff Recruitment and Retention</u> <b>Action: The Board requested DW to thoroughly investigate the issues with deputies, looking at all opportunities. DONE</b> <i>DW circulated a paper about the Recruitment and Retention of Senior Leaders across the Trust. DW has spoken to the Academy Leadership Team (ALT). It is clear that budgets are a constraint.</i> <i>BW asked if the new appointment of Deputies at JBL and FIS had put pressure on their budgets, JB acknowledged that they had had an impact on their budgets.</i> <i>BW asked about impact on internal applicants that were not successful, DM advised feedback and support on development needs would be given.</i> <b>Action: DW to investigate the work/life balance and culture across the trust eg. Excessive work load</b> <i>DM is delivering a Culture Healthcheck across all schools, to be completed by 18/19.</i> <i>Term 6 reviews with Head teachers will include this as an agenda item.</i> <b>PR+C committee to consider an academy wide policy on communication and the use of technology.</b> <b>Action: Chair of PR+C to consider if this should be reflected within the Strategic priorities for the Trust.</b> <i>LH asked for this to be reviewed over the Summer and considered in the Autumn term.</i> <u>Pupil Forecast numbers and master planning proposals</u></p>

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Master planning proposal was AGREED by the Board in Jan13 and then reviewed in Oct 14; this generated agreed infrastructure actions. Many of these have been actioned.

**Action: JB to review outstanding recommendations ONGOING**

*It was noted that with the resignation of JB this work will be continued by his replacement.*

**Action: to report to the Board in April 2019 in liaison with Chair of S+FM.**

Matters arising 24<sup>th</sup> May 2018

Premises update

*Risk Register; Significant/catastrophic infrastructure failure requiring major capital funds.*

*Issues at FJS with Block B are ongoing.*

**The Board NOTED their extreme dissatisfaction with the lack of progress and NOTED the barrier to moving forward is OCC. They find it untenable that this occurred in September 2017 and there is no clear way forward.**

**The Board INSTRUCTED JB to ensure progress by considering the role of the solicitors.**

*JB, LH, AL and Jo Ray met with Judith Heathcoat, Deputy Leader of OCC, FJS Headteacher and Chair of Governors to discuss the lack of progress. The OCC Project Manager also attended the meeting.*

*Judith Heathcoat took on an action to discuss the issue with the Chief Exec and Leader of OCC Council which she has subsequently confirmed has taken place.*

*OCC still have not issued any correspondence confirm that they accept liability.*

*A loss adjuster is due to visit the site on the 19<sup>th</sup> July.*

*JB recommended that with Judith taking an active interest in progress it is worth allowing the process to run its course but to review in the Autumn term.*

**The Board agreed JB recommendation but asked for updates at future Board meetings.**

**Action: JB/ IW to develop a proposal for how to deliver 4 forms of entry within Faringdon and to present to the Board in the November 18 meeting.**

GDPR and Data Protection Bill

*Risk register; failure to maintain, systems, policies and behaviours that protect trust data such that it does not represent a risk to the rights and freedoms of data subjects*

*The board are clear that they are ACCOUNTABLE for the implementation of GDPR.*

**Action: SV to ensure GDPR is represented within the Board and LGB Schedule of Business – DONE**

Feedback from DBE director re position of VC schools (incl current SIAMS)

**Action: SV to send out link to the new SIAMS framework - DONE**

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6	<p><u>Report from the Chair on out of meeting activity</u> See Item 7.</p>
7	<p><u>Expansion of FAoS</u> <i>Risk Register; failure to develop a sustainable organisation structure for the benefit of schools in the Trust.</i> See confidential minutes.</p>
8	<p><u>Governance</u> <i>Approve Scheme of Delegation for 18/19</i> <i>Schedule of Business for LGB 18/19</i></p> <p>The current scheme of delegation (SoD) will be circulated, could Board members, review their areas within the document and feedback any changes to LH by 31<sup>st</sup> July. The Scheme of Delegation will be updated over the Summer Holiday period and issued in September for approval.</p> <p><b>Action: All to review SoD and feedback comments to LH by 31.8.2018</b></p> <p>The Schedule of Business for the Board is being developed, this will be circulated to LGB's and Board Committees so this can be fed into their schedules.</p> <p><b>Action: BW to look at Schedule for Performance and Standards, AC to look at Schedule for Resources, PT to look at Schedule for PR and Community and IW to look at Schedule for Safety and Facilities.</b></p>
9	<p><u>GDPR and Data Protection Bill</u> <i>Risk register; failure to maintain, systems, policies and behaviours that protect trust data such that it does not represent a risk to the rights and freedoms of data subjects</i></p> <p>AL fed back that the following Policies and privacy notices have been issued:</p> <ul style="list-style-type: none"><li>• Data Retention Policy – Approved by the Board Out of Committee</li><li>•</li></ul> <p>Having looked at 3 external companies who provide GDPR DPO services, the Trust has contracted with CIS Ltd, based in Faringdon. AL is due to meet with them next week to agree the way forward.</p> <p><b>Action: LH asked if LW could seek feedback from the Trust Head Teachers on the new Data Retention Policy.</b></p>

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10	<p><u>Annual Budget</u> AC opened the item feeding back from the recent ARC meeting:</p> <ul style="list-style-type: none"><li>• In line with previous budget setting years, the Financial landscape continues to be ever more difficult with unfunded pay-rises and employer pension contribution increases putting significant pressures on school budgetary planning for the next 5 academic years<ul style="list-style-type: none"><li>• As a starting point it is worth noting that due to continued good work by DW and JB the central academy costs are due to fall in the next academic year by £55k through not backfilling of gapped central posts. Ensuring that these services continue to add real value and drive efficiency of spend remain key to the ongoing success of the academy<ul style="list-style-type: none"><li>• The committee recognised the challenging financial landscape at the start of the academic year and has engaged and supported the schools in the academy through 3 key elements:<ul style="list-style-type: none"><li>○ We started the planning process 3 months earlier than previous years in January</li><li>○ We have engaged the Heads, Finance Governors and Chairs through working sessions to set the Financial vision for the academy and share best practice</li><li>○ We invited 4 schools with deficit budgets to the June ARC meeting to talk through their approach, their savings and opportunities to get back to a balanced budgets</li></ul></li><li>• It is worth recognising the significant time investment and hard work that the Heads, Finance Governors and broader LGBs have put into getting back to balanced or near to balanced budgets.<ul style="list-style-type: none"><li>• It is important to note that all of our schools have been forced into making some significant decisions to save money, some of which may have an impact on teaching and learning outcomes over time. Eg. Several of our schools are running without a Deputy Head teacher, FIS has moved from 4 form to 3 form reception entry and there may be implications for maintenance of the estate over time.</li></ul></li></ul></li></ul></li></ul>

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**Action: LH asked DM, AL and LW to review this in the Autumn term.**

JB also outlined the view of ASCL that Government are currently not listening to the DSFE about issues pertaining to funding across the sector. JB also outlined that we are not alone and having spoken to Trusts across Oxfordshire everyone is having the same difficulties.

BW asked how the Board can feedback into Government.

**Action: LH agreed to look at how the Board can do this.**

AC proposed and the Board agreed:

- Central Costs
- 4 Schools returning surplus budgets
- 4 Schools returning deficit budgets, these were approved on the basis that they make every possible effort to bring their budgets back to balanced
- 5 Year Trust plan – it was noted that financial pressures grow from years 2 through to 5 and Schools need to endeavour to balance budgets without impacting on educational outcomes.

**Action: LGB's to be tasked with monitoring their budgets more closely**

**Action: 4 schools returning deficit budgets to report back to ARC in late Autumn term with an update on their budget position.**

**Action: ARC were asked to look at how the trust can generate more income.**

PT noted that whilst an increase in income would be welcome what this does do is mask the issue of underfunding.

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Premises update

*Risk Register; Significant/catastrophic infrastructure failure requiring major capital funds.*

- FJS – update received under Matters Arising
- FCC – due to complete on time and be open for start of the autumn term.
- JBL – JB and AL met with OCC and Keir earlier in the week, project is due to commence in October 2018.
- SHR – OCC do not currently have any further information about the proposed new school in Shrivenham.

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	<ul style="list-style-type: none"><li>• New Faringdon Junior School, OCC update was that it won't be ready until September 2022. There is a need to review the admission plan for FIS and FJS in light of this.</li></ul> <p><b>Action: PR and Community to look at FIS and FJS admission plan.</b></p>
12	<p><u>Staff shortages/changes/costs (ARC)</u></p> <p>Interim Positions for 18/19:</p> <ul style="list-style-type: none"><li>• CEO – DM appointed from 1/9/18 to 31/8/19</li><li>• COO – AL appointed from 1/8/18 to 31/8/19</li><li>• DofE – LW appointed from 1/9/18 to 31/8/19</li></ul> <p>Social Worker Requirement: LW outlined the need for this additional post to look across the trust, the post would be for 1 year initially. There is a need for a posts that sits between the school pastoral staff and Head Teachers to act on Head teachers behalf.</p> <p><b>Action: LH asked that once job had been evaluated, it was then sent to ARC for approval.</b></p>
13	<p><u>Strategic Plan and Risk Register</u></p> <p>Reporting against 2017/18 and development of 2018/19.</p> <p><b>Action: LH asked Board to look at current 5 key priorities, review them for appropriateness and feedback to LH by 31/7/2018</b></p> <p>Paper tabled by IW on Strategic priority – Build a viable and sustainable long term strategy for Faringdon Academy of Schools BW noted that this should be recorded as a higher level of risk due to ongoing Premises issues.</p>
14	<p><u>FAoS Autumn Seminar</u></p> <p>Main focus will be on enabling LGB Challenge in:</p> <ul style="list-style-type: none"><li>• Finance</li><li>• Standards using mandatory reports</li></ul> <p>BW asked that trust Merger is also added.</p> <p>Seminar will take place in October 2018 prior to half term break. Set up will be similar to previous year with break out groups.</p>
15	<p><u>Any other urgent business as notified to the Chair before the meeting</u></p> <p>None noted.</p>

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## Faringdon Academy of Schools

	<b>Dates of next meetings</b> AY 18/19 13 <sup>th</sup> September 2018 22 <sup>nd</sup> November 2018 6 <sup>th</sup> December 2018 + Members AGM 24 <sup>th</sup> January 2019 21 <sup>st</sup> March 2019 23 <sup>rd</sup> May 2019 11 <sup>th</sup> July 2019

**Meeting closed at 20.30**

*[AL, 13/07/2018]*

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