



Faringdon Academy
of Schools

Company Number: 07977368

**Minutes of a meeting of the Board of Directors
held on Thursday 24th May 2018
at Faringdon Community College at 6.30pm**

	<p><u>Present:</u> Liz Holmes (LH) Chair Jan Wiejak (JW) Christine Price-Smith (CPS) Nicola Ferguson (NF) Rachel Kenyon (RK) Jeremy Twynam (JT) Ian Wright (IW) Dave Wilson (DW) Executive Head Louise Warren (LW) Paul Turner (PT) Anthony Cook (AC)</p> <p><u>Apologies:</u> Revd Richard Hancock (RH) Bob Wintringham (BW)</p> <p><u>In attendance:</u> Siobhan Vinall (SV) Clerk John Banbrook (JB) Business and Finance Director Anne Lynn (AL) Deputy Business and Finance Director</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 welcomed Anthony Cook to the Board, he will be sitting on the Resources committee</p>

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2	<p><u>Quorum:</u> AoA the Quorum for a meeting of Directors is a minimum of 3. However, with 11 Directors currently appointed the Quorum is 4. The meeting opened at 18.34 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 23rd November 2017</u> <u>Review Annual Audit Committee Report</u> The committee has a single vacancy. Action: SV to advertise vacancy Done <i>It was noted that an application had been received today. SV to pass to JB and Alex Peal (chair of the Audit committee)</i></p> <p><u>Matters arising 25th 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. Action: AL to update format to include timescales Action: AL to circulate to Directors</p> <p>Matters arising 15th March 2018 <u>Expansion of FAoS</u> Action: LH to put together a lessons identified from the EPA merger and share with the Board. DONE</p> <p><u>Premises update</u> Action: JB to arrange walk around for the next board meeting DONE</p> <p><u>Staff Recruitment and Retention</u> Action: The Board requested DW to thoroughly investigate the issues with deputies, looking at all opportunities. DONE <i>DW to write and circulate a paper. DW has spoken to the Academy Leadership Team (ALT). It is clear that budgets are a constraint.</i></p>

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	<p>Action: DW to investigate the work/ life balance and culture across the trust eg. Excessive work load. <i>Duncan Millard (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></p> <p>PR+C committee to consider an academy wide policy on communication and the use of technology. Action: Chair of PR+C to consider if this should be reflected within the Strategic priorities for the Trust.</p> <p><u>Performance and Standards – PPG report</u> Action: P+S to consider how to ask the school to report on annual PPG spend and impact. DONE <i>P+S completed review. It was noted that DW is delivering a PPG review across all schools and P+S will consider the outcomes from this review.</i></p> <p><u>Pupil Forecast numbers and master planning proposals</u> 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 <i>It was noted that with the resignation of JB this work will be continued by his replacement.</i> Action: to report to the Board in April 2019 in liaison with Chair of S+FM.</p>
6	<p><u>Expansion of FAoS</u> <i>Risk Register; failure to develop a sustainable organisation structure for the benefit of</i> A working group of Trustees and officers have met with Vale Academy Trust (VAT) It was reported as a very positive meeting, with many synergies between the 2 trusts. It was noted that the representatives from both sides are focussed on working together to ensure good progress. There is a 2nd meeting booked for 5th June 2018.</p>
7	<p><u>Premises update</u> <i>Risk Register; Significant/catastrophic infrastructure failure requiring major capital funds.</i> FJS The is no progress to report on the plan for FJS LH and JB have met with Alexander Bailey – Oxfordshire County Council Director of Properties, in April From this meeting there was no definitive solution for Block B, however OCC verbally agreed to look to rectify the problem. OCC undertook to provide a letter with this agreement, this has not been received. JB has invited Judith Heathcoat, Deputy Leader of OCC to FJS to meet with the Head, JB and Chair of Governors to discuss the lack of progress.</p>

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JH agreed to meet on the 2nd July 2018 and will bring an officer from AB team.

The Board AGREED that unless significant assurances are given at the next set of meetings that JB will instruct solicitors to pursue the council.

Due to the delay by OCC there will be no rectification work carried out in Summer 18.

The Board questioned the impact this will have on the quality of education within FJS.

It was noted that OCC have not agreed to pay for the temporary classrooms. The Board questioned the financial impact of funding the temporary classroom on reserves and how long this could be sustained.

The exact costs incurred by FAoS have been submitted to OCC.

It was shared that the properties team that JB had been working with are no longer there. JB is working with an interim Construction Director. This post runs until Dec 18.

In addition JB has met with the OCC strategy team to ensure that they are aware of the current situation, and to consider the impact this may have on the overall Master Strategy Plan for delivering education within Faringdon.

The Board asked should there be legal representation at the meeting with JH?
JB will consider the need for this and action if necessary.

The Board asked about communication with stakeholders, specifically parent and pupils of FJS.

JB has met with the head regularly and the Chair of Governors. JB is developing a statement to be given to all parents, it will include timescales and pressure being applied to OCC.

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

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	<p>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.</p> <p>John Blandy KIER will deliver the project starting in Oct 18 with a completion date of Sept 19.</p>
8	<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> SV had circulated the presentation. The board are clear that they are ACCOUNTABLE for the implementation of GDPR.</p> <p>Action: SV to ensure GDPR is represented within the Board and LGB Schedule of Business.</p>
9	<p><u>Feedback from DBE director re position of VC schools (incl current SIAMS)</u> CPS introduced the current position of the 3 schools within FAoS that are Church of England schools. They are all inclusive schools that do not have faith within their admissions policy. The 3 schools are inspected by the Statutory Inspection of Anglican and Methodist Schools (SIAMS) every 5 years. The cycle includes a mid-term review after 2 ½ years. The school has to show the link between their Christian values and pupil outcomes.</p> <p>The current SIAMS grades are: Buckland: Outstanding due Autumn 2021 Longcot and Fernham: Satisfactory due Spring 2020 Shrivenham: Outstanding due Autumn 2020</p> <p>From September 2018 the schedule is being revised. There will be 4 revised outcome grades Excellent Good Requires Improvement Ineffective</p> <p>Each grade will be provided with descriptors.</p> <p>Action: SV to send out link to the new SIAMS framework</p> <p>The Board requested whether they had access to the mid-term review documentation.</p>

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	<p>CPS: the document is currently an internal confidential document Action: DBE Directors to ask for the interim reports to be made available to the Board.</p> <p>It was NOTED that the DBE Directors assess that the FAoS are discharging their duty with regards to the CofE schools.</p>
10	<p><u>Annual Safety and Facilities review and forward objectives (including CIF outcomes)</u> The documents and been circulated prior to the meeting</p> <p>Incidents and Accidents There would seem to be an increase in incidents, however the analysis shows that it is better reporting</p> <p>Premises There is a general trend of decline in the standard of the estate</p> <p>Large projects All current projects have been brought in on time and on budget IW and the Board extended their thanks to the premises team.</p> <p>CIF Less successful this year – but still a good result Shrivenham roof bid was successful Are appealing those that were turned down JBL – flat roof SHR – windows BUC – windows</p> <p>Not appealing FCC – Maths block roof</p> <p>Lockdown procedures Has been used in the last term. The process has been reflected on the Academy Leadership Team (ALT).</p>
11	<p><u>Annual Health and Safety report</u> See item 10</p>
12	<p><u>Any other urgent business as notified to the Chair before the meeting</u> <u>Review of Trust strategic objectives</u> in July 18. For each committee to report on what has been achieved in 17/18 and propose any changes for 18/19.</p>

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	<p><u>Appointment of CEO</u> See confidential minutes</p> <p><u>Appointment of COO</u> Interviews are being held on the 4th June. Interim 1yr appointment</p> <p><u>Director of Education</u> Interviews are being held on the 11th June Interim 1yr appointment</p>
	<p>Dates of next meetings</p> <p>AY 17/18 Thursday 12th July 2018</p> <p>AY 18/19 13th September 2018 22nd November 2018 6th December 2018 + Members AGM 24th January 2019 21st March 2019 23rd May 2019 11th July 2019</p>

Meeting closed at 20.30

[SV, 13/06/2018]

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