



Faringdon Academy of Schools

Company Number: 07977368

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Thursday 23 May 2019

Faringdon Community College at 18.30

Present:

Liz Holmes (LH) Chair
Christine Price-Smith (CPS) – 18.35
Louise Warren (LW)
Paul Turner (PT)
Paul Walker (PW)
Duncan Millard (DM) CEO
Rachel Kenyon (RK)
Bob Wintringham (BW) Chair of P+S
Ian Wright (IW) Chair of S+FM

In attendance:

Anne Lynn (AL) COO/ Clerk

Apologies:

Anthony Cook (AC) Chair of Resources

PROCEDURAL MATTERS		
1	Welcome & Apologies	
	The meeting opened at 18.30. LH welcomed everyone to the meeting. Apologies were noted. It was noted that a clerk was not available for the meeting. The meeting would be recorded and transcribed. AL would be the nominal clerk for the meeting.	
2	Notice & Quorum Requirements	
	<i>AoA the Quorum for a meeting of Directors is a minimum of 3. However, with 10 Directors currently appointed the Quorum is 4.</i> The meeting was quorate. LH reminded the trustees that the confidential items will always remain confidential and other matters are confidential until minutes are approved.	
3	Declaration of Business/Pecuniary/other Interests	
	No declarations were made.	

Signed:

Date:

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ENSURING ACCOUNTABILITY		
4	Accuracy and Approval of minutes from last meeting held on 21 March 2019	
	<p>The Board agreed that the minutes were an accurate record of the meeting and they were signed by the Chair.</p> <p>The Board agreed that the confidential minutes were an accurate record of the meeting and they were signed by the Chair.</p>	
5	Matters arising from 21 March 2019 and outstanding from previous minutes. <ul style="list-style-type: none">• See Action Tracker	
6	Reports	
	<p><u>Resources</u></p> <p>Meeting held Thursday 4th April with all Academy Schools finance governors. Well attended lots of good energy. Working parties formed to consider how to raise additional funds.</p> <p>It was AGREED that the Trust requires forward facing strategies in place for when staff leave.</p> <p>AL reported that three schools have submitted their budgets, 5 schools still to do so. 3 schools showing a deficit. Other schools are coming in roughly on balance.</p> <p>Resource Committee meeting scheduled for 20th June 2019 to consider the schools budgets. Any school submitting a budget with a deficit will complete a pro-forma outlining what the key risks and opportunities are. Schools will need to show strategies that will put in place for next year to draw back the deficit.</p> <p><u>Performance and Standards</u></p> <p>Committee has a good overview of what is happening in the schools. Their work has been clearly linked to the new strategic priorities. The Committee is now in a position to take any actions necessary to ensure this continues.</p> <p>Key Stage 2 SATS completed.</p> <p>Sixth Form review completed. CP and 6th form lead very positive and recognised the value of the review.</p> <p>Key Stage 1 tests completed. The committee feel that the results should be improved from last year.</p> <p>Safeguarding review due at Longcot and Fernham on 18th June 2019.</p> <p>Deputy at FIS has embedded and can be seen to have had a positive impact.</p>	



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	<p>JB now has a new co-Headteacher (Suzanne Elliott) to job share with Sarah Thompson, this role starts from September 2019.</p> <p>The new Ofsted framework has been highlighted as a risk by the committee. Significant work is being put in around this which includes input from head teachers and staff.</p> <p>PP and SEN will be a focus for next year across the Academy.</p>	
7	<p><u>Safety and Facilities</u></p> <p>IW tabled the S&F annual report in draft. It did not include the Premises report or Safety report.</p> <p>OCC projected pupil numbers from 2020 have not been received they form a key part of the report.</p> <p>An externally commissioned strategic report was completed in 2013 and 2015 by external consultants, it was felt the cost to repeat this was too expensive and report would go out of date too quickly.</p> <p>Strategic Priorities have been put into annual report.</p> <p>Each school would receive a report concentrating on Strategic issues in terms of premises and size. A condition survey would back this up as an appendix.</p> <p>Comments were invited on the draft report. Summary of each individual school very helpful.</p> <p>Final Annual report should be sent out within next couple of weeks.</p> <p>FIS, Section 106 money has still not been signed off.</p> <p>Shrivenham – looking to build a new 2 form entry school for the current school to relocate to. OCC have not secured enough funding as yet. It was noted that Shrivenham school is not full. Future planning for the new school will need to be discussed with the Diocese.</p> <p>Three CIF bids have been submitted. (1) Maths block, (2) John Blandy, (3) English village (FCC). None have been successful. An appeal has been lodged for the FCC bid but not the other two.</p>	
8	<p><u>Admission Numbers</u></p> <p>AL advised that FIS pupil numbers for Reception (Academic year 2019/2020) have been reduced from 90 to 75. FIS pupils will be moving back to the FIS site from September 2019.</p> <p>John Blandy (JBL) have agreed to take 40 pupils September 2019 instead of 30. An underwriting from OCC has been received to state that if the building is not in place by September 2020 they will fund temporary classrooms on the site.</p>	



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	<p>AL advised that JBI, Section 77, change of use of playing field is still not resolved. It is sitting with DfE for approval.</p> <p>DfE asked if we would agree to playground being replaced by a muggger. We would agree to this but OCC would have to fund it. Planning permission for the new building expires in September 2019.</p>	
9	<p><u>FJS/FIS Building Update</u></p> <p>OCC will not fund any further demolishing or replacing of Block B as liability cannot be proven. AL has received a letter confirming no acceptance of any liability. Both parties will go back to relevant insurers for advice.</p> <p>AL asked Board to agree for £2000.00 to be spent on a QC to find out where we now stand legally.</p> <p>It was agreed to get advice from QC and also our insurers.</p> <p>FIS - Temporary classrooms will be removed in July, FIS will move back to one site.</p>	AL
STRATEGIC MATTERS		
10	<p>Strategic Priorities</p> <ul style="list-style-type: none">• Monitoring and progress of Trust Key Performance Indicators <p>DM noted that the Strategic Plan will need a 10 year horizon detailing what we think will be emerging in the educational world over the next 5-10 years and how that will affect us.</p> <p>Need a 3 to 5 year strategic priorities plan. This plan will need to detail key items that could affect the MAT.</p> <p>This should then be broken down into 1 year plans, with clear priorities.</p> <p>DM noted that the priorities for 19/20 will be PP and SEN.</p> <p>LW has worked on Learners First and also Knowledge and Skills.</p> <p>Work has been done with the Secondary and Primary Schools on key milestones across all subjects.</p> <p>The Trust training Centre has had a positive impact. A number of Support Staff have attended the Centre and benefitted from the training available.</p> <p>Growth of Trust – DM met with Head teachers of Highworth and Farmors. Discussions took place on how the 3 schools to work together. The Headteacher at Highworth decided not to continue to be part of the group. CP invited the Headteacher at Farmors to be part of the sixth form review. He attended the ALT. It is positive that Farmors are now working with us.</p> <p>It was noted that the Key Performance Indicator will not be achieved for 19/20.</p> <p>A church school in Swindon is looking for a sponsor. We have advised that we would be very interested. The school was outstanding but is now in special measures.</p>	LH/ALL



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	<p>Partnership Schools – meeting scheduled as changing the way we charge them. Will call Alliance charges.</p> <p>Once the Articles of Association have been amended to all the inclusion of VA schools meetings will be held to discuss when they join the MAT.</p> <p>DM presented a report written on ODST’s review of a MAT. How would the trust cope with one of these reviews? Action: Trustees to review the report and consider how as a Trustee you feel we could explain or evidence issues/queries. To LH by 21st June</p> <p>DM noted that he would like to improve communication internally with all staff clearly evidencing the positive impact of the Trust.</p>	
11	<p><u>Self- Evaluation of Trust.</u></p> <p>DM noted that the Trust has not completed at SEF. This is not a recognised activity by a MAT board, and there is not approved SEF template to follow. However, DM noted that it was a powerful tool. DM tabled a proposed SEF to the Trustees.</p> <p>A SEF we would then generate a Business Plan, Education Plan, People Plan. Action: DM to send a blank SEF to all Trustees Action: Trustees to fill in with their thoughts on various areas and feedback to DM by the 21st June.</p> <p>DM will introduce the idea of the SEF to LGB at the Governance Conference.</p>	
12	<p><u>Amendment of Articles of Association to include VA Schools.</u></p> <p>Gordon Joyner had been spoken to with regards to changing the articles to allow for the inclusion of Voluntary Aided schools. GJ has a practical and clear idea of how to develop Articles that would be acceptable to both FAoS and the Diocesan Board of Education (DBE) Action: SV to work with GJ to develop new Articles of Association for introduction in September 2019.</p> <p>Knights of Oxford have been appointed to do the legal work, cost approx. £1000.00 Once the work has been done a draft will be sent to the Board for comments. Discussion to take place in the July meeting. Our Member numbers will be restructured as part of this process. A clear separation between members and Trustees at Board level needs to be established. AC will resign as a Member, and continue as a Trustee A further Member will be asked to join. It was discussed whether the Chair of Trustees should continue to be a Member in the new Articles. The government does not give clear guidance on this, however the</p>	SV/AL



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	<p>Academies Financial Handbook states ‘the department’s strong preference is for a majority of members to be independent of the board of trustees’.</p> <p>This review will also consider the role of employees on the board as the Academies financial handbook states</p> <p>“Whilst the members can decide whether to appoint the trust’s senior executive leader as a trustee, the Department’s strong preference is for no other employees to serve as trustees in order to retain clear lines of accountability.”</p> <p>Once the change of Articles is complete a working party will be formed to agree a new name for the MAT.</p>	
13	<p>AOB</p> <p>Safeguarding complaint from the ESFA</p> <p>Three letters have been received from the EFSA following a complaint from a parent. LH responded to a letter from EFSA asking if we had Safeguarding operating appropriately within the school; a response was sent to the EFSA following meetings with Headteacher/DM/AL/LW, which has satisfied the EFSA that we have appropriate Safeguarding practices across the trust and in the school, pro-active actions were in place and no child is at risk.</p> <p>The issue may trigger a MAT review.</p> <p>Governance Seminar -3rd July</p> <p>To be held at Faringdon Junior School.</p> <p>All Trustees/Directors and LGB have been invited</p>	

Meeting closed at: 21.32