



## The Thomas Alleyne Academy

### Thomas Alleyne Academy Local Governing Body Meeting

Thu 8 Oct 15 at 1800

#### Minutes

Those present:

|                              |                               |                             |                      |
|------------------------------|-------------------------------|-----------------------------|----------------------|
| Alan Euinton <b>(AE)</b>     | Chair & Director              | Pat Collarbone <b>(PC)</b>  | NHSST Local Governor |
| Julia Cooke <b>(JC)</b>      | NHSST Teaching Staff Governor | Howard Crompton <b>(HC)</b> | NHSST Staff Governor |
| Jonathan Ellam <b>(JE)</b>   | NHSST Local Governor          | Julia Flanagan <b>(JF)</b>  | Principal            |
| Carol Hayman <b>(CH)</b>     | NHSST Support Staff Governor  | Mark Lewis <b>(ML)</b>      | Managing Director    |
| Stuart Melbourne <b>(SM)</b> | Parent Governor               | Eirwen Palmer <b>(EP)</b>   | Parent Governor      |
| Rod Pullen <b>(RP)</b>       | Local Governor                |                             |                      |

In attendance:

|                            |                 |                              |
|----------------------------|-----------------|------------------------------|
| Jonathan Davis <b>(JD)</b> | Secretary       |                              |
| Andrew McLeod <b>(AM)</b>  | Finance Manager | Left at 1839 after Item 4 ii |

| Item                                  | Action  | Person Responsible | Deadline     |
|---------------------------------------|---|--------------------|--------------|
| From 25 Jun meeting 15<br>Item 7 (ii) | Analysis of Governor Skills Survey to be presented to Governors.  | ML/Clerk           | Next meeting |
| From 25 Jun meeting 15<br>Item 12 (i) | Policy review calendar to be updated and circulated to Governors.                                       | ML                 | Next meeting |
| 4 (ii) e                              | Ensure sufficient detail to allow Governors to understand how figures were determined.                  | AM                 | Next meeting |
|                                       | Ensure detailed background figures available if required.   | AM                 | Next meeting |
| 4 (ii) i                              | Clarify position of submission of revised budget to EFA   | AM                 | Next meeting |
| 6 (ii)                                | Clarification on shared services provision – evaluation of 14/15 delivery and format in place for 15/16 | ML                 | Next meeting |
| 6 (ii) i                              | Description of KPI included in SLA.   | ML                 | Next meeting |
| 8 (i)                                 | Full Risk Register to be available.   | JF                 | Next meeting |
| 9 (i) a                               | Canvass the opinions of the Governors re spending policy.   | JF                 | Next meeting |
| 9 (i) b                               | Request an up to date statement of account from the current custodians; HCC.                            | JF                 | Next meeting |
| 9 (i) c                               | Determine if HCC are reporting the holding to the Charity Commissioners.                                | JF                 | Next meeting |



## The Thomas Alleyn Academy

1. Item 1. Apologies. Lynsey Steadman NHSST Teaching Staff Governor
2. Item 2. Declarations of interest. No declarations were made.
3. Minutes of the meeting: 25 Jun 15.
  - i. Actions Summary from the previous meeting:
    - a. Item 3 Completed
    - b. Item 4 Completed
    - c. Item 7 (i) To be discussed on the agenda
    - d. Item 7 (ii) To be completed for the next meeting by **ML**
    - e. Item 8 (i) Included in the finance report
    - f. Item 8 (ii) It was reported that the full amount had been received
    - g. Item 9 Completed
    - h. Item 12 (i) Will be discussed under agenda item 7
    - i. Item 12 (ii) This will be available at the next meeting **ML**
  - ii. Accuracy. The following corrections were noted:
    - a. Page 1: Those present. Rod Pullen had been omitted from 'Those present'.
    - b. Page 3: Survey Feedback. The correct heading should read: 'Kirkland Rowell Survey ...'.
    - c. Page 6 Item 8. The year to date surplus should read: '£52,897.79'.
4. Academy Performance
  - i. Finance – Management (P & L as at 31 Aug 15).
    - a. Before the figures were tabled, a background explanation into the relationship between North Hertfordshire College (NHC), the Hart Schools Trust (HST) and TAA was discussed with clarification provided into the relationships and roles of each body.
    - b. **AM** introduced the P & L with supporting figures and stressed that these were end of year, pre-audit, figures. A number of lines were discussed and issues resolved to the satisfaction of the Committee
  - ii. Finance – revised budget
    - a. **AM** introduced revised budget and responded to a number of questions.
    - b. The format of the finance report was to mirror the format used across the HST & NHC and allowed greater visibility and scrutiny through higher level reporting.
    - c. Discussion ensued. Whilst it was accepted that the format was acceptable, concern was expressed that individual items of expenditure might be missed.



## The Thomas Alleyne Academy

- d. A number of those present felt that some form of training in interpreting the figures might be helpful.
- e. In response to the concerns raised, it was stated that:
- The report would, in future, be supported by greater explanation where required which should provide the necessary levels of background information. **Action: AM**
  - Detailed figures would be available at each meeting if required but would not be circulated before-hand. **Action AM**
- f. It was reiterated that the 'Finance Grid' would report by exception based on variance from budget or forecast of outturn.
- g. The move from a forecasted deficit to an excess of income was noted
- h. It was proposed and accepted, unanimously, that: 'The revised budget 15/16 be accepted'.
- i. Discussion ensued surrounding submission of a second budget after the original had already been accepted by the Education Funding Agency; **AM** was requested to look into this and report back at the next meeting. **Action AM**
- iii. Teaching and Learning – 14 / 15 exam results. The Principal's Report, previously circulated, was displayed, **JF** lead the review and discussion.
- a. Post 16
- It was noted that the results were based on a small cohort so minor exam result movements magnified percentage analysis statistics.
  - All university applicants had got their place of choice.
  - Following discussion, it was felt that it would be beneficial to see the results analysed 'A – C' & 'A – E' as this would give better understanding.
  - It was reported that the new 'Connexions Counsellor' was attending all the Hart Schools Trust schools and that a much improved service, identifying relevant opportunities at post 16, was being very well received by both parents and pupils.
- b. GCSE.
- It was accepted that the results were below the national average
  - The Principal shared the outcomes of her accountability meetings with department leaders. A number of specific actions have resulted from these and are being monitored.
  - The results in Music & BTEC were highlighted with pleasure.



## The Thomas Alleyne Academy

- Two major issues were identified:
  1. As a result of remarking some grades had improved significantly which moved TAA higher in the local league table. The Board expressed its deep disappointment in the very poor making of papers by external bodies.
  2. Despite the remarking, the original results would be used by the DFE in the preparation of league tables. TAA's true achievements would not be reflected.
- It was accepted that the larger cohorts coming through the school was a positive and promising feature
- The Principal confirmed that TAA were not offering AS for the reformed courses but internal assessment would ensure standards were maintained.

### 5. Principal's Report

- i. Staffing. A staffing summary sheet had been circulated under separate cover; it was noted that:
  - a. The appointment of PA for the Principal and the Executive Principal was working well.
  - b. A number of staffing and resource weaknesses had been identified and addressed.
- ii. Estates
  - a. **Estates Operations Manager.** It was reported that this appointment had made a significant positive impact on the overall condition of the School. The caretaking requirement was being provided by NHC. Via a SLA and one vacancy still has to be filled on a permanent basis.
  - b. **Maltings.** The meeting was informed that this was expected to be completed by half term.
- iii. Academy Development Plan.
  - a. It was noted that the number of employer access opportunities was growing giving greater potential contacts for the School and that the new school brochure looked very good. Both these developments were being supported through social media including a face-book page.
  - b. The Principal was pleased to report that from year 6 visits, 90% were going to put TAA as first choice for year 7 transition. The use of 'quotes' around the school had been well received with other strengths being identified as the 'small, family atmosphere' in a 'village setting'.
- iv. Principal Accountabilities.
  - a. The list of accountabilities previously circulated was discussed. It was felt that these were progressing as expected and would be reviewed again at the next meeting.



## The Thomas Alleyn Academy

### 6. Trust Update

- i. The previously circulated NHC Summary of Our Five Year Strategy was displayed; **ML** led the following discussion. Positive points to note included the fact that the HST was now accepted as an equal partner with a permanent seat at NHC SMT meetings where its position was respected and its opinions valued; HST was a fully integrated member NHC Team.
- ii. It was reported that an invitation from DFE to support a school in Essex had been declined as the school location was not in keeping with the growth strategy of HST.
- iii. Further information about corporate services provision was requested. **ML** agreed to report back at the next meeting and include details on KPI used to assess the success / failure of any SLA with NHC. **Action: ML**
- iv. It was confirmed that the TAA strategic plan would be expected to reflect the HST strategic plan which in turn reflected the NHC strategic plan. Concern was expressed that this process would restrict TAA; discussion ensued.
- v. It was accepted that whilst TAA would endeavour to follow the 'One Group' strategy it could achieve this whilst retaining the individuality so highly prized.
- vi. It was agreed to await the promulgation of the Trust Strategy before determining the School strategy.

### 7. Policies.

- i. It was confirmed that current policies were being reviewed and updated using Local Authority templates where possible.
- ii. The TAA School Admission Arrangements Policy for 17 / 18, previously circulated, was tabled. Discussion ensued in which it was established that there was no scope to deviate from the policy. The policy was adopted unanimously.

### 8. Risk Management.

- i. The current Risk Log was reviewed; concerns were raised regarding the format of the Risk Summary. Following discussion it was felt that that the Risk Register must aim to highlight risk and mitigation not just highlight and record it. It was agreed that the complete Risk Register would be available for the Committee to review at the next meeting. **Action: JF**
- ii. It was noted that, in parts of the School, the fire system was not fit for purpose. It was confirmed that mitigation protocols had been instigated to reduce the risk to an acceptable level until the fire system was restored to full working order. This was accepted by the meeting.



## The Thomas Alleyn Academy

### 9. Any Other Business

- i. Thomas Alleyn Governors' Monies (Foundation Fund). The Chairman thanked those who had researched the background to this and invited them to lead the discussion. It was agreed to:
  - a. Canvass the opinions of the Governors re spending policy. **Action: JF**
  - b. Request an up to date statement of account from the current custodians; HCC. **Action: JF**
  - c. Determine if HCC are reporting the holding to the Charity Commissioners. **Action: JF**
- ii. Governors in School Day. This was confirmed as 4 Nov 15.
- iii. White House. **ML** reported on a number of risks & opportunities and stated that he was developing an approach to the put before the HST board.

10. Date of next meeting: Thu 26 Nov 15 @ 1800

11. There being no other business the meeting closed at 2025.

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Jonathan Davis MBE., LLB (Hons)., BEd., FCIS  
Secretary  
13 Oct 15

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Alan Euinton  
Chair & Director  
Oct 15