

**MINUTES OF THE FULL GOVERNING BODY  
HELD ON 25 JANUARY 2017 AT 6.00 PM  
AT ERNULF ACADEMY**

**PRESENT:**

|                               |                     |
|-------------------------------|---------------------|
| Mr K Wainwright (KW) (Chair)  | Dr I Dumbelton (ID) |
| Mrs J Smith (JS) (Vice Chair) | Mr R Henthorne (RH) |
| Mr R Carroll (RC) (CEO)       | Mr G Hughes (GH)    |
| Mr G Wright (GW)              | Mr S Law (SL)       |
| Mrs M Carpenter (MJC)         | Mrs C Lewis (CL)    |
| Mr M Critcher (MC)            |                     |

**In attendance:** Mrs M Basson (Clerk)  
Mrs T Brogan (Headteacher)  
Mr M Paine (Headteacher)

Prior to the meeting a biography from Melanie Basson, new Clerk to the Trust was circulated to governors and Melanie was welcomed by the Governing Body.

**1. Declaration of Business Interests**

There were no declarations of pecuniary business interests on any agenda item.

**2. Apologies for Absence.**

Apologies for absence were received from Helen Bryson and Karen Kircher and these were accepted.

**3. Minutes of the Meeting held on Wednesday 7 December 2016**

The minutes of the meeting held on Wednesday 7 December 2016 were agreed as a true and accurate record of the meeting. RH proposed, SL seconded and all present were in favour of the minutes being adopted.

**4. Adoption of the minutes**

The above minutes were agreed as a true and accurate record of the meetings and were adopted.

**5. Update meeting of Finance meeting on 5 January 2017**

GH gave a detailed summary of the Finance meeting held on 5th January 2017. Governors noted the following:

- Budgets set in June 2016 showed 82% staff costs and 18% non-staff costs. Budgets were re-forecast in November 2016 and due to staff pay and incremental increases Staff costs have risen to 83.4%. In monetary terms staff costs have increased by 302k and non staff costs increased by £56k.
- Overall the re-forecasted budget shows a deficit of £367k.
- Reserves cumulatively £201k carried forward which leaves £290k under budget.

Governors noted that to fund the same level staffing for next year £400k which equates to 18% of the staff budget is required. Therefore we would need to generate 4.4% extra income.

Governors noted that Jo Din has taken over as Finance Manager. and is investigating ways to improve finance reporting to show a more accurate financial position.

RC continues to investigate ways to increase income and revenue streams. The bids to the school support fund for £23k and another for the regional growth fund of £203k have been submitted.

**Governors questioned whether the Funding formula had been released yet?**

RC explained that it had not been released yet but it has been suggested that we would expect an increase of £55 per learner but explained that it would be offset by the loss of income. Therefore we would not see a financial benefit.

Governors discussed that Cambridgeshire academies are lower funded than other academies nationally.

Governors noted an article highlighting that other academies were planning to build an income from parents of £50 per student per term into the academies funding stream.

**Governors had a confidential discussion regarding solutions to financial deficits.**

**Governors questioned whether making staff reductions were being considered to save money.**

RC explained that the span of control would be too stretched if we made further teaching staff cuts. Following the Ernulf Ofsted report we robustly responded and if staff reductions were made we would struggle to function and the outcome would result in poorer examination results.

Governors discussed that if cuts were made to non teaching staff who support students; this would have a negative impact on students ability to learn and reach their full learning potential.

It was noted that where some staff have left through natural wastage they had not been replaced.

**Governors questioned if our capital assets could be utilised to generate more income.**

RC explained that whilst evening clubs, lettings, and holiday club rentals do generate income, they have costs associated such as heat, light, power and security. In addition any damage to property caused during these periods can outweigh any profit made.

**Governors questioned that in light of the servery roof repair cost not being totally covered by our insurance, could we be better insured in the future?**

RC highlighted that schools insurance means that this is not available to academies to be 100% insured for repair costs and governors noted that there would always be a contribution required from the academy.

**Governors had a confidential discussion regarding advice from EfA and DfE regarding financial deficit.**

**Governors questioned if the structure of the buildings owned by SNLP had been surveyed for safety standards.**

RC assured governors that a survey had been completed last year and there were no imminent threats reported.

Governors noted that we are preparing next years budget for completion by the end of February 2017 and RC and GW will meet next week to discuss options.

## **6. Ofsted report: Ernulf**

TB reported to governors that the recent Ofsted reported Ernulf received a 'Requires Improvement' rating.

The key area of outcomes was mainly Year 11 and in general throughout the school and progress can be seen in younger years. The Senior Leadership Team (SLT) have reviewed the Ofsted action plan and necessary actions are included in the School improvement Plan (SIP) and are already being implemented. A monitoring visit is due within 4-6 weeks to demonstrate progress.

### **Governors questioned if there were any costs associated with actions in the SIP.**

TB assured governors that there were no additional costs to these actions and that SIP costs are already included in the budget.

### **Governors asked whether we forecast further costs if we wish to progress and improve results.**

RC stated that if we are to achieve and improve results, costs to consider need to be discussed and plans to be presented. Governors noted that the impact can be seen since October 2016.

Governors discussed the recent press coverage regarding Ernulf's Ofsted report and noted that it was positive.

Governors were pleased to see the Hunts Post gave a balanced report on how to choose your child's secondary school. It encouraged parents to take the results of schools into account and not just the latest Ofsted report.

### **Governors questioned that since we moved to an academy, have the improvements made to Ernulf had an impact on Longsands?**

RC reported that it has had a significant impact as they income stream does not support what the schools offer. The migration of the sixth form students has had an impact and SEN funding has reduced.

### **Governors had a confidential discussion regarding SNLP student subject choices.**

Governors discussed the differences in demographic and parental engagement in Ernulf compared to Longsands. TB highlighted that if you look at attendance and parental engagement it is becoming less of a difference between the schools.

### **Governors questioned how we are to extend our offer to students with limited budgets to compete with other local providers.**

RC informed governors of plans for a new centre IMET, which LEP are collaborating with Huntingdon Regional College (HRC) and Cambridge Regional College (CRC) to provide vocational learning for engineering students. RC is in contact with LEP regarding investment into student provision from local businesses and how this could work for SNLP.

Governors accepted that the town has changed significantly and we need to consider our business needs to include our costs, student offer and business structure when making decisions for the next steps to progress. We need to ensure that our achievements and standards meet Ofsted requirements.

## 7. CEO and Headteacher Update

KW informed governors that we are seeking an external advisor to assist with the Headteacher performance management reviews. Governors agreed that the reviews will go ahead internally if we do not secure an external advisor by the end of this term.

The policy for Supporting Students with Medical Conditions was circulated to governors in advance of the meeting. Governors discussed access to school nursing and noted that students have Individual Healthcare Plans (IHP) and staff receive regular training and updates.

**Governors reviewed the policy and agreed that the policy would be adopted.**

## 8. New Trust Structure

The Governors handbook was reviewed and updated in January 2017 by the DfE and was circulated to governors in advance of the meeting. Governors noted the responsibilities of members/trustees under the proposed SNLP governing body structure.

The draft Delegation to Local Governing Committees (LGC) diagram were handed to governors and RC gave an overview of the proposed new structure of SNLP. Comparisons were made to the existing structure and it was noted that the new structure allows for future growth for academies joining SNLP.

The draft Scheme of Delegation document was handed to governors which outlines best practice for defining which functions have been delegated to whom and it is clear who has responsibility for making decisions in the trust. Governors were invited to consider this for discussion at the next meeting.

**Governors questioned whether there would be an implementation team for each local governing committee.**

RC explained that there would be only one implementation team.

The draft Trust Board Terms of Reference document was handed to governors which outlines the core values, expectations, powers, functions and responsibilities of SNLP Trustees.

Governors noted that the Trust Board has 13 places in total. KW invited RH to join the trust board and RH accepted. The Trust Board will consist of RC, KW, JS, GW and RH and 5 spaces for the Chairs of the LGCs. i.e. Ernulf and Longsands at present with spaces as the trust expands.

There are currently 3 members whom are KW, JS and GW.

Governors are to consider the proposed structure and at the next meeting will discuss the way forward and set a clear path of where existing governors will sit within the new structure. Governors noted that we have 16 governors and will recruit accordingly and are considering recruiting outside of education to act as governor ambassadors.

**Governors questioned if recruiting governor ambassadors has any cost implications.**

KW assured governors that it did not.

The draft Local Committee Constitution and Terms of Delegation document was handed to governors and governors were invited to consider the role of the Chair of LGCs. To chair a committee governors are required to match the skill set necessary to reflect responsibilities and commitment necessary.

KW proposed that we are looking to appoint a Chief Financial Officer (CFO) on a 12 month contract.

**Governors questioned if SNLP could afford to recruit to this role now or put off to a later date.**

RC explained that considering the risks involved and in order to ensure due diligence we require someone who has the necessary expertise required. The costs for this post are already included in the budget. Part of this role will be to strategically assist us to increase generation of income and to find cost savings. Governors agreed unanimously to recruit a CFO on a 12 month contract.

KW invited MC to continue in his role as Chair of the Risk and Audit Committee and MC agreed.

Governors noted that the Risk register is completed day to day and budgets from EfA and Dfe are not vulnerable.

**Any other business**

KW informed governors that the lease with Huntingdon District Council (HDC) was being finalised for the One Leisure facility. Governors had a lengthy discussion considering the costs associated with the replacement of the Astro turf pitch. We have incurred £24k legal costs and HDC have offered a £4k contribution despite previous correspondence in which they agreed to meet all costs, we are negotiating with HDC to be reimbursed the full amount. Governors noted that we own the land and swimming pool and HDC run and own the leisure centre.

Governors considered the arrangement with HDC for concessions to use the facilities and the rates paid.

Governors proposed that SNLP should pursue full reimbursement of legal fees as a condition to agreeing Heads and Terms from HDC and all governors present agreed unanimously.

**Governors enquired whether there was any progress on the Free School proposal on the Cambs/Beds border.**

KW advised governors that the Bedford Free School had presented to the DfE to build a new Free School and expect to hear progress by March 2017.

**9. Date of Next Meeting: Standards and Curriculum meeting Wednesday 8 February 2017.**

The date of the next meeting was confirmed as Standards and Curriculum meeting Wednesday 8 February 2017.

**The meeting closed at 8.10p.m.**