

07952786

## Archer Academy Steering Group Meeting Minutes

28<sup>th</sup> February 2013

### Apologies: Mel, Alex

#### 1. Review of previous minutes

Meeting minutes agreed

#### 2. Matters Arising

- a (2b) We hope that the Funding Agreement will be signed by 15<sup>th</sup> March
- b (2c) Kit ordered, should be delivered approx 6/3/12
- c (2d) Sarah C has checked and Alex will update once HRMC comes back to her
- d (4b) Sanjay raised admissions query Toby has started to look at this, would like to bring some analysis back to the next meeting
- e (9a) Cashflow forecast now urgent – Alex
- f (12a) Governor Support Invoice – Mick still to clarify
- g Photographer to be at 6<sup>th</sup> March event, [redacted] to attempt to arrive at 7pm for these

#### 3. Head Teacher Update

- a Mick has concerns about the pace at which the Institute are preparing to withdraw, there is much to clear out, as soon as they can He will have a meeting with Anne and Barbara, and then recommends that he and Avis meet with Greville Roger has been working to help find HGSi potential properties
- b Banner will put up on the wall next weekend We will have to pay for scaffolding
- c Mick has met with the Head at Holy Trinity to discuss Stanley Road
- d Recruitment – Ad goes in the TES on 1<sup>st</sup> March The timescales are challenging and Mick may need to draw in support for the school visits
- e DfE have asked for a 6 year budget projection
- f Pre-opening Ofsted Inspection to take place in June/July We have requested that we go in the first block
- g ICT evaluation Our budget is £0.5m Colin and Gareth working on this with Mick The moderation meeting will be on 15<sup>th</sup> March This will have an impact on shortlisting meeting
- h Pupil/parent session very well attended and received

#### 4. Personal Review

- a Sarah Done, 25<sup>th</sup> event co-ord, interview panels co-ord, SG notes and agenda To do, arrange SR training, Governor training x 2, HR stuff, 6<sup>th</sup> March event
- b Avis Done, Strategy review, Budget review, Meetings Toby, Mick and Roger, Comms with stakeholders inc local residents, local councillors etc, Work on TES ad, Premises meeting, Ongoing prep for transition to governance, Pupil taster, parents briefing, Sports kit review To do, Signing off various copy/letters, Review JDs, Governance transition prep, Writing article for NGA, Prep for dfe checkpoint meet, 1-2-1 Mick, Premises work/meeting
- c Toby – See coordinators report for work done To do Admissions - prep for offers and paper on changes for 2014-15, comms stuff, website, events prep, HR – preparing

TUESDAY



A25

\*A27DTL5C\*

30/04/2013

#291

COMPANIES HOUSE

job pack template, induction with Janet, ICT – lead in staff set up/support, finance – budget review, governance – produce briefing note, general admin and handling correspondence and liaising with Mick and Avis

- d Roger Preparing job descriptions and personal specifications for the Heads of Departments Working on premises issues Handing over insurance matters to Janet and meeting up with insurers to discuss future needs
- e Sanjay Done, premises requirements update, meeting/planning EfA, architect engagement summary, computers for lead-in staff research/purchase/returns To do, premises detailed project plan with EfA, order laptop for deputy Head
- f Cathy Done, Premises big style also admissions press release, emails to the base, attending parent and pupil events To do, more premises comms, website management (adding/amending copy), admissions comms, kids Q and As, emails to the base
- g Mel Done, Uniform - on-going meetings Contract, sports kit Comms - meeting To do, Brief for design and quotes for some stationery Emails to schools
- h Jon Done, Contribution to job ads, Organising meeting of the education volunteers, Review of Pre-Ofsted Inspection information To do, Meeting re Pre-Ofsted Inspection (and actions that arise e.g. drafting policies), Vision document prep
- i Sarah C Done, Attending pupil and parent session, steering group, comms group and Business manager interviews To do, Governor training, steering meeting, public meeting, events planning
- j Alex: No update.
- k Colin ICT bid evaluations and some info on governance & insurance indemnity
- l Gareth. No update.

#### **5. Project Plan**

- a Ofsted pre-opening
- b Imminent planning application
- c Admissions
- d Recruitment
- e ICT evaluation
- f Design Brief for premises

#### **6. Milestone Review**

- a To be moved to next meeting

#### **7. Procurement Guidelines**

- a A paper was drawn up by Avis/Roger/Toby and presented by Toby
- b Cathy asked about the definition of 'acute timescales' and our flexibility/subjectivity around that It was felt that some flexibility/subjectivity was required
- c It was proposed by Toby and seconded by Sarah C The paper was agreed by the steering group

#### **8. Risk Log**

- a Admissions Risks related to having to do it manually
- b HR Risks around scheduling and timescales of recruitment
- c Risk that the Funding agreement might not be signed by the 15<sup>th</sup> March

#### **9. Premises Update**

- a Planning application for the all-weather pitch Refer to paper submitted by Avis We need to submit an application within the next 2-3 weeks, which will cost £585 which was not budgeted for It was agreed that the money should be spent

#### 10. Comms Update

- a 6<sup>th</sup> March Event – Infant Hall, [REDACTED] to check with Tristan how we project what we need [REDACTED] is putting the rolling presentation together, in conjunction with Mick Sarah P to chair the meeting Anticipating further curriculum questions Agenda needed Point out that we're advertising the for the Dept Heads now Arrange to be there at 7 for photos for a 7 30 start There are no specific handouts 80ish prints of '10 things' to be copied again by [REDACTED] Mick to bring pop-up banners and uniform model Signage to be produced by [REDACTED]
- b Intro Pack to be prepared on a branded memory stick and maybe a paper version as well Mick/Lucy to propose what goes in to the pack, and advise as to when they will be needed by
- c Uniform photo-shoot taking place on 1/3/13 It will be a 3-year fixed contract with Uniform 4 Kids

#### 11. HR Update

- a Job Packs are on the website

#### 12. Finance Update

- a No re-worked budget available, but this is being worked on to accommodate unforeseen costs
- b Fundraising was discussed We have a volunteer – Nikki Townley that might be able to help [REDACTED] to have an initial conversation before approaching the base
- c Additional Payment Sanjay's paper refers to the requirements leading to the use of Chris Hampson We need to pay £2500 for these services to match the money that the London Marathon Trust have submitted We need to look further into our budget to see if any further funds can be released to the premises team The payment was agreed

#### 13. Co-ordinators Report

- a Noted

#### 14. A.O.B.

- a Governance Review Paper Toby's paper recommends that we move to adopt the new M&A that has been proposed by the DfE The group accepted the recommendation and agreed that we submit the new M& A to Companies House

Date of next meeting 14/3/13.

*Handwritten signature* - 14/3/13