

Meeting – Part I Minutes

Date/Time	Monday 11 th June 2018, 6pm	Location	The Atrium Studio School				
Attendees	Initials			Attendees	Initials		
Rachel Shaw	RS	Executive Principal		Peter Brown	PB	Ashburton Representative	
Chris Elliott	CE	Widecombe Representative					
Sarah Parker-Khan	SPK	Vice Chair/ Foundation Director		Andrew Faulkner	AF	Ilington Representative	
Dominic Course	DC	Moretonhampstead Representative		Graeme Cock	GC	Chair	Late arrival

Apologies	Initials	Reason (Category of Governor)
Beverley Garland	BG	Personal
Malcolm Cowper	MC	Personal
Nigel Gore	NG	Leave

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk
Grant		Operations Director, Bright Spark Energy
James Clayden	JC	SDMAT

Minutes to
Attendees
Apologies
School Website
Members

No	Agenda	Led by
1	Welcome and Apologies	GC
2	Declaration of Interests	GC
3	Chair's Report	GC
4	Executive Principal's Report	RS
5	Agree Final Budget	RS/ST
6	Receive Finance & HR Report	DC
7	Agree Staffing Costs and Proposals	RS
8	Agree School Meal prices	RS/ST
9	Local Governing Bodies' Reports	LGBs
10	Agree Premises Management Plan	RS
11	Approve Calendar of meetings for next year	RS
12	Preschool Updates	Executive Heads/Principals

13	Minutes from the last meeting	GC
14	Date of the next Meeting	RH

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome & Apologies</p> <p>Apologies received were sanctioned. RS advised that School Head Teachers had been emailed to inform them that they need not attend. Grant, Operations Director from Bright Spark Energy the company responsible for the solar panel installations, was welcomed to the meeting. Bright Spark Energy have also put forward a quote for the lighting upgrades.</p>	
2	<p>Declaration of Interests</p> <p>There were no declarations of interest pertaining to items on the agenda.</p>	
	<p>Bright Spark Energy</p> <p>James Clayden (JC) introduced Grant. RS asked for any questions and concerns about the solar panels and lighting to be raised.</p> <p>Solar Panels</p> <p>The first concern raised by Directors was the huge delay in receipt of repayments. Although Directors were aware the company was set up through CLGs apparently the delay had been caused by some conflict with the previous company.</p> <p><i>Grant advised that CLG is a social enterprise funded through Santander. Bright Spark Energy are the installers and consultants. In a previous conversation with Sam Tse and Hugh Bellamy, Bright Spark had offered, free of charge, to help find out what the issues were. The major delay in the first payment was due to the feeding tariff slash which resulted in a delay with Ofgen. Payment had started from the first day of installation and was always going to come through. As far as Grant was aware the tariffs were now up to date.</i></p> <p>RS asked why one company was paying out and not another? <i>Grant responded that South Dartmoor is not paying out because it is bigger and this had been communicated. Grant thought that the Trust would have had £100,000 with payments and savings. Savings were about half of this figure.</i></p> <p><i>Grant advised that Bright Spark submit readings. Directors asked if they could login to look and the readings? Grant advised this would not be possible. Directors asked if they could be provided with a print off of the report? Grant advised that he would need login details to do this and would send them through.</i></p> <p>Directors asked if payments and savings could be generated into a report? <i>Grant thought that this could be possible.</i> RS advised that Directors could only go on feedback they had been given. <i>Grant advised that Bright Spark Energy had previously requested to attend a Directors meeting but had not been invited.</i></p> <p>Directors asked if there was an annual administration and contract fee to CLG? <i>Grant advised that this was the case and SDMAT pays a syncing fund. It is the Academy's responsibility to clean the solar panels.</i></p> <p>PB noted that with reference to the lights there is a warranty and maintenance</p>	

	<p>agreement but not one with the solar panels. Could the maintenance agreement option with the lights include the solar panels as well? <i>Grant advised that this would not be possible.</i> AF asked if Bright Spark could quote for maintenance of the solar panels? Where are you based? <i>Grant responded that he was based in Torquay and mostly around the vicinity at present. The Academy would need a separate contract for maintenance and would need a health check on the system.</i></p> <p>PB again reiterated that the problem was that the Academy was not receiving repayments. CE added that it seemed as if we weren't being paid the lion's share. Does everything come through the CLG? When does the debt get paid back? Who gets paid first? Is there a top slice on that debt being taken? DC added that the finances and perceived lack of transparency has made Directors cautious. SPK asked if the Academy was up to date with payments? <i>Grant said yes.</i></p> <p>PB expressed concerns over the fees involved. It appears 2 lots of fees are paid. RS asked to have the print outs. <i>Grant agreed to this. The whole point is to make it (solar panels and energy efficiency) visual and change behaviour.</i></p> <p>Lighting</p> <p>Grant advised that he had been asked to come in to SDCC 2 years ago to look at the lighting. The initial report then was quite dire but nothing came of it. He had been asked again this year.</p> <p>RS advised that the Academy wanted to get something done with regards to lighting over the summer. The report states that lighting is currently sub-standard. Fire safety and emergency lighting needs immediate upgrading. <i>Grant advised that Bright Spark had drawn up a complete redesign of lighting for the school. Every light fitting had been counted and the cost of the LED substitute worked out. The Sports Hall lighting is not in line with guidelines. They had also worked out the savings if the Academy replaced with LED. This included football pitch lights.</i></p> <p>SPK looked at the report and asked how the mechanism around funding worked. <i>Grant advised that funding has been pre-agreed and is paid quarterly in arrears over a 13 year period. The warranty lasts for 13 years.</i></p> <p>PB asked how the money lenders got their money back? <i>Grant responded purely out of savings.</i> PB asked how do we know that? <i>Grant suggested monitoring bills.</i></p> <p>AF noted that it would be a £250k capital investment. <i>Grant advised that the investment comes from Santander and is then paid back quarterly at a set fee.</i> AF asked how do you benchmark? <i>Grant responded the quarterly fee stays fixed.</i> CE asked what happens at the end of the period? <i>Grant advised you own the lighting</i></p> <p>PB felt slightly confused as the Academy has free power anyway. SPK asked if it was the quality of the lighting that incurred the costs? The risk to the college would be an extra £30000 bill and the Academy would need to be convinced they could save this figure. SPK asked what happens if you go bust? <i>Grant responded that ultimately the Academy would still pay back the CLG.</i> SPK asked who is our contract with? <i>Grant responded that the maintenance contract is with the lighting company.</i> SPK asked what would break a clause in the maintenance agreement?</p>	<p>Bright Spark Energy to provide reports on savings and payments.</p>
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	<p><i>Grant responded that the main cause would be a lot of user error.</i></p> <p>It was asked do you renew second fix wiring? Grant responded <i>no, we put all new emergency feeders in back to the sub board. It was asked what could impact the lifespan and contract? Grant responded a shot board.</i></p> <p>AF requested time to look at the small print. PB asked do you have lots of sub-contractors? <i>Grant responded that people who worked for Bright Spark were on the books.</i> SPK asked what is the time frame for installation? <i>Grant responded that they would require a 4 week lead time. They could work over summer holidays.</i> SPK advised that they would have to turn up on site the day school closes if the Academy was to go ahead. If we were having new fire system installed at the same time would that cause issues? <i>Grant did not think this would be a problem.</i> DC advised that Directors would need to check the £30,000 payment against the budget.</p> <p>Grant advised that he would be quite happy to do a presentation for pupils. RS thanked him for his time which had been really appreciated.</p> <p>Grant left the meeting at 19.50</p> <p>JC advised that the new RA has identified that SDCC requires a better fire alarm system. Quotes are being secured for this with fitting still planned over the summer break.</p> <p>It was noted that a school eco-club to read meters would be useful.</p> <p>PB asked if there was an option to go to Santander and set up our own CLG? RS responded that this is a 13 year project. CE asked how does it compare with other proposals? What was the reason for not taking those forward? RS responded that she didn't know why it hasn't moved on in the past but we cannot keep delaying. It was noted that the names of the Directors of Bright Spark and the CLG are the same. AF asked if he could take the contact details of Bright Spark Energy and ask Midas specialist for advice? This was agreed.</p> <p>AF expressed concern about the size of the investment and the Academy's lack of knowledge on the matter. What percentage saving would we make? AF advised would like to see some data. CE responded that he thought it would be trending at rpi. Directors considered whether the Academy could get the emergency lighting covered by an emergency lighting bid. PB responded that we haven't got time to cut out the middle man this time but in the future the Academy should try to get quotes or pay someone to run a CLG.</p> <p>RS asked if Directors were agreed that the LED lighting upgrade should be undertaken? RS needs would need to check the cost against the budget. Directors agreed that the LED lighting strategically needs to be done, however the Academy needs to have a reflection and learning exercise about how it has got to this point.</p> <p>The meeting moved to Part II minutes</p>	<p>AF to contact a Midas specialist about the LED lighting proposal and Bright Spark Energy.</p> <p>Directors agreed that strategically the LED lighting upgrade needs to be done but the Academy needs to undertake a reflection and learning exercise about how it has got to this point.</p>
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	The meeting returned to Part I minutes	
3	Chair's Report In the absence of GC this was deferred to the July meeting.	
4	<p>Executive Principal's Report</p> <p><u>Ashburton</u>. RS advised that TD has visited the School and has undertaken writing moderation in Y6. Feedback from the children has been good.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p><u>Buckfastleigh</u> is progressing well.</p> <p>The meeting returned to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>Achievement for All is now being used at Buckfastleigh.</p> <p><u>Ilington and Widecombe</u>. Des Stokes's (DS) new position has now been announced. Cover for DH and TD's teaching commitments will be found.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p><u>Moretonhampsted Primary</u> are doing well at the moment. KS1 results could be concerning. Much credit must go to their assistant Headteacher for the publicity on facebook and the school website. The pre-school is performing well as is Ilington's. Ilington pre-school's income is up. JR has moderated Early Years at Moretonhampstead and reported good improvement.</p> <p><u>SDCC and Atrium</u>. An internal advert for a Head teacher for the 6th form across the 2 schools will be sent out by Atrium. RS has spoken to 4 staff across the schools who are interested in the role. All have interesting proposals in different ways. Atrium is considering shortening their school day in the future. Atrium staff and students are motivated. The parental view at SDCC is encouraging.</p> <p>Chartwells Catering started this week with mixed feedback. The Primaries are generally satisfied. It is a different matter in the Secondary schools with sixth formers putting together a petition against the changes. It also seems as if the prices at secondary level have increased. Catering staff resignations from Widecombe and Atrium have been received. In the long run the food offer seems to be improving.</p> <p>The meeting moved to Part II minutes</p>	

	The meeting returned to Part I minutes	
5	Agree final budget Final budgets are not yet ready. To be deferred to the July meeting.	Agenda item July
4	Executive Principal's Report <u>Proposed Governance Restructure</u> RS reported that this predominantly rests on the scheme of delegation. RS hasn't called a meeting of the Members as they have to agree the change of Governance structures. The articles of the association will be rewritten. Directors also need to talk about Clerking within that. The general principal is starting to mesh together. It will become less of an issue as it progresses with new governors. CE asked 'is there any thought about how you get Directors? RS responded some will choose. When LGB's are recruiting they could find out a person's skills set and whether they would want to be a Director or Governor. RS suggested using Academy Ambassadors to find legal or accountancy skills. The RSC have highlighted that Governance within the Academy is a concern. SPK asked 'are we looking at September for a fresh start?' RS responded affirmatively. The need for another Foundation Governor at Ilington was discussed. DC asked if it was possible to have a trial Chair's meeting this terms to talk about how the Governance restructure would work? RS responded that Chairs have already discussed this.	
7	Agree Staffing Costs and Proposals This was covered within the Executive Principal's report.	
8	School Meal Prices This is now out of Directors' remit since Chartwells have been appointed, however they will be questioned on their charges.	
9	Local Governing Bodies Reports This was covered within the Executive Principal's report.	
10	Agree Premises Management Plan This to be an Agenda Item for the July meeting.	Premises Management Plan to be an Agenda Item for the July meeting.
11	Approve Calendar of Meetings for the next year This to be an Agenda Item for the July meeting.	Calendar of Meetings to be an Agenda Item for the July meeting.
12	Pre-school Updates RS reported that both pre-schools are healthy and with strong budgets.	



SOUTH DARTMOOR ACADEMY

Directors

6	Receive Finance & HR Report DC noted that there was nothing in the management accounts about the solar panels.	
13	Minutes from the last meeting The minutes were signed as a true and accurate record.	

The meeting closed at: 20:55.

Date/Time	Monday 16th July 2018 at 18:00	Location	The Atrium Studio School
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