



The **STEINER**
ACADEMY
Hereford

Approved Minutes Board of Governors Meeting 05

Friday 24/4/09 2009
13.30 – 16.30

ATTENDEES	Role
Ann Addison (AA); Lindsey Garner (LG); Lawrence Keen (LK); David Keltie (DK); Alistair Pugh (AP) – Chairman; Julia Sibley (JS); Sylvie Sklan (SS); Richard Temple (RT); Greta Rushbrooke (GR) & Carol Lennard (CL)	Governors
Trevor Mepham (TM)	Principal (ex-officio)
Debbie Lewis (DL)	Clerk
Paul Middleborough	Responsible Officer
John Renshaw	Architect

MINUTES	
	<p>1. Apologies Cllr Jo Fishley</p>
	<p>2. Minutes of previous meeting Minutes of the BG meeting 6/3/09 were approved.</p>
ACTION	<p>3. Actions from previous BG Meeting</p> <ol style="list-style-type: none"> 1. Making governors more visible – not completed. 2. Legacy finance work to be put into FF – done. 3. Financial implications of afternoon care – in Finance report. 4. Paper on SATs – circulated. 5. Edinburgh's media policy – circulated. 6. Meeting with Joseph's – done. 7. JD for new build project director – in Finance report 8. DCSF funding – in Finance report. 9. Contracts passed to staff – done.
	<p>4. Correspondence The following correspondence was noted:</p> <ol style="list-style-type: none"> 4.1 Clerk Training – passed to DL 4.2 Invitation to Mayor's Thanksgiving service – DL to reply. 4.3 Letter informing governors of the formation of the Parents and Friends Association
	<p>5. Premises John Renshaw presented the proposed alterations, refurbishments and extensions to the school.</p> <ol style="list-style-type: none"> 5.1. These plans would be shared with the local community in open meeting in the third week of May 5.2 JR confirmed there was no current planning consent for a 4th KG 5.3 DK noted concerns as the actual size of some of the rooms were smaller than the recommended space and the implications for this regarding class sizes and H&S for the staff working in the buildings.

	<p>6. Finance LK gave a verbal report.</p>
AGREED	6.1 Request that DCSF was only approached every 6 months to present additional funding needs.
ACTION	6.2 Post of project manager. DCSF advise fund this from start-up budget. WC to take this further with DCSF re budgeting this from start up funds and then approaching DCSF later for additional funding. Post to be fixed term.
AGREED	6.3 Request for 2 further fixed term posts to be funded as 6.2 – Academy Development Co-ordinator initially to focus on admissions and 4 th KG and 3 month full-time post to help bursar set up finance systems.
ACTION	6.4 FC to seek funds, job descriptions, undertake recruitment process and define package of request for next approach to DCSF.
	6.5 This year's budget is on track.
	6.6. The funding for next year is based on pupil numbers that assume a 4 th KG, but does not including rent for the 4 th KG if this is needed.
ACTION	6.7 Provision of afternoon care will be passed to college to be discussed.
	6.8 TM has followed up the offer of a one off payment to the Parent and Child group from outreach funds. How this money will be spent will be discussed with the group leader.
ACTION	6.9 LK presented the overall budget for DCSF funding in 09/10. Some details are still to be finalised but the upper limit for salaries has been set at up to 85% of recurring income.
AGREED	6.10 Board accepted the budget as recommended by the FC.
	6.11 Paul Middleborough presented his RO report to the governors who conveyed their thanks and appreciation to WC in response to the outcome.
	<p>7. Principal's Report TM circulated a report prior to the meeting.</p>
AGREED	7.1 College had agreed that a 4 th KG was necessary on or off-site DECISION: governors agree that in principle there should be a 4 th KG..
APPROVED	7.2 The academy's position on the National Testing Arrangements(circulated to governors), which has now also been approved by the School Improvement Officer from the LA was APPROVED by governors.
AGREED	7.3 Admissions working group to consider issue of current pending appeals and how to process further potential appeals in the future.
	7.4 Governors approved contracting out the attitudinal survey to Keele university. .
	7.5 Class 6 will be taking part with other local schools in a requiem at the Cathedral.
	<p>8. General Committee SS circulated a report prior to the meeting.</p>
AGREED	8.1 Amendment to the terms of reference for the governors' fortnightly meeting to take account of it becoming the General Committee was agreed.
AGREED	8.2 DL confirmed that if the AGM did not reach quorum it would need to be re-convened.
ACTION	8.3 SS and DK to sign the SFA documentation on behalf of the trust.
ACTION	8.4 Logo - TM added that college have formed a group to discuss issues of logos and signage around the school. SS to check whether the information has been passed to Michael Phillips re minibus logo.
	8.5 LG gave the governors 2 leaflets to assist with reviewing their roles as governors to report back to next BGM.

	<p>9. Teaching & Learning SS circulated a report prior to the meeting.</p> <p>9.1 The governors supported the Principal in his efforts to act at all times with the due diligence regarding the statutory requirement to administer the SATs.</p>
ACTION	<p>10. Personnel LG circulated a report prior to the meeting.</p> <p>10.1 A parent has requested an email policy for parents. 10.2 The board asked that personnel committee make available the correct procedure for new appointments. 10.3 Personnel and Finance are looking at the procedures for applying for sabbaticals and will be reviewing the policy</p>
	<p>11. Community Development AA gave a verbal report to the meeting.</p> <p>11.1 Feedback from the PAFA is that they are not under the remit of the governors unlike groups such as the class reps. 11.2 Some concern has been expressed that since the visioning day there hasn't been enough progress in bridging the gap between governors and parents.</p>
ACTION	<p>12. A.O.B.</p> <p>12.1 A family are going to France for 5 months and the advice was given that they should lose their school place. College's view was that this had been acceptable in the past and felt that this should continue to be the case. The governors supported college in principle. TM to check legal/financial position.</p>
	<p>13. Date of next Board of Governors meeting 12th June 2009 12.45pm for 1.30pm start</p>

SUMMARY OF ACTIONS

No.	Action	By whom	By when
1	Approach DCSF regarding funding for project manager post	WC	Next BGM
2	Seek funds, job descriptions, undertake recruitment process and define package of request for next approach to DCSF.	Finance Committee	Next BGM
3	Provision of afternoon care to be discussed at college.	GR	Next BGM
4	Spending of the payment to P&C to be discussed with them.	AA	Next BGM
5	Early years to be informed of the governors support for a 4 th KG	T&L College	ASAP
6	Check whether the information has been passed to Michael Phillips re minibus logo.	SS	ASAP
7	Report back on reviewing governors role for SEF.	All governors	Next BGM
8	Email policy for parents	Personnel	Next BGM
9	Check legal/financial position of parent's taking children from school for 5 months.	TM	ASAP

Signed..... Date.....