

# Board of Governors meeting 02 Minutes

9 December 2011 at 13.30 – 16.30



## ATTENDEES

Ann Addison (AA); Martin Bradley (MB); William Braid(WB); Andrew Collinson (AC); Stephen Cox (SC); Nick Deacon (ND); Clarence Harvey (CH); Lawrence Keen (LK); Carol Kirk(CK); Trevor Mepham (TM); Sylvie Sklan (SS); Jon Syed (JS); Richard Temple (RT).  
Wendy Cotton (WAC) Bursar Clerk: Kate Robertson (KR)

## APOLOGIES - None

## AGENDA

1. Minutes from last BGM on 23.09.11 were approved and signed

### 2. Actions outstanding/arising from last BGM

1.	Rewording of aims and objectives C and D now includes 'diasability'	Approved
2.	Risk management document for governors still in progress.	RO
3.	Consider new role of College - still ongoing	Gen Com
4.	Statement re role and management of risk in children's play	done
5.	National expectations / OFSTED – work in progress	SS, TM

### 3. Correspondence

- 3.1 YPLA, 22.11.11. 2012/13 Academy allocations exercise
- 3.2 h.gov.uk. re: training at governor services list to be circulated

### 4. Principal's report (circulated prior to meeting)

- 4.1 **APPROVED:** Principal's recommendation with regard to Insurance -Claim

- 4.2 **APPROVED:** change of title from Bursar to Finance Director.
- 4.3 Strategic Priorities. **RECOMMENDED** that SPG brings suggestions for achieving a sustainable staffing complement for the Personnel and Finance Committees to consider.
- 4.4 The Board acknowledged the difficulties resulting from recent ill health and thanked staff who have stepped forward to provide cover.

### 5. Finance

- 5.1 Wendy Cotton presented the accounts for 2010-11 to the Board
  - i. Financial situation healthy for 2010/11 but discussions held about the expected position after the end of the Start Up Period (end of 2012/13 Academic Year).
  - ii. Letter of Representation to auditors was approved and signed by chair
  - iii. Copy of Management Letter was circulated and contents noted
  - iv. **APPROVED:** 10/11 Accounts (proposed by LK, seconded by ND)
  - v. **CONFIRMED:** there is nothing that the Board is aware of that will stop us from operating for the next 12 months
  - vi. Wendy was thanked for her continued hard work in her role
- 5.2 Report from Finance Committee (reports and annexes circulated)
- 5.3 **APPROVED:** amendments to temporary change to financial authorisation levels, as

recommended by Finance and Capital Committees.

- 5.4 **APPROVED:** the appointment of Clearview for cleaning services, as recommended by Finance Committee following the tender process.
- 5.5 The new RO, Lyn Todman, will join the next Board to discuss risk management

**6. Teaching & Learning (Report circulated )**

- 6.1 Discussion re: admissions and the new legislation which is likely to have the effect of putting pressure on popular schools to increase the number of places offered.
- 6.2 SAH's exam offer at 16 needs to take account of many factors, including the shift to EBacc as the national expectation. This is to be further explored by TM, including liaison with DfE

**7. Capital programme (report circulated)**

- 7.1 Decisions - none
- 7.2 Negotiations between QS, contractor and client over the final account continues

**8. Premises (report circulated )**

- 8.1 AA was thanked for her invaluable contribution in this Committee.
- 8.2 SC reported that site security will be discussed early in the new year.

**9. Personnel (reports circulated)**

- 9.1 SC has joined Personnel Comm.
- 9.2 Principal appraisal to be circulated and any feedback to RT.
- 9.3 AA was warmly thanked for her involvement in the Committee.

**10. General**

- 10.1 **APPROVED:** Prospectus for 2012-13, now available on the website
- 10.2 Governance matters
  - i. Chris Aylmer has resigned as co-opted governor as his children have left SAH
  - ii. AA will be stepping down as elected parent governor at the AGM.
  - iii. New parent governor election will take place next term.
- 10.3 General Committee on 13/1/12 to prepare for AGM which is on 19/03/12.

**11. AOB**

- 11.0 A H&S issue was raised.

*Meeting closed at 16.38pm*

**Next meeting: 20/01/12** (Review). Next Board meeting: **19 March 2012** at 13.30 , AGM at 7.30 followed by Open Forum

[Also: 11/05/12 (Vision +strategic planning); 06/07/12]

	Action	By whom	By when
1.	List of governor training to be circulated	KR	Next week
2.	Principal to circulate his paper of options regarding Middle and Upper School development	TM	12/12/2011
3.	Consider SPG's suggestions for how the strategic priority for a sustainable staffing complement can be achieved	Fin + Pers Committees	
4.	Consider Governors' engagement with Student Council	Gov Review	20/1/12
5.	Explore potential of EBacc	TM	Next T&L C
6.	Circulate Principal's appraisal findings	RT	a.s.a.p.
7.	Consider parent governor election in terms of job-share + gender balance	All	20/1/12
8.	Appeal for names to be put forward for parent governor in FF	KR	Jan 2012
9.	Draw up a plan for the AGM	Gen Comm	13/01/12