

**Board of Governors meeting 01**  
**Minutes**  
**23 September 2011 at 13.30 – 16.30**



**ATTENDEES**

Governors: Ann Addison (AA); Chris Aylmer(CA); Andrew Collinson (AC); Stephen Cox (SC); Nick Deacon (ND); Clarence Harvey (CH); Lawrence Keen (LK); Carol Kirk(CK); Trevor Mephram (TM); Sylvie Sklan (SS); Jon Syed (JS); Richard Temple (RT).  
Clerk: Kate Robertson (KR)

**APOLOGIES** William Braid(WB); Martin Bradley (MB);

**AGENDA**

- 1. Minutes** from last BGM on 24.06.11 were approved and signed
- 2. Actions** from last BGM all completed, except aims and objectives C and D
- 3. Election** of Chair and Vice-Chair  
Chair Nominated: Sylvie Sklan Proposed: Andrew Collinson; seconded: Ann Addison  
All governors voted in favour.  
Vice Chair: Nominated: Andrew Collinson Proposed: AA; seconded: SS  
Vice Chair: Nominated: William Braid Proposed: CA; seconded: JS  
Vote: 4 in favour of WB; 3 in favour of CA; 3 abstentions.  
William therefore is the new vice chair.  
Andrew was warmly thanked for his work last year

(Ann Addison was unable to attend the rest of the meeting)

- 4. Correspondence**
  - 4.1 Herefordshire Leadership Community – training day
  - 4.2 Petition regarding government pensions
  - 4.3 Training information from Hereford Council
  - 4.4 Letter of complaint from parent
- 5. Governors' Code of Conduct for Governors**
  - 5.1 The governors agreed the Code of Conduct, subject to amending pt 5 to include 'financial conflict of interest'; omit last part of point 13.

- 6. Principal's report** (circulated prior to the meeting)
  - 6.1 Ofsted complaint: TM asked for Governors for support for to take complaint to next stage, with regard to professional conduct of one Ofsted inspector.

**DECISION** Governors supported the above proposal.

- 6.2 TM pointed out that the 'Aims and Objectives' document as circulated is a working document and represents the priorities for this year.
  - 6.3 Risk management –document to be produced by R.O. for January review.
  - 6.5 TM requested that governors take note that the role of College has changed and its role no longer includes decision-making.

**REQUEST** To allocated time in GCcomm to consider further at this new role of College

- 6.4 Accidents.

**REQUEST** A clear statement setting out the school's approach to the role of risk in children's play and how this is managed. Premises Group to circulate as draft to governors prior to publication of Parent Handbook

- 6.5 A summary of priorities for 2010-11 was circulated in meeting, showing which of these have been completed/ are work in progress/ or have not begun

- 7. Capital programme** (report circulated prior to the meeting)
  - 7.1 Governors commented on the high quality of the work completed

- 8. Premises** (report circulated prior to the meeting)
- 8.1 Strategic fire plan - Neil Piggott, senior fire officer, has signed it off. Systems and implementation required. This may result in lockers being unnecessary.
- 8.2 Steve Cox has volunteered to attend IOSH course and to pass this on to others

- 9. Personnel** (report circulated prior to the meeting)
- 9.1 Co-option of personnel members deferred to later in the meeting (see 14 below)
- 9.2 Governors to be emailed reminder when a draft policy is posted on intranet for their comment
- 9.3 Any issues regarding appraisal process to be emailed to R.T.
- 9.4 S.C. is joining the Personnel Committee for 6 months

- 10. Teaching & Learning** (report circulated prior to the meeting)
- 10.1 Ofsted – inspectors trained in Steiner pedagogy and practice are a requirement.
- 10.2 Pre-inspection briefing is an area for development to reduce Ofsted's dependency on inadequate and incorrect data.
- 10.3 Pilot framework – We aim to set out pinch-points within the framework itself at a meeting with HMI on 4 October.
- 10.4 Pinch-points which result from a difference between national expectations and our expectations need to be taken up with DfE
- 10.5 Complaints (as opposed to concerns) – The Chair will acknowledge letter of complaint. Governors were referred to the Complaints and Concerns Procedure.

- 11. Finance** (report circulated prior to the meeting)
- 11.1 Annexe B -small surplus to be carried forward
- 11.2 Staff costs comparison difficult with available data
- 11.3 Discussed: pursuance of debt and arising sanctions.
- REQUEST** Guidelines from Finance Comm re small outstanding debt

- 12. General** (report circulated prior to the meeting)
- 12.1 Volunteers policy final policy available to be looked at : [P:\SAH Policies\Draft Policies\volunteer policy \(2\).doc](P:\SAH Policies\Draft Policies\volunteer policy (2).doc)
- 12.2 A new Communications Working Group has been set up.

- 13. AOB**
- 13.1 As one of a series of opening events, there will be a Reception on 11 November, with Guest speaker Baroness Estelle Morris and opening address by Jessie Norman MP. All governors are invited.
- 13.2 There is a open morning for neighbours and residents of the village 1<sup>st</sup> October
- 13.3 Staff Code of Conduct now available on governors intranet.

- 14. Discussion items**
- 14.1 Co-opted Personnel members – RT explained the priority for this committee is that staff must have confidence that it is a safe confidential forum for raising their issues. **RECOMMENDATION:** Interested potential members must understand the sensitive nature of this role, must provide CV and must be interviewed by the Principal

**DECISION** To approve the above recommendation

- 14.2 Areas of concern re: capital programme (as set out in Appendix 1) was discussed
- 14.3 Recommendation: Before Building Co-ordinator leaves project – documentation re: non-agreed costs is essential.

**Next Board meeting: 9/12/11 Supper with teachers 8.12.11**

The Meeting finished at 4.45pm.

	Action	By whom	By when
1.	Rewording of aims and objectives (C and D)	T&L Comm	Next T&L Cm
2.	Risk management – produce document for governors	RO	Jan review
3.	Consider further at this new role of College	Gen Comm	14 Oct 11
4.	Circulate draft statement re SAH's approach to role of risk in children's play and how this is managed.	Premises committee	Before Oct 1/2 term
5.	Take up issue around national expectations and inspection framework with DfE	SS, TM	4 Oct 11
6.	Email issues re appraisal process to R.T	all	a.s.a.p.
7	Acknowledge letter of complaint	SS	a.s.a.p.
8	Guidelines re small outstanding debt	Fin Comm	9.12.11