

# Board of Governors

Meeting minutes (approved) 8.02.10



## ATTENDANCE

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Governors: Ann Addison (AA); Andrew Collinson (AC); Cllr Jo Fishley (JF); Alison Gebert (AG); Lawrence Keen(LK); Carol Kirk(CK); Trevor Mephram (TM); Jon Syed (JS); Richard Temple (RT); Chair: Sylvie Sklan (SS).

Minutes: Kate Robertson (KR)

Bursar: Wendy Cotton (WC) - joined the meeting at 3.30 to answer questions re finance.

Observers: Walter Hiller; Achim Grenz from Software Stiftung, Germany – a charity that funds many Steiner schools in different parts of the world.

Carol Kirk was welcomed as the new teacher governor

**1. Apologies** - Martin Bradley (MB); David Keltie (DK)

**2. Minutes** of 11.12.09 were approved and signed

**3. Actions** from previous meeting – all completed, with exception of some actions which are on-going. These are listed Actions Summary below.

**4. Correspondence**

4.1 New forms required by Companies House for termination of directors – action completed at Board meeting

**5. Principal's report** – an updated version was circulated.

5.2 Ofsted. We are awaiting a response to letter of complaint sent after receipt of the monitoring inspection letter. Governors agreed that the Ofsted letter and the complaint letter should be made available to parents.

Action 5.3 Governors recognise that the Ofsted Section 5 criteria are limited in their capacity to judge teaching and learning in a Steiner school and decided the following:

- the anomalies that are becoming increasing apparent in using section 5 need to be resolved by DCSF and we fully support the current discussions that are under way
- we recognise that the difficulty of a Steiner school being able to attain more than 'satisfactory' against Ofsted Section 5 Inspection framework is causing tension and we wish to assure teachers that we are committed to ensuring that this process does not impact on the Steiner ethos in a destructive way
- we acknowledge that adapting to a new culture of accountability is challenging. We wish to express support for teachers and we stand behind the move to develop appropriate critical appraisal of the quality of the teaching that can lead to improved Steiner Waldorf practice and effectively address any weakness identified.

Action 5.4 Admissions - The small number of families who are affected by the change to cut-off dates have been contacted by the Principal.

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**6. Teaching and learning** – report circulated prior to meeting

6.1 Reported: there has been a good response to the Attendance Action Plan

6.2 Reported: a teaching assistant has been appointed for Class IX

6.2 SATs - Governors stated that they are satisfied that the current arrangements for SATs are being properly administered by the Academy

6.3 Admissions

**Ratified:** the cut-off date for year groups is now 31 August

**Ratified:** ranking of applications for places in 2010 Reception Year/2<sup>nd</sup> year of kindergarten. It was noted that there were 30 applicants for 26 places and that SAH has been able to offer a place to all the children currently attending first year of kindergarten.

**7. Capital Programme** – report circulated prior to meeting

7.1 Planning - as of 8.2.10 no objections to the three planning applications had been received. The cut off date is 10/2/10

7.2 There is a meeting on 17 Feb with Pauline Sheehy, DCSF to discuss capital funding for kindergarten/admin extensions.

**8. Premises** - report circulated prior to meeting

8.1 Reported: consideration is being given to a new temporary entrance for visitors

**9. Finance** - report circulated prior to meeting

9.1 RO report was **approved**

9.2 Income and Expenditure account summary up to 31 Dec 2009 was presented by Wendy Cotton. This was positively received by governors and thanks expressed to Wendy and her team.

9.3 A preliminary Budget for 2011/2012 will be presented at next BOG

**10. Personnel** - report circulated prior to meeting

10.1 **Agreed:** Any confidential item to be presented separately at the governor meetings and the minute pasted into a confidential minute book. Such minutes will not be included in the circulated committee reports/Board minutes.

10.2 Staff handbook has been distributed to all staff.

10.3 Recruitment - a letter to governors was read out regarding the advertising of class teaching posts. **DECISION:** advertisement should not include the words 'or QTS'

**11. General Committee** - report circulated prior to meeting

11.1 Current membership of the committees was checked and confirmed as:

Teaching & L: JS, SS (chair), JF, AG, CK, TM. Meet on Fridays at 1.30, 3 weeks before BGM

Capital Programme: AC (chair), SS, CK, TM. Meet on Thursdays at 14.00 once a month

Premises: AA, (chair) TM, CK. Meet on Thursdays at 10.00 twice a month during term time

Finance: DK(chair), LK, AG

Personnel: RT(chair), CK, TM, AA. Meet on Wednesdays at 19.00, 3 weeks before BGM

General: DK(chair), SS, TM, AA, AC, JS CK, AG. Meet regularly, as and when needed

**12. AOB**

12.1 Length of service for parent governor (4 years in the FA) may be too much

**13. Date of next meetings**

**5<sup>th</sup> March** Chair of committees Action Plan (GCM date to be set at meeting)

**19<sup>th</sup> March** Board of Governors Meeting (preceded by college / Governors on 18 March)

**SUMMARY OF ACTIONS**

	Action	By whom	By when
1	Role of parents	GC	19 March 10
2	Sign off sabbatical policy	PC	19 March 10
3	Statement about attendance for FF/parents handbook	T&L C	a.s.a.p.
4	Decide a process for TM and CH's performance review	PC	a.s.a.p.
5	Implications of SEN + a gifted & talented pupils policy	T&L C	19 March 10
6	College to consider inviting all staff to next governor/teacher supper	CK	a.s.a.p.
7	Make available Ofsted letter + complaint letter to parents	KR	a.s.a.p.
8	Preliminary Budget for 2011/2012	LK	19 March 10
9	Set up confidential minute book	KR	19 March 10
10	Take out 'or QTS' from current job ad	TM	immediate