

Board of Governors

Meeting Minutes (approved) 19.03.10



ATTENDANCE

Governors: Martin Bradley (MB); Andrew Collinson (AC); Alison Gebert (AG); Lawrence Keen (LK); David Keltie (DK); Carol Kirk (CK); Trevor Mephram (TM); Sylvie Sklan (SS); Richard Temple (RT)
Clerk: Kate Robertson

1. **Apologies** : Ann Addison (AA); Cllr Jo Fishley (JF); Jon Syed (JS)
2. **Minutes** of 08.02.10 were approved and signed
3. **Minutes** of the AGM to be approved at next board meeting
4. **Actions** from last meeting - all completed with the exception of the following: sabbatical policy; attendance/admission statements for new parents handbook ; arrangements for performance review of TM and CH; preliminary Budget for 2011/2012.

5. Correspondence

Notification + agenda from Herefordshire LA re: meeting on 23 March with Sharon Mengini and the LA leadership team for Chairs of Governors.

6. Principal's report (Report circulated prior to meeting)

- 6.1 Filming - We are to feature on a training film for the National College of School Leadership. Filming took place on 18.03.10. The director, [REDACTED] wrote afterwards to say how impressed he was by the school.
- 6.2 SEN - **Requested:** further SEN data to show what proportion of pupils come off the SEN register; the varied levels of need; what proportion of pupils transferring from other schools go on the SEN register.
- 6.3 Retention of pupils - **Requested:** more data to establish whether there is a retention issue and if so where this occurs
- 6.4 Accreditation at Key S4 - **Requested:** an overview of what is currently offered / may be offered. SAH is a participating member of the Comenius Project (looking at accreditation in Steiner Schools). This group will meet in Postdam, Germany in May. Martin Bradley was asked to consider attending to represent SAH governors
- 6.5 Class 1 entry - Parents of summer born children are meeting with TM and SS before end of term to try and resolve their anxiety re their children starting Class 1.
- 6.6 Home-School Agreement - Early Years administration to be asked to check if Home -School agreements have been signed (to supplement any shortfall in hours per week children spend in kindergarten)

7. Teaching and Learning (Report circulated prior to the meeting)

- 7.1 SATs - The governors are satisfied that the school is making all the necessary arrangements for pupils to sit KS2 SATs and are very supportive of the initiative to trial a parallel assessment scheme to provide additional SATs equivalent data. Governors are awaiting a response from the DCSF querying the legal standing of Minister's letter of November 03 which states that teachers are free to decide when pupils should sit SATs.
- 7.2 EYFS - TM is awaiting a response from DCSF re whether SAH must apply for exemptions. **DECISION:** Governors expressed the view that the school should commence the process of applying for EYFS exemptions immediately.

8. Finance (Report circulated prior to the meeting)

- 8.1 Next year's budget - this cannot be set yet as level of revenue funding is not yet known. Additional revenue funding has been applied for and if this is successful then governors will be asked to sanction areas identified for additional funding.

8.2 Finance officer - **APPROVED:** finance officer position (replacing agency staff) .

9. Personnel (Report circulated prior to the meeting)

9.1 HR support - More information is required on detail of HR support from LA

9.2 SLAs – **AGREED:** requests for decisions re a SLA should go to GC

9.3 Sick leave - **AGREED:** to make a discretionary extension of sick leave so long as it is made clear that this cannot be binding in future cases.

9.4 Staff absence - Absence rate for subject/part time teachers is higher than FT staff. Over-all absence rate of 3.7% was noted as good.

10. Capital Programme (Report circulated prior to the meeting)

10.1 Planning – The landscape scheme goes to the planning committee on the 14 April. The LA landscape consultant has recommended that the bottom field be returned to meadow. The school's Landscape Working Group has discussed this & agreed to this.

11. Premises (Report circulated prior to the meeting)

11.1 Safety issue of parents walking with children on access road now narrowed even further by barriers was raised. This was referred to H&S C to discuss

12. General Committee (Report from 'year planning' meeting circulated prior to meeting)

12.1 **AGREED:** to allocate time on 14 May (next BGM) to developing our shared vision, to exploring challenges facing the Academy and to prioritising our strategy. This reflective session will be preceded by a short Board meeting from 10.30-11.30.

12.2 **AGREED** in principal to have 4 board meetings next academic year on the understanding that governors would put aside at least one day in the next school year for visioning/reflection and school development plan. Dates to be circulated.

12.02 Directors' appointments to be ratified at the beginning of each academic year.

13. AOB

13.1 Admissions appeals - our admission clerk is no longer available and one of our 5 panel members has resigned. The new arrangement is that appeals will be arranged and clerked by the LA using our trained panel members where possible. The costs have been forwarded to the bursar.

13. Date of next BG meeting

Friday 14 May 2010. Reduced board meeting at 10.30 – 11.30 followed by a reflective session.

SUMMARY OF ACTIONS

	Action	By whom	By when
1	Approve minutes of AGM	BGM	14 May '10
2	Sign off sabbatical policy	MMM	a.s.a.p.
3	Approve prospectus + parents handbook	GC	Summer term
4	TM and CH's performance review	PC	a.s.a.p.
5	Implications of SEN + a gifted & talented pupils policy	T&L C	a.s.a.p.
6	SEN data/report	AG	14 May '10
7	Retention of pupil report	TM	14 May '10
8	KS4 current offer/proposals	TM	14 May '10
9	Attend Commenius Project meeting	MB	May '10
10	Ask EY staff whether parents have signed Home-School agreements	TM	14 May '10
11	Seek DCSF's view of legal standing of Minister's letter re: teachers' right to decide when pupils sit SATs	TM	a.s.a.p.
12	Ask EY teachers to start the process of applying for EYFS exemptions	TM	immediate
13	Circulate dates for next academic year	SS	a.s.a.p.