



The **STEINER**
ACADEMY
Hereford

Board of Governors Meeting 04

Friday 6th March 2009

13.30 – 16.30

| ATTENDEES | Role |
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| 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 Mephram (TM) | Principal (ex-officio) |
| Debbie Lewis (DL) | Clerk |

| | MINUTES |
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| | 1. Apologies Cllr Jo Fishley |
| | 2. Minutes of previous meeting Minutes of the BG meeting 23rd Jan 2009 were approved along with those from the 14 th February 2009 special meeting of Governors. LK added to this minute that the expenditure of committed projects was already £10,000 over. |
| ACTION ACTION ACTION | 3. Actions from previous BG Meeting 1. & 2. Data collection - Contained in Principal's report and passed to T&L Committee. 3. & 4. Draft policy for decision making – Completed. 5. M&A – Contained in Governance report. 6. AGM – Contained in Governance report. 7. Making Governors more visible – To be taken to Governance Meeting SS 8. Friday Flyer – Not yet completed. DK to undertake. 9. Afternoon care – still under investigation. LK to bring back to next BGM. 10. Meeting with TM – Completed. Wendy Cotton is investigating forms of funding for possible support for TM. |
| | 4. Correspondence The following correspondence was noted: 4.1 Hereford Council – Safeguarding Children Training Event. Passed to H&S committee. 4.2 Admissions appeal letter of 6 Feb to governors - passed to principal. 4.3 HAG training event. |
| AGREED | 5. Principal Report. The Principal's report was circulated prior to the meeting. 5.1 The term dates for 2009 – 2010 were approved. 5.2 TM reported that all current rising 5 year applicants have been offered a place for Sept. Governors ratified the ranking list. 5.3 2 admissions appeals have been lodged. TM and SS will attend the hearing on 12 th March 2008. SS added that there is a cost of £100 attached to each appeal. 5.3 All pupils in Class 5 will be registered for SATs. Pupils will not sit the Science and |

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| AGREED | <p>Maths calculator tests as they are not part of the Steiner curriculum at this point. The school will get ready a statement to show what our pupils are learning to counterbalance any misconception based on the performance data from SATs,. [REDACTED] said the parents of the class were considering avenues of independent representation to DCSF regarding the SATs whilst also wanting to support the school. TM to circulate a paper on SAH's position on SATs</p> <p>5.4. One child has been referred to the EWO</p> <p>5.5 Carolyn Hall and Pat Thompson will be covering the Handwork classes.</p> <p>5.6 Resignations have been received from [REDACTED]</p> |
| ACTION | |
| | <p>6. Governance</p> <p>SS circulated a Governance report prior to the meeting.</p> |
| AGREED | 6.1 AGM is to be held on 24 th April 2009. Amendment to Clause 14 of the M&A will not be pursued at this AGM. |
| AGREED | 6.2 The change to the wording of the MAP document was approved. |
| | 6.3 AP added that he will be tendering his resignation from the position of Chair from the next academic year. |
| ACTION | 6.4 The issue of how the Governors manage any potential media interest in response to our SATs results was discussed along with a need to establish a governance process regarding this. SS to take this issue to the governance group and to report back to the next BGM. AP to pass a copy of his school's media policy. |
| AGREED | 6.5 The figure of £950,000 was agreed as a fair and reasonable valuation of the Trust's current assets. Jonathan Preece, surveyor, recently was commissioned to undertake this valuation in case the SAH ceased to be state funded and the DCSF sought to get return some of their invested capital. DK added he had explored the figure with Wendy Cotton and also felt it was a reasonable figure. |
| | <p>7. Premises</p> <p>JS circulated a report prior to the meeting. A further committee meeting was held on 2nd March 2009 and the following information was added verbally to the report -</p> |
| AGREED | 7.1 A request for a school caretaker is to be taken to the Monday management group and finance. |
| ACTION | 7.2 The current stage of demolition at stage 0 has been completed. DK will arrange a meeting with Josephs (builders) to finalise the end of this contract after liaison with JS. |
| | 7.3 The governors discussed the issue of who was going to take the financial responsibility for the next stage of building works and cash flow. It was felt that a project director was needed to take on the Governors' responsibility for the build and managing the next stage of the contract. JS & DK to draft a job description for the post and JS to make contact with the premises committee to discuss this new post. |
| ACTION | 7.4 DK added that a secondary post to deal with the day to day managing of the build and liaison with college and the teaching body may also be needed. LK & DK to approach DCSF for possible funding. |
| | 7.5 SS added that the signing off of Stage D was in hand. |
| | <p>8. Finance</p> <p>DK circulated a report prior to the meeting</p> |
| AGREED | <p>8.1 The legacy debt currently stands at £77,000 and will be £60,000 after reduction from gift aid. The estimated shortfall is now approx £40,000 - £50,000, with an additional £10,000 to be taken from this through fundraising.</p> <p>8.2 School fees arrears are now £8,000 (was £36,000). The Finance Legacy Group are continuing to negotiate with parents who owe money to the school. Governors approved that letters would be sent to 2 families have not responded to contact attempting to settle their debts advising the matter would be referred to solicitors if no response was received.</p> |

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| ACTION | 8.3 The issue of the ongoing deficit created by afternoon kindergarten will be referred to the next BGM. |
| AGREED | <p>9. Teaching & Learning SS circulated a report prior to the meeting</p> <p>9.1 It was agreed that the appeals process is contracted to the LA for the time being. 9.2 TM added that the new staff appraisal system is in place and would be tested on new teachers to SAH.</p> <p>AGREED 9.3 A new working group on Admissions has been established under the remit of the T & L Committee.</p> |
| ACTION | <p>10. Personnel LG circulated a report prior to the meeting.</p> <p>10.1 LG raised a concern regarding the delay in issuing staff with contracts. It was agreed that the generic sections of the contract would be passed to college and staff by TM. Any queries from staff regarding this section would need to be received by the next personnel group meeting on 30th March 2009. Individual interviews would then be held with staff.</p> |
| | <p>11. Community Development DK & AA gave a verbal report to the meeting.</p> <p>11.1 A write up of the Visioning Day was included in the Friday Flyer 11.2 A parents meeting was held on 5th March 2009 as a result of the Visioning Day with the intention of forming a Parents and Friends Group at the school.</p> |
| AGREED | <p>12. A.O.B. 12.1 Proposed BGM dates for school year 2009 - 2010 2nd Oct 11th (or Monday 14th) Dec* & AGM 5th Feb 19th March * 14th May 2nd July* <i>* Supper/meeting with teachers on evening before BGM</i></p> <p>12.2 The logo would not be put on the new minibuses.</p> |
| | <p>13. Date of next Board of Governors meeting 24TH April 2009 12.45pm for 1.30pm start. PLEASE NOTE CHANGE OF TIME</p> |

SUMMARY OF ACTIONS

| No. | Action | By whom | By when |
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| 1 | Making Governors more visible | Parent governors | Next Gov. Comm. Meeting |
| 2 | Recognition by governors of effectiveness of Legacy Finance Group's work to be noted in Friday Flyer | DK | Next BGM |
| 3 | Report back to the Governors on the issue of afternoon care and finance. | LK | Next BGM |
| 4 | Circulate a paper on SAH's position on SATs | TM | ASAP |
| 5 | Establishing a governance process for media enquiries | SS | Next Gov. Comm. Meeting |
| 6 | Meeting with the builders to confirm the end of current contract. | DK | ASAP |
| 7 | Write a job description for the new post of project director for the build. | JS&DK | 20/3/09 |
| 8 | Approach DCSF for possible funding for secondary project director post. | LK&DK | Next BGM |
| 9 | Generic sections of contracts to be passed to college and staff. | TM | ASAP |