



The **STEINER**  
**ACADEMY**  
Hereford

## Board of Governors Meeting 06

Friday 12/6/09 2009  
13.30 – 16.30

ATTENDEES	Role
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); Cllr Jo Fishley (JF)	Governors
Trevor Mepham (TM)	Principal (ex-officio)
Debbie Lewis (DL)	Clerk

	MINUTES
	<b>1. Apologies</b> None
<b>ACTION</b>	<b>2. Minutes of previous meeting</b> Minutes of the BG meeting 6/3/09 were approved with one amendment from DK. DL to amend minutes.
<b>ACTION</b>	<b>3. Actions from previous BG Meeting</b> 1. Funding request - done. 2. Package request for DCSF – not completed. 3. Afternoon care – to be discussed further by College. Governors support College's attempts to find a viable solution. 4. P&C funding – done. 5. 4 <sup>th</sup> KG – done. 6. Mini bus logo – done. 7. Governors review – work in progress. 8. Email policy – done. 9. Policy re: requests for extended absence of pupils - Parents have withdrawn request.
	<b>4. Correspondence</b> The following correspondence was noted: 4.1 Funding letter from DCSF 4.2 Extended school training.
<b>AGREED ACTION</b>	<b>5. Principal's report</b> TM Circulated a report prior to the meeting.
<b>ACTION</b>	5.1 Toni Fagan to start a dialogue with the Parish Council on traffic and parking.
<b>ACTION</b>	5.2 TM to meet with SIP Peter Johnson to discuss SATs situation and then approach LA following his advice.
<b>ACTION</b>	5.3 DK requested a breakdown of class exclusions for the end of the academic year. TM added that there had been an additional 2 one day exclusions from Class 7.
<b>ACTION</b>	5.4 SS requested a list of all staff currently employed by SAH.

<b>ACTION</b>	<p>5.5 GCSEs have been completed, the BTEC monitoring report is positive.</p> <p>5.6 A number of school families are taking holidays in term time. TM to send a letter to parents regarding unauthorised leave.</p> <p>5.7 AP extended the thanks of the Governors to TM for steering the school through a difficult first year.</p>
<b>ACTION</b>	<p><b>6. Premises</b>  JS report to be circulated following the meeting.</p> <p>6.1. TM to contact architects to request they consider 4<sup>th</sup> KG and Church Farm in the tender documents at no additional cost to the school.</p> <p>6.2 Premises Committee needs to take account of the asbestos when planning the demolition of the old portacabins</p>
<b>ACTION</b> <b>ACTION</b> <b>AGREED</b> <b>AGREED</b> <b>AGREED</b> <b>AGREED</b> <b>ACTION</b> <b>AGREED</b> <b>AGREED</b> <b>AGREED</b>	<p><b>7. Finance</b>  DK circulated a report prior to the meeting.</p> <p>7.1 In the light of the further delays in the Supplemental FA, LK flagged up the need now for governors to plan for SAH's financial position and to take the following steps:</p> <p>7.2 DK to write to Rick Higson (Construction Project Manager) advising that no further payments will be made until the SFA is signed.</p> <p>7.3 Go ahead with demolition of old portacabins, but with a maximum budget of £10,000</p> <p>7.4 Establish if contract on rented portacabins can be broken and if so consider having them removed and replaced by purchasing 2<sup>nd</sup> hand portacabins.</p> <p>7.5 Defer replacement of the school telephone system</p> <p>7.6 Continue recruitment process for Project Co-Coordinator post, but offer job subject to the SFA being signed.</p> <p>7.7 Make new KG teacher appointment initially for 2 years with the possibility of the post becoming permanent.</p> <p>7.8 SS to contact Kevin Hall to request a meeting re the signing of the SFA. LK to attend if available.</p> <p>7.9 TM to work with Wendy Cotton to make sure that we do not make new commitments (staffing or otherwise) in the coming months which would mean that we cannot, if necessary, cover the rental costs of the new portacabins in 2009/10.</p> <p>7.10 Total of £278,000 was approved to be moved from operating expenditure budget to capital budget(this includes all the sums approved to date). This is on a temporary basis with the monies to be returned to the operating expenditure budget in due course. Included are the £28,000 rental for the portacabins already paid, £10,000 for demolition of the old portacabins and £10,000 in addition for contingency.</p> <p>7.11 Nobody to be allowed to use the name "Steiner Academy" or "Steiner Academy Hereford" without permission of the Board and revocable with 3 months notice.</p>
<b>ACTION</b> <b>ACTION</b>	<p><b>8. Personnel</b>  LG circulated a report prior to the meeting.</p> <p>8.1 Proposed contracts have gone out with a deadline for comments by 19/6/09. Final contracts to be issued by the end of term.</p> <p>8.2 Sabbaticals to be discussed further by College and with Personnel Committee. Change to be implemented by 2011.</p> <p>8.3 AA will be joining the Personnel committee.</p>

<b>ACTION</b>	<p><b>9. Teaching &amp; Learning</b> SS circulated a report prior to the meeting.</p> <p>9.1 TM to pass information on Staff Appraisals to Governors . 9.2 Admissions will be added to the T&amp;L report. It is unsure if the admissions Independent Appeals Panel will be set up by September. More applications for membership of the IAP are needed. 9.3 AA or DK to attend appeal hearing on 7/7/09 if requested.</p>
<b>APPROVED</b>      <b>ACTION</b>  <b>AGREED</b>	<p><b>10. General Committee</b> SS circulated a report prior to the meeting.</p> <p>10.1 The following BGM dates were approved. 25/9/09;11/12/09; 11/2/10 (Monday);19/3/10; 14/5/10; 2/7/10 The AGM will be on Monday 11 February 2010 10.2 The Board thanked AP for his commitment and willingness as Chair of the BG. 10.3 SS was appointed as new Chair. 10.4 DK was appointed as Vice Chair. 10.5 Martin Bradley to be new sponsor governor to replace LG. 10.6 Teachers need to elect a new Teacher Governor to replace GR. 10.7 JS will be stepping down as a governor due to health reasons. The Board thanked her with great gratitude for stepping so well into a difficult role. 10.8 Definition of PR within the terms of reference for the General Committee were agreed.</p>
<b>ACTION</b>	<p><b>11. A.O.B.</b></p> <p>11.1 TM to arrange a meeting with grounds contractor due to concerns about not fulfilling his contract.</p>
	<p><b>12. Date of next Board of Governors meeting</b> 25<sup>th</sup> September 2009 12.45pm for 1.30pm start</p>

### SUMMARY OF ACTIONS

No.	Action	By whom	By when
1	Provide wording for amendment to minutes	DK	a.s.a.p.
2	Afternoon care to be discussed at College	GR	Next BGM
3	Breakdown of class exclusions	TM	Next BGM
4	List of all SAH's employees	TM	a.s.a.p.
5	Letter to parents re. unauthorised leave by pupils	TM	Before end of term
6	Meeting with architects re tender process	TM	ASAP
7	Letter to Rick Higson	DK	ASAP
8	Consider measures if it becomes evident that the capital budget is in jeopardy.	Premises	ASAP
9.	Final contracts to be issued	Personnel	End of term
10.	Meeting with Kevin Hall	SS	ASAP
11.	Information of staff appraisals to be passed to DK	TM	ASAP
12.	New Teacher Governor	GR + CL	Next General Comm
13.	Meeting with grounds contractor.	TM	ASAP
14.	Alternative quotes for portacabins	DK, WC, SS	ASAP

