



The STEINER
ACADEMY
Hereford

Board of Governors Meeting 07

25 September 2009

13.30 – 16.30

ATTENDANCE

Governors: Ann Addison (AA); Martin Bradley (MB); Andrew Collinson (AC); Alison Gebert (AG); Carol Leonard (CL); Lawrence Keen; David Keltie (DK); Sylvie Sklan (SS); Jon Syed (JS); Richard Temple (RT)

Also in attendance: Trevor Mepham (TM), Principal;
Kate Robertson (KR), clerk; Paul Middleborough (PM), Responsible Officer

	Draft Minutes	ACTION	By whom	By when
1	APOLOGIES Cllr Jo Fishley (JF) [REDACTED]			
2	MEMBERSHIP OF GOVERNING BODY The chair reported on the appointment of the following with effect from 25/09/09 Jon Syed – sponsor governor; Alison Gebert – teacher governor; Andrew Collinson – sponsor governor; Martin Bradley – sponsor governor. Sylvie warmly thanked and welcomed our new governors. The resignation of Lindsey Garner as governor was accepted as Lindsey is now a member of the Academy staff.			
3	MINUTES The minutes of 12/06/09 BGM were approved.			
4.	ACTION FROM PREVIOUS MEETING			
	1. Provide wording for amendment to minutes. DONE			
	2. Afternoon care to be discussed at College – done College approved afternoon care provision			
	3. Breakdown of class exclusions. DONE. See TM report			
	4. List of all SAH's employees. DONE see TM report.			
	5. Letter to parents re. unauthorised leave by pupils - sent out 4/09/09			
	6. Meeting with architects re tender process. DONE			
	7. Final teacher contracts to be issued	outstanding	Personnel	By ½ term
	8. Meeting with Kevin Hall DONE Came 9 Sept. He attended Local Councillor open event. Pauline Sheehy, Open Academy Division, takes over from KH. She will visit SAH on 23/10/09			
.	9. Staff appraisals to be passed to DK. DONE			
.	10. New Teacher Governor. DONE			
.	11. Meeting with grounds contractor DONE			
5	Correspondence The following correspondence was noted			

	<ul style="list-style-type: none"> ● from DCSF Academies finance team, revised recurrent grant for Academic Year 08/09 ● DCSF survey Local gov. pension scheme ● Training sessions for new governors/extended schools/ leading in partnership ● HCC requesting list of governors and there CRB status – List sent 25/09/009 	ACTION book suitable courses	KR	ASAP
6	Finance RO report was circulated			
	6.1 PM to look at building contract	AGREED		
	6.2 PM to investigate further financial record of Speller Metcalfe	AGREED		
	6.3 Request to Rick Higson ,DCSF, for reassurance SAH is fully covered if timetabling for the building works slips	ACTION	PM	ASAP
	6.4 Draft letter to ARUP giving PM authority to act on Governors behalf	ACTION	Finance	ASAP
7	Principal's report - circulated prior to meeting			
	7.1 Discussion needed by teachers about best use of the room that planning permission is currently being applied for		CL/AG	College mtg 1 Oct
	7.2 Report to gov's re employment issue from end of last term	ACTION	TM	immediate
	7.3 The teacher appraisal process is being implemented. Governors asked whether consideration could be given to including a parents' / pupils' level of satisfaction indicator in the appraisal	ACTION	Strategic planning group - (TM/CH/ LG)	Next BGM
	7.4 Defining and understanding the role of parents within SAH	ACTION Discuss in GC	GCM	9 Oct
	7.5 Proposal for a governors' action plan for the coming school year	ACTION Discuss in GC	GCM	9 Oct
	7.6 SIP Report – circulated prior to meeting Governors congratulated TM and his team for such a positive report			
	7.7 M.B to liaise with TM to offer help with SEF.	ACTION	TM/MB	
8	Premises Report by AC was circulated prior to meeting			
	8.1 Following the tender process, Speller Metcalf are the recommended contractors. Confirmation of their appointment was proposed by AC, seconded by DK and unanimously agreed.	AGREED		
	8.3 The governors approved the signing off of the design drawing, whilst recognising due process for making changes from this point.	AGREED		
	8.4 A process needs to be clarified to keep parents and teachers informed and consulted re the building process	ACTION	AC	ASAP
	8.5 In response to governors' concern re: H&S officer, TM reported that 3 teachers representatives from EY, Lower and Upper School are now sharing that responsibility.	ACTION Monitor new arrangement	AA	ongoing
9	Finance Report from DK circulated prior to meeting			
	9.1 Remind teachers of benefits of pension scheme on offer	ACTION	AG/CL	
	9.2 Explore LA service level agreements for HR and legal	ACTION	Finance C	
	9.3 Recommended: newly formed PAFA register as a charity; PAFA open an a/c for funds raised by parents	ACTION	AC	
	9.4 Financial report from ARUP circulated. Decision: ARUP's monthly report to be sent to the finance committee			
	9.5 T Recommended: temporary finance officer to be retained subject to funds being available	AGREED		
	9.6 The outstanding HWS mortgage has been repaid. Governors to thank parents for their concerted effort in FF	ACTION	DK	
10	Teaching and Learning			

	Report from SS circulated prior to meeting			
	10.1 Further members of the Independent Appeals Panel may be required.	ACTION	SS	
	10.2 High levels of enquiries for places in SAH – further data required	ACTION	SS	
	10.3 Governors/ teachers mtg on 10/12/09 to be discussed at GCM	ACTION	GCM/ College	9/10.09 8/10/09
11	Personnel Report circulated prior to meeting			
	11.1 PC working towards issuing all staff contracts by ½ term			
	11.2 Sabbaticals work in progress	ACTION	Personnel	11/12/09
	11.3 Appointment process: TM has the responsibility for appointing appropriate interview panel. Governors are responsible for signing off the completed process	AGREED		
	11.4 Committee responsible for the complaints process to be clarified	ACTION	RT	
12	General Committee Report circulated prior to meeting			
	12.1 Governance review. Circulated: OFSTED booklet about effective Governing Bodies; Improving school performance by NAO – Gov.s to consider these and LG's report at a further review meeting	ACTION Fix meeting	DK	9/10/09
	12.2 AGM on 8 Feb 2010 - issue of quorum	ACTION	GCM	9/10/09
	12.3 Governors reminded of their duty to visit classes and possibly attend school assembly	ACTION	All	11 Dec
13	AOB			
	13.1 LK invited a governor to come and speak at the AGM of the Anthroposophical Society in May 2010			
	13.2 The development of IT was inadvertently put under the premises committee and is to be redrafted as part of the finance committee	AGREED		
	13.2 A group to be set up to manage the series of "openings" in the next 15 months. GCM agenda	ACTION	GCM	
	13.3 The clerk invited governors to fill in any expression of pecuniary interest			
	13.4 A class rep representative to be invited to next BGM and/ or GCM	ACTION	GCM	
	Date of next BG meeting 11/12/09			
	The meeting closed at 4.30pm			

SUMMARY OF ACTIONS

No	Action	By Whom	When
1	Final teacher contracts to be issued	Personnel	½ term
2	Governors training courses booked	KR	As appropriate
3	Request to Rick Higson ,DCSF, for reassurance SAH is fully covered if timetabling for the building works slips	PM	a.s.ap
4	Draft letter to ARUP giving PM authority to act on Governors behalf	finance	a.s.a.p
5	A report to be circulated to govs regarding employment issue	TM	immediately
6	The teacher appraisal process is being implemented. Governors	Strategic	Next BGM

	asked whether consideration could be given to including a parents' / pupils' level of satisfaction indicator in the appraisal	planning group (TM/CH/LG)	
7	Defining and understanding the role of parents within SAH – discuss by GC	GCM	9 /10
8	Proposal for a governors' action plan for the coming school year	GCM	9/10
9	M.B to liaise with TM to offer help with forthcoming SEF.	MB/TM	
10	A process needs to be clarified to keep parents and teachers informed and consulted re the building process	AC	ASAP
11	In response to governors' concern re: H&S officer, TM reported that 3 teachers representatives from EY, Lower and Upper School are now sharing that responsibility. Action to monitor new arrangement	AA via health and safety meetings	ongoing
12	Remind teachers of benefits of pension scheme on offer	AG/CL	
13	Recommended: newly formed PAFA register as a charity; PAFA open an a/c for funds raised by parents	AC	
14	The outstanding HWS mortgage has been repaid. Governors to thank parents for their concerted effort in FF	DK	Via Friday Flier
15	Further members of the Independent Appeals Panel may be required.	SS	
16	High levels of enquiries for places in SAH – further data required	SS	
17	Governors/ teachers mtg on 10/12/09 to be discussed at GCM		
18	Sabbaticals work in progress	personnel	Next BGM
19	Committee responsible for the complaints process to be clarified	RT	
20	Governance review. Circulated: OFSTED booklet about effective Governing Bodies; Improving school performance by NAO – Gov.s to consider these and LG's report at a further review meeting	DK	
21	AGM on 8 Feb 2010 - issue of quorum	GCM	9/10
22	Governors reminded of their duty to visit classes and possibly attend school assembly	all	Next BGM
23	A group to be set up to manage the series of "openings" in the next 15 months. GCM agenda	GCM	
24	13.4 A class rep representative to be invited to next BGM and/ or GCM	GCM	