

Approved Board of Governors meeting

02 Minutes 10 Dec 2010

13.30 – 17.00



Present: Ann Addison (AA); Martin Bradley (MB); Andrew Collinson (AC) ; Nick Deacon (ND); Cllr Jo Fishley (JF); Lawrence Keen; Carol Kirk; Trevor Mephram (TM); Sylvie Sklan (SS); Jon Syed (JS); Richard Temple (RT)
Clerk: Kate Robertson, William Braid

Wendy Cotton (WAC) – Bursar to present the accounts

Apologies: Sylvie Sklan, Alison Gebert (AG)

1. Minutes from last BGM of 08/10/10 were approved and signed.

2. Appointment of new parent governor William Braid was welcomed to the board as new parent governor (no parent election was required as no other candidates came forward.) WB expressed interest in joining the teaching and learning committee.

Action. CRB forms and Director Appointment forms to be completed. (KR)

3. Finance

3.1 Presentation of the accounts by WAC

Wendy presented the report and financial statements for year ending 31 August 2010. Questions were raised regarding unrestricted funding and 2% carry forward margin. Minor discrepancies were amended (p5 and p15)

APPROVED The approval of the accounts was proposed by LK, seconded by ND and unanimously carried in favour. The letter to the auditors Thorpe and Co was signed by AC as acting chair.

3.2 Finance Report (circulated prior to the meeting)

Questions were raised regarding the capital grant and carry forward.

The 82% cap on staffing costs was referred to the next budget meeting

LK has been approached by other Steiner schools regarding funding levels.

Proposed LK to send SAH financial report to other schools as requested with the proviso that the document is not to be used as a guideline with regards to funding.

WAC and her team were thanked for their diligent work.

2. Actions from the last meeting completed and signed off, except

2.1. Performance reviews for TM - completed awaiting approval from SS

Performance Review for CH being written.

REQUEST Feedback from board required regarding TM performance, otherwise a % summary of completed reviews all that is required.

ACTION SDP to be sent to all governors to be built into review process.

2.2. Absence and sickness policy ongoing.

3. Correspondence

3.1 Letter from parent to Governors

ACTION KR to acknowledge, letter to be dealt with at GCM

3.2 YPLA letter requesting information regarding GAG for Sept 2011 – Bursar informed.

3.3 Herefordshire Association of Governors – annual subscription renewal.

ACTION KR to follow up

3.4 Letter from Thorne and Co regarding audit of accounts. (see 3.1)

3.5 Survey from NFER (National foundation of Educational Resources) in correspondence file.

4. Declaration of Interest Completed by WB, AA, AC

5. Principal's report (circulated prior to meeting)

Questions regarding EYFS exemptions and implications of proposed new policy for testing 5 yr olds.

5.1 Staffing Review

APPROVED The governors approved ITEM A with discussed amendments and the inclusion of an opening statement advocating full Steiner education for all pupils.

REQUEST that the 82% figure be kept under review

ACTION WAC to produce figures that include NI and pension in the salary summary (annex C) and an amended %.

5.2

The governors ratified the allocation of the start up funding to the accreditation project. TM informed the Board that this pan-European project that has been evaluated as outstanding by the European Commission.

5.3

ITEM D TM has been invited to discussions with Lord Bew (SATs Review) following TM's letter.

5.4 **ACTION** The application for Power to Innovate to be sent to DfE w/e 17.12

5.5 TM informed Governors of difficulties in the recruitment of Steiner trained eurythmy teachers.

5.8 TM informed teaching that a disciplinary process has been initiated and completed.

5.8 **AGREED** that the theme '14+' be the main item of the vision/review day on 21.01.11

6. Personnel (report in governor's pack)

6.1 **ACTION** WAC to look into costs re health insurance

6.2 **REQUEST** that just a % figure for absence be reported.

6.3 Travel and Subsistence Policy to be circulated to govs

7. Teaching & Learning (report in governors' pack)

7.1 **REQUEST** that the SEF report be circulated termly

7.2 Safeguarding – No current issues, all training up-to-date

ACTION All governors complete level 1 safeguarding training (as requested by governors)

8. Capital programme (new report circulated)

Discussion regarding serving of alcohol in new hall.

Health and Safety – [REDACTED] to inspect new buildings and provide extinguishers.

Breakages have occurred in upper school. Pupils involved have been interviewed and the families written to. Pupils will be asked to contribute to repairs.

Premises group to meet fortnightly in new year.

9. General

9.1 AGREED Membership of committees and parental involvement to be discussed at review meeting.

9.2 ACTION/ APPROVAL Governors agreed that Statement re: exemption from Section 5 Inspection Framework to be redrafted by TM prior to submission.

10 Any other business

AGENDA for 21.01.10

14+: Now and Emerging

Governance/Parental involvement

- 11 Date of next BG meeting** i) Review 21/01/11
ii) Board 11/03/11
AGM 11 March 2011

	Action	By whom	By when
1	Completion of director/CRB forms for WB	KR	asap
2	SDP to be sent to all Governors as part of review process	TM	21.01.11
3	Summary of findings of performance review	Personnel	11.03.11
4	Absence and sickness policy	Personnel	Next Personnel meeting
5	Letter from parent to be acknowledged and responded to by GCM	KR , GCM	Next GCM
6	HAG subscription to be renewed	KR	asap
7	Amendments so salary summary to include NI and pension	WAC	Next finance
8	<i>Power to Innovate</i> application to be sent to DfE	TM	17.12.10
9	To look into cost of health insurance for staff	WAC	Next personnel
10	Travel and Subsistence policy to be circulated	RT	asap
11	All governors to complete level 1 safeguarding on line training	KR, all govs	11.03.11
12	TM to redraft governor statement re. The application for exemption from the Section 5 Inspection Framework	TM	asap