

Board of Governors meeting 02 MINUTES

Date: 7 December 2012

Time: 13.30 – 16.00

Venue: Eurythmy Room



PRESENT: William Braid(WB); Stephen Cox (SC); Nick Deacon (ND); Nick Elford (NE); Clarence Harvey (CH); Carol Kirk(CK); Lyn Rushbrook (LR); Sylvie Sklan (SS); Denise Stevens (DS); Jon Syed (JS); Richard Temple (RT); Mike Whitfield (MW)
Clerk: Kate Robertson (KR)

APOLOGIES Sarah Elliot

AGENDA

1. **The Minutes** from last BGM were approved; all actions completed.
Matters arising: Fire audit to be carried out in January.
ACTION: KR to report on result of fire audit in reference to optimum pupil numbers in the upper barn and safe evacuation.
2. **Declaration of interests** – all governors signed a declaration of interest form for 2012-13
3. **Correspondence** – none received
4. **School budget**
 - 4.1 ND took governors through last year's accounts.
DECISION: to approve last year's accounts (proposed by ND, seconded by JS. All governors were in favour)
 - 4.2 Report from Focus Funding Group – the Responsible Officer has produced a report regarding non-salary expenditure, to be reviewed at finance. £24,000 in pledges have been received from 46 families. Friends meeting this week to talk about fundraising
 - 5.3 Report from the reviews
Admin Review - looked at all support staff within school, in terms of current structure, functionality, job descriptions and line management.
Recommendation : To implement changes set out in Review report with potential savings of £26,688. **APPROVED.**
The review findings to be shared with all admin staff w/b 17.12.12
Subject teacher review – similar process followed,
Recommendation: To action the changes to the curriculum listed in the report which identify potential savings of around £42,000. **APPROVED.**

7-10 curriculum review – The review has clarified the exam offer for next year. No financial savings have been identified

ALT Review - The move from SPG to ALT made savings of approx 2 FT posts. This review did not set out to make further savings. It looked at how the effectiveness of ALT and the Management Circle. Process included feedback, which universally felt that teaching input at management level was invaluable. Findings: present arrangements are not sustainable.

The proposed new management structure: principal, T&L Co-ordinator, School Business Manager (presently titled: Finance Director); Leads (with .7 teaching) for 7-10, Lower School and Kg. The proposed new structure was supported by all the governors.

Governors who have carried these reviews were congratulated on hard work put in since last board.

The challenge now is to start identifying next year's priority objectives.

ACTION S.C to talk to staff affected by reviews

5. **Acting Principal's Report**

Attendance relatively low at around 92%, pupil premium slightly lower than this.

SES : the aim now is to have a succinct working document. Declining GCSE – vulnerable as small cohort lead to large variation.

Quality of teaching - All teachers will have been appraised by the end of this term. We are working towards consistently good and looking for improvement by Spring 1/2 term 2013.

Of those who have been appraised (12) this term, 67% are good (80% without teacher trainees)

CHALLENGE: Ofsted ratings on the document were questioned by PJ.

REQUEST from CH: to engage with NPQH starting 2014.

Costs and timings to be brought to next T&LC

Proposal for management training – support given in principle

Parent Feedback through Parent View, OFSTED questionnaire: 63 responses to date. Much higher response rate than the national norm.

Governors requested that any ongoing items, previously brought to the boards attention by the Principal should be included in the following Principal report until concluded.

CONFIDENTIAL MINUTE

Written allegation by a parent that [REDACTED] resulted in a formal conduct hearing. In this case the hearing found the allegation was unsubstantiated. (this to appear on email not on posted minutes)

6. **Committees Reports**

Premises –update given re near settlement of financial accounts with BH and Spellers.

Personnel – Board reminded of need for confidentiality and also speed to inform those affected once reviews have been approved.

Complaints policy – To be under the General Committee.

ACTION Complaints Policy to be reviewed

Teaching and learning – have met monthly with ALT, concentrating on the related POs.

Admissions – the new admission arrangements for 2013-14 are now drafted and will be signed off at next Adm Comm on 14 Dec.

Finance

Recommendation: for our Responsible Officer to function as internal auditor. May have some financial implication. **APPROVED**
Financial Procedures to be discussed at general committee

Budget Projection – 2013-14 to be updated, following fundraising and implementation of review findings.

7. **AOB**

7.1 CH left the meeting.

7.2 Steve Cox resigned as a governor with immediate effect.

ACTION: KR to inform Companies House

7.3 **RECOMMENDATION:** In response to the untenable situation that has arisen within the ALT, Steve Cox will assume responsibility for the role of leading the school with direct line management responsibility for all members of the ALT. To take effect from 10 December 2012.

Proposed: William Braid, second Nick Elford. Discussion ensued. The governors present approved this proposal unanimously.

ACTION: Governors to meet with CH 9am 10.12.12

7.4 **Recommendation:** (from PJ): that T&L C becomes a project support group for developments of the school's leadership and management in the short term.

8. **Next meeting:** 18/01/13 (Review)
(also: 25/03/13 + AGM; 10/05/13; 05/07/13)

Meeting closed: 16.10

	Action	By whom	By when
1.	Report findings of Fire Audit	KR	Jan
2.	Talk to staff affected by reviews	SC	a.s.a.p.
3.	General Comm to review complaints policy	Gen Comm	11 Jan 13
4.	Consider CH's request re: NPQH training at T&L Comm	T&L Comm	14 Dec 12
5.	SC resignation to be registered at Companies House	KR	12.12.12
6.	Meet with CH	WB, RT, NE	10 Dec