

Board of Governors meeting 04 Minutes

Date: 25 March 2013

Time: 16.00

Venue: Hall



Present William Braid(WB); Andrew Collinson (AC);
Stephen Cox (SC); Nick Deacon(ND); Peter Johnson (PJ); Carol Kirk(CK);
Lyn Rushbrook (LR); Sylvie Sklan (SS); Denise Stevens (DS); Richard Temple
(RT); Mike Whitfield (MW); **Clerk:** Kate Robertson (KR)

1. **APOLOGIES:** Jon Syed (JS); Nick Elford (NE); Sarah Elliot (SE)
2. **Minutes** from last Board approved and all outstanding actions completed
3. **Declaration of interests-** none

4. Correspondence

- 4.1 Request re: hiring music room for naming day ceremony with alcohol for toast only. APPROVED
- 4.2 Engage for life – CK to look into this
- 4.3 Safeguarding audit – completed and submitted

5. Acting Principal's report

- 5.1 The following posts are currently being advertised (closing date 19 April): Principal, TLC, Eurythmy teacher, Upper School maths teacher.
CHALLENGE: to develop a strategy to ensure role continues should post not be filled
- 5.2 **AGREED:** Visioning day on 10 May to focus on new Priority Objectives, which will have been considered by staff by then.
- 5.3 Attendance remains a concern and needs addressing again with parents
- 5.4 **CHALLENGE:** have all staff been set objectives? SC agreed that this needs to follow on from the very recent the appraisal cycle **ACTION:** SC
- 5.5 SC reported that work is required before May to help achieve unity. Work around upper school is being continued. Next GCM (19 April) will focus on upper school – all governors invited
- 5.6 Pre-Ofsted practice drill suggested for ALT
- 5.7 SS reminded governors how much work has been achieved since Christmas. Board extended their thanks to all members of staff and SC for achieving this and WB for supporting Steve in his role.

6. Reports from the committees

- 6.1 **Personnel** (Report circulated prior to meeting)
 - Board asked to approve the monitoring of appraisals of Leadership Team should go through General Committee. APPROVED

- **RECOMMENDED:** that our contract with Strictly Educational is terminated and a cheaper and more flexible contract with Hoople is taken up. **APPROVED**
- **Governor recruitment:** governors needed who have the skills needed on the Board

6.2 **Premises** (Report circulated prior to meeting)

- Savings on RHI will amount to over £350k over 20 years

6.3 **Teaching & Learning** (Report circulated prior to meeting)

- Targeted funding is to be made available for pupils who achieved less than a score of 4 in their SATs KS2. This may mean that SATs will be scrutinised more. Governors remain committed to ensuring our legal requirement to administer the tests

RECOMMENDATION: to have a strategy in place well ahead of the tests to encourage parents to let their children sit the tests through dealing effectively with parents' anxieties by:

- reminding them that the tests will be carried out without stressing the children/training them for the tests;
- reassuring them that Steiner curriculum is not being compromised;
- explain that any preparation is purely to familiarise the children with the paperwork and styling. Teacher and mentor to meet and reassure.

APPROVED by the Board

CHALLENGE: Board needs an audit trail to demonstrate that PP and SEN targeted funding is being spent on the children that it is intended for.

6.4 **General** (Report circulated prior to meeting)

- Governance matters i) New governor for Personnel needed; ii) JS has completed his 4 yrs term and does not want to continue; iii) SS will not be standing for Chair in September

PROPOSED: WB meet weekly with SC to support SC on operational management issues. **AGREED**

PROPOSED: that circulation of reports from Chair/Vice Chair meetings with SC be limited. **AGREED**

- KR is stepping down as clerk to governors – thanks given. Niki Nakamura will be the new clerk

(Richard Temple joined the meeting)

6.5 **Finance** (Report circulated prior to meeting)

ND gave a verbal report including:

- Funding Focus Group has now been disbanded
- IT support group has been formed
- KG funding for pre-statutory places no longer comes from Darlington, by from the LA grant
- **APPROVED:** appointment of auditors Thorn Widgery for 3 yr term.
- **APPROVED:** the Financial Policies, Procedures, Corporate Governance and Accounting Operating Procedures Manual

7. Risk Register (See annex E)

Various committees need to update the items in red

8. AOB

8.1 PJ suggestion principal report adds a section on standards & progress.

9. Next meeting: 10/05/13 (Also 05/07/13)

	Action	By whom	By when
1.	Look into Engage for Life	CK	a.s.a.p.
2.	Draw up objectives for all teachers	SC	a.s.a.p.
3.	Update red bits in risk register	Various committees	Next Comm meeting
4.	Audit trail to demonstrate that PP and SEN targeted funding is being spent on the children that it is intended for.	SC	5/7/13