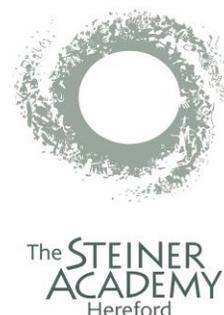


**Approved Minutes
Board of Governors meeting 08**

11 December 2009
13.30 – 16.30



ATTENDANCE

Governors: Ann Addison (AA); Martin Bradley (MB); Andrew Collinson (AC); Cllr Jo Fishley (JF); Alison Gebert (AG); Carol Leonard (CL); Lawrence Keen; David Keltie (DK); Sylvie Sklan (SS); Jon Syed (JS); Richard Temple (RT); Trevor Mephram (TM), Principal, ex-officio governor; Kate Robertson (KR) Clerk; Wendy Cotton joined the meeting at 3.30 to present the accounts

| Action | | Draft Minutes | By whom | When |
|----------------------------------|-----|--|--|--|
| | 1 | APLOGIES - none | | |
| | 2 | MINUTES of 25.09.09 were approved and signed. | | |
| outstanding actions from 25.9.09 | 3 | ACTION FROM PREVIOUS MEETING All actions completed with the exception of: - Contingent arrangements in event of timetabling slippage from R Higson - Role of parents – discussion ongoing - Governors’ action plan - Clarify consultation process for FF, lighting, security etc - Sign off sabbatical proposal - Clarify which committee is responsible for complaints procedure - Set up a group to manage a series of “openings” in the next 15 months | CPC GCM GCM CPC FC GCM GCM | 16/12/09 8/1/10 8/1/10 8/1/10 16/12/09 8/1/10 8/1/10 |
| | 4 | Correspondence The following correspondence was noted <ul style="list-style-type: none"> • Governors training booked for Alison Gebert, Jon Syed and Andrew Collinson on 15 May 2010 • Re funding for one to one tuition from DCSF Academies Division • Re: Academy trusts and Ministry of Justice • 2008/9 GAG adjustment revision from the DCSF • Request for information from DCSF to calculate GAG for 2010/11 • Information re chair of gov’s meeting from Herefordshire Council • Financial Management review report from the DCSF • Information on safer recruitment training – see finance report • Letter from parent to college concerning a teaching matter, copied to governors • Request from a parent for financial assistance with 2 school trips | | |
| | 4 | Principal’s Report – circulated prior to meeting | | |
| | 4.1 | TM to have tel. conference next week with DCSF regarding SATs results. Confirmed: governors’ support for SAH’s position re administering SATs | | |
| ACTION | 4.2 | Governors recommended that the Principal’s report follows headings of ADP and that it includes a section on safeguarding children; accidents that are recorded in the accident book; key performance indicators | TM | |
| | 4.3 | Attendance for the year to date is 92% which is low. The situation is being closely monitored. A letter has been sent to parents re attendance. Governors agreed a statement re attendance to go in parents handbook and that statement also explains how our ethos values staying at home if | | |

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| ACTION | | the child is unwell; that Keele survey confirms that pupils enjoy going to school; that there is no truancy culture | TM | |
| | 4.4 | OFSTED monitoring inspection report not yet been received. Concerns that 'difference' is judged as 'weakness' have been expressed to OFSTED. As a result a meeting is in the pipeline. Governors expressed their thanks to all staff for their hard work in this area and were pleased with the many positive responses that resulted from the inspection. | | |
| | 5 | Teaching and learning – report circulated prior to meeting | | |
| ACTION | 5.1 | Governors asked that TM and CH's performance review be progressed | RT/PC | |
| ACTION | 5.2 | Governors asked whether outside facilities could be used for games lessons if the situation on site was untenable | TLC | 15/1/10 |
| ACTION | 5.3 | The increasing ratio of SEN pupils was noted and the implications discussed. MB asked that a gifted & talented pupils policy is considered | TLC | 15/1/10 |
| DECISION | 5.4 | Admissions – Governors ratified the recommendation that, after the consultation process, permission of the Secretary of State is sought to add a new over-subscription criterion to our admission arrangements, namely: <i>admission of pupils on the basis of enrolment in SAH's early childhood provision for pre-statutory school aged children.</i> | | |
| DECISION | 5.5 | Appointment of Jon Syed as governor responsible for child protection and safeguarding | | |
| ACTION | 5.6 | Following on from the successful governor/ college meeting on 10.12.09 governors requested that college consider all teaching staff are invited to next meeting with governors on Thursday 18 March 2010 | AG | a.s.a.p. |
| | 6 | Capital programme – report circulated prior to meeting | | |
| ACTION | 6.1 | Governors requested that a time schedule be drawn up by Chloe Kidel so that adequate consultation may take place prior to a decision date. | CPM | a.s.a.p. |
| | 6.2 | Terms of reference for the capital programme and premises committee have been signed off at the GCM | | |
| ACTION | 6.3 | Security infrastructure to be signed off at next meeting of CPM | CPM | 16/12/09 |
| DECISION | 6.4 | Planning. Following discussion it was recommended that the outstanding planning applications should be submitted as early as possible. | | |
| | 7 | Finance – report circulated prior to meeting | | |
| | 7.1 | LK presented a summary of the current financial position | | |
| APPROVED | 7.2 | Wendy Cotton, bursar, presented the audited financial accounts. On the recommendation of the finance committee, these accounts were approved by the Board and then signed by the chair. | | |
| APPROVED | 7.3 | It was proposed that the financial scheme of delegation (circulated previously) be approved – proposed LK, seconded JS. Approved | | |
| | 7.4 | TM, supported by governors, proposed a vote of thanks to WC for her skilful and thorough hard work. | | |
| | 8 | Premises – report circulated prior to meeting | | |
| | 8.1 | H and S audit has been carried out by Ecclesiastical – no major concerns. First aid provision was praised. | | |
| ACTION | 8.2 | Governors asked to be kept informed on the H&S situation as responsibility becomes mandated more to the H and S officer and to the three named staff members | AA | 8 /2/10 |
| | 8.3 | A complaint has been received regarding traffic flow. TM has asked community police to be involved if necessary. | | |
| | 8.4 | CRISIS management plan has been updated | | |
| | 9 | Personnel - report circulated prior to meeting | | |
| ACTION | 9.1 | Contracts still to be drawn up for senior management so that their contacts can be issued | RT/PC | a.s.a.p. |
| ACTION | 9.2 | Governors asked that current/projected staffing levels be reported to the Board and that a suitable staffing level be agreed | RT | |
| ACTION | 9.3 | A check procedure for the recruitment process to be implemented | RT | |
| | 10 | General Committee | | |
| ACTION | 10.1 | List of required governance documentation for OFSTED to be drawn up | GCM | 8/1/10 |

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| ACTION | 10.2 | Keep a book in Reception for governors to record visits to classrooms | KR | a.s.a.p. |
| DECISION | 10.3 | Registered members of the Hereford Waldorf School Association should be deemed to be members of the Steiner Academy Hereford Association | | |
| | 10.4 | For clarification: in accordance with article 3.32 the sponsor lead and all sponsor appointed governors (i.e: LK, JF, RT, MB, JS) are members of the association. Employees are not. | | |
| ACTION | 10.5 | In accordance with Article 3.5, governors ratified that membership of the Steiner Academy Hereford Association is open to all parents of children who are currently enrolled in the school and that membership ceases when a parent no longer has a child at the school. To become a member a membership form must be completed It was agreed that the membership form should be sent out with the agenda for the AGM | KR | 15/12/09 |
| | 10.6 | The agenda for the AGM 08/02/10 was agreed. It will be published in the next Friday Flier in accordance with article 12, requiring 21 days notice | | |
| ACTION | 11 11.1 | AOB Parent request for financial support from PAFA funds for class trip | GCM | 8/1/10 |

Date of next meeting

Monday 8 February 2010 at 1.30 followed by supper prior to AGM

Meeting closed 5.10pm

SUMMARY OF ACTIONS

| No | ACTION | By whom | By when |
|----|---|---------|-----------|
| 1 | Reassurance from Rick Higson re: contingent arrangements if timetables slips | CPC | Dec 16 |
| 2 | Discuss role of parents in SAH | GCM | 8/1/10 |
| 3 | Draw up governors' action plan | GCM | 8/1/10 |
| 4 | Clarify consultation process for developments related to build matters | CPC | 16/12/09 |
| 5 | Sign off sabbatical proposal | RT | a.s.a.p. |
| 6 | Clarify which committee is responsible for complaints procedure | GCM | 8/1/10 |
| 7 | A book in Reception to record governors' visits to classrooms | KR | a.s.a.p. |
| 8 | Consider who manages a series of "openings" in the next 15 months | GCM | 8/1/10 |
| 9 | Accompany statement on attendance for parents handbook with a positive statement about mitigating circumstances | TM | |
| 10 | Consider how to progress TM and CH's performance review | PC | 20/1/10 |
| 11 | Consider use of outside facilities for games lessons | TLC | 15/1/10 |
| 12 | Consider further implications of SEN + a gifted & talented pupils policy | TLC | 15/1/10 |
| 13 | Ask college to consider inviting all teaching staff to next meeting with governors on 18/3/10 | AG | a.s.a.p. |
| 14 | Ask Chloe Kidel to draw up a time schedule so that adequate consultation may take place prior to a decision date. | SS | a.s.a.p. |
| 15 | Sign off Security infrastructure | CPM | 16/12/09 |
| 16 | Report on H&S situation in light of new mandates | AA | 8 /2/10 |
| 17 | Issue contracts for senior management | RT/PC | a.s.a.p. |
| 18 | Report regularly on current/projected staffing levels | RT/PC | |
| 19 | Implement a check procedure for recruitment process | RT | Next term |
| 20 | Draw up list of governance documentation for OFSTED | GCM | 8/1/10 |
| 21 | Parent request for financial support from PAFA funds for class trip | GCM | 8/1/10 |

