

# Board of Governors meeting

Date: 6 December 2013

Time: 13.30- 16.30

Venue: Music Room

## APPROVED MINUTES 02



### ATTENDEES

William Braid(WB); Andrew Collinson (AC); Stephen Cox (SC); Nick Deacon (ND); David Donaldson (DD); Tiph Fedor (TF); Peter Johnson (PJ); Carol Kirk(CK); Harry Rouse (HR) Lyn Rushbrooke (LR); Sylvie Sklan (SS); Denise Stevens (DS); Jill Tate (JT); Mike Whitfield (MW)

**Clerk:** Niki Nakamura (NN)

### Apologies:

### AGENDA

1. The amended minutes of the last BGM were approved.

#### 2. Actions from the previous meeting.

	Action	By whom	By when
1.	School's position on future negotiations for salary increases beyond advertised rates	Finance & Personnel	Next Board Mtg.
2.	Principal Appointment – form a sub-group to clarify requirements; Ask SC if prepared to remain in post next year	WB, PJ, DD, CK	1 <sup>st</sup> meeting held 6/12/13; Ad in January
3.	Provide School Development Plan by next board meeting	SC	complete
4.	Supply data on courses taken by 2012 graduates	SC	complete
5.	Governor needed for Communications Committee	SS	On agenda
6.	Check legislation on whether we need to appoint independent advisor	WB/NN	Jeff Hale has set draft targets
7.	Check we are on top of Japanese knotweed problem	LR	In hand

William Braid thanked Nick Elford for his work as governor. Nick remains on the Finance Committee.

3. **CORRESPONDENCE:** Letter from parent at St. Paul's regarding appointment of [REDACTED] at our school. SC has replied to explain the situation and our actions.

#### 4. LEGAL:

Declarations of Interest were signed by all attendees.

## 5. PRINCIPAL'S REPORT

Addition on Staffing – [REDACTED] has resigned as from the end of this term.

### a) School Development Plan

In future, ALT will start setting priority objectives for the following year in April, in time for publication in June. Request from governors to be more involved in setting strategic intentions.

### b) Review of Classroom Support (Phase 1).

PJ offered to provide any assistance on SEN matters.

General recommendations agreed by the board.

**ACTION:** T&L asked to give info on proportion of SEN pupils on termly basis.

**ACTION:** Working Group to be set up with ALT for setting Priority Objectives.

**ACTION:** SC to report on pupils' achievement

## 6. FINANCE – REVIEW & SIGNING OF ACCOUNTS

Wendy presented the accounts for 2012-13 board approval.

Proposed: Nick Deacon; Seconded: Peter Johnson

**APPROVED** unanimously

Wendy and [REDACTED] were thanked for their work

## 7. COMMITTEE REPORTS

**A. PERSONNEL** – staff absence being monitored by ALT.

### **B. PREMISES**

**RHI** – still to come on-stream. Governors following up. Audit will follow.

### **C. T&L COMMITTEE**

**ACTION:** SH to obtain clarification on whether BTEC gained last year can be included in 5 GCSEs.

**ACTION:** DS to check on filling places for Year R next year.

### **D. ADMISSIONS**

Addition to Terms of Reference “to keep an oversight of the school's response to a notification from the LA to consider the naming of the school in a statement of SEN”

**AGREED**

### **E. GENERAL COMMITTEE**

Proposal to disband **General Committee:**

Proposed WB; Seconded DS

**APPROVED 12, ABSTENTIONS 2**

Proposal to form new **Communications Committee**

Proposed: AC Seconded: MW

**AGREED** unanimously

**ACTION:** Terms of Reference to be sent round by email for comments

Lisa Mane willing to be on committee but not on board

ND will join as gov rep;

Evenings for some Board Meetings – WB to circulate possible dates/times.

## **F. FINANCE COMMITTEE –**

**a)** Cleaning Contract Tender awarded to Clearview

**APPROVED** unanimously

**b)** Payment of Living Wage to 4 posts (increase of £980 pa + ON costs.

Approved in Finance and Personnel Committees

**APPROVED unanimously**

## **8. REPORT FROM CHAIR**

**Donations:** Still awaiting proper information from Co-Op bank.

## **9. REPORT FROM LYN TODMAN & ALT RESPONSE**

Bring this back to next meeting.

**10. GOVERNANCE –** Appointment of Stuart Askew as coopted Finance Governor

**AGREED** unanimously

It was noted that Andrew Collinson is our Safeguarding Governor.

## **11. DISCUSSION on MAT**

**ACTION:** WB & the Principal to join the exploratory steering group

Proposed:AC Seconded: DS

**AGREED** unanimously

**ACTION:** SC to bring to College

**12. AOB –** Food Wheel organised through Friends

## **ACTIONS**

	Action	By whom	By when
1.	T&L to provide info on proportion of SEN pupils per class on a termly basis.	T&L	Each meeting
2.	Working Group to be set up with ALT for setting Priority Objectives	ALT/Govs	
3.	Include report on pupils' achievement in Principal's report	SC	Each meeting
4.	SH to obtain clarification on whether BTEC gained last year by Class 9 pupils can be included in 5 GCSEs.	SH	Next meeting
5.	Check on filling places for Year R next year	DS	Next meeting
6.	Discuss Lyn Todman report & ALT response	ALL	Next meeting
7.	WB & the Principal to join the exploratory steering group on Multi-Academy Trusts .		
8.	MATs to be discussed in College	SC	

Date of next meeting – Board of Governors Review – January 31<sup>st</sup> 2014 1.30pm

