

**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	<b>APLOGIES</b> - none		
	2	<b>MINUTES</b> of 25.09.09 were approved and signed.		
outstanding actions from 25.9.09	3	<b>ACTION FROM PREVIOUS MEETING</b> All actions completed with the exception of: <ul style="list-style-type: none"> <li>- Contingent arrangements in event of timetabling slippage from R Higson</li> <li>- Role of parents – discussion ongoing</li> <li>- Governors’ action plan</li> <li>- Clarify consultation process for FF, lighting, security etc</li> <li>- Sign off sabbatical proposal</li> <li>- Clarify which committee is responsible for complaints procedure</li> <li>- Set up a group to manage a series of “openings” in the next 15 months</li> </ul>	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	<b>Correspondence</b> The following correspondence was noted <ul style="list-style-type: none"> <li>• Governors training booked for Alison Gebert, Jon Syed and Andrew Collinson on 15 May 2010</li> <li>• Re funding for one to one tuition from DCSF Academies Division</li> <li>• Re: Academy trusts and Ministry of Justice</li> <li>• 2008/9 GAG adjustment revision from the DCSF</li> <li>• Request for information from DCSF to calculate GAG for 2010/11</li> <li>• Information re chair of gov’s meeting from Herefordshire Council</li> <li>• Financial Management review report from the DCSF</li> <li>• Information on safer recruitment training – see finance report</li> <li>• Letter from parent to college concerning a teaching matter, copied to governors</li> <li>• Request from a parent for financial assistance with 2 school trips</li> </ul>		
	4	<b>Principal’s Report</b> – circulated prior to meeting		
	4.1	TM to have tel. conference next week with DCSF regarding SATs results. <b>Confirmed:</b> 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		

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	<b>Teaching and learning</b> – 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	<b>Capital programme</b> – 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	<b>Finance</b> – 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	<b>Premises</b> – 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	<b>Personnel</b> - 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	<b>General Committee</b>		
ACTION	10.1	List of required governance documentation for OFSTED to be drawn up	GCM	8/1/10

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	<b>AOB</b> 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

