

# Board of Governors meeting

01 Minutes 8 October 2010

13.30 – 17.00



**PRESENT:** Andrew Collinson (AC); Ann Addison (AA); Nick Deacon (ND); Jo Fishley(JF); Martin Bradley (MB); Alison Gebert (AG); Lawrence Keen (LK); Carol Kirk(CK); Trevor Mephram (TM); Sylvie Sklan (SS); Jon Syed (JS); Richard Temple (RT)

**Apologies:** Kate Robertson

1. **Minutes** of 02/07/10 were approved and signed.

2. **Actions** from last meeting completed and signed off, except: summary of findings of performance review; sickness policy

## 3. Correspondence

3.1 Letter re: LA School Governors' Year book 2011. **DECISION:** ask KR to order one copy

3.2 NAHT letter advising governors of the Association's withdrawal of support for industrial action over SATs in 2010-11

## 4. Register of governors' interests

4.1 AC's wife no longer employed by SAH

4.2 AA's husband is currently employed by SAH on a casual basis

## 5. Election

5.1 Chair: SS was unanimously re-elected as Chair

5.2 Vice-chair: AA + AC were unanimously elected as joint Vice-Chairs

## 6. Governance matters

6.1 Nick Deacon was formally welcomed as a new sponsor governor and member of the Finance Committee

6.2 **Clarified:** that a representative for the class representatives would be welcome to attend General Committee meetings again

## 7. Principal's Report (circulated prior to meeting)

7.1 **AGREED:** that the new format of the Principal's report is very helpful and highlights where decisions from the Board are required.

7.2 **APPROVED RETROSPECTIVELY:** the implementation of staffing re-structuring, subject to details being made available to the relevant committees.

7.3 **APPROVED:** the Vision and Aims statement, with the expectation that this agreed statement provides a definitive context for considering future strategic planning proposals. This statement should go on website.

7.4 **APPROVED:** the 'Priorities for 2010-11' as presented, subject to adding 'volunteers'.

7.5 **AGREED:** not to take the Ofsted complaint any further following the Nov. 2009 Section 8 visit.

- 7.6 **AGREED:** to allocate £10,000 from start-up funds to support the development of 14+ accreditation routes in partnership with SWSF and Crossfields Institute.
- 7.7 **APPROVED:** the position paper on 'Teacher Assessment at 14' (as required by our Funding Agreement). TM to inform parents/carers about this by letter
- 7.8 The Board supported the Principal's judgment made in favour of the child in an on-going child protection case.

**8. Finance** (report circulated prior to meeting)

- 8.1 **APPROVED:** authorisation process for the write-off of unpaid sales invoices as set out in Finance Report.
- 8.2 **REQUESTED:** breakdown showing proportion of revenue budget spent on management as opposed to teaching.
- 8.3 Bursar has produced a 3 year forecast. The small size of the school and the high staff:pupil ratio both contribute to the challenge of running the school within the revenue budget. The bursar will present the accounts to the next Board meeting on 10/12/10.
- 8.4 **REQUESTED:** circulate Finance Report annexes to all governors.
- 8.5 **REQUESTED:** clarify what can be carried over for how long into next financial year

**9. Personnel** (report circulated prior to meeting)

- 9.1 The Board had supported in-principle staff re-structuring on the Visioning Day last May and had anticipated that they would consider the proposed re-structuring plan at a later stage. In the event, two colleagues have been appointed to take on additional responsibilities. The additional salary supplement of £3000 per post was approved as it was within budget. **REQUESTED:** that the Principal brings any proposed plan for further staff restructuring to the Board for approval; that he clarifies for the next Board the remit of the Strategic Planning Group.
- 9.2 The eurythmy teacher is a new teacher and this is his first post. His teaching is being monitored. He is on a temporary contract until his work visa is processed.

**10. Teaching & Learning** (report circulated prior to meeting)

- 10.1 At the recent meeting at DfE attended by TM and SS it was pointed out that the Secretary of State can exempt a school from any part of the education legislation under the *Power to Innovate* (Education Act 2002). **AGREED:** to explore how this can be used to exempt us from the Section 5 inspection regime, on the grounds that significant elements within Section 5 are based on the national curriculum.
- 10.2 Admissions: SAH's proposed admission arrangements for 2011-12 are still awaiting approval. The lack of a decision particularly affects parents/carers of children in the school's pre-statutory provision who still don't know if 'enrolment at the school' is going to have priority over proximity when Year R places are allocated. SS to chase this with relevant parties in DfE.

**11. Capital programme** (report circulated prior to meeting)

- 10.1 **AGREED:** Although slippage continues to be a worry, in the interests of maintaining good relations with the builders no action is being proposed at this stage.
- 10.2 **CONCERN:** The temporary reception office has to serve also as the

pupil first aid station and the accommodation will be inadequate once the weather worsens. The options urgently need to be considered.

**12. General** (report circulated prior to meeting)

12.1 Governors continue to have a legal duty to ensure that the school administers SATs KS2 next May 2011. **AGREED:** In the event that during this school year, parents again insist that their children do not sit KS2 SATs and that alternative arrangements are made within the school for their children, as governors we acknowledge our legal responsibilities to ensure that the staff register all eligible pupils for these tests, send for and receive all the test papers and set up appropriate arrangements for the tests to be taken and supervised.

12.2 **APPROVED:** Scheme of Delegation

12.3 Review of website is being undertaken by [REDACTED] of [REDACTED] before a webmaster is appointed.

12.3 New Prospectus expected 1st Nov

**10. AOB**

10.1 MB will circulate a report re his visit to classrooms

10.2 Niki is updating all policies

11. **Date of next BG meeting** 10 December 2010  
(9 December: supper + discussion with teachers)

**Summery of actions**

|    | Action   | By whom      | By when         |
|----|--|--------------|-----------------|
| 1  | Summary of findings of performance review                        | CH/Personnel | Before 10/12/10 |
| 2  | Absence and sickness policy                                      | Personnel    | Next P meeting  |
| 3  | Order one copy from LA of School Governors' Year book 2011       | KR           | a.s.a.p.        |
| 4  | Ask Kate to up-load Vision and Aims statement onto website       | TM           | a.s.a.p.        |
| 5  | Add something to 'Priorities' doc about volunteers               | TM           | a.s.a.p.        |
| 6  | Get some data on staff/pupil ratio in other Hereford schools     | JF           | 10/12/10        |
| 7  | TM to clarify and reiterate the Strategic Planning Group's remit | TM           | 10/12/10        |
| 8  | Circulate Finance Report annexes to all governors                | ND           | a.s.a.p.        |
| 9  | Clarify what can be carried over into next financial year        | WC           | 10/12/10        |
| 10 | Chase DfE for decision on new over-subscription criterion        | SS           | Next week       |
| 11 | Options for action to improve the temporary Reception Office     | AC           | a.s.a.p.        |