

**STEINER ACADEMY, HEREFORD**  
**Governing Body Meeting 1**

Friday 03<sup>rd</sup> October, 2008 16.00-17.30

**ATTENDEES:**

Name	Role
Alistair Pugh (AP)	CHAIR
Sylvie Sklan (SS); Richard Temple (RT); Julia Sibley (JS); Lindsey Garner (LG); Jo Fishley (JF); Carol Lennard (CL); Greta Rushbrooke (GR); Ann Addison (AA); David Keltie (DK); Lawrence Keen (LK)	Governors
Trevor Mepham (TM)	Principal (ex-officio Governor)
Chris Stead (CS); William Daley (WD)	Co-opted Governors
Wendy Cotton (WC)	Director of Finance
Iain Main (IM)	Clerk (Interim)
Michelle Robbins (MR)	Governance Advisor

**MINUTES:**

Item		Action By
1.	<b>Apologies</b>	
	There were none.	
2.	<b>Appointment of the Chair</b>	
	SS welcomed AP to the position of Chair, and thanked him for the agreement to work with the Academy.	
3.	<b>Appointment of the Vice-Chair</b>	
	IM reported that there had been no nominations for the Vice-Chair post. SS said that she would be willing to continue in this role in the interim period. All agreed. To be reviewed at next Board meeting..	GOVERNORS
4.	<b>Welcome from the Chairman</b>	
	AP welcomed the Governors and thanked them for their agreement to take this important step in the formation of the new Academy.	
5.	<b>The various Committees/working groups of the BG</b>	
	SS explained that the following committees/working groups are being set up: 1. Premises 2. Finance	

Item		Action By														
	<p>3. Teaching and Learning</p> <p>4. Personnel</p> <p>5. Local Community Forum for local residents</p> <p>Terms of reference have been drafted. Governors made an initial decision about which committee/working groups they would like to be involved with, as follows:</p> <table border="1" data-bbox="332 541 1144 804"> <thead> <tr> <th>Attendee</th> <th>Potential Committee/working group involvement</th> </tr> </thead> <tbody> <tr> <td>JS</td> <td>Premises</td> </tr> <tr> <td>LK, DK</td> <td>Finance</td> </tr> <tr> <td>RT, CL, LG</td> <td>Personnel</td> </tr> <tr> <td>LG, SS, JF</td> <td>Teaching and Learning</td> </tr> <tr> <td>AA</td> <td>Parent Liaison (Community Development)</td> </tr> <tr> <td>SS, JF</td> <td>Local Community Forum</td> </tr> </tbody> </table> <p>It was agreed that a ‘map’ of the committees/working groups would be drafted for the next Board meeting.</p>	Attendee	Potential Committee/working group involvement	JS	Premises	LK, DK	Finance	RT, CL, LG	Personnel	LG, SS, JF	Teaching and Learning	AA	Parent Liaison (Community Development)	SS, JF	Local Community Forum	<p>SS + RELEVANT GOVERNORS</p>
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SS, JF	Local Community Forum															
6.	<b>Register of pecuniary or other business and personal interests</b>															
	WC circulated the register of gifts and interests. IM reiterated that gifts and any interests in the Academy company should be declared.															
7.	<b>Minutes of the previous meeting</b>															
	SS reported on the minutes of the previous Governing Body meeting. PA asked if there were any matters arising.															
8.	<b>Correspondence</b>															
	There was none.															
9.	<b>Principal’s report</b>															
	TM circulated a report and drew attention to the main points, including staffing, health and safety, child protection, the School Improvement Partner, OFSTED, Teaching and Timetable reviews, Signage and Website, ICT and a visit by Paul Keech, MP for Hereford.															
10.	<b>Development Plan</b>															
	<i>This was covered by the earlier meetings of the Governing Body, where MR discussed the plan and next steps.</i>															
11.	<b>Finance</b>															
	<p>WC drew attention to the necessary Academy finance documentation, which was also circulated, and asked that Governors review the documentation at their leisure.</p> <p>WC asked that SAH’s budget, also included in the pack, be ratified by the Governing Body. All ratified the budget. RT and DK agreed that they were to be</p>	<p>GOVERNORS</p>														

Item		Action By
	<p>the named financial signatories for paperwork required by the DCSF.</p> <p>WC said that an on-going risk register must be kept updated and suggested a once termly meeting comprising one governor from each of the committees/working groups to do this. A first risk register meeting to be arranged.</p>	WC
<b>12.</b>	<b>School Policies</b>	
	SS advised that these had been circulated to Governors on CDs, and that extra copies would be available if necessary.	
<b>13.</b>	<b>Traffic Issues</b>	
	<p>A part time 'Transport Officer' is being appointed to co-ordinate traffic management solutions.</p> <p>The Transport Group will come under the umbrella of the premises committee.</p> <p>The Governing body should take a strategic stance on the issues related to traffic. AP asked for a report of the traffic issues at the next Governors meeting.</p>	PREMISES COMMITTEE
<b>14.</b>	<b>Open Day – 18<sup>th</sup> Oct</b>	
	SS reiterated that this event was due to take place.	
<b>15.</b>	<b>Update from the Design User Group</b>	
	JS reported that all issues involving the Design Group were progressing, and that the programme for the development to the former Waldorf school estate was being maintained.	
<b>16.</b>	<b>ICT Update</b>	
	This was covered by TM's earlier discussion.	
<b>17.</b>	<b>Term dates</b>	
	TM agreed to circulate the terms dates when these were available and agreed	TM
<b>18.</b>	<b>Companies House Forms and Directors Register</b>	
	<p>IM said that all Governors should have filled in a Companies House form 288a, appointing them as a Director of the Academy Company and that any former directors should populate the 288b, removing them from office. He also said the Clerk of the Governing Body would maintain a register of Directors at the registered office when the process was complete.</p> <p>SS said that the Clerk to the Governors would be appointed in the week commencing 6<sup>th</sup> October 2008.</p>	CLERK  SS
<b>19.</b>	<b>Date of next meeting</b>	



Item		Action By
	14 <sup>th</sup> November 2008, 1pm. RT gave his apologies for the next meeting.	