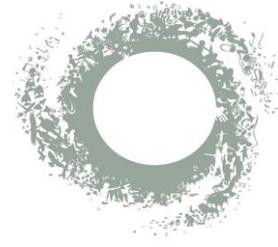


# Board of Governors Meeting 03

Friday 23 Jan 2009  
13.30 – 15.30



The **STEINER**  
**ACADEMY**  
Hereford

## ATTENDEES:

Name	Role
Alistair Pugh (AP)	CHAIR
Ann Addison (AA); Cllr Jo Fishley (JF); Lindsey Garner (LG); Lawrence Keen (LK); David Keltie (DK); Julia Sibley (JS); Sylvie Sklan (SS); Richard Temple (RT)	Governors
Trevor Mepham (TM)	Principal (ex-officio governor)
Debbie Lewis (DL)	Taking minutes

## MINUTES

1	<b>Apologies</b>
	Greta Rushbrooke & Carol Lennard
2	<b>Minutes of previous meeting</b>
	The minutes of BGM of 14 Nov 08 were agreed to be a true record and signed by the Chairman.
3	<b>Actions from previous BG Meeting</b>
	<ol style="list-style-type: none"> <li>1. <b>Projected budget deficit</b> - information in Finance report.</li> <li>2. <b>Disability access legal requirements</b> – JS reported that this is in hand</li> <li>3. <b>Personnel Committee priorities</b> – covered in the Personnel report.</li> <li>4. <b>Establish formal link between governors/teachers</b> – regular termly meetings arranged</li> <li>5. <b>Parental involvement</b> – further information in parent governors' report.</li> <li>6. <b>Feedback on Principal's report</b> - is positive .</li> <li>7. <b>School Development Plan</b> – being reworked to take account of OFSTED categories</li> </ol>

4.	<b>Correspondence</b>
	<p>The following correspondence was noted:</p> <p><b>DCSF 02/12/08</b> Re: start up grant of £332,031 for minibuses  <b>DCSF 22/12/08</b> Re: recurrent funding for 2009/10</p>
5.	<b>Principal's Report</b>
	<p>The Principal's report was circulated prior to the meeting.</p> <p>TM made the following further comments: -</p> <p>The recent inset day had gone well and focused on three themes – appraisal, assessment and accreditation</p> <p>TM requested the Governors agree and approve a position on the administration of SATs as set out in his report, (section headed <u>“Slide from power-point presentation made to staff at January INSET days in January 2009”</u> in Principal's report) – <b>AGREED</b></p> <p>TM asked governors to consider case for purchasing 'survey' (data collection) materials from an external agency in order to gather and analyse data concerning the school's self-evaluation. The governors discussed the merits and limitations of data collected by outside commercial agencies and felt that it is important to construct the right questions for the data to be useful and that buying in this service is premature.</p> <p>AP thanked TM for his continuing hard work and dedication and noted that his report gave a very positive perspective and good overview of the school.</p>
6.	<b>Governance</b>
	<p>SS circulated a Governance report prior to the meeting.</p> <p>SS asked governors to discuss the decision making capacities of the committees. LG felt that a lack of policy in the Personnel committee had led recently to a delay for them in decision making. DK noted that more people may be required within some committees to manage the decision making.</p> <p>AP clarified with JS whether the Premises committee were comfortable with the current level of decisions that needed to be taken. JS said she was confident that there was a very professional team in place to advise on all decisions related to build development.</p> <p>The governors discussed ways in which they could become more visible to the school community. Suggestions included:  a regular governors slot in the Friday Flyer; a display of photos of governors on school notice board; invite parents meet governors after every BG meeting.</p> <p><b>AGREED</b> – fortnightly meetings of the governors should continue so long as it is</p>

	<p>needed.</p> <p><b>AGREED</b> - Expectations of the clerk should be more flexible and that the clerk's role be allowed to be adapted to suit the person.</p>
7.	<p><b>Premises</b></p> <p>JS circulated a report prior to the meeting.</p> <p>JS added that the current planning application had been delayed for a month. This will allow architects and planning officer to meet with local residents on 2 Feb. and to meet with the Local Community Forum on 2 March to draw up a protocol to ensure that in future any building plans will be brought to the LCF for discussion prior to a planning application being made.</p> <p>SS reported that the sign off of stage D is not yet completed but it is in hand.</p> <p>AP thanked JS for all her hard work .</p>
8.	<p><b>Finance</b></p> <p>The finance report was circulated in the meeting.</p> <p>DK reported that a letter was being drafted to stress the importance of their pledges because the mortgage must be repaid by August. It is anticipated that the shortfall will be in the region of 30K. A parent has come forward to guarantee the amount outstanding which will clear the charges from Triodos bank.</p> <p>SS congratulated the Legacy Finance Group for reducing the HWS debt in such a short space of time through ensuring the success of parents' pledges.</p> <p>The Report and Accounts for the Year Ended 31<sup>st</sup> August 2008 were proposed (DK) seconded (SS) <b>APPROVED</b></p> <p>RT reported that a 100K grant has been received from DCSF to assist with the parking issues.</p> <p>Sage is now in place and the accounts are being back loaded. Wendy Cotton was thanked for her work in enabling this.</p> <p>LK reported that SAH's finances are generally in reasonable shape but pensions could become an issue.</p> <p>Afternoon care is outside the mandate of the Academy and further is currently making 13K p/a deficit</p> <p><b>AGREED</b> – Authorisation to commit to expenditure</p> <ul style="list-style-type: none"> <li>• Below 5K Wendy Cotton and TM</li> <li>• 5-10K Finance Committee</li> <li>• 10K and staff appointments to Governors</li> </ul>

	<p><b>AGREED</b> – Minimise amount spent of the start up funds.</p> <p>Subject to a fixed price for 3 years and references Thorn and Co (existing providers) were proposed as external auditors (RT) seconded (JF) <b>APPROVED</b>. Thorn and Co were the only response to the tender.</p> <p>LK Wendy Cotton had requested an increase in hours from Jan 2009 to 30 hours p/w <b>Agreed</b>.</p>
9.	<p><b>Teaching &amp; Learning</b></p> <p>LG circulated a report prior to the meeting  SS &amp; AP asked TM about the current workloads and whether they required any further support. TM reflected that this was an acute phase in the development of the Academy. Tm added that issues of leadership are to be addressed on workshop with Steve Briault on 13/2/09.</p>
10.	<p><b>Personnel</b></p> <p>RT circulated a report and copy of Staff Relocation and Expenses Policy prior to the meeting.</p> <p><b>AGREED</b> – Personnel Committee to decide on request for 2K relocation loan.</p> <p><b>AGREED</b> –a salary range for unqualified teachers to be added to new salary structure. TM clarified there were no legal issues connected with this.</p>
11.	<p><b>Community Development</b></p> <p>DK &amp; AA circulated a report prior to the meeting.</p> <p>DK clarified that the workshop on 14/2/09 is intended to help parents develop ideas for new forms for parental involvement that are appropriate to SAH.</p> <p>Several governors reported that they are unable to attend this workshop and offered their apologies.</p>
12.	<p>A.O.B.</p> <p>Proposed meeting dates for school year 2009 - 2010  2 Oct        Dec 11  29 Jan + AGM    12 March *  30 April    18 June*</p> <p>*Supper/meeting with teachers evening before</p>

	<b>Date of next Board of Governors meeting</b>
	<b>6<sup>th</sup> March – 1.30pm</b>

## ACTIONS

1.	<b>Principal's Report</b> <ol style="list-style-type: none"> <li>1. Contact Keele University on an informal basis and bring back more information to the governors.</li> <li>2. Explore further need for appropriate data</li> </ol>	TM  T&L Committee
2.	<b>Governance</b> <ol style="list-style-type: none"> <li>1. Give specific policies to each committee.</li> <li>2. Draft policy for decision making at committee level.</li> <li>3. Take issue of Para. 14 of M &amp; A to visioning day on 14 Feb.</li> <li>4. Clarify if an AGM needs to be held before the AGM planned for 29/1/10.</li> <li>5. Suggestions of ways to make Governors more visible to school community.</li> </ol>	SS SS Parent Govs SS  Next meeting
3.	<b>Finance</b> <ol style="list-style-type: none"> <li>1. Recognition of Legacy Finance Group's work to be noted in Friday Flyer.</li> <li>2. Take the issue of the need for afternoon care to be self financing to the Finance Committee.</li> </ol>	DK  LK
4.	<b>Teaching &amp; Learning</b> <ol style="list-style-type: none"> <li>1. Discuss with TM any possible support that may be given.</li> </ol>	LK