

# Board of Governors meeting 01 MINUTES

Date: 21 September 2012



The STEINER  
ACADEMY  
Hereford

**PRESENT :** William Braid(WB); Martin Bradley (MB); Stephen Cox (SC); Nick Deacon (ND); . Nick Elford (NE); Sarah Elliot (SE); Clarence Harvey (CH); Lyn Rushbrooke (LR); Sylvie Sklan (SS); Denise Stevens (DS); Jon Syed (JS); Mike Whitfield (MW)

Clerk: Kate Robertson (KR)

**APOLOGIES:** Carol Kirk; Richard Temple

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## AGENDA

### 1. Governance

- 1.1 New governors were welcomed
  - Peter Johnson – sponsor governor, member of the T&L committee
  - Lyn Rushbrooke – sponsor governor, member of the premises committee
  - Mike Whitfield –coopted governor, member of the premises committee
  - Nick Elford – sponsor governor, member of the finance committee
  - Clarence Harvey, acting principal - de-facto governor
- 1.2 Resignations – Martin Bradley was warmly thanked for his huge contribution as governor for the last four years.
- 1.3 Election of chair and vice-chair
  - Sylvie Sklan was unanimously appointed as chair
  - William Braid was unanimously appointed as vice chair

**2. Minutes and actions** from last BGM 6<sup>th</sup> July were approved and signed

**3. Correspondence.** No correspondence was brought.

### 4. Acting Principal's Report

- 4.1 Concern that one census only in October will detrimentally effect funding because some places are deferred to January
- 4.2 The Board requested that all published materials are checked to ensure that the message that anthroposophy informs the teaching but is not taught is consistent throughout all our published materials
- 4.3 ALT Workload – CH expressed a concern that the management of the school is being carried by a smaller group with less experience than before. **Agreed:** that professional support to the team be continued, as requested by CH., subject to governors monitoring this closely. The board acknowledged and thanked SC for his work in supporting ALT to date. SC is open to re-negotiation. Ratification by the Board of the terms will be required
- 4.4 Priority Objectives and the key tasks is work in progress. PJ recommended that the wording of the PO about Ofsted should be changed to “improve the quality of teaching and learning”, which in effect would improve our rating with Ofsted

4.5 Impending Ofsted inspection urgently requires an up-to-date and succinct SDP, SEF and a teacher appraisal system/policy as now required by law.

## 5. Reports from the committees (reports circulated prior to meeting)

**5.1 Premises** - information only, no governor decisions required

### 5.2 Personnel

- Salary protection policy required to be reviewed.
- AGREED: Relocation expenses policy is suspended (proposed SS, seconded LR);
- RT happy to be involved in admin review.
- Letter of intention to retire from ■■■. Board thanked and acknowledged ■■■'s huge contribution to the development of the school.

### 5.3 Teaching and learning

- Governors acknowledged that this Committee is closely involved with the progress of the priority objectives related to teaching and learning

### 5.4 Admissions

- At appeal, the evidence that our classrooms cannot safely accommodate more than 26 pupils relies on the Fire Officer's assessment of the exits and risk to safe escape in the event of a fire which we are awaiting

### 5.5 Finance

- No contingency, any emergency will have to be covered by start-up funds.
- APPROVED: budget for 2012-13. Proposed by ND, seconded WB.
- Budget figures break down available from WAC to any governor who requests this from her.
- REQUESTED: a written report regarding money left in SUG grants

**5.6 General Committee** - No governor action required

## 6. AOB

- JS agreed to continue to be nominated SENCO governor and was invited to attend INSET day for SENCO
- Governors made aware of conflict of interest documents and reminded that all governors are expected to be familiar with our Code of Conduct for Governors.
- Governors invited to Class X graduation on 1 Nov.

**Next meeting** – 07.12.12; governors/teachers supper 06.12.12. (Also 18/01/13; 25/03/13 + AGM; 10/05/13; 05/07/13)

	Action	By whom	By when
1.	Arrange governor training for new governors.	KR	a.s.a.p.
2.	Governors to meet to identify need/ amount of support required	WB, SC, SK	5 Oct ?
3.	Updated PO and key tasks document to be circulated	CH	5 /10/12
4.	salary protection policy to be reviewed	Personnel C	a.s.a.p.
5.	Follow up assessment of overcrowding in terms of capacity of exit points in event of fire	KR/ CK	a.s.a.p.
6.	ND to request a written report regarding money left in SUG grants	WAC	5/10/12