

# Board of Governors meeting

Meeting Minutes 2 July 2010



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**PRESENT:** Ann Addison (AA); Martin Bradley (MB); Lawrence Keen (LK); David Keltie (DK); Carol Kirk(CK); Trevor Mepham (TM); Sylvie Sklan (SS); Jon Syed (JS); Richard Temple (RT)  
Clerk: Kate Robertson

**1. Apologies:** Andrew Collinson (AC); Alison Gebert (AG); Cllr Jo Fishley

**2. Minutes** of 14/05/10 were approved and signed

**3. Actions** from last meeting all completed. At next Board meeting: sign off sabbatical policy and present summary of findings of performance review; legal standing of Minister's letter still awaiting meeting with DfE.

**4. Correspondence** – 1 letter from parent requesting financial help for trip – referred to finance committee.

**5. Principal's report** (circulated prior to meeting)

5.1 Feedback on 14 May vision day - governors expressed their thanks for the presentations which proved helpful and informative. The governors were supportive of what is proposed and have requested clarity regarding priorities and dates for the next steps.

5.2 It was suggested that it would be helpful if the Principal's report could broadly follow the headings of the strategic plan.

**AGREED:** strategic plan to be discussed after next Board meeting

**6. Finance** (Report circulated prior to meeting)

6.1 The governors authorised that payment be reduced to the quantity surveyors and that WAC look for an alternative QS.

6.2 The governors congratulated WAC and her team on the handling of the Academy finances

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

7.1 Nick Deacon, ex-parent of HWS, has accepted the post of sponsor governor to start in September. Nick will join the finance committee.

7.2 The Board warmly thanked David Keltie for his two years service as a parent governor.

7.3 As no parent governor nomination has been received, the post will be re- advertised

7.4 Scheme of delegation – Governors comments on the draft should go to DK by end of term so that DK can produce 2<sup>nd</sup> draft to go to TM. Formal ratification required at the December Board meeting

7.5 Website content still needs updating, but no one has time to author this. Editing, on the other hand, is sorted: all material must go to TM.

**8. Premises**

8.1 The Board congratulated the Academy team for very successfully managing the extremely difficult circumstances caused by the building works

8.2 The governors requested that the issue regarding KDE toilet be resolved before September

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

9.1 A summary of the findings from the performance appraisal of senior staff will be available for the next Board meeting

9.2 RT's proposal on the leadership structure was discussed. The Board approved that the T & L co-ordinator role in this particular situation merits enhancement to that of Vice Principal, subject to any enhanced salary being within the current budget. We further agreed that, were the current post holder to leave, the post would be reviewed and could be changed.

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

10.1 The Board expressed support to TM and staff for their contingency plan to deal with the slippage on the East range. This plan will cause additional inconvenience but will enable the school to start on time in September

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

11.1 Behaviour will be the theme of the next Open Forum

11.2 KS2 teacher assessments are about to be submitted, using the trialled scheme which endeavours to pin internal assessment against national levels.

■ asked for reassurance that these internal assessments represent the same breadth as the national curriculum. TM explained that the scheme had been through a rigorous process that included expert advice

11.3 A statement re governors' policy on SATs for 2110/11 is required.

11.4 Admissions appeals - concern was raised that the LA has not contacted our trained Independent Appeal Members.

**12. AOB**

12.1 SEF - governors need a process for signing off SEF before it is uploaded. AGREED: that chairs of Committees (AC, AA, SS, RT) would do this by email

12.2 Governors invited to attend 'Opening Event' meeting on 21<sup>st</sup> July

**13. Date of next BG meeting**

8 October 2010

|    | Action   | By whom           | By when            |
|----|--|-------------------|--------------------|
| 1  | sabbatical policy- copy to be signed off by governors at next meeting                  | BOG               | 8 October          |
| 2  | Performance reviews completed, awaiting feedback                                       | TLC               | 8 Oct              |
| 3  | DfE view of legal standing of Minister's letters – TM to request meeting               | TM                | asap               |
| 4  | Appropriate absence and sickness policy required                                       | Personnel         | Next meeting       |
| 5  | Draw up draft summary of strategic plan based on current Dev Plan, which TM will email | LK                | End of Sept        |
| 6  | Send Governor pack to Nick Deacon and complete checks                                  | KR                | Prior to next BGM. |
| 7  | Ratify Scheme of Delegation  | Board             | Dec BGM            |
| 8  | Progress appointment of webmaster on a retainer contract                               | DK                | a.s.a.p.           |
| 9  | Arrange for someone to sort KDE toilet   | CK                | Before Sept        |
| 10 | Circulate summary of performance appraisal findings                                    | RT                | Sept               |
| 11 | Draft proposal re SATs KS2   | TM/MB             | Oct 8              |
| 12 | Confirm with Sally Cole, LA, that our IAP members have been contacted                  | TM                | immediate          |
| 13 | 'Opening Event' meeting  | A governor        | 21 July            |
| 14 | Sign off SEF before it is uploaded   | AC, AA,<br>SS, RT | Before end of term |