

# Board of Governors meeting

03 Minutes 14 March 2011

4.00-6.30pm



**Present:** Sylvie Sklan (SS) Andrew Collinson (AC) ; Nick Deacon (ND); Cllr Jo Fishley (JF); Lawrence Keen; Carol Kirk(CK); Trevor Mephram (TM); Jon Syed (JS); Richard Temple (RT) William Braid (WB);  
**Clerk:** Kate Robertson(KR), Wendy Cotton (WAC) – Bursar to present finance report, Clarence Harvey;

**Apologies:**, Ann Addison (AA); Martin Bradley (MB);

1. **Minutes from last BGM** of 10/12/10 were approved and signed.
2. **Resignation of teacher governor** Alison Gebert has resigned as teacher governor effective from 14.03.11. College has not yet appointed a new teacher governor. Clarence Harvey has taken on the position in the interim and was warmly welcomed to the board.
3. **Actions from last BGM** completed and signed off except
  - i. Personnel to produce a summary of findings review process
  - ii. Travel and subsistence policy to be circulated.  
**ACTION** All chairs of committees to be responsible to make governors aware that new policies to be signed are available to be viewed on the school intranet to which all governors have access.
  - iii. Four governors to complete safeguarding on-line training

## 4. Correspondence

Letter from YPLA (11 March) re 2010/11 Academic Year Funding Adjustment

## 5. Declaration of Interest

completed by TM, WB

## 6. Finance

(report in gov. Pack previously circulated)

- i. Lettings policy (circulated), recommended by Finance/Premises committee to be signed off in an interim review at next board meeting. (24/06) Governors **approved** proposal. **Requested** that policy discussed at next general committee and any issues are fed back to the premises working group.
- ii. Annex D discussed having been adjusted to include NI and pension contributions
- iii. Governors **approved** extension of site maintenance job with that caveat that this is reviewed in 6months Dec 2011 with a view to increased involvement from volunteers.  
**ACTION** General Committee to discuss policy regarding role of volunteers within the Academy
- iv. **ACTION** Monthly income and expenditure via email requested by ND, WB, LK,
- v. **ACTION** Questions regarding lowering of funding levels to be answered by LK, WB at Open Forum.

- vi. **Request.** Governors asked whether the finance dept could look into sharing administration costs with neighbouring schools/Academy. Partnership between SAH /Christchurch /TDA scheduled for April.

**7.Principal's report** (reports previously circulated)

- i. The recommendation that no further action be taken regarding EYFS application for modifications and dis-applications was **approved**
- ii. The board ratified the allocation of the designated start-up funds for QTS project.
- iii. **ACTION** Finance Committee to request a document from )\_T that asks certain questions of the management regarding the funding implications of our size and difference.

**8.Personnel** (report in gov. Pack previously circulated)**ACTION**

- i. Personnel to circulate objectives following TM .Feedback from governors requested.Personnel to sign off objectives.
- ii. TM appraisal circulated
- iii. Feedback for TM regarding appraisal process
- iv. Academy lead  
TM strongly recommends continuation of the post after initial start-up phase. JD for academy lead requested. GCM/personnel/finance to review longer term position.
- V WB asked whether there was scope for governors to help regarding parent liaison  
**GCM to discuss**

**9. Teaching & Learning** (report in gov. Pack previously circulated)

- i. **ACTION** Governors requested feedback in regard to the effectiveness of the new systems that have been implemented
- ii. The following statement was approved by the governing body: *Governors continue to acknowledge their legal responsibilities to ensure that all appropriate arrangements are in place to enable pupils to take the national tests for 11 yr olds.*

**10. Capital programme**(report in gov. Pack previously circulated)

**11 Premises** (report in gov. Pack previously circulated)

1. **Agreed** Governors agreed the proposed amendments to the structure of the working groups which report to the committee and to the meeting schedule of the committee

**12 General** (report in gov. Pack previously circulated)

Request Governors asked that all necessary information is available to them on the governors intranet website

**13 Vision and strategic planning** 6 May 2011

**Action** vision and aims document to be circulated

**14 AOB** Janni Nicol SWSF advisor will be attending the AGM

15. Next Board 24 June 2011

	Action	By whom	By when
1	Summary of findings of performance review	Personnel	06.05.11
2	Policies to review to be made available via school intranet	ALL	From now
3	Absence and sickness policy (see above)	Personnel	Next mtg
4	4 governors to complete level 1 safeguarding on line training	J.F, LK, RT, AA,	06.05.11
5	Policy discussion regarding increased role of volunteers	General	Next meeting
6	Monthly income and expenditure to be sent via email to ND, LK, WB	WAC	As available
7	LK,WB to answer questions re reduced funding levels	LK, WB	Open Forum
8	Investigation into the sharing of administration costs with neighbouring educational establishments	finance	Next board
9	Personnel to circulate objectives re appraisal process and feedback for TM appraisal	personnel	
10	Governors role with parents	GCM	Nex t meeting
11	Feedback requested in regard to new systems that have been implemented	TLC	Next board
12	Discussion regarding management of SATS	GCM	Next meeting
13	Governors to check on accessibility to Academy intranet and accessibility of document	Any issues to DM/KR	ongoing