

## 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 Mephram (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: <ul style="list-style-type: none"> <li>1. Premises</li> <li>2. Finance</li> </ul>	

Item		Action By														
	<div>3. Teaching and Learning</div> <div>4. Personnel</div> <div>5. Local Community Forum for local residents</div> <div>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:</div> <table><tr><th>Attendee</th><th>Potential Committee/working group involvement</th></tr><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></table> <div>It was agreed that a ‘map’ of the committees/working groups would be drafted for the next Board meeting.</div>	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	SS + RELEVANT GOVERNORS
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															
6.	Register of pecuniary or other business and personal interests															
	WC circulated the register of gifts and interests. IM reiterated that gifts and any interests in the Academy company should be declared.															
7.	Minutes of the previous meeting															
	SS reported on the minutes of the previous Governing Body meeting. PA asked if there were any matters arising.															
8.	Correspondence															
	There was none.															
9.	Principal’s report															
	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.	Development Plan															
	<i>This was covered by the earlier meetings of the Governing Body, where MR discussed the plan and next steps.</i>															
11.	Finance															
	<div>WC drew attention to the necessary Academy finance documentation, which was also circulated, and asked that Governors review the documentation at their leisure.</div> <div>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</div>	GOVERNORS														

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.	