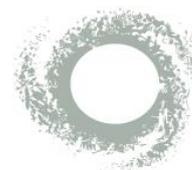


Board of Governors meeting

Date: 31 January 2014

Time: 13.30- 16.00

Venue: Music Room



The STEINER
ACADEMY
Hereford

REVIEW MEETING (03)

ATTENDEES

Stuart Askew (SA); William Braid(WB); Andrew Collinson (AC); Stephen Cox (SC); Nick Deacon (ND); David Donaldson (DD); Peter Johnson (PJ); Carol Kirk(CK); Harry Rouse (HR) Lyn Rushbrooke (LR); Denise Stevens (DS); Jill Tate (JT); Mike Whitfield (MW)

Clerk: Niki Nakamura (NN)

Apologies: Tiph Fedor (TF); Sylvie Sklan (SS)

AGENDA

1. Stuart Askew was welcomed
2. The minutes of the BGM of December 6th 2013 were approved.

3. Actions from the previous meeting.

| | Action | By whom | By when |
|----|---|---------------------|-----------|
| 1. | Check on filling places for Year R next year – OK for next year | DS | Completed |
| 2. | SH to obtain clarification on whether BTEC gained last year by Class 9 pupils can be included in 5 GCSEs. | SH | Completed |
| 3. | WB & the Principal to join the exploratory steering group on Multi-Academy Trusts . | | Completed |
| 4. | Governor needed for Communications Committee | SS | completed |
| 5. | School's position on future negotiations for salary increases beyond advertised rates | Finance / Personnel | Completed |

4. Principal's Report:

- i) Number of complaints has dropped - policy being redrafted within Personnel Committee.
- ii) Attendance: Just above 94% to date. (Target between 93 – 95%)
- iii) Safeguarding – meeting with safeguarding governor held;
- iv) KS4 predicted grades down to 64%. However, last year's BTEC (2 GCSEs) not included in league tables which potentially brings percentage down to 16%. Letter sent to Class 10 parents & extra GCSE in biology is being offered. DfE have been approached for advice. It was noted there was a failure of leadership to follow this up 2 years ago.

ACTION: Support from the Board for extra GCSEs this year.

Proposed: PJ; Seconded: DS **Agreed unanimously.**

- v) New proposals on KS4 move towards 8 GCSEs in 2016 from 3 groups of subjects. GCSEs will also be used as a measure of

- progress. Academy will try to incorporate this in our Steiner curriculum. T&L Committee to monitor these developments.
- vi) Staffing: [REDACTED] (Class I) & [REDACTED] ([REDACTED]) have settled in well. One member of staff in Setting of Standards process.

5. **UPDATE ON PRINCIPAL RECRUITMENT:** 2 applicants – [REDACTED] [REDACTED] to be interviewed on Feb 7th. Interview panel: WB, PJ, SC, DD, SS, CK, + [REDACTED], + one other from L/S.
6. **FEE TO FELLOWSHIP** – auditors' advice is that we cannot justify this expenditure in 2014-15. This will be discussed in SWSF meeting on Feb 14th/Feb 15th. WB & LR would be willing to attend this meeting.
7. Communications Committee will meet for first time next week.
ACTION: Justine Lee to be appointed as co-opted governor on Communications Committee. Proposed: AC; Seconded: DS.
APPROVED by the majority; (4 abstentions)
8. **LEGAL:** Governors (except for WB) confirmed there were no changes to Declaration of Interest. WB to sign new D of I.

9. COMMITTEE REVIEWS

- i) **FINANCE** – Revenue reserve created; new funding formulae for 5 year projections; donations have fallen short of pledges made; salary review has produced savings; **MAJOR RISKS** are loss of Business manager & Finance Officer; no salary increases have been factored in; shortfall in parental contributions. A more timely way of dealing with business that falls between Personnel and Finance is needed. **POSITIVES:** Better reporting; *Q: Could we tap into other income streams? A: Employ fundraising person? Friends have been looking at this Q: Could parents be asked to buy materials / books, etc?*
- ii) **PREMISES** – Overview of site, Health & Safety & Security. Snagging issues now resolved. PV cells on roofs; RHI - each group of buildings can be monitored; SAH wants minibuses to be handed over to parents to manage & run; Review of insurance premiums; **RISKS** – issues of H&S requirements for small contractors working on site.
- iii) **PERSONNEL** – Policies; Staffing changes; **RISKS** staffing stability; appointment of Principal; stagnation of salaries; Committee is too small & needs strengthening in terms of expertise & numbers.
ACTION: Salaries & minibuses to come to next meeting;
- iv) **ADMISSIONS** – Work completed: sign-off of 2014-15 Admissions Arrangements, training session with Tim Pollock of Go Admissions (SLA provider), amendment of terms of reference to include oversight of procedure for receipt of

notification of naming of the school in a statement of SEN and familiarisation with the LA's Fair Access Protocol. Future work: ranking of reception places and pre-statutory places for 2014/15, an appeal on the 27th February and sign-off of the Admissions Arrangements for 2015-16. **WEAKNESSES** – There has been some difficulty in arranging meetings at short notice that all committee members can attend. **RISK** - losing expertise on Committee.

- v) **TEACHING & LEARNING** – Staffing issues including redundancies; contributing to SES & evidence folder for OFSTED; school leadership; reviews of 7-10, 1-6; guiding curriculum development; performance management; **RISKS** – quality of teaching; curriculum development vs government priorities; **FUTURE TASKS** – focus on priority objectives; monitor committee's own impact; keep in touch with what is happening in the classroom through regular visits;
- vi) **COMMUNICATIONS** – task is to set up the structures for effective communication;

10. **RISK REGISTER & STRATEGIC OBJECTIVES**

To be finalised in extra meeting scheduled for March 7th at 1.30.
DD will meet with College to look at intentions re Steiner pedagogy;
Governors are urged to visit classrooms

ACTIONS

| | Action | By whom | By when |
|----|--|---------|--------------|
| 1. | T&L to provide info on proportion of SEN pupils per class on a termly basis. | T&L | Each meeting |
| 2. | Include report on pupils' achievement in Principal's report | SC | Each meeting |
| 3. | Discuss Lyn Todman report & ALT response | ALL | Next meeting |
| 4. | MATs to be discussed in College | SC / CK | |
| 5. | Discuss raise in staff salaries & minibus situation | ALL | Next meeting |
| 6. | Finalise strategic intentions for next 5 years | ALL | Next meeting |

Date of next meeting – Meeting to discuss Strategic Intentions – March 7th 2014
1.30pm