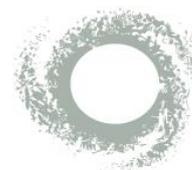


Board of Governors meeting

Date: 11 October 2013

Time: 13.30- 16.30

Venue: Music Room



The STEINER
ACADEMY
Hereford

MINUTES 01

ATTENDEES

William Braid(WB); Andrew Collinson (AC); Stephen Cox (SC); Nick Deacon (ND); David Donaldson (DD); Nick Elford (NE); Tiph Fedor (TF); Peter Johnson (PJ); Carol Kirk(CK); Harry Rouse (HR) Lyn Rushbrooke (LR); Sylvie Sklan (SS); Denise Stevens (DS); Jill Tate (JT);

Clerk: Niki Nakamura (NN)

Apologies: Mike Whitfield

AGENDA

1. Sylvie welcomed Harry Rouse as a new governor (Personnel Committee), David Donaldson (T&L Committee) and Tiph Fedor (Admissions Committee) who have joined as sponsor governors from September; Jon Syed and Richard Temple who are both stepping down from the governing body were thanked for their work.
2. The amended minutes of the last BGM were approved.
3. **Actions from the previous meeting.**

	Action	By whom	By when
1.	Amend Priority Objectives for 2013-2014	SC	complete
2.	School's position on future negotiations for salary increases beyond advertised rates	GC	Next Board Mtg.
3.	Sustainability of current payments to Principal & T&L Coordinator beyond Sept 2014	FC	Noted by FC
4.	Need to develop sustainable pool of teachers/managers in light of free schools development	GC	Noted by GC
5.	Details of distributed leadership to be circulated to Board	SC	complete

4. **Election of Chair & Deputy Chair** William Braid was proposed by Sylvie Sklan, seconded by Andrew Collinson & unanimously approved as Chair of Governors. Andrew Collinson was proposed by Sylvie Sklan, seconded by William Braid & unanimously approved as Deputy Chair of Governors. A vote of thanks was given to Sylvie Sklan for her long years of service both prior to becoming an academy and as chair of governors over the last 5 years.

5. **CORRESPONDENCE:** The Academy has renewed its membership of HGA giving us access to support and training.

6. PRINCIPAL APPOINTMENT

ACTION:

- a) Form a sub-group to look at what is needed of a Principal; WB, PJ, DD, CK to be on group.
- b) WB to sound out SC on continuing in post for this year & next to give us time to advertise & recruit.

7. Ratify School Development Plan/ Priority Objectives for 2013-14

ACTION:

- a) SC to provide School Development Plan by next board meeting

8. Committee reports

A. PRINCIPAL'S REPORT

- (a) Board congratulated the Academy on good GCSE results
- (b) Useful to know what courses have been taken up by cohort.
ACTION: School to supply data on 2012 graduates.
- (c) Settlement agreement with member of staff leaving with immediate effect.

UNANIMOUSLY APPROVED

- (d) SS to discuss statementing issues with SC

B. GENERAL COMMITTEE

(a) **Multi-Academy Trust** – should SAH become member of Trust? Board members invited to Meeting on October 25th 2.00pm. (Safeguarding course on same day; attendees: WB, NE, PJ, LR)

(b) Board members to work with different areas of school. DS – kindergarten
DD – lower school;

ACTION: Appoint governor to focus on U/S

(c) Governor school visits policy: **APPROVED**

(d) Governor needed for Communications – **ACTION** SS to approach [REDACTED]

(e) **ACTION:** WB to check legislation on whether we need to appoint independent advisor & if so to approach [REDACTED].

C. PERSONNEL COMMITTEE

Harry Rouse **APPROVED** as Personnel Governor

C. PREMISES COMMITTEE –

ACTION: LR to check [REDACTED] is on top of Japanese knotweed problem.

D. T&L COMMITTEE

(a) **Targets for Principal** – WB to pick up

(b) **ALT recommends it becomes policy that the Lower School Class teacher cycle runs from Class 1-6 – APPROVED**

E. ADMISSIONS – Tiph Fedor has joined this committee

F. FINANCE COMMITTEE –

Aiming to bring clarity to reports & defining acronyms.

7. AOB

- a) Governance map document almost ready for circulation
- b) Confirm numbers attending Multi-Academy Trust Meeting on October 25th
- c) Teachers are now legally required to have a degree.
- d) All governors are invited to the Graduation Event on November 7th.
- e) WB to circulate paper on meeting times.

- 8. Christmas Supper with teachers: 05 December 2013**
Next meeting: 06 December 2013

ACTIONS

	Action	By whom	By when
1.	School's position on future negotiations for salary increases beyond advertised rates	GC	Next Board Mtg.
2.	Principal Appointment – form a sub-group to clarify requirements; Ask SC if prepared to remain in post next year	WB, PJ, DD, CK	
3.	Provide School Development Plan by next board meeting	SC	Next Board Mtg.
4.	Supply data on courses taken by 2012 graduates	SC	
5.	Governor needed for Communications Committee	SS	
6.	Check legislation on whether we need to appoint independent advisor	WB/NN	
7.	Check we are on top of Japanese knotweed problem	LR	