

The Meadows Community School Governor Meeting - Minutes

Date: 28 June 2011
Start Time: 18:30
End Time:
Meeting Type:

Present:	Alan Craw	LEA Governor	
	Audrey Ward	Staff Governor	
	Brenda Cartwright	Associate Member	
	Lynn Asquith	Staff Governor	
	Richard Poole	Parent Governor	Chair
	Roger Kench	Staff Governor	
	Rosemary Elaine Frost	Community Governor	Vice Chair
	Ruth Bird	Parent Governor	

MinID	Subject	Notes
642	Apologies	Stella Ward Julia Bebbington-Babb Andy Dukelow Ben Chalkley David Wilders
643	Declaration of Interest	None

MinID	Subject	Notes
644	Previous Minutes	<p>Min # 626 Ofsted Action Plan</p> <p>Students are now completing an online survey during registration to capture their views on school life. Just over 200 students have completed this so far and the feedback is positive.</p> <p>A survey regarding lunchtime arrangements was sent out to parents last week and so far 14 have been returned. The survey asks for parents view on keeping students on the school premises during lunchtime. From the responses received so far the majority of parents are supportive of this idea.</p> <p>Students who leave school at lunch are being surveyed they eat during their lunch break. LA has spoken to 37 students so far and only 5 of these have a lunch that could be seen as 'unhealthy'. A high number of the students surveyed leave the premises and go home for lunch.</p> <p>The Parents survey is ready to go out and will be issued shortly.</p> <p>Min # 627 Teaching and Learning</p> <p>The 1:1 tuition programme has now seen over 60 students, each student who is part of the programme gets individual support for 10 hours. The programme is now coming to an end but there are still another 30 students to be seen.</p> <p>Min # 628 Health & Safety - Work Experience</p> <p>The majority of Year 10 students now have a 1 week placement secured. As the work experience is usually a two week programme alternative provision has been put in place for students. Year 10 students who are in school during 'activity days' will be taking part in Aimhigher type activities. After this students will be in lessons as normal or taking part in controlled assessment or coursework catch-ups.</p> <p>The school are still waiting to hear from DCC regarding their intentions for next year.</p> <p>Min # 633 - Policies and Procedures - Educational Trips and Visits</p> <p>The new system is working well and Debbie Hamilton, the</p>

MinID	Subject	Notes
		schools Educational Visits Co-ordinator, has proved to be very effective in her role since changing her job in September 2010.
645	Governor Vacancies	<p>At the start of the next academic year the following Governors' term of office will expire:</p> <p>LEA Governor- 03-12-11 Parent Governor - 13-11-11</p> <p>It is hoped both Governors will consider standing for re-election to their post.</p>
646	Ofsted	<p>Vision for Improvement (Draft)</p> <p>LA tabled information for communicating the school's vision for improvement. This is a draft document at the moment and it was suggested Governors take this away to read. FFT figures will be put in the document and this will be re-issued at the next meeting for Governor approval.</p> <p>Action: If Governors have any feedback please e-mail PR.</p> <p>Local Authority Advisor Visit</p> <p>Local Authority Advisor, visited the school on 6 June and met with Andy Dukelow, Alan Craw and members of SLT. As part of the meeting the Governors took part in a learning walk to see how lessons at The Meadows were taught. The walks were completely unannounced which gave a real perspective on the quality of teaching and learning. The lessons that were observed rated from 'satisfactory', 'good' and some were 'outstanding'. This proved to be a very useful exercise and it was suggested that these should take place at the start of the next academic year to give some other Governors the opportunity to be involved.</p>

MinID	Subject	Notes
647	Teaching and Learning	<p>Work Experience</p> <p>As previously mentioned the majority of Year 10 students have secured a 1 week work experience placement. There are a few students who will be doing a work placement in school and around 12 students who will be on a 2 week external placement as these students have arranged places for themselves.</p> <p>A number of local business who have taken placements in the past or either experiencing financial difficulties or have gone into liquidation. Some of these business are also not renewing the pre-16 insurance cover which can attract an additional premium of £7-8k. The school fall under the LA's insurance policy and cannot use this to cover students who are on placements in other companies.</p> <p>The majority of schools in the local area are having similar difficulties and none of them are buying in to DCC's package for health and safety checks. It is still not clear if DCC have priced the package uncompetitively to deter schools from buying into the service or if they are unaware of the situation. Once further information has been received from the DCC SLT and Governors will need to decided on what will happen in the 2011-12 academic year.</p> <p>Curriculum</p> <p>A working timetable has been issued to all staff. There has been sufficient flexibility built in the timetable which will make it easier for Year 7 students to change groups. The additional teaching hours in the timetable are as a result of the removal of the Humanities/World Studies lesson. Students will now either have additional Maths or English, and if they are on target to for these subjects they will study Functional ICT with Citizenship.</p> <p>There will be a 'nurture group' set-up for the new Year 7 intake which will be run by Dawn Peters. Some of the students placed in this group have not achieved a Level 3 and this small group will work on developing the skills necessary for a secondary education. These students will be placed in other Forms when they no longer need targeted support.</p> <p>Year 6 students who will be starting at the school in September will be coming to The Meadows for 5 days at the beginning of July. There will be a variety of activities taking</p>

MinID	Subject	Notes
		place including Art and Science lessons along with a PE festival. This year students will also complete CATs assessments early which will provide staff with important data for the start of September rather than having to wait until 2 - 3 weeks into the new term. This approach should help to identify students that may need extra provision put in place for English and Maths etc and will make the creation of academic groups easier.

All Year 7 students

648	Health & Safety	The Art Block roof is leaking and has caused damage to students work and the internal electrical system. As a result of the water damage around £1k worth of paper has needed to be replaced. It is thought the extreme weather conditions has contributed to the splitting of the roof.
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The companies that have quoted for this work are:


DRT Builders - £11,780
BSSB - £9,472

Both companies work is backed up with a 10 year guarantee. It was noted there is only £18k left in the Buildings Minor Improvement budget but this work does need to be carried as soon as possible.

Governors agreed to accept the cheaper quotation from BSSB. Work will take place during the summer break.

MinID	Subject	Notes												
649	Quotations	<p>The following quotations have been received for work to renovate two teaching rooms in school:</p> <p>Room 18 - to be used as a new inclusion base for students who are referred from lessons.</p> <p>R J Electrics - £5,350 Chesterfield Construction - £2,950</p> <p>Room 34</p> <p>R J Electrics - £3,215 Chesterfield Construction - £2,370</p> <p>Agreed by Governors to use Chesterfield Construction for both quotes.</p>												
650	Virements	<p>BC went through the budget summary sheet with Governors. The school are only three months in on the new budget and everything appears to be on target.</p> <p>BC highlighted an error on line 9 Catering Staff National Insurance as this should not be included.</p> <p>BC and LA will be looking at re-calculating the Energy Recovery costs from the catering department to see if this reflects the recent energy price rises and new equipment that is now in place in the kitchen.</p> <p>As part of the Disadvantage Fund a Kindle has been purchased as trail before placing a bigger order.</p> <p>The following virements are needed:</p> <table><tr><th>Code</th><th>Description</th><th>Amount</th><th>Vire from</th></tr><tr><td>313110</td><td>Aim Higher</td><td>£4k</td><td>313110 to</td></tr><tr><td>Project Fund 6</td><td></td><td></td><td></td></tr></table> <p>Governors agreed to make the above virement.</p>	Code	Description	Amount	Vire from	313110	Aim Higher	£4k	313110 to	Project Fund 6			
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651	Traded Services	<p>The Governing Body agreed to purchase some traded services from Derbyshire County Council for 2011 - 12 including:</p> <p>Grounds Maintenance Personnel Services Payroll Health & Safety</p>
652	Appointments	<p>Cleaner for 10 hrs per week Music Teacher from 01-09-11 Assistant Curriculum Leader of ICT from 01-09-11 Teacher of English, 1 year fixed term contract from 01-09-11 maternity cover for from 01-09-11 HLTA to cover Mathematics, from 01-09-11. will be doing a 2 year GTP programme with the school starting in 2012. The cost of full-time employment is slightly less than the 0.6 teacher vacancy that needed to be filled in the Maths department.</p>
653	Long Term Sickness	

MinID	Subject	Notes
654	Policies and Procedures	<p>Recruitment and Selection Policy</p> <p>DCC have issued a new model policy for use by schools. The major difference in this policy is that due to a change in legislation in October 2010 references must not ask health related information on the candidate or absence data. A conditional offer of employment must be made to candidates before asking for health or absence information. This information cannot be given over the phone so this will further slow down the recruitment process.</p> <p>The only way to ask about absence monitoring is to include a question in the interview.</p>
655	Correspondence	<p>Letter of thanks from the Read Write Foundaiton, Ghana for the contribution of books and equipment from school.</p> 
656	Dates of Future Meetings	<p>Provisional meeting dates for the 2011 - 12 academic year will be e-mailed to Governors in due course.</p>

The Meadows Community School

Governor Meeting - Minutes

Date: 04 October 2011

Start Time: 18:30

End Time:

Meeting Type:

Present:	Andy Dukelow	Community Governor	
	Audrey Ward	Staff Governor	
	Ben Chalkley	LEA Governor	
	David Wilders	Parent Governor	
	Lynn Asquith	Staff Governor	
	Richard Poole	Parent Governor	Chair
	Roger Kench	Staff Governor	
	Rosemary Elaine Frost	Community Governor	Vice Chair
	Ruth Bird	Parent Governor	

MinID	Subject	Notes
657	Apologies	Stella Ward Brenda Cartwright Julia Bebbington-Babb Alan Crow
658	Declaration of Interest	None

MinID	Subject	Notes
659	Previous Minutes	Min # 645 Governor Vacancies

term of office will expire on 03-12-11. Due to family commitments has decided not to stand for re-election to his post of LEA Governor.

rm office expires on 13-11-11. indicated that she would like to continue her work with the Governing Body. It was suggested that should be moved from her post of Parent to LEA Governor.

Action: Clerk to contact and Governor Support.

Min # 647 Teaching and Learning

The LA have confirmed they will charge a premium of £32 per student for undertaking health and safety checks for work experience placements. It is possible The Meadows may employ someone to undertake this work but costings for doing this still need to be finalised.

Last year students who did not have a work experience placement got extra tuition in core subject and which they found to be beneficial. The school have links with some local companies, such as Franke, who have offered quality work experience placements to students. It was agreed that for students a work experience placement would be a useful opportunity to broaden their perspective. A definitive decision has yet to be made and this will need to be discussed at a later date.

Curriculum

The five day Year 6 induction and transition activities worked very well. The extra days gave students the time to complete CATs assessments which staff could then use to plan teaching from the start of the 2011-12 academic year.

Min # 651 Traded Services

The school have also bought the Curriculum Advisory service from the LA costing £458. As a subscriber to this service the school are eligible for a reduction of £75 on training and personal development courses run by DCC.

Min # 653 Long Term Sickness

MinID	Subject	Notes
666	Appointments	<p>[REDACTED] - Assistant Teaching and Learning Co-ordinator on a temporary basis until 31-12-11</p> <p>[REDACTED] Science GTP from 01-09-11 until 31-08-12</p>
667	Vacancies	Cleaner 15 hours per week
668	Contract Changes	<p>[REDACTED] reverts back from Assistant Curriculum Leader to a mainscale teacher</p> <p>[REDACTED] reverts back from Assistant Curriculum Leader to Curriculum Leader of the Arts on allowance 1.1</p>
669	Maternity / Paternity Leave	[REDACTED] will be on maternity leave from 04-09-11 hoping to return in March / April 2012
670	Long Term Sickness	[REDACTED]
671	Other Issues	Internal cover lessons - propose to pay staff a rate of £14 per hour, but any covers done during a persons working day must be paid back with the equivalent in time worked after school. This new approach will be tried for one year.

MinID	Subject	Notes												
662	Exam Results	<p>RK distributed a detailed report on the 2011 achievement.</p> <p>The schools examination results for the 2010 - 11 academic year are as follows:</p> <p>5 A*- C 61%</p> <p>5 A*- C including English and Maths 40%</p> <p>5 A*- G 96%</p> <p>All students achieved at least 1 GCSE pass.</p> <p>ACTION: Clerk to e-mail report to Governors who were unable to attend the meeting.</p>												
663	Quotations	<p>Computer Quotes</p> <p>The IT department received the three following quotes for new computers in Room 18 and Room 36.</p> <table><tr><td>Item</td><td>Misco</td><td>OrangeIS</td><td>BT (Dabs)</td></tr><tr><td>PC</td><td>£279.99</td><td>£380.00</td><td>N/A</td></tr><tr><td>Monitor</td><td>£89.99</td><td>£95.00</td><td>£125.00</td></tr></table> <p>The Governors agreed with the IT department's recommendation to purchase the computers from Misco.</p>	Item	Misco	OrangeIS	BT (Dabs)	PC	£279.99	£380.00	N/A	Monitor	£89.99	£95.00	£125.00
Item	Misco	OrangeIS	BT (Dabs)											
PC	£279.99	£380.00	N/A											
Monitor	£89.99	£95.00	£125.00											
664	Inventory of Items to be Written Off	<p>A list of IT equipment to be written off was tabled. The network switches and wireless access points listed are outdated and no longer serviceable.</p> <p>Governors agreed to write off the items listed.</p>												
665	Resignations	<p>Curriculum Support Assistant as of 04-09-11</p> <p>Curriculum Support Assistant as of 02-09-11</p> <p>Curriculum Support Assistant as of 31-08-11</p> <p>Cleaner as of 26-08-11</p>												

MinID	Subject	Notes
		<p>will be back as a Curriculum Support Assistant as part of her phased return.</p>

Min # 654 Policies and Procedures

The new Agency Worker Regulations (AWR) have now been implemented. These regulations will ensure flexible workers are entitled to the same pay and conditions as permanent staff after being in the same role for 12 weeks. The implications for the school are that agency staff will now be entitled to sick and holiday pay. If a supply teacher has worked in a DCC school for 11 weeks and works at The Meadows for 1 week The Meadows are then liable for these additional benefits.

The supply agencies are working with the school and will be meeting with us next week.

660 Nomination of Chair & Vice Chair

Governor Terms of Office

Already covered in the Previous Minutes section.

Election of Chair and Vice Chair

The election of Chair and Vice Chair will be run for the next meeting to give governors the opportunity to submit an interest in either of the positions. Election packs will be distributed to eligible governors. The deadline to receive nominations from Governors will be noon on Friday 25 November. The nominations will be discussed at the meeting on Tuesday 29 November. If advanced nominations are received no nominations will be accepted on the night. The procedure outlined in the election packs will be followed.

ACTION: Clerk to send out information.


MinID	Subject	Notes
661	Teaching and Learning	<p>The Government want all GCSE exams to be assessed by terminal exams from 2014. This will have implications for The Meadows curriculum as subjects such as Science will no longer be able to follow the modular assessment with students sitting exams in Year 9. It is unlikely that a teacher with less than ten years work experience will have prepared students for terminal examinations meaning a whole new approach to their teaching to prepare students for assessment.</p> <p>Vocational subjects have also come under scrutiny from the Government. The Government now want all vocational courses to be externally assessed and to be recognized by employers. Vocational courses are under review and a report will be published early next year detailing which courses meet these requirements. Current Year 9 students at the school will be making or have already made their option choices for KS4 study which could include subjects that are affected by this report. The BTEC Construction and Horticulture subjects should be unaffected but it could affect other subjects on offer at the school such as Health and Social Care, Art and Design.</p> <p>The Floor Target for 5 A* - C plus English and Maths for the next three years are: 2012 - 40% 2013 - 45% 2014 - 50%</p> <p>The 2012 / 13 targets should be achievable however, the current Year 9 group will have some difficulties achieving the 50% 5 A * - C target due to their academic ability. Failing to meet the floor targets set could result in the school becoming an academy. A number of Derbyshire schools have already 'volunteered' for academy status in order to retain control over the curriculum.</p> <p>Post 16 Education</p> <p>LA met with Dronfield Henry Fanshawe school yesterday to discuss the development of the Post 16 Partnership. A letter will be issued this week to gather views of parents about the partnership and the courses which could be on offer. Feedback from the survey will be included at the next meeting.</p>


The Meadows Community School Governor Meeting - Minutes

Date: 29 November 2011
Start Time: 18:30
End Time:
Meeting Type:

Present:	Audrey Ward	Staff Governor	
	Ben Chalkley	LEA Governor	
	Brenda Cartwright	Associate Member	
	David Wilders	Parent Governor	
	Lynn Asquith	Staff Governor	
	Richard Poole	Parent Governor	Chair
	Roger Kench	Staff Governor	
	Rosemary Elaine Frost	Community Governor	Vice Chair

MinID	Subject	Notes
674	Apologies	Alan Craw Stella Ward Andy Dukelow Julia Bebbington-Babb
675	Nomination of Chair & Vice Chair	<p>Only one nomination for the post of Chair and Vice-Chair was received by the Clerk; Richard Poole for Chair and Elaine Frost for Vice-Chair. The governors supported both nominations and the two candidates were duly elected.</p> <p>The term of office for both posts is one year and will, therefore, expire on 28 November 2012.</p> <p>RP informed the Governors that he has been part of the Governing Body for over 12 years and that this will be his last year in the role of Chair.</p>

MinID	Subject	Notes
676	Matters Arising from Previous Minutes	<p>659 Teaching and Learning</p> <p>Work Experience</p> <p>Other secondary schools in the area have been contacted with the view to establishing a pool of staff who are trained to carryout health and safety checks on businesses offering work experience placements. This would create a central database of companies at Matlock who have been approved to take students. The training will cost around £500 per person.</p> <p>With regards to the timing of the work experience it has been proposed to hold this in Year 11 after the trial exams, just before Christmas. This approach would help free up valuable time in the summer of Year 10. Instead of a two week programme, work experience placements would be held over a one week period.</p> <p>Action: Agreed by Governors</p> <p>Governor Vacancies</p> <p> has submitted her application to DCC to be an LEA Governor at The Meadows. The application should hopefully be approved by January's meeting.</p>
677	Declaration of Interest	None

MinID	Subject	Notes
678	Teaching and Learning	<p>Industrial Action</p> <p>Due to the number of staff taking part in the industrial action tomorrow, 30 November, the school will be closed to students. Parents and Carers were informed last week that the school will be closed to students as a result of the industrial action.</p> <p>Curriculum Planning</p> <p> tabled information on curriculum planning.</p> <p>The floor target for achieving 5 A* - C (inc English and Maths) will be 50% in 2014. Whilst the floor target increases by from 40 - 50% over the next three years The Meadows should be able to achieve the 40% 2012 and 45% 2013 target. However, the current Year 9 group which have to achieve the 50% target in 2014 are a low ability group and are ranked 45 out of 47 in DCC schools.</p> <p>The Year 9 group will be making their choices for study after Christmas so as a school a decision needs to be made on how to change what we currently offer. The education 'Gold Standard' will not be published until 30 January which will be too late to inform the choices made by the current Year 9.</p> <p>RK discussed the various options available to the school as outlined on the curriculum planning document.</p> <p>The implications with failure to achieve the 2014 target would mean the school would have academy status forced on it by the Government. The Governors decided a dialogue with staff needed to be started about becoming an academy. If the school make an application to be an academy it will maintain control over the curriculum and have links with DCC. The school will still be able to 'buy' some services offered by DCC but these will cost 10% more than the current fees.</p>

MinID	Subject	Notes
679	Health & Safety	<p>ASI - School Security Alarm</p> <p>The school's alarm system has been in place for the last 22 years and is in need of upgrading. ASI, who maintains the alarm, has supplied the school with a quote for £7.5k to update the current system.</p> <p>ACTION: BC to contact other security alarm companies for quotes.</p> <p>Annual Report</p> <p>BC has compiled the annual health and safety report which details work undertaken at the school in the past year.</p> <p>The majority of the cost for installing the new boilers has been met by DCC and the school have only paid 10%.</p> <p>Signage</p> <p>Two new signs with the school's name on have been ordered. They will replace the sign on High Street at the top of the drive and the one above the main entrance to the school buildings. The signs have cost £1200.</p>
680	Budget	<p>BC reported that the school may have a carry forward figure to next year's budget.</p> <p>BC read through budget summary sheet in Governors packs.</p> <p>Issues to note:</p> <p>Teaching Agency Cover - £7382.58 available, there is an additional £32k available for supply costs under another budget heading. It is estimated that supply costs will be around £200k by the end of the financial year. There have been three long-term illnesses which have been covered during the last year.</p>

MinID	Subject	Notes
681	Virements	<p>Detail Code Description Amount</p> <p>145510 Computer Maintenance £2,000</p> <p>Vire from Detail Code</p> <p>145500 Computer Hardware</p>
682	Finance	<p>The School Financial Planning document issued by DCC predicts a decrease in student numbers from the 568 currently on roll to 440 students by 2015-16. These figures are only estimates and could increase or decrease but the likelihood is that the school will need to look at a staff re-structure in the near future. Any new posts within the school are being advertised on fixed term contracts to try and avoid redundancy complications.</p>
683	Inventory of Items to be Written Off	<p>A list of items that were proposed to be written off was circulated at the meeting. (Copy available from Clerk)</p> <p>Action: All items agreed to be written off.</p>
684	Resignations	<p>[REDACTED] from relief Mid-day Supervisor post</p>
685	Appointments	<p>[REDACTED] - Curriculum Support Assistant - 26.4 hrs, 39 weeks (1 year temporary contract)</p>
686	Vacancies	<p>Curriculum Support - Science, 37 hrs, 39 weeks, Scale 1/2</p> <p>Assistant Curriculum Leader of English - TLR 2.1</p>
687	Contract Changes	<p>[REDACTED]</p>

MinID	Subject	Notes
692	Dates of Future Meetings	6.30 pm Tuesday 17 January 2012
693	AOB	RP thanked Ben, who has served as an LEA Governor for the last four years, for his commitment during his time on the Governing Body. Best wishes to Ben and his new family for the future.