

The Meadows Community School Governor Meeting - Minutes

Date: 06 March 2012
Start Time: 18:00
End Time:
Meeting Type:

Present: Alan Craw	LEA Governor	
Audrey Ward	Staff 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
706	Apologies	Julia Bebbington-Babb Andy Dukelow Stella Ward
707	Declaration of Interest	None.

MinID	Subject	Notes
708	Matters Arising from Previous Minutes	<p>676 Work Experience</p> <p>will be sitting her health and safety examination on Friday 9 March.</p> <p>697 Teaching and Learning</p> <p>The proposed changes to the Year 8 curriculum will be introduced at the Parents' Evening on 8 March. There will be a display detailing the changes and members of SLT will be on hand to answer questions.</p> <p>703 Staffing Structure</p> <p>An advert for a Network, Progress and Monitoring Assistant has been placed in the DCC job bulletin, Job Centre Plus and on Ranstad Education's website. Applicants for this post will be interviewed on Wednesday 28 March 2012.</p>
709	School Transport	<p>From the 30 March Derbyshire County Council will no longer be operating school bus services. After the East half term it will be the responsibility of individual schools to operate transport services. L Asquith has been liaising with McEwen's, one of the current bus operators, regarding provision of a service. As the school will be liable for the costs of running the bus services it has been decided to reduce the number of buses currently transporting students to the school. New routes have been drawn up in consultation with McEwen's and these cater for all but three students who will have a short walk to their nearest stop. There is also the possibility of providing the service in partnership with another school.</p> <p>The costs for running the service are yet to be finalised and details will be reported back to Governors at the next meeting. A leaflet and map detailing the new route will be issued to all students before the Easter break.</p>

MinID	Subject	Notes
712	Annex 1	A draft version of the Annex 1 was distributed to Governors.

All of the staffing in the Annex 1 is up-to-date and salary has been removed. The school have a predicted carry forward figure of £50k with an over spend of £32k. The school will also have 60 - 70 less students than in the previous year giving a total of around 500 students studying at The Meadows.

As a result of next years predicted shortfall it is proposed to restructure the DT Technicians' role. Due to the fall in student numbers DT staff will have extra capacity to undertake their own preparation work. The areas affected with potential loss of the Technician posts have already indicated that they are happy to undertake their own prep work for lessons. In addition to this some colleagues have already indicated that they intend to retire next year which will help with the budget.


The proposed cuts would save around £16k.

It was agreed to issue the Section 188 to colleagues and trade unions based on the above.

The curriculum areas with a surplus of teaching hours have already been approached to see if they are happy to diversify and help with Maths intervention programmes. Currently four out of the five staff affected are willing to do this. This is beneficial as it will mean no teaching staff redundancies are necessary.

For the next meeting final costs for traded services and insurance will have been received making it possible to provide Governors with an accurate Annex 1.

MinID	Subject	Notes
710	Teaching and Learning	<p>Accelerating Achievement for All (AA4A)</p> <p>The school have received £25k from Derbyshire County Council as part of their AA4A programme. The objectives of the programme are to target students who are not performing as well as expected and to put in a programme of 'coaching' to help them to achieve their full potential. This funding is being used to target students from Year's 9 - 11. Students participating in the programme will receive 1:1 or small group tuition in subjects such as English and Maths.</p> <p>The majority of students who have accessed the programme so far have found it to be beneficial. At the moment a total of 30 students have benefited from extra support.</p> <p>The GCSE Maths exams will be taking place after the May half-term and in the lead up to the exams some funding maybe used to release staff from lessons to provide intensive revision sessions. In addition to this a holiday school will be run at spring bank week to give students extra revision help.</p> <p>Year 9 Options</p> <p>The deadline for handing in option choices for programmes of study in KS4 is on Friday, 9 March 2012. Following agreement with the Governing Body English Literature has been removed from the core curriculum and is now offered as an option in KS4. Once all option forms have been received work will start on a timetable for the next academic year.</p>
711	Budget	<p>2012 - 2013 Budget</p> <p>Governors were given a sheet comparing the 2011/12 budget allocation to the 2012/13. It was noted the school would be receiving £94k less funding in the 2012/13.</p> <p>The budget still needs to have Cabinet approval from DCC and should be finalised in the next few weeks.</p>

MinID	Subject	Notes
713	Quotations	<p>Computer Quotations</p> <p>It is proposed to use the carry forward figure to buy computers for the Art rooms. The current computers in the Art rooms really need to be of a higher technical specification. The computers from Art will then be moved to Room 46 to create a dedicated Maths intervention room where students can access such programmes as MyMaths.</p> <p>At the moment attainment in Year 9 Maths is 14% lower than English and a focused resource such as this will benefit students and help to raise attainment levels.</p> <p>The quotes received are as follows:</p> <p>Misco £17691.30 eBuyer £21119.01 Dabs £20862.93</p> <p>Governors agreed to expenditure.</p>
714	Finance	<p>Benchmarking</p> <p>In the past DCC have produce benchmarking information for the school. However, the school now have to do this via the DfE website. Although attempts have been made to collate a report for Governors with meaningful information this has not been possible.</p> <p>Action: BC to include this on the agenda for the next Bursars' meeting.</p>
715	Inventory of Items to be Written Off	<p>Most items listed are CRT TVs. It is proposed that if possible they are recycled so others may benefit from them.</p> <p>Agreed by Governors.</p>
716	Appointments	

MinID	Subject	Notes
717	Vacancies	Relief Mid-day Supervisors x 2 Network, Assessment and Progress Assistant, Scale 4/5, 37 hrs per week, 52 weeks per year
719	Other Issues	The school now have three new apprentices all working 37 hrs per week for 52 weeks per year that are employed through Bolsover District Council: [REDACTED] [REDACTED] [REDACTED] Grounds Maintenance Assistant & Relief Premises Manager - 1 year fixed term contract.
720	Correspondence	[REDACTED], would like to run a trip on Activity Days in July to Disneyland Paris. Agreed Governors. [REDACTED] - request for work experience to help with an application to study for a TA qualification. Agreed by Governors. [REDACTED] regarding issues with their son in PE. Action: Clerk to write back and advise them of meeting with [REDACTED] before half-term.
721	AOB	Mr Craw notified the Governing Body of his intention to retire from the end of this academic year.
722	Next Meeting Date	Tuesday 1 May at 6 pm.

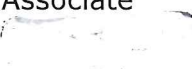
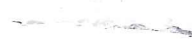









The Meadows Community School Governor Meeting - Minutes

Date: 26 June 2012
 Start Time: 18:00
 End Time:
 Meeting Type:

Present:	Andy Dukelow	Community Governor	
	Audrey Ward	Staff Governor	
	Brenda Cartwright	Associate Member	
	David Wilders	Parent Governor	
	Julia Bebbington-Babb	Community Governor	
	Lynn Asquith	Staff Governor	
	Richard Poole	Parent Governor	Chair
	Roger Kench	Staff Governor	
	Rosemary Elaine Frost	Community Governor	Vice Chair
	Ruth Bird	LEA Governor	

MinID	Subject	Notes
736	Apologies	Stella Ward
737	Register of Business Interest	The Register of Business Interests Forms were issued to Governors for completion, forms to be collected at the end of tonight's meeting.
738	Declaration of Interest	None

MinID	Subject	Notes
739	Matters Arising from Previous Minutes	<p>708 -</p> <p>726 - The LEA have not raised any issues about the proposed changes to the afternoon session of the school day. The new day will be introduced on Monday 2 July, a text will be sent to parents/carers to remind them of the new arrangements.</p> <p>727 - The options to purchase / hire a defibrillator are still being considered.</p> <p>732 - The review of the staffing structure in relation to guidance and support is going to be postponed. Currently two colleagues have been given additional responsibility. The situation will be reviewed later in the academic year.</p>

MinID	Subject	Notes
740	Governor Vacancies	<p>Information was circulated to Governors regarding their term of office end date.</p> <p>Associate  06-10-12  - 06-10-12</p> <p>LEA  - 17-04-16  n to join as an LEA Governor in the 2012/13 academic year)</p> <p>Community  - 20-04-13  - 09-03-14  - 28-06-14</p> <p>Parent  - 28-09-12  - 28-09-12</p> <p>There are currently two vacancies for Parent Governors which will be advertised at the start of the 2012/13 academic year.</p> <p>Support Staff  - 10-01-15</p> <p>Teaching Staff  - 04-10-13</p>

MinID	Subject	Notes
741	Governor Documents	<p>Governor Induction Pack</p> <p>The induction pack has been updated with regards to current governing body membership.</p> <p>Agreed and signed by Chair.</p> <p>Code of Practice</p> <p>A proposed Code of Practice was distributed to Governors for review.</p> <p>As the governing body currently have no official Code of Practice it was proposed to adopt the version from the DCC Governor Support. The Code of Practice outlines the responsibilities and process of the governing body. It was also proposed that the document could be used as terms of reference.</p> <p>Agreed by Governors to adopt.</p> <p>Roles and Responsibilities</p> <p>A proposed Roles and Responsibilities document was distributed to Governors for review.</p> <p>The information contained in this document outlines Governors and the Headteacher's responsibilities.</p> <p>LA noted that the document may need to be updated in the near future as schools will be able to buy their own insurance which will be a key responsibility of the Headteacher.</p> <p>Agreed by Governors to adopt.</p>


MinID	Subject	Notes
742	End of Year Review	<p>Ofsted Action Plan / Raising Achievement Plan</p> <p>Due to developments in the Government's and Ofsted priorities the following documents have been merged and linked in to one document; School Improvement and Development Plan 2012-13 Raising Achievement Plan Priorities 2012-13 Review of Ofsted Action Plan 2010</p> <p>Staff have been given the opportunity to contribute and work on the document during the INSET day in April. There have been some minor changes to the document but it will be fully reviewed again at the start of the 2012/13 academic year.</p> <p>During Ofsted's monitoring inspection in June 2011 many of the targets from the earlier inspection were judged to have been completed.</p>
743	Progress Monitoring	<p>In the forthcoming GCSE examinations it is hoped that the school will achieve a pass rate of 50% in 5 *A-C including EM. There has been hard work in English and Maths in terms of intervention etc which should help to boost results. Over the last ten years the school's performance has drastically improved.</p> <p>Year 9 students, who will start studying their options choices in September 2012, have had individual meetings with staff regarding their option choices. The school have managed to keep diversity in meeting the needs of students but also taken account of guided options and the English Baccalaureate. The number of lessons of English and Maths has also been increased with a view to raising attainment levels. The new Maths intervention room will be staffed by a Higher Level Teaching Assistant to help to support students' learning. For students wishing to study for the Baccalaureate English Literature is available as a study option.</p>

MinID	Subject	Notes
744	Health & Safety	<p>The tennis courts are in need of resurfacing. The current surface has been down for 11 years and when the courts are wet they become very slippery. Over the last 2 months there have been 6 accidents involving students as a result of the deteriorating surface.</p> <p>As the school is approaching the summer break it is an ideal time to get the courts resurfaced.</p> <p>Corporate Resources have obtained 3 quotes; the one below from DCC is the most economical option:</p> <p>Resurfacing - £24,327 Replacement Kickboards - £7,150 Line Marking - £1,320</p> <p>Governors were surprised at the proposed costs to undertake the resurfacing works.</p> <p> informed that he would be able to provide her with details of a company who will be able to undertake this work which may be cheaper.</p> <p>Action: to send information for to investigate.</p>

MinID	Subject	Notes
745	Policies and Procedures	<p>The following policies need to be readopted as they have either been updated by DCC to include new legislation or amended by school staff.</p> <p>Recruitment & Selection - updated by DCC with regards to references and offers of employment.</p> <p>Critical Incident Management Plan & Disaster Recovery - updated by the IT department with regards to disaster recovery procedures.</p> <p>Confidential Reporting Code - latest policy from DCC.</p> <p>The policies were circulated to Governors for approval.</p> <p>Agreed by all Governors to approve.</p> <p>Performance Management & New Appraisal Policy</p> <p>From September 2012 there will be a shift from Performance Management to Appraisal. At the moment this is not fully backed by the trade unions. Derbyshire County Council is in the process of writing a model policy for schools to adopt. Under the new policy the three hour classroom observation will be abolished, an appropriate amount of observation time will have to be determined by DCC/governing body. The new capability policy has also been changed which means that underperforming staff can be dealt with more effectively.</p> <p>LA will produce a document based on the DCC policy, members of staff will also be consulted regarding the policy.</p> <p>Agreed by Governors to adopt the draft policy from DCC.</p>

MinID	Subject	Notes
746	School Code of Dress	<p>LA reported that there have been a number of issues with the length of students' skirts. Despite requests to have skirts which are of knee length girls are coming inappropriately dressed. For this reason it is proposed the school's code of dress should be revised with all students wearing trousers (leggings will not be allowed). It was noted that the vast majority of students look very smart.</p> <p>Agreed by Governors to hold a consultation before the end of term, with a view to bringing in the new arrangements at the start of the next academic year.</p>

MinID	Subject	Notes
747	Finance	<p>Annex 1</p> <p>Notification has been received from DCC that the year-end balance of the 2011-12 Annex 1 is £171,536, £6,536 more than the estimated figure. This has resulted in a balance of £6,536 in the 2012-13 Annex 1.</p> <p>Budget Monitoring</p> <p>BC reported that the budget is currently on target but it is only 2 months in. The budget is pending final cabinet approval.</p> <p>Budget Redetermination: Data Corrections and Errors</p> <p>Following budget checks by DCC BC was notified at the start of June that there will be an extra £2,116 allocated to the school.</p> <p>Financial Competencies</p> <p>The Financial Competencies questionnaires previously completed by Governors were reviewed. Once these have been collated any training needs that have been identified will be addressed.</p> <p>Local Authority Additional Support</p> <p>LA has secured funding from the Local Authority as there is a risk that the current Year 9 students will drop below the 2014 floor target. This funding will be used to employ a Teacher of English, to undertake the intervention process. The intervention process has already helped to improve A-C English results by around 6%.</p>

MinID	Subject	Notes																											
748	Quotations	<p>A programme of maintenance and upgrades will take place during the summer break. Quotations have been sourced from the following companies for this work:</p> <p>Stairs - Joinery Work Chesterfield Construction - £3865 Corporate Resources - £0 J W Joinery - £0</p> <p>The work undertaken will include renewing the wood panelling and boxing in of pipes.</p> <p>Stairs - Decorating Pete Grimwade - £3,600 D & L Decorating Services £3,280.17 Howard Bollands - £2,800</p> <p>Agreed by Governors to award Chesterfield Construction the joinery work and H Bollands the decorating work.</p> <p>Broadband Connection</p> <p>From October the school will have control on what company provides its internet connection. Currently the school are with Kcom and it is reported that around 80% of schools will be staying with them.</p> <p> had prepared a briefing document detailing the changes and cost implications of various providers.</p> <p>Internet Connection</p> <table> <tr> <th>Provider</th><th>Speed</th><th>Price</th></tr> <tr> <td>Kcom</td><td>100mbps</td><td>£9,423</td></tr> <tr> <td>Schools Broadband</td><td>50mbps</td><td>£10,800</td></tr> <tr> <td>Schools Broadband</td><td>100mbps</td><td>£11,995</td></tr> <tr> <td>RM</td><td>50mbps</td><td>£8,930</td></tr> <tr> <td>RM</td><td>100mbps</td><td>£9,998</td></tr> </table> <p>Agreed by Governors to stay with Kcom as outlined in the briefing document.</p> <p>E-mail, Virus and Spam Filtering</p> <table> <tr> <th>Product</th><th>Users</th><th>Cost</th></tr> <tr> <td>Smoothwall</td><td>470</td><td>£2,585.00</td></tr> <tr> <td>Nod32</td><td>600</td><td>£29.80</td></tr> </table> <p>Agreed by Governors to buy the additional spam filtering</p>	Provider	Speed	Price	Kcom	100mbps	£9,423	Schools Broadband	50mbps	£10,800	Schools Broadband	100mbps	£11,995	RM	50mbps	£8,930	RM	100mbps	£9,998	Product	Users	Cost	Smoothwall	470	£2,585.00	Nod32	600	£29.80
Provider	Speed	Price																											
Kcom	100mbps	£9,423																											
Schools Broadband	50mbps	£10,800																											
Schools Broadband	100mbps	£11,995																											
RM	50mbps	£8,930																											
RM	100mbps	£9,998																											
Product	Users	Cost																											
Smoothwall	470	£2,585.00																											
Nod32	600	£29.80																											

MinID	Subject	Notes
		etc from Nod32, as recommended by the Network Manager.
749	Statement of Best Value	<p>Statement on Best Value 2012-13</p> <p>The Statement on Best Value regarding the Governors statutory duty to deliver services in terms of quality and costs was circulated to Governors.</p> <p>The statement was agreed by Governors and signed by the Chair.</p>
750	Statement of Internal Control (SIC)	The SIC for the period 10 May 2011 to 26 June 2012 was agreed and signed by the Headteacher and Chair of Governors.
751	Vacancies	<p>Relief Mid-day Supervisors</p> <p>Relief Cover Supervisors</p> <p>Relief Teaching Assistants</p> <p>Assistant Co-ordinator of Arts - to be advertised internally</p> <p>Assistant Co-ordinator of Technology - proposing two additional contact periods to cover role</p>

MinID	Subject	Notes
752	Contract Changes	<p>teaching time from 0.6 to 0.4 with effect from 01-09-12</p> <p>wishes to permanently reduce his teaching time from full-time to 0.8 and then undertake curriculum assistant duties for 0.2 with effect from 01-09-12</p> <p>wishes to temporarily reduce his teaching time from full-time to 0.8 from 01-09-12 - situation to be reviewed on an annual basis.</p> <p>will continue to do this role until returns to work full-time - Curriculum Co-ordinator allowance to be paid</p>

All contract changes agreed by Governors.

753	Long Term Sickness	<p>on 18-05-12</p> <p>following surgery</p>
754	Other Issues	<p>The school have applied for an English GTP as agreed at the last meeting with effect from 01-09-12</p> <p>There is also a possibility of a PE/Construction GTP which will be funded through Ever 6.</p>

MinID	Subject	Notes
755	Correspondence	<p>Letter from [REDACTED] regarding the possibility of student lockers. LA has already responded to [REDACTED] regarding this issue but wanted Governors' views on the provision of student lockers.</p> <p>Governors agreed that it would be problematic to locate lockers around the buildings for students as there is not enough space. Even small personal lockers in the Sports Hall would not be ideal as keys would have to be issued at the start of lessons. There are also considerable costs associated with the provision of lockers.</p> <p>LA suggested the school could trial a system for PE lessons where security envelopes are used and then brought to the reception/kept in the PE office for safe keeping.</p> <p>Action: BC to look at the cost implications for operating the system.</p> <p>German Christmas Markets - request from M Keay to operate a trip from 30-11-12 to 02-12-12 - permission granted.</p> <p>Chesterfield Rugby Club would like to use the fields at the school from September. They have offered to employ a Caretaker to take charge of the lettings and security of the school site. - Governors agreed not to grant the request as there were concerns about what conditions the school fields would be left in following matches. It was also agreed that it would not be feasible to have a security guard / caretaker employed by a third party.</p> <p>[REDACTED] - request for two days unpaid absence on 14-09-12 and 17-09-12 for [REDACTED] on 15-09-12. [REDACTED] agreed by Governors.</p>
756	Dates of Future Meetings	Proposed dates for 2012-13 meetings will be e-mailed to Governors.