

The Meadows Community School Governor Meeting - Minutes

Date: 23 October 2012
Start Time: 18:00
End Time:
Meeting Type:

Present: Audrey Ward	Staff Governor
Barry Bingham	LEA Governor
Roger Kench	Staff Governor
Andy Dukelow	Community Governor
Brenda Cartwright	Associate Member
Lynn Asquith	Staff Governor
✚ Paula Elliott	Parent Governor
	Staff Governor

MinID	Subject	Notes
757	Apologies	<p>Stella Ward Ruth Bird Elaine Frost David Wilders</p> <p>In the absence of a Chair and Vice-Chair LA led the meeting.</p> <p>The Governors welcomed Mrs P Elliott, new Parent Governor, and Mr Bingham, LEA Governor, to their first meeting with The Meadows Governing Body. A brief round of introductions took place.</p>
758	Declaration of Interest	None

MinID	Subject	Notes
759	Matters Arising from Previous Minutes	<p>744 -The resurfacing work on the tennis courts was completed over the summer break. The school have received positive feedback about the quality of the new surface.</p> <p>745 - Appraisal Policy. A two week consultation has taken place with teaching staff regarding the implementation of the new policy. Following the consultation period only minor amendments have been made.</p> <p>ACTION: Policy to be e-mailed to Governors for them to review.</p> <p>754 - The school have been able to secure two further GTP placements that were discussed at the June meeting. The school now have three GTP students that have been woking in English, Maths and Pesince the start of the academic year.</p>

MinID	Subject	Notes
760	Governor Vacancies	<p>[REDACTED] decided not to stand for re-election. RP served on the Governing Body for over 15 years and made a significant contribution to school life.</p>

ACTION - Agreed to send a thank you card and gift for all his years of service.

Parent Governors

Following the nominations that took place in October 2012 [REDACTED] was elected unopposed as a Parent Governor. The Governing Body still have two Parent Governor vacancies and it was agreed by Governors to re-advertise when the new in-take of Year 7 students begin in September 2013.

Community Governor

[REDACTED] has resigned from the Governing Body due to relocating to Manchester. This has led to a vacancy on the Governing Body; if any Governors can think of a suitable Community Governor please notify the Clerk.

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 Wednesday 13 November. The nominations will be discussed at the meeting on Tuesday 11 December. 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.

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MinID	Subject	Notes
761	Exam Results	Exam Analysis 2011-2012

The floor standard of 40% was achieved by students at the school.

Results summary as follows:


75% - 5 A* - C

47% - 5 A* - C including English and Maths

It was hoped the results for this would hit 50% but despite intervention strategies there have been issues were students' achieved in either Maths or English and not both subjects. The school also had a student join Year 11 which has not helped the figures.

96% - 5 A*- G

An appeal has been put in to the DFE as the school have been 'carrying' one student who did not achieve any GCSEs; this student has not been to school since the start of Year 9.

If Governors would like further clarification on the school's exam performance please contact 

Over the past 10 years the school has improved its results on every indicator. However, the moving of the Government's Floor Targets from 30% to 50% will have an impact on the school. The current Year 10 has to meet the 50% Floor target. There are currently 10, out of 100 students, in Year 9 that do not have a level 2 and these students have a limited vocabulary of words and cannot read etc; a level 2 is equivalent to the attainment a student should have achieved by the end of infant school.

This issue of students entering the school with low levels of attainment has been flagged to the Local Authority. To address these issues it is proposed for the Headteacher and Chair of Governors meet regularly with Gerry Richardson and Paul Litourzuk from the Derbyshire Education Improvement Service.

ACTION: Contact to be made with G Richardson following Governor Elections in December.

Changes by the Government to GCSE examinations will mean the Current Year 10 will be the first year who will do terminal examinations. These students also have to stay in education or employment training until they are 18 years of

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age.

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MinID	Subject	Notes
762	Ofsted	<p>Raising Achievement Plan (RAP).</p> <p>A revised RAP was issued to Governors. The plan includes issues that have been highlighted from the previous Ofsted report. The RAP uses a traffic light (red, amber, green) system to indicate how each objective is progressing.</p> <p>stated as The Meadows had a 'satisfactory' rating at the last Ofsted Inspection and it is possible the school will be inspected in the summer term.</p> <p>Governors were asked to take the RAP away and read through it.</p> <p>Governor Ofsted Briefing</p> <p>Information tabled by on the strategies put in place to help increase attainment. (copy of briefing available from Clerk)</p> <p>Intervention</p> <p>Students on the English intervention programme get a copy of 'I' Newspaper. These students are allocated time every fortnight to read the paper which will hopefully increase their English skills and expose them to stories/articles they may not have seen before.</p> <p>A programme of 'mental' maths will be rolled out to Form Tutors in the next few weeks. Maths staff have reported students do not see the 'links' between numbers and the mental maths tests, which will include times tables and division, will help students to increase their level of knowledge.</p> <p>Maths also now has a dedicated ICT suite to support students who are taking part in the intervention strategies.</p> <p>Homophobic Bullying</p> <p>This has never been an issue at the school but a poster and support programme to increase a positive attitude to gay people has been implemented.</p> <p>Literacy</p> <p>Sihota, the local Londis Store Manager, has nominated the school to receive funding from the charity 'Making A</p>

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Difference Locally' to fund the purchase of ten Kindles for the school. At the moment students who are part of the Book Blog group are using them. Eventually the Kindles will be available in the Learning Resources Centre.

ACTION: Letter of thanks to be sent to

763 Exclusions

Governors were presented with information regarding the number of permanent and fixed-term exclusions in the 2011-12 academic year and from September 2012.

2011 - 2012 Academic


Fixed-Term: 22

Permanent: 1

Year 2012 - 2013

Fixed-Term: 6

Permanent: 1 (pending)


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MinID	Subject	Notes
764	Budget	<p>Finance</p> <p>The school have just moved over to the SAP system for the financial administration. The school are three weeks in to using the system and have had a week of intensive training and support from Derbyshire County Council (DCC). DCC are using The Meadows as a pilot school for the new system before rolling it to other schools in the County. There have been some teething problems and the system is not as 'user friendly' as the previous software.</p> <p>Budget Monitoring</p> <p>The school is half way through the financial year and are currently looking at a carry forward figure of £100k for the 2013-14 financial year. However, DCC have notified the school there maybe a potential deficit of £94k for the 2014-15 financial year.</p> <p>The school make savings wherever possible but 94% of the school budget is allocated for salaries which does not leave a lot of surplus cash to run and maintain the school. There are one or two colleagues who have indicated their intention to retire in the near future which will help with the situation. Although these staff have to be replaced the salary for a new member of staff (NQT etc) will be considerable less than someone who has been in the role for the last 20 plus years. It was noted that any redundancies or retirements will only lead to a 7/12 saving in the first financial year as staff usually retire or are made redundant on 31 August.</p> <p>Falling rolls have contributed to the above situation but the school have managed this problem effectively for the last 10 years. LA noted the school is getting more interest from feeder schools such as Christ Church, Abercrombie and Dunston which could potentially be very helpful.</p>
765	Private School Fund	<p>Private School Fund</p> <p>As there was no Chair or Vice-Chair present at the meeting it was agreed to resubmit the accounts for approval at the next meeting.</p>

MinID	Subject	Notes
766	Audit Report	<p>Audit</p> <p>The school have been subject to a financial audit visit that took place on Tuesday 18 September. The report detailing the Audit Team's recommendation has been received today and will be discussed at the December meeting. reported there have been some minor issues which the Governing Body will need to address.</p>
767	Resignations	<p>ICT Systems Assistant resigned as of 10-08-12</p> <p>HLTA resigned as of 31-08-12</p> <p>Curriculum Support Assistant resigned as of 05-10-12</p> <p>English Teacher resigned as of 31-08-12</p>
768	Appointments	<p>English GTP from 01-09-12</p> <p>, Maths GTP from 01-09-12</p> <p>PE GTP from 01-09-12</p>

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MinID	Subject	Notes
770	Vacancies	Supporting Teaching & Learning through ICT, 10 hours - 39 weeks, scale 4



In view of this it is proposed to employ a person on a supply basis through an agency, a company that provides a callout package or on a part-time contract.

Governors agreed a company that offer a callout package would be the best way to proceed as this would give the school the most flexibility and offer value for money as you may not need the support all the time.

has details of a Chesterfield based ICT company that maybe able to help.

ACTION: to forward details to for further investigation.

771 Contract Changes CSW wishes to reduce her contracted days from 4 to 3 days with effect from Monday 5 November 2012

MinID	Subject	Notes
772	Other Issues	<p>[REDACTED] has achieved her performance targets and will go up to U1 from 01-09-12</p> <p>[REDACTED] and [REDACTED] have achieved their performance targets and will go up to U2 from 1 September 2012</p>

Return to Work Interviews

One of the recommendations from the recent Audit report is to introduce Return to Work Interviews for all staff that have been off sick. A template/questionnaire is being drawn up for the meetings. In some schools the Return to Work Interviews has dramatically helped to reduce absences.

773 Staffing Structure Support Staff Restructuring

Derbyshire County Council are implementing a programme of 'single status' for all school based support staff. In effect staff with the same job in one school will be paid on the same grade as someone doing the same job in another school. There are concerns that even if staff have the same job title this does not necessarily mean they will do the same job as someone in another school as each school is individual with differing needs.

A panel of Governors is needed to help 'slot' support staff jobs in to the new framework. Staff will then be informed of their salaries by April 2013. Staff whose job is downgraded will have their pay protected for the next two years. GMB will be coming to school tomorrow to meet with staff to discuss the process in more detail.

Support staff job descriptions will be re-issued to staff for them to update.

ACTION: E-mail Governors regarding taking part in the slotting process.

MinID	Subject	Notes
774	Health & Safety	<p>As part of the forthcoming Year 11 work experience programme [redacted] has been undertaking audits on student placements. [redacted], Head of DCC Health and Safety, is now backing all schools who are undertaking their own placement audits. The school are covered on the insurance to undertake the checks.</p> <p>[redacted] has passed a quality assurance exercise placement audit she attended with a DCC representative.</p> <p>All but one of the proposed work experience placements has passed the audit.</p>
775	Correspondence	<p>Letter from [redacted] V Jag [redacted] requesting to not work on the last day of the October term in order to go on holiday.</p> <p>Governors agreed not grant [redacted] request. Governors were also made aware that [redacted] had previously been in Whitby on holiday but informed the school she could not attend work due to sickness. For the earlier incident [redacted] was issued with a Final Written Warning.</p> <p>Request from [redacted] and [redacted] to run the following trips for the 2013 activity days: Disneyland and Paris Harry Potter Studio Tour in London</p> <p>Agreed by Governors.</p> <p>School Food Plan</p> <p>Representatives from the School Food Plan team will be visiting The Meadows on 12 November to meet with students, staff and the Catering Manager. The School Food Plan is a Government initiative to ensure that all students are offered healthy nutritional food.</p>

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776 AOB

raised the issue about a garage site on Compass Crescent that is currently in a bad state of repair. is campaigning to get this site demolished and put in appropriate barriers until this work is carried out. However, as the site is private property Chesterfield Council are not willing to take responsibility for this.

It has also been reported students were using the garages during July, although this now does not appear to be a problem.

777 Dates of Future Meetings

Tuesday 11 December 6 pm.

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The Meadows Community School

Governor Meeting - Agenda

Date 11 December 2012

Start Time 18:00

Meeting Type

Item No.	Time	Agenda Item	Detail
1		Welcome & Apologies	
2		Election of Chair & Vice-Chair	
3		Declaration of Interest	
4		Minutes of Previous Meeting	
5		Exclusion Report	
6		Curriculum	Raising Achievement Meeting - Response Governors Target Setting & Challenge
7		Ofsted	Ofsted Briefing
8		Finance	Budget Monitoring Private School Fund Audit Items to be written off
9		Personnel	Personnel Update Sheet Single Status Network Support Contract
10		Policies	Equality Policy Amendments & Equalities Objective Appraisal Policy
11		Health & Safety	
12		Correspondence	
13		Date of Next Meeting	

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Start Time: 18:00

End Time:

Meeting Type:

Present: Audrey Ward	Staff Governor	
Barry Bingham	LEA Governor	
Brenda Cartwright	Associate Member	
David Wilders	Parent Governor	Vice Chair
Lynn Asquith	Staff Governor	
Paula Elliott	Parent Governor	
Roger Kench	Staff Governor	
Rosemary Elaine Frost	Community Governor	Chair

MinID	Subject	Notes
778	Apologies	S Ward A Dukelow

MinID	Subject	Notes
779	Nomination of Chair & Vice Chair	<p>Only one nomination from [redacted] for the post of Chair was received by the Clerk. The governors unanimously supported [redacted] nomination and she was duly elected.</p> <p>The term of office for the post is one year and will, therefore, expire on 10 December 2012.</p> <p>As there had been no nominations for the post of Vice-Chair it was agreed to complete the self-nomination process again for this post. The Vice-Chair post will be an agenda item on the February 5 agenda.</p> <p>ACTION: Clerk to circulate information for the election of Vice-Chair.</p>
780	Declaration of Interest	None.
781	Matters Arising from Previous Minutes	<p>760 - A thank you card and gift has been sent to [redacted] in recognition for his years of service to The Meadows Governing Body.</p> <p>762 - The mental maths programme is now up and running with all students in school and is working well.</p> <p>773 - Staffing Structure</p> <p>Only [redacted] has expressed an interest in being involved in the slotting process for the implementation of single status at the school.</p> <p>It was agreed as Derbyshire County Council have not supplied any information regarding dates, time or location for the Governing training it would be difficult for Governors to commit. If the training would be inconvenient for Governors [redacted] suggested they could request DCC came to the school to offer it at a mutually convenient time. Further details will be e-mailed to Governors when available from DCC.</p> <p>Minutes agreed as a true record.</p>

MinID	Subject	Notes
782	Exclusions	<p data-bbox="501 181 1315 286">Information distributed to Governors on the number of exclusions in the school since the start of the 2012-13 academic year.</p> <p data-bbox="501 327 1382 465">Since reporting to Governors in October the school have had an additional three fixed-term exclusions and one permanent exclusion. The total number of exclusions since the start of the 2012-13 academic year are:</p> <p data-bbox="501 506 711 537">Fixed-Term: 9</p> <p data-bbox="501 544 703 575">Permanent: 2</p>

MinID	Subject	Notes
783		<p>Raising Achievement Meeting - Response</p> <p>distributed the Governor Ofsted Briefing sheet. (copy available from Clerk)</p> <p>It was proposed to review and restructure the guidance and support on offer from the school. This would be achieved by changing the role of the current Year Co-ordinators. At present the Year Co-ordinators are responsible for specific year groups, however, it is proposed that rather than be responsible for a year group these staff are have a specific focus across all year groups. This approach would hopefully give the chance for more proactive relationships to be built up with students' families and provide continuity with students.</p> <p>As the school has less students the Year Co-ordinator role has not been reviewed. Each Year Co-ordinator has their own set of skills and with these skills pooled in a team this approach should work really well. As an alternative to this the idea of having staff responsible for each Key Stage has been discussed but this would still leave staff having to forge new relationships with students when they move from KS3 to KS4.</p> <p>In terms of staff absence it would also be easier for these staff to cover each others role.</p> <p>and stated this would not be creating new posts and not cost the school any more money but would require a small adjustment to the current job descriptions. At the moment this idea has only been discussed at SLT meetings.</p> <p>Agreed by Governors - and to report back to SLT.</p> <p>Governors Target Setting & Challenge</p> <p>informed Governor s that SLT have reviewed last year's performance data and want to prioritise KS2 Level 5 students to help them achieve a B grade. The floor target for students achieving 5 A*-C including English and Maths in 2013 is 45%.</p> <p>Members of SLT have discussed an increase in attainment levels of 10% when reviewing last year's performance and it was highlighted that some students should be achieving B grades. Some students will be re-taking Maths Module 1 to boost their results from a C to B.</p>

The Governors agreed that a 5 - 7 % increase would still provide a challenge for the school whilst still be a reasonable target for an increase in students' attainment.

784 Ofsted

Ofsted Briefing


read through the Briefing document that was distributed to Governors (copy available from Clerk).

The Briefing covered the following five areas:

INSET Day Training – The training day which was held yesterday focused on sharing good practice in school. Some departments delivered presentations to staff on examples of good practice, other departments will deliver presentations on the March INSET day.

In addition to this all staff also had training on the key issues for Safeguarding.

Training Senior and Middle Managers - In addition to the proposed restructuring of student guidance and support a number of other teaching staff have undertaken Ofsted Judgement Training which has been very useful.






Intervention -  will be leaving the school at the end of January. A replacement teacher has been found through a recruitment agency and will be starting in February. The English intervention which will be put in place is aimed to give Year 11 and KS3 students help to boost their attainment levels.

Maths - currently using a Maths graduate to help target students and increase progress.

Targets - As per the Governors earlier agreement of a 5 - 7% target increase.

Review of Staff Performance - This is still on-going and any issues arising from this will be dealt with.

MinID	Subject	Notes
785	Budget	<p>The budget is on target. 8 months of salaries have now been taken out of the budget and there is still just over £1 million to take the school until April. There is some additional funding to be received.</p> <p>There is a member of teaching staff on long-term sickness at the moment which has led to an overspend on the salaries budget of £42,923.65.</p> <p>Staff are still getting used to the new SAP system but as the system is 'live' it will update budget balances instantly which has proved to be helpful.</p> <p>At the moment there may be a carry forward figure of around £100K.</p> <p>From April 2013 there will be large cuts to SEN funding which will have an impact on the school. The changes in funding will mean that for students who are allocated 15 hours of TA support the costs for the first 9 ½ hours of this support will have to be met by the school. If a student who is eligible for TA support joins the school from another Local Authority the school must then invoice that Authority to pay for the support.</p> <p>Also from April 2013 all CRB checks have to be paid for by the school.</p>
786	Private School Fund	<p>The Private School Fund (PSF) accounts that were presented at the October meeting were resubmitted to Governors for inspection and approval.</p> <p>The PSF accounts for the year ending 31 August 2012 have been audited by Mitchells Chartered Accountants.</p> <p>Agreed by Governors to validate the annual audit and signed by Chair of Governors.</p>

MinID	Subject	Notes
787	Inventory of Items to be Written Off	<p>A list of items to be written off were presented to Governors. (Copy available from Clerk).</p> <p>The majority of the items were old equipment from the Music department such as tape decks.</p> <p>No objections received from Governors and all items agreed to be written off.</p>
788	Audit Report	<p> circulated a summary document based on the findings of the DCC Audit Team visit on 18 September 2012. (Copy of the document to be appended to the minutes).</p> <p>There has been an issue around the publishing of the school's Private School Fund account. The Audit Team have advised that this information should be available for parents to view and should be uploaded on to the school website. At the moment the account is audited on an annual basis and then presented to Governors. At present there is a total of around £30k sat in the account which the school use to assist provide extra support for some students and also to subsidise school trips. Governors need to decide if this information should be published as directed by the Audit Team or to keep the accounts more private.</p> <p>Governors agreed that the process for the running of the account was transparent and the school should not publish this information on the website. It is felt if the information was readily available for the general public some parents etc. may not want to make voluntary contribute towards trips which could result in learning outside the classroom not taking place.</p> <p>ACTION:  to inform the Audit Team of the Governors decision.</p>
789	Resignations	<p> English teacher with effect from 31-12-2012</p> <p> Cleaner with effect from 06-01-2013</p> <p> Cleaner with effect from 31-10-2012</p>

MinID	Subject	Notes
790	Appointments	<p>Relief - [REDACTED] Maths Intervention, 32.5 hrs x 39 weeks</p> <p>Relief - [REDACTED] Cleaner, 15 hrs X 39 weeks</p> <p>Relief - Vacancy - English Intervention (replacing [REDACTED])</p> <p>Relief - [REDACTED] Supporting Teaching & Learning through ICT, 10 hrs, 39 weeks, scale 4, until summer 2013</p>
791	Vacancies	<p>Relief Cleaner</p> <p>Relief Mid-day Supervisor</p>
792	Contract Changes	English TA - Propose to use [REDACTED] on return to work SSCO secondments come to an end 31-08-2013
793	Long Term Sickness	<p>[REDACTED] after surgery, hoping to return in February on a phased return</p> <p>[REDACTED] at Step 4 of the [REDACTED] hoping to return on 7 January on a phased return over 4 weeks.</p>

MinID	Subject	Notes
794	Other Issues	IT Infrastructure Support Proposal
		<p>[REDACTED]</p> <p>[REDACTED] is needed in the IT department for the maintenance of the school's network.</p>

The proposed contract is with a local company who will provide on-site response 24/7 within an hour of callout. The company was recommended by [REDACTED] Community Governor, and is run by an ex-student of The Meadows.

The cost of the signing up to this service is very reasonable in comparison to employing a full/part-time member of staff.

Governor agreed to sign the contract which is for a 12 month period. The contract will be sent to DCC legal department for checking.

Single Status

Two members of Meadows staff have completed job evaluation forms to help with DCC's job evaluation process. A total of 220 jobs throughout the County will have been evaluated to help set-up the job and pay structure for single status. By January 2014 the evaluation should be complete and implemented in schools. As mentioned in the previous meeting there is still lots of training to undertake in order to do the 'slotting in' process.

There has been concern the process has not got anyone on the panel who has experience of working in a school setting and know what schools do on a daily basis. It was suggested that school Business Managers help with the process.

The new pay scales should be available by September 2013. DCC have ring fenced £5.4 million to pay for potential staff upgrades. All staff are eligible to appeal the results of their pay evaluation.

MinID	Subject	Notes
795	Policies and Procedures	<p>Equality Policy Amendments & Equalities Objective</p> <p>As part of the Government's Equality Duty all public bodies must publish an equality objective. It has been proposed by SLT the objective for The Meadows should be:</p> <p>'Deaf and hearing impaired students will achieve three levels of progress in the majority of their subjects'</p> <p>This school can have as many objectives as it feels are necessary with other objectives to be published every four years.</p> <p>Governors agreed with the recommendation for the school's equality objective.</p> <p>Safeguarding & SEN</p> <p>The Safeguarding and SEN policy has been reviewed and will be distributed for the next meeting with a view to adopting it.</p> <p>Appraisal Policy</p> <p>The reviewed staff Appraisal Policy was e-mailed to Governors prior to the December meeting. No comments have been received by the Clerk regarding any amendments.</p> <p>Governors agreed to adopt the revised policy.</p>
796	Health & Safety	<p>has undertaken visits to local employers to complete risk assessments in order for them to participate in the school's work experience programme. Some students have not been able to go on work experience as they have not returned their signed risk assessments meaning the school would not be covered by insurance. These students may have the opportunity to attend a placement in February half-term or after the exams.</p>
797	Dates of Future Meetings	<p>Tuesday 5 February 2013 at 6 pm.</p>