

# The Meadows Community School Governor Meeting - Agenda

**Date** 16 July 2013

**Start Time** 18:00

**Meeting Type**

Item No.	Time	Agenda Item	Detail
1		Welcome & Apologies ✓	
2		Declaration of Interest ✓	
3		Minutes of Previous Meeting ✓	
4		Headteacher's Report	
5		Finance	Budget Update
6		Curriculum ✓	Changes to Curriculum ✓ Changes to Pupil Premium Spending ✓
7		Personnel ✓	Personnel Update Sheet
8		Policies ✓	Recruitment & Selection
9		Health & Safety ✓	
10		Items to be written off ✓	
11		Correspondence ✓	
12		Date of next meeting	

*RJR*  
*16/7/13*

# The Meadows Community School

## Governor Meeting - Minutes

Date: 16 July 2013  
Start Time: 18:00  
End Time:  
Meeting Type:

<b>Present:</b> Audrey Ward	Staff Governor
Barry Bingham	LEA Governor
Brenda Cartwright	Associate Member
Carl Langley	Community Governor
Roger Kench	Staff Governor
Lynn Asquith	Staff Governor
Paula Elliott	Parent Governor
Rosemary Elaine Frost	Community Governor
Ruth Bird	LEA Governor

MinID	Subject	Notes
866	Apologies	Andy Dukelow David Wilders
867	Governor Vacancies	EF welcomed Carl Langley (CL) to the meeting. CL was elected as a Community Governor following a referral from SGOSS.  A round of introductions took place.
868	Declaration of Interest	None.

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17/9/13

MinID	Subject	Notes
869	Matters Arising from Previous Minutes	861 - [redacted] is going to be the new Curriculum Leader of Technology.  Minutes agreed as a true record.

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MinID	Subject	Notes
870	Headteacher Report	<p>A general discussion took place regarding the promotion of the forthcoming Open Evening on 16 September 2013 and using this as an opportunity to highlight the change in leadership.</p> <p>AW has spoken to Nigel Kingham, Co-ordinator of Teaching and Learning, regarding producing an advert for the event and sending this to feeder primaries before the start of the school holidays.</p> <p>Governors also agreed to put an advert on the radio a week before Open Evening to help publicise the event.</p> <p>LA read through the Headteacher's report - copy available from Clerk.</p> <p>PE asked for clarity on what the definition of a 'racist incident' is.</p> <p>LA reported that this is an incident of such a racist nature that it requires the school to make a formal recording of the incident. Stella Ward usually deals with all of these incidents.</p> <p>Data</p> <p>RK reported the schools 5 A - C including English and Maths, this is what the government use to show a school's performance, is predicted to increase from last year's result of 48% to 50%. This is not a huge jump but it will be a seventh consecutive year of an increase. In maths the 3 levels of progress is expected to be around 54% which is still below the national average of 68%. The English department got 58% last year and are on target to get 61% with the national average being 67%.</p> <p>Four levels of progress is not as promising but the school have targeted English and maths this year and only have a certain amount of resources available. The school will also be judged on the 3LP data.</p>

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There has been some modifications to the curriculum governors agreed to deliver earlier in the year.

RK reported back on developments within the school's curriculum.

At the last meeting there was a discussion about how the school could improve intervention for KS3 students. However, after discussing this with Julie Bloor (JB) and Tracey Burnside (TB) it has been decided not to have specific maths and English intervention in Year 10. As a result of this the timetable was started again and all students in Year 9 have been re-interviewed again and produced a new set of options. Following this a new curriculum plan for Year 10 and 11 has been produced for 2013-14 academic year.

One option choice has been removed so there is not the intervention and increased the amount of teaching the options get to five periods in Year 10. Because Science has the three subject areas, physics, chemistry and biology, students will have nine exams at the end of Year 11. The Curriculum Leader of Science requested to have more time they now have 12 periods in Year 11.

Year 7 KS3 students who have level 3 English at KS2 have had specific intervention and this has been very positive and we are trying to continue this intervention for the groups who need to be able to read. The problem with intervention is that you have to withdraw them from other areas. To minimise the English sets will now be the same for MFL, Humanities and IT. This means if extra intervention lessons are given it will be the English group that comes out and students will not be taken from a mixture of other lessons.

Set 1 students, who will be targeted for the baccalaureate, will be given an extra lesson of MFL from 6 to 7 and English will go from 7 to 8 for that group. For the other Sets we will reduce the amount of MFL and increase English lessons. This will target those students who are more able and looking to achieve the baccalaureate.

Draft timetables were issued to staff on Friday 10 July to Curriculum Leaders.

RK asked governors if they had any questions.

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LA stated that the consequence of the changes in the curriculum is a change in the way the Pupil Premium is spent.

ACTION: BC to look at how Pupil Premium is spent for the 2013 - 2014 academic year.

RK reported that the school will have five maternity leaves:  
[redacted] Head of History - currently on leave and returning in April.

[redacted] Head of Religious Studies - commencing leave at the start of September.

[redacted] Teacher of Art - starting maternity leave in December.

[redacted] Assistant Curriculum Leader of English - starting maternity leave in December.

[redacted] Assistant Curriculum Leader of ICT - starting maternity leave in December.

As the school are trying to save money SLT have looked at how staff can be used more effectively. Following the appointments of M Green, English, and D Peters, Maths, there is an extra 80 periods of teaching time and there has been some slack in other areas. A proposal is not to teach RS in KS3 for the duration of [redacted] maternity leave which will save the cost of cover and we will be able to cover KS4 students internally. This will save us a considerable amount of money and there has also been problems recruiting a suitable person for the post. As an ex-Head of Humanities RK has offered to help cover the RS post and will take charge of the GCSE students.

The intention is also to cover [redacted] maternity leave internally. The timetable has been built to give some spare capacity to [redacted] who will then be able to teach some of [redacted] lessons when she goes on maternity leave.

Governors thanked RK for taking on extra roles and asked him to notify them if there was any problems with his increased workload.

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**MinID Subject****Notes**

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**872 Finance**

BC reported back on Finance.

On the back of the maternity leaves the carry forward figure has been underestimated by £4k. The Government allocate £7k for maternity leave. However, as the Government allocate the £7k irrespective of the number of maternity leaves the school will be at a loss this year.

The school are 13 weeks in to the new budget and everything is on target. At the moment there has been a spend of £14k in sick pay as a result of a long term sickness. Other than this the budget is on target in terms of income and expenditure and saving are being made where appropriate.

The school have been allocated £14k this year to spend on capital projects, such as buildings, of Devolved Formula Capital funding.

**873 Appointments**

[redacted] Teacher of PE appointed from 01-09-13  
[redacted] Curriculum Co-ordinator of PE appointed from 01-09-13  
[redacted] Teacher of English (fixed term - 1 year) appointed from 01-09-13  
[redacted] Teacher of Mathematics (fixed term -1 year) appointed from 01-09-13.

**874 Vacancies**

2 x Relief Cleaners required for 15 hrs / 10 hrs per week - proposed to wait to fill these posts until later in the year.

Agreed by Governors

2 x Cover Supervisors - advert approved by E Frost on 05-07-13

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✓



MinID	Subject	Notes
875	Contract Changes	<p>[REDACTED] has requested to increase from 0.8 to 0.9 FTE from 01-09-13 and for Governors to consider a change in job role from Curriculum Co-ordinator on TLR 1.1 to Head of Geography on TLR 2.1.</p> <p>RK noted the proposed variation in contract to 0.9 would result in [REDACTED] being 4 periods light and he would have to do four periods of cover per fortnight. As [REDACTED] will lose his Curriculum Leader allowance the school will make a slight financial saving if he was to change roles. There is also the consideration two out of the three members of the Humanities Team will be on maternity leave and the Curriculum Leader post is still required someone will have to take on this work if [REDACTED] changes his post to Head of Geography.</p> <p>RK stated that he could create a timetable of 0.8 for the Head of Geography post.</p> <p>The Governors agreed to offer [REDACTED] a compromise of 0.8 as Head of Geography but this would be a permanent variation to contract and will not be reviewed. If [REDACTED] does not accept this he will stay on his current contract of 0.8 as Curriculum Leader.</p>
876	Maternity / Paternity Leave	<p>[REDACTED] has requested to start her maternity leave on 05-09-13 and 06-09-13 as previously stated. [REDACTED] is hoping to return to school in May 2014.</p> <p>Agreed by Governors.</p>
877	[REDACTED]	<p>[REDACTED] Science. [REDACTED] was made redundant following the staffing review earlier this year and will finish on 31-08-13</p> <p>[REDACTED] Teaching Assistant, will finish her employment on 25-07-13</p>

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MinID Subject

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878 Other Issues

requested full-time redundancy following a reduction in hours after the staffing review. has been appointed to on a 1 year fixed-term contract to teach maths.

Curriculum Support for the Arts and Technology - BC has built in a full-time post in the budget which will provide support for both of these areas.

are temporary until 31-08-13 and it is proposed to extend their contracts until 31-01-14.

Governors agreed to extend their contracts - salaries have been put in the budget for the entire year but this gives TB and JB the option of deciding whether or not to continue these posts. The finish date of 31-01-14 will be three weeks short of one years continuous employment.

has achieved her performance management and will go to U1 on 01-09-13.

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MinID	Subject	Notes
879	Policies and Procedures	<p>Recruitment Policy</p> <p>EF reported that a member of the Governing Body is always part of the recruitment and selection process for vacancies at the school. Governors mainly contribute by sitting on interview panels at the school and EF felt being part of the panel ensured interviews are as fair as possible and brings in an outside perspective on candidates. However, this is not part of the Recruitment Policy that governors attend interviews and EF would like this to be included in the policy and wanted the opinions of other governors.</p> <p>RK agreed with the proposal and has valued the input of governors during interviews.</p> <p>LA agreed with RK and saw the input of governors as a neutral third party and when internal interviews take place it helps to monitor the process. If you only have two people on the panel and have to declare an interest as you may have a connection with a candidate this only leaves one person taking the interview.</p> <p>All governors agreed they should sit on interview panels and the Recruitment Policy should be amended to include this.</p>
880	Health & Safety	<p>Work needs to be carried out on the Sports Hall due to a building defect and all the internal panels are not fire proof and they should be. DCC will be paying for this work, around £30k, and this should be completed by the start of term in September.</p>



MinID	Subject	Notes
881	Inventory of Items to be Written Off	There is a large laser that has been in school for many years and this has been replaced by the school by a smaller more efficient version. The intention was to dispose of this item but the school would have to pay for a skip.

[REDACTED] Head of Technology, was going to buy some parts from EBay that are actually in the machine and he asked if he could buy it. [REDACTED] has offered to pay £20 for the item and also dispose of it too.

Governors agreed for [REDACTED] to buy the equipment. [REDACTED] will need to be issued with a receipt stating that he will dispose of the item in an environmental and legal way.

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MinID	Subject	Notes
882	Correspondence	Letter from [REDACTED] regarding being stopped a day's pay for 25 March 2013 as she could not attend work due to severe weather.

Governors discussed the other occasions when pay has been stopped for similar circumstances. The school's policy regarding bad weather is that staff should make every effort to come to work and staff that arrive late due to travel disruption will get paid as normal.

Governors also agreed that the bad weather had cleared by mid-morning on 25 March and Mrs Bardsley could have explored other forms of transport to get to work if coming by car was not an option.

Agreed by Governors not to pay.

[REDACTED] unpaid leave of absence request to attend the wedding of her cousin in Malta on Monday 2 and Tuesday 3 June.


Governors were concerned that by allowing [REDACTED] to attend it would be set a precedent for other members of staff, it was also noted that the wedding is not for a direct family member.

LA stated that unpaid leave of absence for attending weddings has been granted in the past.

PE felt that as it was unpaid, with plenty of notice and meaningful work will be set that the request is reasonable and will not set a precedent.

RB stated that as the school will be sending a letter to parents informing them that holidays in term time will be unauthorised and penalty notices issued and this may put the school in an awkward position if the request is granted. However, RB felt staff should be treated separately to students and the only concern is around the timing of the wedding and the impact this may have on GCSEs.

RK stated that Year 11 will be on study from the May holiday and appropriate work will have already been set.

RB noted that if the Year 11 students had not taken their History exam that they would be able to come in and do last minute preparation work with [REDACTED] on these two days. 



Governors were split on the decision regarding authorising [redacted] request and decided to refer this to Tracey Burnside and Julie Bloor for their input.

ACTION: EF to ask TB and JB about this issue at a meeting later this week.

Request for [redacted] to do supply cover for the next academic year.

Agreed by Governors.

Request by [redacted] to complete her 100 hours school based experience for her PGCE placement. RK stated that the school have already got a programme in place and will be taking students from Sheffield University in the following subjects; English, MFL, IT, Physics.

Governors agreed that as a programme was running in the school with another university that it would not be practical to offer a placement.

Request by [redacted] to be considered for Cover Supervisor work when he will not be working on timetable.

LA noted the things to consider are [redacted] is on a programme of support at the moment which will probably move to formal support in September which means care would have to be taken when allocating him groups for cover work. However, under the voluntary reduction in hours the school have to give him the opportunity to work.

Governors agreed to place [redacted] on the list.

Request by [redacted] to undertake work experience at the school for one week.

Agreed by Governors.

#### Student Holidays

Tracey Burnside has given permission to grant leave for students for anyone who can prove they already have a holiday booked for the next academic year. However, there is one family who want to go to Australia from 23 September to 21 October to see close family in term time. Work has been requested by the family to avoid their son

falling behind. The application was submitted to school on the 5 March and AW has contacted the family and advised that a maximum of 10 days is usually granted and anything over this is recorded as unauthorised. This would mean the family would be issued with a penalty notice for the other two weeks.

The penalty is £60 per child per week. The local primary schools are already issuing penalty notices and are not granting any authorised absences.

AW stated that TB's recommendation on this issue is to grant 10 days authorised leave and then issue a penalty notice for the two remaining weeks.

Governors agreed to follow TB's recommendation.

883 AOB

PE raised the issue regarding a student joining the Patient Participation Group at Old Whittington Surgery. Currently the group struggle with someone to take notes and the age range of the group is also weighted towards retired people. The Chair of the group suggested contacting students at local schools to see if they would be interested in joining the group. Ideally a student around 15/16 years of age would suit the role best and someone who is a patient at the surgery.

The meetings are held bi-monthly 6 - 7.15 pm on a Monday night.

Agreed to put this out to the Year 11s in September.

Governors agreed this would be a valuable opportunity for a student and something of value to include on their CV.

ACTION: Details to be sent to RK.

884 Next Meeting  
Date

Dates to be sent out at the start of next term.



# The Meadows Community School

## Governor Meeting - Agenda

Date 30 April 2013

Start Time 18:00

Meeting Type

Item No.	Time	Agenda Item	Detail
1		Welcome & Apologies ✓	
2		Declaration of Interest ✓	
3		Minutes of Previous Meeting ✓	
4		2013 - 14 SIP & Whole School Priorities ✓	Discussion on and approval of the 2013 - 14 School Improvement Plan & Whole School Priorities
5		Headteacher's Report ✓	Discussion on format preferred by Governors.
6		Governor Vacancies ✓	Carl Langley - SGOSS
7		Finance ✓	Annex 1 & 2013 - 14 Budget
8		Health & Safety	
9		Personnel	First Committee Appeal ✓ Single Status Update ✓ Dismissal Hearing Update ✓ Personnel Update Sheet ✓ Appointment of Executive & Associate Head ✓
10		Curriculum	Progress update - including feedback from Progress Sub-Committee ✓
11		Governor Training	Finance Training 14 May
12		Correspondence	
13		Date of next meeting	Tuesday 2 July

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20/4/13

# The Meadows Community School Governor Meeting - Minutes

**Date:** 30 April 2013

**Start Time:** 18:00

**End Time:**

**Meeting Type:**

<b>Present:</b> Audrey Ward	Staff 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
Ruth Bird	LEA Governor	

MinID	Subject	Notes
846	Apologies	Barry Bingham Andy Dukelow Stella Ward
847	Declaration of Interest	Governors who were part of the First Committee asked for financial information regarding request for her pension to be enhanced as she has volunteered for early redundancy. At this point all staff Governors will leave so the Governing Body can make the decision on this issue.

This will ensure any decision is impartial.

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MinID	Subject	Notes
848	Matters Arising from Previous Minutes	<p>826 Sub-Committees</p> <p>A Progress Sub-Committee has now been established and met last Tuesday. Feedback will be given later in the meeting.</p> <p>827 Review of Self-Evaluation</p> <p>Clerk has contacted Ruth Agnew and the Self-Evaluation report has been amended.</p> <p>ACTION: Amended report to be e-mail to Governors.</p> <p>808 RAISEonline</p> <p>Governors have been e-mailed with personal login details for the new share point site.</p> <p>RB confirmed she had received the e-mail and was able to login and the information that was available on the site so far looks very good.</p> <p>EF stated she had some difficulties and was unable to register with the details sent to her.</p> <p>ACTION: If any other Governors are having difficulties registering on the share point site please contact the Clerk.</p> <p>Information for all meetings will now be uploaded to this so Governors will be able to access past papers and other useful documents at any time.</p> <p>832 Budget</p> <p>No Governors have contacted BC regarding further information on the 2013-14 budget.</p> <p>844 Headteacher Appointment</p> <p>EF has contacted G Richardson and will update Governors later in the meeting on the recruitment progress for the Headteacher appointment.</p> <p>Minutes agreed as a true record.</p>

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MinID	Subject	Notes
849	Ofsted	<p>2013 - 14 SIP &amp; Whole School Priorities</p> <p>School Improvement Plan</p> <p>Governors discussed the SIP that was issued at the last meeting in March.</p> <p>Following a review by Governors LA will update and add Red, Amber, Green status bringing the SIP up to date and upload this information to the share point site for Governors to look at the next meeting.</p> <p>ACTION: LA to make amendments and upload to the share point site in preparation for the next meeting.</p> <p>As agreed at the last meeting Governors also took away information on the Governor Development Plan for them to review at tonight's meeting.</p> <p>LA stated that Governors needed to agree on actions and any training for each of the objectives listed, timescales, who will be responsible, what the outcome will be, what associated resources are needed for this, how this will be monitored and the status of the objective (using the Red, Amber, Green system).</p> <p>Governors discussed and agreed the following actions for the objectives below:</p> <p>Objective 1 Ensure that the Governing Body takes greater responsibility for driving improvement</p> <p>Establishing a Progress Committee. Identification of Link Governors for linking with English, Maths and Science.</p> <p>RB stated that as she is already the nominated Governor for Safeguarding that she would be happy for another Governor to take over responsibility as Link Governor to maths.</p> <p>PE informed Governors that she was the maths Link Governor at another school and would be happy to take on this role. However, due to working / childcare commitments she would find it difficult to visit the school during the day.</p> <p>LA agreed meetings could try to be arranged for after</p>

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school and that some of this could perhaps be done by e-mail.

It was agreed the outcome would be for the Progress Committee to drive improvement and report back to Governors.

#### Objective 2

Provide training for Governors so they are able to ask probing questions rather than rely on information provided the Headteacher.

Governors have attended strategic briefings provided by Derbyshire County Council all Governors have had copies of the questions it is useful to ask.

It was agreed the outcome would be for Governors to ask more probing questions at meetings which could be monitored by reviewing minutes from meetings.

#### Objective 3

Provide opportunities for Governors to become more familiar with data on student progress from their starting points, rather than just rising trends in attainment.

EF noted Governors are now more familiar with RAISEonline and also the Ofsted Data Dashboard and the new login will provide further opportunities for Governors to check student progress data and reports from the school.

#### Objective 4

Increase Governors' understanding of the quality of teaching in order to drive forward changes that will improve the overall effectiveness of the school.

It was noted that EF and RB have visited the school on a recent INSET day and this was a useful experience.

LA thought it would be a good idea for Governors to have reports on the school observation programmes.

RB stated there was a suggestion that Governors would be able to come in to school and take part in lesson observations if this was in agreement from teaching staff.

Agreed by all Governors that this would be useful to see

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teaching first-hand.

This approach should increase the frequency of Governor visits and the reports on lesson observations will ensure the standard of teaching at the school is communicated regularly.

#### Objective 5

Undertake an external review of governance in order to assess how this aspect of leadership and management may be improved.

Governors have already undertaken a review with Ruth Agnew, National College of School Leadership, at the beginning of March. Recommendations from this report have been acted upon to make the Governing Body more effective.

#### Objective 6

Develop the skills of Governors to challenge school leaders in relation to students' achievement.

Governors agreed the Progress Sub-Committee would enable Governors to gain a more detailed understanding of data and this would help to equip them with the skills to challenge school leaders.

ACTION: LA to amend the Governor Development Plan for the next meeting.

Governors agreed the review for the Vision for Improvement and Strategic Direction of the school would be reviewed at the June Governor meeting.

#### Whole School Priorities

LA read through the Whole School Priorities and noted that some of the aims from the 2012 - 2013 plan may be relevant to carry over to 2013 - 2014.

Governors agreed the following aims for the 2013 - 2014 year.

Enhancing the learning and success culture:

Continuing to raise engagement, aspirations and



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expectations.

Raise examination performance to achieve 3 and 4 levels of progress for as many students as possible.

Promoting the achievement of the English Baccalaureate.

Promoting good behaviour, attendance and punctuality

Encouraging positive attitudes towards learning

Rewarding and celebrating success

Governors agreed to remove 'enhancing parental engagement through ICT' but requested so find out how many parents are accessing the online resources.

**ACTION:** Clerk to gather information for the next meeting.

**Widening the learning community:**

Continuing to raise engagement, aspirations and expectations.

Providing a range of learning opportunities for all the school community.

Strengthening partnerships and links with wider community and the world.

Promoting inclusion, participation, well-being and community cohesion.

Developing the curriculum to reflect sustainable issues and the global dimension.

**Strategic planning for school improvement:**

Enhancing buildings, facilities and resources to improve teaching and learning.

Identify innovative ways of developing resources and systems to meet curriculum changes and delivery styles.

Identifying ways of using time and resources effectively to ensure quality teaching and learning.

**Curriculum Development and Planning:**

Develop the website to provide online resources.

Develop Literacy and Reading skills in all curriculum areas.

Develop and deliver Numeracy skills in all curriculum areas.

Develop strategy and systems for recording homework with access to information from home.

Deliver new Careers Education Advice and Guidance in conjunction with the Local Authority.

Governors agreed to add the evaluation of the school work experience programme to the SIP.

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## Leadership and Management:

Develop new online system for prospectus.  
Implement coaching and mentoring programme.  
Review policy and procedures for lesson observations.  
Develop strategies for Governors to be able to do robust integration of data and progress.

Governors agreed to put a survey out to parents via the online Survey Monkey collection on the priorities.

ACTION: LA to amend for next meeting.



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MinID	Subject	Notes
850	Headteacher Report	<p>As agreed at the last meeting LA produced a Headteacher Report containing information on the following topics:</p> <ul style="list-style-type: none"> <li>Number of students on roll</li> <li>Percentage of Termly Attendance Figures</li> <li>Exclusions</li> <li>Curriculum</li> <li>Sports Activities/Achievements</li> <li>Visitors/Events</li> </ul> <p>The report was distributed to Governors for comment.</p> <p>EF commented the proposed numbers for the Year 7 September intake, 59 students, was very low.</p> <p>LA stated this will be our lowest year and that the numbers will then start to increase in primary schools.</p> <p>RK informed Governors that it will take around six years for the school's numbers to make an increase. Currently at Mary Swanick they have big Year groups in Years 1 to 4.</p> <p>EF asked if one of the reasons for the low numbers was because parents had decided to send their children to Newbold.</p> <p>RK stated that over the past few years the geographical location that students are coming from has changed.</p> <p>Historically all of Walton went to Brookfield, students in Loundsley Green area went to Newbold and many students from Newbold and Dunston came to The Meadows. As numbers have decreased students from Loundsley Green are going to Brookfield and Newbold has attracted more local students which has meant The Meadows is more dependent on local feeder schools such as New Whittington, Mary Swanick and to some extent Cavendish and Christ Church.</p> <p>LA stated the closure of the Newbold Green site and the creation of a new PFI school with a sixth-form in The Meadows catchment area has had an impact on the school. Also the fact students now have to pay for bus fares means that students will not pay the £5 costs per week if they can walk to a school near their home.</p> <p>DW confirmed there is a general decrease in numbers of students going through the primary schools.</p>

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PE informed Governors that she knew some parents from Cavendish who were adamant their children would be going to Newbold, but after visiting The Meadows Open Day decided to send them to here.

EF asked why there had been so many fixed-term exclusions in Years 10 and 11 ( 7 students in Year 10 and 8 students in Year 11)

LA stated by looking at the exclusion pattern for Year 10 that they might be the same students who have been excluded on more than one occasion.

RB asked why the Year 11 fixed-term exclusion data contained no figures?

ACTION: Clerk to check exclusion data for Year 11 and give to CBR.

EF asked what the overall national average was for attendance and how the school compared to this.

LA reported the national average is 93.1% and the school currently have a figure of 93.49% so are just above the average.

RK reported there will be an issue with attendance next year as the Government have decided holidays during school time will no longer be allowed.

AW had received this information yesterday and informed Governors that parents will need to be notified of the new arrangements. The Education Welfare Officer will no longer support the school in putting a 'H' in the register. At the moment the school grant a maximum of 10 days holiday during term time.

If a parent is summonsed for taking their child out of school during term time this will cost £60. Bearing this in mind it will still be more economical for families to take children out of school during term time and pay the fine rather than the premium prices in school holidays.

The new changes will take effect from September.

EF asked if the students who had participated in sports activities on behalf had been given some form of



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recognition for their achievements.

RK stated that all students have had certificates that have been presented in assembly.

Governors agreed they were happy with the format of the report and the information contained on it was useful. It was requested to grid the tables on the report to make it slightly easier to read.

ACTION: CBR to make amendments to the report.

Governors would like to Claire Beresford-Robison for producing the report.

RK informed Governors that as the school are looking to build some intervention in to the timetable for students in Years 7, 8 and 9. One way the school might be able to do this is to link MFL and English. RK is currently investigating an idea to do this and further details will be presented to the June meeting. This will help to boost students' reading attainment levels and help them to access the curriculum.

Agreed by Governors for RK to produce a proposal.

851 Governor  
Vacancies

EF has registered the school with SGOSS (School Governors One Stop Shop) with a view to filling the vacant Community Governor post.

Details for Carl Langley have been sent to EF as a possible person to fill this post.

EF read Mr Langley's letter of application/statement out to Governors. (Copy available from Clerk).

All Governors unanimously agreed to invite Mr Langley to join the Governing Body.

ACTION: EF to write to Mr Langley informing him of the Governors' decision.

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MinID	Subject	Notes
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852 Annex 1

BC reported back on the 2013-2014 budget.

The budget for 2013-2014 is a total of £2,632,809.

Costings have been adjusted on most headings. The carryforward figure from 2012-2013 is £145k but some of the invoices that were processed at the end of March have not been taken out of the 2012-13 budget. This explains the higher than expected carryforward figure and any invoices from the last financial year will be taken out of the £145k.

The funding has changed for SEN (313290). The allocated £46k for SEN will come in to the school on a monthly basis and is 'fragile funding' as when SEN students join or leave throughout the year their associated funding will stop and start at the same time.

ERS funding (313445) is the same kind of funding to the SEN funding.

The £41k for the SEN funding has been put in as a staffing cost to pay for three members of staff. Instead of paying for the first 8 hours of support for a student as originally thought we have to provide an additional 9.5 hours. DCC have put in this protected funding but it will only be for one year.

Pupil Premium (210100) £173k allocation for the 2013-14 year.

As Governors have previously agreed an allowance has been put in the budget for an Assistant Headteacher post so the colleague coming in will be able to make an appointment to the School Leadership Team.

The three apprentices whose contracts run until August 2013 have had an extra allowance put in the budget with a view to keeping them on a full-time until April 2014.

The resignations in the PE and DT departments will result in a saving for the school and this money could be used to fund the additional posts.

For the budget next year there is a potential shortfall of around £700k but the school will also benefit from the full savings on the redundancies that have been made this year which will help to reduce the deficit.

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Following agreement by Governors the Annex 1 will be sent off to DCC by the 7 May deadline.

## 853 Quotations

## Anti-Virus Protection

The school's anti-virus licence is up for renewal at the beginning of June. Robin Needham, Network Manager, has contacted the school's currently supplier Eset for costings.

Information on renewal quotes was distributed to Governors.

The cost for renewing with the required number of licences for a three year period is £7662.06 equating to a cost per year of £2554.02. If the school decided to renew on a one year basis there is a substantial price increase to £3620.61 for the year. The only downside to buying the three contract to obtain the substantial savings offered is that the £7662.06 has to be in a lump sum.

AW asked what happens if there is an influx of students and we require more software licences.

BC confirmed if the school buy the three year package this will cover for an increase in student numbers.

Governors agreed that due to the savings offered the three package should be bought by the school.

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Date:



MinID	Subject	Notes
854	Health & Safety	<p>Audit</p> <p>A copy of the Audit Report was issued to Governors.</p> <p>DCC visited the school on 20 March 2013 to undertake an audit visit. DCC randomly select three schools every year to undertake an audit. The audit visit will not address all health and safety issues in the school but topics/areas are selected at random for assessment.</p> <p>The Auditor was happy with all aspects of health and safety at the school.</p> <p>The only issue identified was the use of an online self-assessment tool for Display Screen Equipment use in the school which is currently not being undertaken.</p>

855 Resignations

Co-ordinator of Design and Technology resigns as of 31-08-13. moved from 5 to 4 days of teaching last year and took on one day as a CDT Technician. will be continuing in his Technician role.

Co-ordinator of Physical Education resigns as of 31-08-13.

856 Appointments

Teacher of Mathematics from 01-09-13

857 Vacancies

Teacher of Physical Educational from 01-09-13 - an advert has been placed on the DCC website and in the job bulletin.

Teacher of English from 01-09-13 (fixed-term for one year) - interviews for this post will take place on Friday 2 May.

Relief Cleaner required for 15 hours per week to replace S Wainwright - there will also be another vacancy for a Cleaner.

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MinID	Subject	Notes
858	Contract Changes	[REDACTED], Curriculum Support Assistant is acting up to cover [REDACTED] A Science Technician from an agency has been brought in to cover [REDACTED] role.

859	Maternity / Paternity Leave	[REDACTED] started maternity leave on 22-04-13
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

MinID	Subject	Notes
861	Other Issues	Retirement of the Co-ordinator of Physical Education

Whilst this post is being replaced cover for this role has been provided by [redacted] whilst [redacted]

RK and LA stated that [redacted] has done a superb job in this role and would have no hesitation in recommending her to secure the job on a permanent basis. If [redacted] secured this job role the school would also make a further saving as they would not replace her Assistant Curriculum Leader in the PE department and this would match up with other departments in school.

The nature of the PE provision has now changed and been brought up-to-date with plenty of activities on offer for students at lunchtimes and after school.

Agreed by Governors to advertise the post internally.

Retirement of the Co-ordinator for Design and Technology

The retirement of the Co-ordinator of Design and Technology will not be a post that will be replaced by a full-time teacher. However, the school do need someone who will co-ordinate the DT department.

The options available for the school are to either looking at combing this role with another department or seeing if a member of the DT department would be interested in doing this.

[redacted]

EF asked if there is another Curriculum Leader in school with experience in the DT field who may be interested in taking on this role.

LA suggested that [redacted] Curriculum Leader for ICT, may have transterable experience and possibly someone in the Arts department.

Another option available to Governors would be to establish Assistant Co-ordinators in Resistant Materials and Food. This would give staff the chance to develop skills for a [redacted]

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period of one year and then look long-term at combining the departments dependant on how this develops.

Governors agreed to keep options open that LA should meet with the existing members of the DT department to judge what their thoughts would be on Assistant Co-ordinator roles and to get possible suggestions on a way forward.

Governors also have sufficient time to make an internal appointment if necessary before the end of the year.

**ACTION:** LA to report back to the July meeting.

#### Curriculum Support for The Arts and Technology

Following redundancies in the Art and Technology areas over the past few years the school do not really have any Curriculum Support allocated to these areas.

At the moment this is split between [REDACTED], who was coming in on a supply basis, and [REDACTED] was doing one day per week for DT.

The school no longer require full-time dedicated posts for DT and Art as one post to cover both areas would be sufficient. This would also make a saving of one post.

During busy times within departments there are other volunteers and supply staff who would be able to come in and help.

Agreed to advertised a full-time post.

#### Science Redundancies

One of the colleagues who was identified for the 0.4 redundancy has expressed an interest in taking full redundancy. If this person takes full redundancy the 0.6 post remaining will not be to fill a science vacancy but make up a shortfall in maths.

This will leave the science department without any surplus teaching periods and a 0.4 post will be needed to support the colleagues in the maths department. This will mean that colleagues from the science department who are helping out in maths will no longer be required to do this and will be able to go back to concentrate on science.

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Governors approved a temporary post for one year to cover provision in the maths department pending a decision from the colleague in science.

RK asked if the school employed a full-time NQT for a year whether this saving made by the redundancy of an experienced full-time colleague would cover these.

BC confirmed the costs for an NQT would be covered by the redundancy in science.

DW commented this would give additional intervention hours to support students' learning in maths.

#### Single Status Update

EF reported back on single status and circulated a report to Governors.

BC and EF attended a meeting at Matlock regarding the implementation of Single Status for school staff. All support staff job roles in schools, TAs, Examination Officers and Caretakers etc will undergo a job description evaluation and regarding process. The purpose of this exercise is to ensure all schools pay staff on an equal basis for similar jobs.

140 jobs have been analysed which have helped to create the new grading structure.

BC has been working on updating job descriptions in school to ensure staff will be given the correct pay grade. Governors will have to meet and decide which category all the support staff in The Meadows will be put in before the September 2013 deadline.

Staff could have an increase or decrease in wages. If wages of a member of staff is subject to a decrease their current rate of pay will be protected for two years, although the Unions are fighting for the same amount of protection given to other employees of DCC which was 3 years.

#### Appointment of Executive and Associate Head

The closing date for both positions was Friday 19 April, there have been two applications for both posts. The Executive Head post has been applied for by the



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Headteacher from Eckington School and the Headteacher from Shirebrook Academy.

For the Associate Head post interest has come from colleagues in Newbold Community School and Tibshelf.

EF has spoken to Gerry Richardson today regarding the recruitment process for these posts. Mr Richardson has suggested that the Executive Head should be appointed first and then they can sit on the panel for the Associate Head.

The panel for the Executive Head post will consist of D Wilders, A Dukelow, G Richardson and a representative from DCC HR. The interviews will take place on 16 May.

EF reported that Mr Richardson would now like to extend the application deadline for the Associate Head position as there are only two colleagues who are interested.

RK asked EF if the Associate Head post was now just for a one year contract.

EF clarified that both the Executive and Associate Head are now just for one year.

RK asked why this had changed from a two year to a one year post.

EF stated that as the school may go down the Academy route in a year's time.

LA also stated that a year's contract was standard in these circumstances.

Resignation of Deputy Head

Staff and Governors left the room whilst this was discussed by other Governors.

[REDACTED]

**Signed:**

[REDACTED]

**Date:**

[REDACTED]



**MinID Subject**

**Notes**

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MinID	Subject	Notes
862		<p>Progress Committee</p> <p>EF tabled a report and notes from the Progress Committee meeting.</p> <p>At the first meeting Governors worked through some aspects of the RAISEonline data and compared how The Meadows compare to the national average. Governors then looked at achievement and following this EF e-mailed RK further questions regarding this data.</p> <p>Looked at the English data for Year 9 to see why 9% of students are only making expected progress. This figure now stands at 18% but this is still not good enough. The school are only on week 29 and have 25% of the year remaining to hit their target. Helen Lewin, Head of English, has looked at this and there are two more assessments to go and this figure will be much improved by the end of the year.</p> <p>LA suggested mid-point assessment data for English, Maths and Science should be included in the next term's subject data if there has been any change. Effectively this would mean data is being collected from these core subjects would be collected 6 times per year instead of 3.</p> <p>Helen Lewin has reported issues in regards to the underachievement for students in Year 8 English are mainly due to the ability profile of the year group. There are real issues with this group. The school are using funding from the Government for children who have got level 3 at KS2 by employing a literacy specialist for three days per week to work with these students.</p>
863	Governor Training	<p>Finance training has been organised to take place on 14 May. The training will last for two hours and help governors to understand further information presented on the budget.</p>

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MinID	Subject	Notes
864	Correspondence	<p>Letter from J Banham regarding the deduction of a day's pay from her salary as a result of non-attendance work on Tuesday 5 February due to snow.</p> <p>LA confirmed that the weather did cause some travel disruption resulting in some colleagues arriving late to work. However, all colleagues from Sheffield and the surrounding areas attended work on 5 February.</p> <p>Governors clarified the school's policy on this issue is that colleagues must attend work even if they are severely late and they will get paid for the day.</p> <p>Agreed by Governors to uphold the school's decision.</p>
865	Next Meeting Date	Tuesday 2 July 6 pm.

**Signed:**

**Date:**