

**Governing Body Meeting**  
**6 - 8 pm 14<sup>th</sup> January 2014**

**AGENDA**

1. Welcome & Apologies ✓
2. Minutes of last meeting ✓
3. Presentation regarding Raise on line and data dashboard followed by questions - JBR ✓
4. Latest tracking information up-date and pupil premium report update - TB ✓
5. Update on the actions taken since the Review of Governance (attached) ✓  
from March 2013 - TB/JBR
6. Allocation of governors to departments - English, Maths, Science, ✓  
Eaun
7. Agree future governing training ✓
8. Code of Conduct for governors ✓
9. Governors handbook ✓
10. New Post Ofsted Action Plan - TB ✓
11. Policies update - TB/JBR ✓
12. AOB ✓

*[Signature]*  
14/1/14

**Governors Meeting  
14 January 2014 6 pm**

**Attendees:**

Elaine Frost	Chair	Audrey Ward
David Wilders	Vice-Chair	Tracey Burnside
Barry Bingham		Julie Bloor
Sarah Swift		
Nuscha France		

**Apologies:**

Ruth Bird  
Jeremy Kay  
Andy Dukelow

**922 1. Matters arising from previous minutes**

The letter from the Governor meeting in July 2013 has been looked at and is a request from [redacted] to work at the school as a Cover Supervisor if this is required. TB clarified that [redacted] did have the opportunity to apply for the Cover Supervisor posts that were advertised in the summer.

Patient Participation Group – Paula Elliott has been contacted regarding a student from the school attending these sessions. The surgery is merging with another surgery in Ashgate and meetings will now take place at either the Ashgate or Whittington site on a bi-monthly basis which would be difficult for students to attend.

Governor Training – AW and SS have completed 45 minute training on Ofsted preparation with JBR.

**ACTION: EF to undertake training on Monday 20 January at 2.45 pm. JK to be contacted to arrange a mutually convenient time for him to attend (Monday or Thursdays)**

Trees – Clerk has spoken to D Pilgrim regarding this issue as it was not clear without a map regarding issues of ownership or location. AW stated there is information in Brenda Cartwright's office the will help with this issue.

**ACTION: TB to follow-up**

Minutes agreed as a true record.

**923 2. Presentation on Raiseonline and Data Dashboard**

JBR had prepared a presentation on data for Governors. The aim of the presentation was to further the Governors' understanding on levels of student progress. A copy of the presentation is available from the Clerk.

The presentation covered the following areas:

**Progress Levels** – all students should all be making expected progress. Students enter secondary school with their Key Stage 2 levels based on SATs in English and maths and historically have lower levels of progress on starting at The Meadows when compared to the national average.

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EF asked if contact should be made with the primary schools to see why entry attainment levels for students in Year 7 are so low.

TB stated that she is meeting with primary heads on Wednesday 15 January to discuss opportunities on how the school can work collaboratively.

JBR informed Governors that Shirebrook Academy collect exercise books from the feeder primary schools in the last half-term before the summer break. This enables staff to look at students' work and make a judgement on what to expect in September.

**Fischer Family Trust** – Charity organisation that collate data on students taking in to account deprivation areas, ethnicity, historical school progress etc. The data is very reliable but is not used to set to targets but can be used to analyse your school against it.

**Government Expectation** – the minimum expectation is that every students should make at least 3/4 levels of progress from KS2 to the end of KS4.

SS asked how this related to the rating system that was in place at the moment.

JBR stated that most schools grade schools using a numeric level and a letter to denote the sub levels within that level. However, The Meadows use a system with a numeric level and also a numeric sub levels e.g.

3C = 3.2

3B = 3.5

3A = 3.8

The only reason for this is so that the data can be manipulated in a spreadsheet and online.

In 2013 nationally 69% of students made 3 Levels of Progress (LOP) and 30% made 4 LOP in English. At The Meadows 42% made 3 LOP and 17% made 4 LOP in English.

**Raiseonline** - JBR circulated information on Raiseonline.

Governors identified the main area for concern for the Year 11 English students that left in the summer was the underachievement of the 4C group making 3LOP. This Raiseonline data shows that only 3% of Meadows students converted the 4C level to a grade C compared to the national average of 48%.

TB stated the more academically gifted students were put in for English Language and Literature and achieved the best results in the school. The English only option had the middle ability students and they did not achieve well due to changes in coursework boundaries.

The Raiseonline data also highlighted that none of the 3C students made expected progress compared to the 23% national figure.

SS noted that even students up to a level 4B are still well below the national average.

AW stated the school have not done English Literature as a core KS4 subject for a few years and historical students would achieve very similar results in English Language and Literature.

TB confirmed that in her previous experience Heads of English have taught both subjects as it does benefit students.

**Target Setting** – All students have aspirational targets set based on English attainment for other subjects such as science and geography etc. Students are encouraged to make two sub-levels of progress each academic year. By tracking students' progress this helps to identify those students who are under or overachieving. The Meadows have a system of data collection points throughout the year to help track students' progress.

**FFT Governor Dashboard** – The document summarised information on Pupil Attainment, Achievement and strengths and weaknesses of the school.

EF enquired why the attendance data displayed in the school showed an overall attendance for some Year 7 Forms of just over 80% as this was well below the school's target.

TB stated the problem with working out attendance data for Forms is that the Forms are set according to the ability of students. Therefore the lower ability Forms always have worse attendance because of the cohort of students it contains. From September this will change with the Year 7 intake with all Forms being mixed ability, this change may also be adopted throughout the school.

Overall at the school there were 113 students that achieved 100% by the Christmas break.

### 924 3. Latest tracking information up-date and Pupil Premium report

TB distributed information on the latest tracking information for Year 11 students.

Information contained in the report showed the following:

46% of students of Year 11 are on target to achieve 5A\*- C EM – TB thinks this is an achievable figure and could be boosted up to around 50%

49% will make 3LOP in English

75% will make 3LOP in maths

At the moment English are being very cautious over the data they are submitting, however, maths are overestimating with their prediction of 75% of students making 3LOP. TB is dealing with this issue and speaking to the maths Curriculum Leader to get this resolved.

The document shows the National Target Transitional Matrices – this is worked out from the students KS2 attainment level when they join the school.

Governors set a target for this year of 5 A\*- C EM at 50%, this is slight increase from the current 46% but it was thought this would be achievable.

TB stated there are around 15 students who failed to achieve in their mock exams as they were entered for the higher paper instead of foundation in maths. When these grades are converted this will help to achieve the 50% 5A\*- C EM.

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As the students who joined the school were not achieving the national average level for attainment on entry it will be difficult for them to achieve the national targets at the end of Year 11 for 3LOP and 4LOP in English and maths. (Information shown below)

3LOP – English 63%

3LOP – Maths 61%

4LOP – English 24%

4LOP – Maths 25%

TB stated the school would aim to achieve the national targets but it was more likely the figures for the 3LOP in English and maths would be in the 40s.

Agreed by Governors to set the 3LP and 4LP as outlined above and in line with the National Target Transitional Matrices.

The maths mock exam results show only 44% of maths students got A\*-C grades with only 34% making 3 LOP. There were a lot of students who were expected to get Cs who got D grades and there were a number of students who did the higher paper and failed to attain a grade.

If all of the Ds from the recent mock are converted to C grades maths will be at 69% A-C.

JBR stated the Head of Maths from Shirebrook Academy, F Booth, is working to support the Head of Maths with his teaching. At the moment the figures from the maths department are in the school's Self-Evaluation Form (SEF) and if Ofsted came in they would not take these figures seriously. It is thought a realistic for 3LOP in maths would be around 60%.

There are issues for English as they no longer having a speaking and listening element to the exam. Also, [redacted] Teacher of English who got excellent lesson observations, is off on maternity leave. Staff have been employed to cover the maternity leave and the sets have been rotated so there is less of an impact on the Year 11 A-C students but this is still going to have an effect on the 3LOP in English.

There are some concerns about the standard of teaching in [redacted] lessons, although a package of support has been put in place to help [redacted] improve.

JBR stated that there are some Year 11 students who have probably not made the academic progress they should have done from Years 7 – 10 because of the teaching. However, the initiatives put in place since September will have an effect but this will not allow the students to catch up on the previous 4 years.

There are a group of students who are going to Shirebrook Academy every fortnight to have some intensive maths sessions in effort to boost results. There will also be revision sessions offered at The Meadows over the February half-term and Easter break and possibly a revision weekend in an effort to further help students' learning.

AW noted that student attendance at some of the after school revision sessions had not been good.

TB stated that the school will be introducing a Prom Passport and students wanting to attend the Prom in at the end of June will need to complete 15 additional support sessions.

ScH  
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SS how much longer this would continue.

TB noted that as mentioned previously a support package has been put in place to increase the quality of teaching. However, if this does not have any impact the school will follow a formal route.

#### **Pupil Premium Year 11**

5A*- C EM	36% vs 37% National Target
3LP English	48% vs 63% National Target
3LP Maths	70% vs 50% National Target
4LP English	7% vs 24% National Target
4LP Maths	9% vs 18% National Target

The maths departments projected grades will be amended by the Curriculum Leader to more accurately reflect the current Year 11 attainment.

The report also contained information on SEND students and Cared For (looked after children).

#### **Pupil Premium Update (PP)**

(Behaviour Support Assistant) is working with PP students, particularly those that have behaviour issues. will be observing students in lessons and working with them in small groups about the impacts of their behaviour.

February Half-Term Revision – Staff have been offered an incentive to come at half-term to run revision sessions with Year 11 students. Staff will be given £50 for either a morning or afternoon revision session. This will be funded using PP money.

#### **925 4. Update of Actions since the Review of Governance**

JBR highlighted sections of the report.

One of the issue was Governors were not providing enough challenge. Presentations and future training, such as the one on data this evening, will hopefully empower Governors to ask more questions and help to drive up attainment.

**Papers not being tabled at meetings** – since September all the papers have been received prior to the meeting. JBR stated that for future meetings the agenda should be set by the Headteacher and Chair and be sent out a week in advance and where possible 2 weeks.

**Raiseonline** – At the moment Governors do not have access to Raiseonline but this can be e-mailed out to Governors. However, the training tonight has highlighted the main areas of Raiseonline data. Information on the school's data collection has been discussed at the meeting and further discussions will take place after each data collection has taken place.

30-01-14

**Work of the Governing Body is only completed through full Governors** – The Governing Body has established two sub-committees with terms of reference that look at Finance and Student Data.

**Quality of teaching** – At the last meeting the Headteacher's report contained an overview of the QA process that had taken place at The Meadows since the start of September. Governors have been involved in the student panels and individual meetings with staff.

JBR stated that Governors should not be involved in the lesson observations as they do not have the appropriate skills to make a judgement on the quality of teaching.

SS asked what TB thought of Government involvement in this process?

TB stated that she has never involved Governors in lesson observations but would be happy to arrange a learning walk for Governors to get a general feel on what teaching is like.

TB stated that there are some work scrutiny sessions taking place with all curriculum areas in school starting on Wednesday 22 January from 3.30 – 5 pm that Governors could be involved in. This will help Governors to understand what is happening in terms of assessment and feedback.

**Governing Body Vacancy** – There is a vacancy for a Parent Governor and Community Governor Post at the moment.

**ACTION: TB to contact the local Reverend who was interested in sitting on the Governing Body as a Community Governor**

Governors in Regularly during the school day – Governors have been involved in the QA process, Headship appointment and also attended the school's Christmas Fair. (£2950 was raised at the Christmas Fair. This money will be used to support the following; Treadmill in the gym, the three girls from 11E who raised a lot of money will be given £15 each towards the cost of a Prom ticket, £500 towards a Quad Bike for the Premises Staff)

## 926 5. Allocation of Governors to Departments

It was agreed for to allocate Governors to the following departments:

English – Elaine Frost  
Maths - David Wilders  
Science – Sarah Swift  
Humanities – Barry Bingham

A programme of work scrutiny will be taking place at the school and Governors linked to these departments will take part in these sessions on the following dates:

English - 29 January  
Maths - 12 February – D Wilders to confirm his availability  
Science - 26 February  
Humanities - 12 March

AW volunteered to be linked to the SEN department.

SGA  
20-01-18



There will be no work scrutiny that takes place for the SEN department but there will be a QA exercise.

All of the work scrutiny sessions will take place from 3.30 to around 5.30 pm.

ACTION: JBR will contact DW, SS and EF regarding potential learning walk dates

## 6. Agree Future Governor Training

JBR suggested running training for Governors on a Saturday morning as it is difficult to run training within a full meeting and it can be problematic to get all Governors together after work.

After some discussion it was agreed that Governors will undertake training later in the year, possibly June. The areas identified for training were Safeguarding and for the Governing Body to complete a self-evaluation to identify any other needs they may have.

TB informed Governors that they might want to work towards the Governor Mark which is a national standard for Governing Bodies in schools. This will also help to identify any training needs and areas the Governors need to work on.

SS stated that she is a new Governor who has been on the Governing Body three months and has received the Code of Conduct. However, there have not been any specific activities with SS and although she has met with Brenda Cartwright and looked round the school.

TB proposed that in the future newly appointed Governors will have to meet with her and have a proper induction.

SS expressed concern that Receptionist, showed her round the building and was quiet negative about the school.

NF also felt that was very young to be undertaking front of house duties.

JBR noted that she was given a tour of the school by student guides which were very good.

ACTION: TB to speak to

## 7. Code of Conduct for Governors / Governors Handbook

The DfE have issued a new Governors' Handbook and also information on school governance roles, procedures and allowances.

JBR distributed the handbooks to Governors.

TB informed Governors the Clerk to Governors at Springwell was a professional Clerk to several Governing Bodies and very knowledgeable about the role. TB suggested it may be worthwhile for Sarah Whittaker to come in school and meet with PR to discuss the Clerk's role.

ACTION: TB to contact S Whittaker

In the new guidance it does state there will be a national licenced training programme for Clerks later this year and all Clerks will have to be licensed.

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Governors were asked to take the documents away and read through them as it contains very useful information.

## 929 8. New Ofsted Action Plan

The review document was distributed to Governors prior to the meeting so they could read through it and see what progress had been made this term.

TB tabled distributed the new Post Ofsted Action Plan at the meeting.

Information on Clerk training will be added to Governor Section of the Action Plan.

Alongside the whole school plan there have been three members of staff that have been appointed to work with SLT as part of a CPD opportunity. The additional staff have all created and are implementing plans that have an impact on the school. The plans are:

- Literacy and setting up of a reading buddy scheme
- ICT infrastructure in school
- Student responsibility – Head Boy / Girl, student receptionists

One role of the student receptionists will be to undertake an hourly toilet check; this idea was thought of by the students, to ensure they are clean. Over the half-term the students toilets are also being decorated and will have appropriate toilet roll holders installed.

## 930 9. Policies Update

Complaints Procedure – TB has a copy of this and will bring this to the next meeting.

Governor Allowances – JBR stated that information on Governor Allowances is contained within the new guidance from the DfE. It was agreed by Governors to adopt this guidance from the DfE which would cover them in respect of Governor Allowances.

Home School Agreement – TB has produced a new version of this and which can be discussed and adopted at the next meeting of the Student Sub-Committee.

Allegations of Abuse Against Staff – TB will find the latest policy from DCC and present this to Governors for the next meeting.

Equalities Objectives – TB to check if there is any information on this on the National Governors and Association website.

Behaviour Policy – This policy has been updated and will be uploaded to the website. The policy can be tabled at the next Student Committee meeting for adoption.

Financial Procedures Policy for Schools that Use SAP – This is a new policy that will be tabled at the next meeting.

**ACTION: Governor Induction Pack to be sent to NF and SS.**

GCJ  
30-0-19

931 10. AOB

Parent Governor – Resignation letter from her post as a Parent Governor due to a change in career.

Request for work experience in the PE department in March 2014 as part of his university course. – Agreed by Governors – TB to pass information on to S Drake.

Trip to Disneyland Paris Tuesday 15 – Thursday 17 July – The trip will run on the activity days and will therefore not have any impact on students missing lessons – Agreed by Governors

Letter from [redacted] regarding [redacted] being bullied - EF had received a phone call from [redacted] regarding some issues [redacted] was facing in school. EF advised [redacted] to write to the Governing Body with her concerns.

TB informed Governors there have been some problems, especially with Year 7 girls, around what is being perceived as bullying but is nothing more than friends falling out.

TB will speak to [redacted] regarding her concerns.

#### **Student Leave of Absence Requests**

Following the guidelines set at the meeting in September the school have not authorised leave of absence requests for students during term time. However,

[redacted]

The request is for one day before the spring bank holiday.

Governors agreed that this fell within the exceptional circumstances set out in September.

[redacted] - Brother's passing out parade in Portsmouth and the family have requested for [redacted] to have a leave of absence on 16 and 17 January.

This has been granted in the past to other families at the school within the academic year.

Agreed by Governors to grant as the family have no control over when the event takes place.

**ACTION: TB to obtain evidence to back-up the family's request**

**ACTION: AW to produce an overview of attendance for the next Student Committee meeting on 11 March**

**Staffing Structure** – JBR requested that an additional meeting of the Finance, Staffing and Premises was scheduled to take place in the next few weeks because of the potential redundancies.

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TB and JBR are meeting with Ian Stonehouse from DCC Human Resources to look at the procedure for making redundancies. At the moment there are only 55 students due to come in for Year 7 with 110 students leaving in Year 11. This will impact on the number of staff required to deliver the curriculum.

Agreed to hold the meeting on Thursday 30 January due to the Options Evening taking place on Thursday 6 February.

**ACTION: Format of Options Evening to be discussed at the next SLT meeting**

**Aspire – SS** asked if there are any plans The Meadows will be joining the other consortium of schools in providing sixth form provision.

TB stated that this option has been thought about but at the current time there is not enough capacity within school to start thinking about this and there are other priorities in school.

TB suggested they might be able to look at a partnership with Dronfield as it is more local and easier for students to travel to.

JBR stated that going forward there may be an opportunity for The Meadows to use the Horticulture and Construction facilities to fill a gap in the Aspire sixth form provision.

TB stated there could be an opportunity for The Meadows to get involved with KS3 provision for students who are not coping in school. It is possible that students from other schools could use the house and work in the horticulture area. This would bring more income to the school. There is a meeting regarding this on Tuesday 21 January that Roger Kench will attend.

TB noted from September the school's leadership team will need to be looked at as JBR contract will have come to an end.

**Facilities for All –** Quite a few bookings have been taken place and there has been further interest in booking the facilities.

**Governing Body Meeting  
6 pm 30<sup>th</sup> January 2014**

**AGENDA**

1. Welcome & Apologies
2. Election of Chair
3. Minutes of last meeting
4. Curriculum and Staffing – TB/JBR
5. Adoption of DCC Redundancy Policy TB/JBR
6. AOB

JKH  
30-01-14



**Governors Meeting  
30 January 2014 6 pm**

**Attendees:**

Jeremy Kay	Audrey Ward	Tracey Burnside
Ruth Bird	Nuscha France	Julie Bloor
Sarah Swift	Barry Bingham	

**Apologies:**

David Wilders  
Andy Dukelow

932 **1. Election of Chair**

The Clerk notified Governors of [redacted] resignation from the Governing Body. In the absence of both a Chair and Vice-Chair SS agreed to Chair the meeting.

[redacted] stated in her resignation letter that she felt she was unable to commit any more time to the Governing Body due to working and home commitments.

[redacted]

JBR has contacted Governor Support at Derbyshire County Council who have clarified that the Governors are able to co-opt a Governor to the vacant post and also elect them as Chair.

JBR stated that Governors do not have to elect Mr Midgley as Chair if they are interested in standing for the position. However, due the possibility of an Ofsted inspection a Chair needs to be in place as a matter of urgency.

**ACTION:** JBR to arrange for Mr Midgley to meet with Governors possibly on Thursday 6<sup>th</sup> February at 4 pm.

**ACTION:** Clerk to e-mail Governors once this is confirmed.

**ACTON:** Clerk to e-mail DW and AD to update them on the situation.

Governors agreed to send a card and flowers to [redacted] thanking her for all her help and commitment she has given to the school.

**ACTION:** SS to bring in a card for Governors to sign and [redacted] arrange for flowers to be sent.

933 **Matters arising from previous minutes**

**Pupil Premium** – Revision sessions will be taking place in February half-term from Monday to Thursday in the following subject areas: science, maths, English, business studies, ICT, German and PE. Staff running these sessions will be paid £50 from Pupil Premium money. Letters will be sent to students shortly.


DW [signature]  
6/2/14

Teaching staff have also been issued with a skills audit sheet that will identify any other subjects they have taught recently and areas they would be willing to teach. By looking at this information this will allow staff to potentially be moved around to different curriculum areas.

Presently only 55 students have confirmed The Meadows as their first choice for a secondary place for their child from September. When the current Year 11 leave in July the school will lose 100 students. In real terms the school will lose 45 students which is one of the reasons why a staffing restructure is needed.

Curriculum Model – Presently the school are over staffed this year and the situation would not be as bad if further cuts had been made last year.

ERS Funding – At the moment the school are funded for 10 places but from September the school will only have 2 ERS students. The Local Authority will only be funding the school for 6 places from September and some of this funding will be used to meet Communication Support Worker and Teacher of the Deaf of the costs. This cut in funding represents £40k.



There has been a curriculum review as currently the school do not meet the requirements of the new curriculum and there has not been a consistent curriculum model. The proposed model has been discussed with staff and Governors. This will include proposed curriculum model for the next academic year will include 8 hours of teaching per fortnight in English and maths; science will be allocated 6 hours of teaching time. The changes will also help to timetable lessons for students.


The way in which students in Year 9 study their options in KS4 is also changing. Instead of students studying their 4 option choices in over a two year period students will now complete their options in one year studying two of their choices in Year 10 and the other 2 choices in Year 11. This means that each student will have 5 hours per week for each of their option choices to enable them to complete them in a year. With the move to linear exams (students no longer complete modular exams and will sit an exam at the end of the course) the move to one year options will hopefully be beneficial.

JBR stated by undertaking a one year GCSE it will enable the school to maintain a range of options available for students to deliver a broad and balanced curriculum. This will mean that classes will be taught in mixed Year groups in KS4 with Year 10 students studying with Year 11 students. It is hoped the mixed Year group classes will also create a productive learning environment. From September the school will not be offering options in Business Studies, AS ICT and Textiles.

Governors asked why the school had such low intake figures for the next academic year.

TB stated that the reputation of the school in the community at the moment is not good and the results achieved in September have not helped the situation.

TB has met with Primary Heads and the feedback from them is that parents were under the impression that a temporary solution had been in put in place as the school would be closing and merging with Newbold Community.

 also noted that all of the secondary schools within Derbyshire still have places for September.

*D. J. D.*  
6/2

Governors agreed the one year options are a positive way forward for the school and to implement the changes from September 2014.

asked what the comparison on Eckington School was to The Meadows.

TB stated that at the moment this is thought of as a better in terms of academic achievement. However, The Meadows do have a good reputation for higher ability students and SEN students achieving their academic potential but the students who do not fall in these categories do not achieve well.

proposed that the Year 9 Options should be discussed at the next Parent Forum

**ACTION: TB to discuss the one Year Options at the next Parent Forum**

### Staffing

At the moment the school have the current staffing issues:

Understaffed: English, maths and science

Overstaffed: in most other areas with a need to reduce the current structure by 4 members of staff

Most of the staff in school also have a TLR, Teaching and Learning Responsibility, and in a school of this size there is no need to have Assistant Curriculum Leaders in all subject areas. A prime example of this is the allocation of TLRs in the Humanities department to each subject area.

JBR also stated that from September the school's Senior Leadership Team (SLT) will consist of TB and [redacted] and something needs to be put in place to enable the school to move forward positively.

It was proposed to include two Assistant Headteacher positions in the new structure that would support the school's SLT. The appointments for these posts will be made internally from existing staff.

The structure for the Key Stage leaders will continue to reflect the temporary model put in place this academic year e.g. one member of staff with responsibility for KS3, one member of staff with responsibility for KS4 and a Head of Year 7 and SENCO post. These posts will be paid on the leadership spine.

The PSHE programme will be delivered on a rolling programme by Form Tutors. Form Tutors will have responsibility for creating resources in collaboration with other colleagues in their Year group. The Key Stage Leaders would have overall responsibility for the delivery of this programme.

Head of [redacted] - The Head of [redacted] as requested voluntary redundancy. It may be difficult to allow [redacted] to have voluntary redundancy as the school will not have a teacher in this area. However, on the skills audits that have been returned by staff there are some individuals who have taught [redacted] and could potentially slot in to this post. With have the one year options the school could agree not to put on [redacted] Year 10 which would give a year for someone to be trained on the Curriculum before starting teaching students for the one year option in Year 11.

The Head of English, maths and science will be paid on the leadership spine from [redacted] by paying these members of staff on the leadership spine it enables them to be part of the wider SLT and to

DWJ  
6/2



**ACTION:** TB to contact to [redacted] to see if she is still interested in being a Community Governor.

**Allocation of Governors to Departments** – As [redacted] was linked to the English department her resignation leaves this key subject without a Governor assigned to it. Governors agreed that if [redacted] is co-opted that he could take on responsibility for this.

**Training for Clerk** – [redacted] will be coming in school on Friday 7<sup>th</sup> February to work with [redacted]

**Options Evening** – Letters regarding Options Evening have been sent out to all Year 9 parents. The evening will involve a subject marketplace and presentation on the new options structure.

[redacted]

**Bullying / complaints from parents** – JK asked for clarification on what the procedure was when parents contact Governors regarding incidents at school.

JBR clarified the Governing Body should not be contacted unless the Headteacher has already been contacted. If the parent feels the situation has not been dealt with properly the parent would then write to the Chair of Governors. On receipt of the letter Governors would check with the Headteacher regarding the situation and how it has been dealt with before reporting back to the parent with the findings.

JBR stated that as the role of the Governing Body is strategic and Governors are not expected to get involved with the day to day management of the school. It would also be appropriate for Governors to get involved in issues such as bullying as they are not presented with all the facts.

Governors are presented with information on bullying on a termly basis. If Governors felt bullying was an issue this can be addressed through the reviewing of the school's Anti-Bullying policy.

[redacted] asked what the situation was for instances of bullying than carried on outside of school and if this is dealt with by the Police.

TB stated that Headteachers are now empowered to exclude a child if severe bullying takes place outside of school.

Minutes agreed as a true record.

#### 934 Curriculum and Staffing

TB and JBR delivered a presentation on the school's staffing structure.

TB and JBR have met with HR from DCC and looked at the budget concerns for the next year.

Staff were made aware on Thursday 23 January of the need for the school to look at the staffing structure. When this was announced to staff they were asked if they were interested in voluntary redundancy, retirement or a reduction in hours to discuss this with TB.

*D. [signature]*  
6/2



attend meetings with other members of the core SLT on a fortnightly basis. By paying staff on the leadership spine they do not have contractual hours and will have more flexibility for attending meetings or working after the end of the school day. The amount staff will be paid on the leadership spine will be similar to their current TLR.

asked if any of the staff would be ring fenced.

stated the Assistant Head posts will be advertised internally. Staff who will be losing a TLR will have their allowance protected for a period of two. The loss of the TLRs will not have an immediate impact on the budget due to the time delay in staffing losing their entitlement, but the school need to do this to forward plan and put an appropriate structure in place. If staff do have protected TLRs as a result of the restructure they will have to do something for this.

JBR asked Governors to note the TLR 3 allowances have been recently introduced by the Government. This is a temporary payment of up to £2,300 for staff for a period of one year. A TLR 3 allowance has already been used to make a £500 payment for each of the [redacted] and [redacted] that will be supporting and mentor staff in improving their teaching.

Such payments could also be used for staff to work with Gifted and Talented students. These allowances are paid throughout the year with staff's wages.

JBR noted the payments are a good way for some members of staff to gain experience and responsibility for a specific task in school and also look good on CVs.

asked what the financial impact of this was and how it compares to the original structure.

TB stated the structure will cost less than the original structure. Some of the elements are going to cost more as at present the school's SLT is not fit for purpose and extra support will be needed when [redacted] leaves the school in July.

asked if the Trade Unions had been notified or involved in the proceedings.

Governors were informed that the Trade Unions will be contacted when the Section 188 is issued.

Following the meeting with staff on 23<sup>rd</sup> January two members of staff have approached TB and asked for a voluntary reduction in hours. One of the requests is well-timed as they currently teach [redacted] so with the proposed changes to the curriculum this will stop a redundancy having to be made.

asked how much voluntary redundancy was going to cost the school.

Governors were informed that voluntary redundancy costs are picked up by the Local Authority. However, DCC will look at the requests from staff for redundancy in terms of costs and if they think the school can lose a 'cheaper' member of staff.

### Support Staff

TB informed Governors of the current support staff structure.

*D. J. D.*  
6/2

**Curriculum Support Workers (3.2 FTE)** – as the ERS funding is reducing and the school will only have two deaf students so there is a need to reduce the current staffing in this area. However, there is not enough TAs with only two members of staff currently in these roles.

[REDACTED]

Agreed by Governors to change [REDACTED]

**Reception (2 x FT posts)** – [REDACTED] has requested a reduction in hours to enable her to study. [REDACTED] Although there are busy periods on Reception there are times when less members of staff are needed. [REDACTED]

**Cover Supervisors (3 x FT posts)** – Teaching staff have agreed to provide cover for teaching staff that are absent. From looking at the usage of Cover Supervisors this year the school are overstaffed in this area. Proposed to delete one of the Cover Supervisor posts from the structure. One of the Cover Supervisors has an interview for another post so will hopefully be appointed to this role meaning no redundancies will be necessary.

[REDACTED]

**Science Technicians (2 x posts – 1 x 27 hours & 1 x 22.5 hours)** – with a school the size of The Meadows it cannot be justified to have two posts. However, the school do need Technicians in Art and Technology they could potentially move to.

[REDACTED]

[REDACTED]

JK asked if the school Staff Governors present were happy with the structure.

Both Staff Governors agreed that the structure meet the needs of the school and that staff have been given the opportunity to move within the structure to meet shortages in other areas.

[REDACTED]

[REDACTED]

[REDACTED]

The proposed structure will be presented to the Trade Unions for consultation. The school have tried to be flexible to allow affected staff to move around and meet shortages in other areas.

DWJ  
6/2



The Governors thanked TB and JBR for the work they had undertaken in preparing the structure and looking at it in such a sensitive way. All Governors agreed to go ahead with the proposed changes.

#### **Timeline for meetings:**

24 February 3.30 pm – Section 188 to be issued to staff  
18 March 3.30 pm – End of the consultation with Trade Unions and staff  
31 March – Governing Body to meet again to finalise the structure  
09 April – First Committee to meet to identify individuals  
01 May – First Committee to meet to hear any staff representations  
20 May – Staffing Appeal Committee

3 Governors, non-staff, are needed to participate in the First Committee and Staffing Appeals meetings.

For teaching staff the date of dismissal will be the 31 August 2014 and for support staff their dismissal date will be whatever notice periods are in their contracts.

Governors asked what the impact would be on the current staff on maternity leave.

However, these posts will have to be flexible in their approach to work if they want to come back part-time. The school cannot guarantee specific days or hours and staff will be required to meet the needs of the school.

TB stated once the option blocks have been put together the timetable can be started and it is hoped this will be completed by mid-June.

asked if the school will still be changing the finishing time of the school day.

TB stated this will be changed effective from September 2014 by reducing lunchtime by 15 minutes. There will also be greater provision of after school activities to encourage students to stay after the end of the school day.

For example [redacted] has expressed an interest in undertaking a leadership course in Fencing and running a Fencing Club at the school. This would also be a good activity to rollout to feeder primary schools and get students involved.

#### **935 Redundancy Procedure**

The Derbyshire County Council Redundancy Procedure was presented to Governors for adoption. This is a model policy that all schools will be using.

*Deed*  
6/2

Agreed by Governors to adopt the policy.

986 AOB

**Chesterfield Big Choir Experience**

JK informed Governors of an event being run at Newbold Community School on Saturday 29 March from 7 – 9 pm. At the moment there are two choirs and other choirs and small groups are invited to take part and sing a song of their choosing.

**ACTION: If you would like to attend please contact JK**

**ACTION: JK to send information to TB and PR**


*Will*  
6/2



**Governing Body Meeting  
4 pm 6<sup>th</sup> February 2014**

**AGENDA**

1. Welcome & Apologies
2. Election of Chair
3. Minutes of last meeting
4. AOB

  
6/2/14

**Governing Body Meeting  
4 pm 6<sup>th</sup> February 2014**

**Attendees:**

Jeremy Kay – Parent Governor

Ruth Bird –LA Governor

Barry Bingham - LA Governor

Sarah Swift – Parent Governor

Bryan Midgley - Community Governor (C)

David Wilders – Parent Governor (VC)

Audrey Ward – Support Staff Governor

Nuscha France – Teaching Staff Governor

Tracey Burnside - Headteacher

Julie Bloor –Executive Head

Rev. Jo Morris – Community Governor

**Apologies**

Andy Dukelow –Community Governor

**957 Welcome and Introductions**

Y welcomed Governors to the meeting. As this was the first meeting for [REDACTED] and [REDACTED] a round of introductions took place.

**958 Election of Chair / Governor Vacancies**

As there are currently two vacant Community Governor posts on the Governing Body it was proposed to elect Mr Midgley and Rev Morris to these positions.

Agreed unanimously by Governors.

[REDACTED]

As no nominations had been received prior to the meeting for the position of Chair DW asked if anyone present at the meeting would like to be elected to the position of Chair.

[REDACTED] was the only Governor to express an interest in the role.

Agreed unanimously by Governors to elect [REDACTED] for the position of Chair.

## 939 Minutes of the last meeting

Page 1 – Matters arising from previous minutes

Moffatt to be changed to [REDACTED]

Page 2 – Allocation of Governors to Departments

As EF was the link Governor for English it was agreed that BM would take over responsibility for this role.

## 940 Staffing Issues

TB has had a meeting with [REDACTED] regarding the Head of Humanities role. [REDACTED] was going to request to come back after her maternity leave on a part-time basis for 3 days per week. However, as there may be the opportunity of the Head of Humanities position she has decided to think about her request. [REDACTED] will be speaking to TB later today to advise her of her interest in the opportunities within the Humanities Department.

[REDACTED] Teacher of History, has requested to return after maternity leave on a part-time basis for 3 days per week. [REDACTED] and L Ison both return for 3 days per week the structure may have to be revisited.

**ACTION: B Midgley and Rev. Morris to attend the Section 188 meeting presentation to staff on Monday 24 February at 3.30 pm in the school hall so they are fully aware of the current staffing situation**

JBR requested that all future minutes have page numbers for ease of reference.

Minutes agreed as a true record.

## 940 Timeline of Governor Meetings

As there are a number of meetings that will be held over the next few months regarding the staffing at the school in addition to Governor and Sub Committee meetings it was decided to update the schedule of meetings and re-issue it to Governors.



DATE	TIME	TYPE	GOVERNORS ATTENDING
24 February	3.30 pm	<b>Staff Restructure</b> Staff Meeting	B Midgley, J Morris
11 March	6 – 8 pm	Sub Committees	All Governors
18 March	3.30 pm	<b>Staff Restructure</b> Staff & Trade Union	All Governors
31 March	6 – 8 pm	<b>Staff Restructure</b> Full Governors	All Governors
9 April	1 pm	<b>Staff Restructure</b> First Committee	B Midgley, S Swift, J Morris (J Kay reserve)
1 May	4 pm	<b>Staff Restructure</b> First Committee	B Midgley, S Swift, J Morris (J Kay reserve)
6 May	6 – 8 pm	Full Governors	All Governors
20 May	10 am	<b>Staff Restructure</b> Appeals Committee	R Bird, D Wilders, B Bingham
10 June	6 – 8 pm	Sub Committees	All Governors
July TBA	6 – 8 pm	Full Governors	All Governors

941 AOB

#### DBS for Governors

JBR suggested that it would be good practice for all Governors to undertake DBS checks. Some Governors may already hold DBS checks issued by Derbyshire County Council which would be portable to the school.

**ACTION:** .o speak with DCC regarding DBS checks for Governors.

[REDACTED]

**Finance, Staffing and Premises Sub-Committee**  
**11 March 2014**

1. Welcome & Apologies - SS
2. Declaration of Interest - SS
3. Minutes from last meeting - SS
4. Energy Saving Presentation – Harry Tuncliffe
5. Items to be written off - TB
6. Staffing Update TB/JBR
7. Budget Update TB/JBR
8. Staff Absence JBR
9. AOB

66/4  
11-03-14

**Finance, Staffing and Premises Sub-Committee**  
**Tuesday 11<sup>th</sup> March 2014**

**Present:**

Sarah Swift – Parent Governor  
Julie Bloor – Executive Head  
Andy Dukelow – Community Governor

Tracey Burnside - Headteacher  
Bryan Midgley – Community Governor

**Apologies:**

Barry Bingham – LA Governor

Min #	Agenda Item
F20-13/14	<p><b>BSG Energy Economics</b> – Presentation by Harry Tuncliffe</p> <p>BSG Energy Economics are a company based in Bury St Edmonds who look at energy consumption in organisations and how savings can be made. This involves looking at both lighting and heating improvements.</p> <p>B Cartwright contacted BSG after a referral by A Dukelow who had used them to work with Franke Sissons.</p> <p>A survey took place at the school in November 2013 to look at the needs of the school.</p> <p>If Governors agree to work with BSG the school will have the opportunity to trial the products to see what impact this is having on energy saving. A full report will be produced that will detail the following:</p> <ul style="list-style-type: none"><li>▪ Annual energy savings</li><li>▪ Carbon saving</li><li>▪ ROI – Return on Investment / amount of time required to receive payback for the installation costs</li></ul> <p>Lighting – the school have a mixture of lighting installed. When improvements have taken place more energy efficient lighting systems have been installed. A difficulty with installing energy efficient lighting is that the initial outlay for buying products can be costly and take a long time period to recoup the costs from the savings that are made.</p> <p>An option for the school is to fit sensors that automatically turn on and off lights in classrooms. Some areas of the school already have PIR sensors installed to automatically operate the lights.</p> <p>Heating – Electronic Thermostatic Radiator Valves (ETRVs)</p> <p>Traditional TRVs are not particularly responsive and ETRVs have the following benefits:</p> <ul style="list-style-type: none"><li>▪ ETRVs provide the users with more control and make each radiator its own zone and work independently</li><li>▪ Programmable for up to 3 time slots per day and are controlled by remote control/laptop</li><li>▪ Give total control and allow users to set each radiator at varying temperatures</li><li>▪ ETRVs have a 'boost' button that will turn on the radiator and bring them up to the pre-set</li></ul>



<p>temperature if rooms are being used outside times when the heating is on</p> <ul style="list-style-type: none"> <li>ETRVs will save around 25-30% of the total heating costs (Bristol University currently use this technology and have reported making these levels of saving)</li> </ul> <p>The school have the following number / type of radiators in school:</p> <p><b>Total number of radiators: 151</b>  <b>Convactor/enclosed radiators: 27</b> (these cannot have valves fitted to them)  <b>Radiator that can have ETRVs: 124</b></p> <p><b>Costs / potential energy savings</b></p> <p><b>Current Annual Heating Costs: £22,941</b>  <b>Projected savings (@ 30%): £8,029</b>  <b>Fitting Costs: £2,700</b>  <b>Sensors (20 x £25): £500</b></p> <p><b>Costs of ETRVs (124 x £50): £6200</b>  <b>Cost of Valve Bodies: £454</b></p> <p><b>Total payback on investment achieved in: 14.7 months</b></p> <p>A Governor noted that the saving of 30% was based on the total heating bill but as the school could only convert 124 of the 151 radiators they would not achieve the savings of £8,029.</p> <p>Mr Tunicliffe agreed this was the case but the school would still certainly make high savings and still achieve a return on their investment within a two year period.</p> <p>An option the school have is to have ETRVs fitted in addition to movement sensors in rooms that are not used regularly. This will automatically turn on the heating for that room when a person enters the room.</p> <p>A Governor noted that as the ETRVs have a 'boost' button staff can use this to bring the room up to temperature. However, if a member of staff entered a room with a motion sensor but was not staying in there the heating will be turned on for no reason.</p> <p>Installation of ETRVs usually takes place in the summertime as the school's heating system will need to be drained and therefore the radiators will not be usable.</p> <p><b>PC Standby</b></p> <p>Another area the school can look to make energy savings are by ensuring PCs are switched off with an isolator switch and not left on-standby as they still consume power. For example a computer room with 30 PCs would cost 6.5p per hour if left on. Over the year this can add up to £300 - £400 especially when some schools can have over 100 PCs consuming power.</p> <p>TB asked if there was any funding available from The Carbon Trust to support the school implementing the changes in school.</p> <p>Mr Tunicliffe reported that The Carbon Trust has stopped its funding of the scheme in England and Scotland about 18 months ago but it is still available in Wales and Northern Ireland. However, locally</p>
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	<p>there may be some funding available from Derbyshire County Council and enquiries can be made with the council regarding this.</p> <p>Governors agreed that with the current situation in Derbyshire there would not be any funding.</p> <p>Mr Tuncliffe left the meeting.</p> <p>Barry Brittlund, from another lighting supplier, came in to see TB a few weeks ago and stated that The Carbon Trust would pay for the improvements and the school would then pay this back following the savings made on energy bills.</p> <p>Mr Brittlund should have provided TB with a quote for this meeting on the proposals raised at the meeting. However, the information has still not been e-mailed.</p> <p><b>ACTION: TB e-mailed Mr Brittlund during the meeting for an update on his proposal. Information will be reported back to Governors.</b></p> <p>A Governor stated that following the installation of solar panels to their house the annual energy costs have gone down by 50%.</p> <p>A Governor noted that following an energy audit at their place of work they were advised to remove two fluorescent tubes from the light fittings that contained four tubes as they would not notice a difference to the amount of light given out.</p> <p>Governors thought it may be of benefit to update the 27 old radiators to ensure maximum savings can be achieved by the school.</p> <p>A Governor asked if it would also be worth for the school looking at replacing the boilers.</p> <p>It was reported that the Council replaced the boilers in the last year and paid for the cost of this replacement.</p> <p><b>Agreed by Governors to trial the ETRVs in some classrooms in school, especially those that are prone to over-heating, and to undertake a full survey.</b></p> <p>A brief discussion was held regarding the wind-turbine at Shirebrook Academy and how cost effective this was. The wind turbine produces £29k from selling electricity back to the grid of which £18k per year is put aside for maintenance and decommissioning costs. Shirebrook therefore receive around £11k in profits per year.</p>
<b>F21-13/14</b>	<p><b>Declaration of Interest</b></p> <p>JBR noted that there will be an item under AOB that will be of interest of TB.</p> <p>No other interests reported</p>
<b>F22-13/14</b>	<p><b>Minutes of the last meeting</b></p> <p>Agreed as a true record.</p>





If the request from the Head of Humanities post is accepted it may mean there is a non-specialist teacher in Humanities. [redacted] who is currently on maternity leave, is interested in the Head of Humanities role. This means the school can replace Head of Humanities but would be short of a subject specialist if this goes ahead.

[redacted] has been written out of the structure, PSHE will now be part of the Key Stage Leader roles.

[redacted] the school do need to lose an artist as there are currently two full-time teachers and only have enough curriculum hours for one post. There has also been interest from a member of the Art Department in the Head of Arts role.

[redacted] the number of CSWs will need to be reduced from September as there will only be two deaf students in September.

A Governor asked if there would still be sufficient staffing to support students' needs if [redacted] request for voluntary redundancy is granted.

TB stated that all students will still be supported and the school will still have a small surplus of CSW hours to cover students.

A Governor asked if all the requests for voluntary redundancy were from members of staff with full-time positions.

TB stated that only [redacted] is classed as part-time as he currently works a 0.9 contract.

Requests for part-time working (staff returning from maternity leave)

- [redacted] - 4 days
- [redacted] - 3 days
- [redacted] - 3 days (returning on 31 March)
- [redacted] - 4 days

It was noted that the staff requesting part-time working all had TLR allowances. However, if staff with a TLR go from full to part-time their allowance can be removed and they are not eligible for the 3 years protection.

As Governors a decision needs to be made on whether to allow staff who want to come back 4 days per week keep their TLR as it may still be possible for them to complete the extra responsibilities. The other option for Governors is to agree to remove the allowances for all part-time staff regardless of the number of days worked.

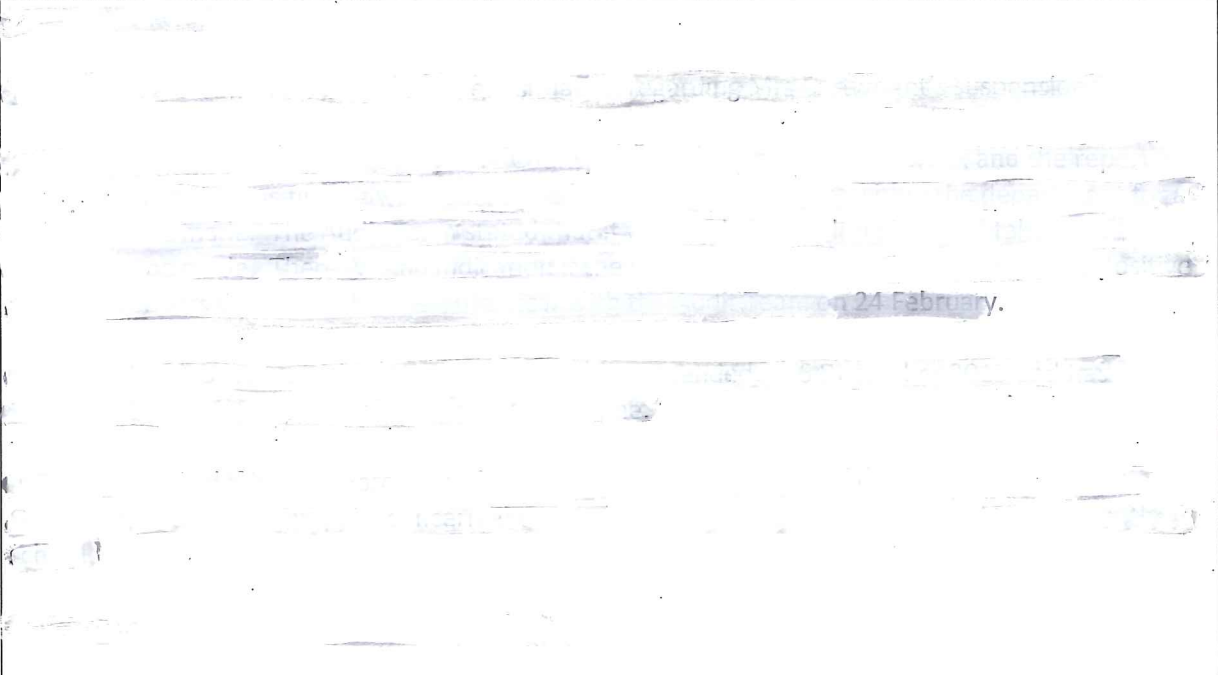
There is still some uncertainty around the staff structure and which members of staff will be successful at interview for the Assistant Head posts. As it is not known how this will affect the structure and the needs to the school it was agreed to re-visit the situation regarding TLRs at the next Governor meeting

JBR reported the staffing situation in school has mostly been dealt with by voluntary offers and the school will only have to make a few compulsory redundancies.

	<p><b>Other Changes</b></p> <p>[redacted] has requested to reduce from full-time to 0.4 as she has secured another post. As The Meadows is an Enhanced Resource School (ERS) there is a requirement to have a Teacher of the Deaf.</p> <p>TB has met with Catherine Whittaker and Phillip Sutcliffe, Head of Hearing Impaired Service, regarding [redacted] request. It has been agreed that as funding for student placements at the school has decreased from 10 to 6 and there are only a few students expected at the school in the next few years who will need support to accept [redacted] request to work 0.4.</p> <p>Phillip Sutcliffe has agreed to be on hand to provide any further support needed at the school for the other 3 days when [redacted] is not at the school.</p> <p>A Governor asked if there would be sufficient support for SEN students if [redacted] reduces her hours 0.4.</p> <p>TB confirmed that a job for a full-time SENCO has been advertised internally and [redacted] who is currently doing this role on a part-time basis, has applied for the position. Other structures within the school will change to make sure students are fully supported.</p>
F25-13/14	<p><b>Junior Jigsaw</b></p> <p>TB tabled information on The Meadows proposal to run a Junior Jigsaw for KS3 students at the school.</p> <p>At the moment there is only provision for KS4 students who are not accessing the curriculum. A number of other learning providers have proposed programmes to Gail Wilderman, Head of Chesterfield Learning Community (CLC), but none of these have been suitable.</p> <p>As The Meadows has the caretaker's house on the premises that is no longer used, the construction and horticulture facilities, staff who are trained in forest schools. In addition to this the school have also got support from the Managing Director of United Cast Bar, a local engineering company, to provide a programme of support to help raise the aspirations of students.</p> <p>Students from other schools in the area are placed at the school for two days per week. The Meadows would have full use of the CLC minibus to enable students to be transported to and from the site.</p> <p>CLC have offered to provide assistance with start-up fees and £3k to renovate areas of the house, Chesterfield Football Club has also expressed an interest in working in partnership with the school.</p> <p>Other Headteachers from CLC are interested in the programme and if The Meadows can sell the 20 places to other schools in the area it would provide an additional income for the school of around £60k.</p> <p>[redacted] has expressed an interest in running the Junior Jigsaw. [redacted] is happy to take a cut in salary.</p> <p>A Governor asked if it was guaranteed that the school would be able to fill 20 student places on the programme.</p>

	<p>TB informed Governors that initially CLC would help to subsidise the programme in the first year so the school would get £30k plus the £3k for refurbishment. At a recent CLC meeting all the Headteachers were very interested in the programme so it is thought all the places will be sold.</p> <p>JBR noted that if schools permanently exclude a child it costs the school £6k for the year along with the potential damage to the school's reputation in the area. As there is a lack of provision for KS3 students and the cost of sending students to participate in the programme for the first year is only £1600.00 the demand for places has the potential to be very good.</p> <p>Agreed by Governors to run the programme at the school.</p> <p>Mr Stonehouse, HR Officer, from Derbyshire County Council has informed TB that the vacancy for the post to run the programme will have to be advertised internally.</p> <p><i>[Redacted text]</i></p>
<b>F26-13/14</b>	<p><b>Staff Absence</b></p> <p>Teaching Staff: 4.89 %</p> <p>This is down from the overall figure of 5.3% last year and there has been one member of staff who has been off long term from the start of September. Taking this person out of the absence statistics would significantly reduce the Teaching Staff figures to just over 2%.</p> <p>On the whole teaching staff absence has improved since the start of the academic year in September.</p> <p>Support Staff: 1.95 %</p> <p>This has decreased from the annual figures last year of 3.1%. We are currently supporting a member of staff with long term illness issues but this well-managed by the member of staff and they do also work flexible when they are off to help out where possible.</p> <p>There has been a number of absence monitoring counselling meetings as outlined in the DCC policy. There are currently five members of staff, one teaching and four support staff, who have hit the absence monitoring trigger. Meetings with these members of staff will take place again in April and June.</p>
<b>F27-13/14</b>	<p><b>Fire Assessment Review</b></p> <p>Due to the absence of <i>[Redacted]</i> some of the Health and Safety issues at the school are being dealt with by <i>[Redacted]</i>.</p> <p>The review document was distributed to Governors for information.</p> <p>The importance of jobs is prioritised (1 to 3) and the school do not have any urgent works that need to be completed and only have priority 2/3 items.</p> <p>There is a need for some automatic smoke alarms and quotes for these are currently being obtained.</p>



	<p>There is a kiln in the Art Department which will be disconnected as it is not used at the moment to minimise the risk of fire hazard in that area.</p> <p>A schedule of works will need to be drawn up for the next few years to look at areas of improvement around the school and identify the priority areas for the allocation of resources.</p> <p>A Governor asked if the school are on a monitored fire system.</p> <p>The school have to contact the fire service in the event of an emergency.</p>
<b>F28-13/14</b>	
<b>F29-13/14</b>	<p><b>Any Other Business</b></p> <p>TB left the meeting.</p> <p>JBR stated that when the Headship appointment was carried out the representative from Derbyshire County Council Human Resources noted the Individual Salary Range (ISR) for the post would be a 5 point scale. Following a discussion with Governors this was set at L24 – L28.</p> <p>Human Resources have contacted JBR to advise they cannot approve the contract as the ISR for Headship positions is a 7 point scale. This means that Governors should have set the ISR for TB as L24 – L30. The monetary difference from L28 to L30 is £3,694 and this will not be reached immediately as additional points on the scale are awarded as part of the annual Performance Management process.</p> <p><b>Agreed by Governors to award the additional two points in the ISR.</b></p>