

Finance Sub Committee / Governor Meeting
27th January 2015 6 - 8 pm

- ✓1. Welcome & Apologies
- ✓2. Curriculum Model
- ✓3. Staffing
- ✓4. S188/Redundancies
- ✓5. Toilet Refurbishment
- ✓6. Cash moved to Imprest
- ✓7. Kelly Scothorn UPS
- ✓8. Disneyland Trip
- ✓9. TBU payment form

10. AOB

OFSTED FEEDBACK.
GOVS THANKS.
IT EXPENDITURE.

[Signature]
27/1/15

Governing Body Meeting
Tuesday 27th January 2015

Present:

Tracey Burnside – Headteacher
Bryan Midgley - Community Governor (C)
~~X Ruth Bird – LA Governor~~ *Not present*
David Wilders – Parent Governor
Nick McGowan – Senior Leadership Team
Helen Lewin – Senior Leadership Team

Audrey Ward – Support Staff Governor
Sarah Swift – Parent Governor
Barry Bingham – LA Governor
Jeremy Kay – Parent Governor
Nuscha France – Teaching Staff Governor
Denise Marsden – Senior Leadership Team

Apologies:

Rev. Jo Morris – Community Governor

Min #	Agenda Item
G36-14/15	<p>Welcome & Apologies</p> <p>BM opened the meeting and gave apologies on behalf of Rev. Jo Morris.</p>
G37-14/15	<p>Curriculum Model</p> <p>TBU presented the proposed 2015-16 Curriculum Model to Governors. This model has been partially based around the current staffing in school.</p> <p>Year 7 – students have been allocated additional teaching hours in English and Maths as it is felt students would benefit from this extra tuition in core subject areas. This helps to address one of the Ofsted issues of raising literacy levels as students will have an English lesson every day. Year 7 students currently have two hours per fortnight of Humanities. The Humanities allocation will increase to four periods in Year 8 and 6 periods in Year 9 to enable students to study all of the Humanities subjects in greater detail. The extra periods for Humanities will be taken from English, Maths and Science.</p> <p>Year 10/11 – Next year will see the first mixed groups for the option subjects. The numbers in Year 10 have been increasing and there are now 108 students in the year group but there are only four teaching groups, making the size of the teaching groups fairly large. Students have been allocated 5 periods of Computing which will help to contribute to the school's Progress 8 Measure.</p> <p>The school will continue to run the one year options and students will choose two of their option choices in Year 10 and the other two in Year 11. Following this model means that students will be able to spread the revision and examinations of these subjects over two years.</p> <p>The model has not changed significantly from the one presented to Governors last year.</p> <p>A governor asked if the timetable was working at the moment?</p>

	<p>TBU reported that the move to one year options hadn't caused any discord with students or staff. The predicted grades also show there have been further improvements.</p> <p>It is also felt the examination results students achieve in Year 10 could work as a motivational tool to encourage them for their studies in Year 11.</p> <p>A governor asked what had been arranged for students who complete their examinations in May / June of Year 10.</p> <p>TBU stated the school will be engaged in the Hidden Talents programme that was presented to them at the meeting in December. There is also work experience taking place during this period and the collapsed timetable but this will be looked at in further detail in the coming months.</p> <p>A governor asked if students get an additional option choice at the end of Year 10.</p> <p>TBU stated students have already picked their four option choices at the end of Year 9. However, students in Year 10 have been given the chances to review their choices as part of the Options process for Year 9 students.</p> <p>History has been run for students this year. Following the resignation of the school have been fortunate to have secured through agency supply cover to replace her. Students have given positive feedback regarding Jonathon Beeley but unfortunately he does not want a permanent position, but will get the current History students through their examinations. This means that History does not have to be run next year as the students coming through from Year 9 can be given the opportunity to study it as part of their Year 11 programme of study.</p> <p>However, this means the school do need to run the Geography course next year. Head of Humanities, will be taking over the teaching of Geography and she has been on a number of courses and is also receiving support from Shirebrook Academy, St Marys and Bolsover School. The school did advertise for a Humanities post at the end of November but this was not successful.</p> <p>Curriculum model agreed by Governors.</p>
G38-14/15	<p>Staffing</p> <p>As mentioned previously there are 108 students in Year 10 and to make the class sizes more manageable for Year 11 it is proposed to introduce another group for English, Maths and Science.</p> <p>In the current Year 9 there are 77 students and it is proposed to also introduce an additional group in Year 10 for the core subject areas. There have been a number of transfers from other schools and if the trend continues next year there will be a need create an additional teaching group.</p> <p>The number of teaching groups for Year 7, 8 and 9 will stay the same.</p>

[Signature]
24-02-15

Below is a table illustrating which subject areas the school will have a surplus or deficit of teaching with the current levels of staffing:

Subject	Available	Required	Surplus/Deficit
English	153	153	0
Maths	165	141	24
Science	139	139	0
MFL	62	26	6
Humanities	32	56	-24
Technology	97	66	31
Arts	109	74	35
PE	112	64	48
ICT	52	86	-34
Total	921	835	86

Maths VQT, was employed on a one year temporary contract and has made good progress. At the moment there are some concerns regarding

As good Maths teachers are hard to find and there is some concern about the staffing within the department it was proposed to offer permanent contract to secure the continuing progress of students in Maths.

A governor asked how has performed in her temporary new post.

TBU stated she has made improvements in the department and established new structures for the department.

A governor asked if has made improvements in the department why she can't continue in post as Head of Department.

TBU stated that due to the issues around payment protection governors agreed the post would be temporary for one year.

Science – No issues regarding staffing.

MFL - no changes are required.

Humanities would like to go down from a full-time contract to working 0.8. Dependant on what subjects students choose for their options will impact on what the teaching commitments are for Humanities. If more than one group is required for Geography this can be supported by using colleagues from the PE department whose second subject is Humanities and this will in turn reduce the surplus of staff time for PE.

Technology – The department is currently overstaffed. [redacted] was employed by the school last year on a one year temporary contract. However, the school cannot deliver Construction to students without him and there would also be no one available to teach Resistant Materials at Key Stage 3. It is proposed to offer [redacted] permanent contract in order to enable the school to offer a broad curriculum to students. [redacted] Food Technology, has indicated that she would be happy to reduce her hours from 0.5 to 0.4 or less.

Arts – There is a surplus of staffing in this area and again depending on if students opt to take Photography in Year 10/11 this could reduce the surplus by 10.

PE – A big surplus in PE but [redacted] can teach Computer Science and [redacted] can teach Geography and History so this will help out with the deficit in other areas.

Computing – [redacted] is able to teach this subject so the slight surplus in Maths could be used to reduce the deficit in this area.

TBU stated the school are overstaffed but there is an element of over staffing that is needed in order to create timetable. The option chosen by students may further reduce this surplus.

A governor asked if the school have considered a computing teacher as this was brought up by [redacted] as part of a learning walk.

TBU stated this is an option for the school.

TBU presented the current budget situation to Governors.

At the moment it is predicted that with the current staffing the overspend for next year would be £186k. One of the ways to look at balancing the budget and reducing staffing costs is to consider compulsory redundancies. At the present time this would not help with staff morale and be beneficial for the school.

At the end of last year governors agreed the current staffing structure. As part of this [redacted] was seconded to run the Junior Jigsaw and Helen Lewin was appointed as temporary Assistant Head for one year [redacted] has asked TBU if there was the opportunity to take voluntary redundancy he would be very interested in leaving. Last week Ofsted feedback the current structure in school was the right one to take the school forward so to change this when people have settled in to their new roles would not benefit the school.

TBU distributed the current staffing structure to Governors.

As a results of issues in the Arts [redacted] was made Faculty Leader.

A governor asked what primary liaison is?

TBU explained this is the link between the school and feeder primary schools in the area. As part of this Whittington Green organise activities for students from these schools that take place during term time and the holidays.

A governor asked if these activities had a positive impact.

TBU stated all of the students involved like taking part and coming to the school. Colleagues from Mary Swanick and Cavendish are very supportive and have reported good feedback from parents and students.

TBU proposed to make the structure from last year permanent as staff have undertaken training and know what their roles are and it is working, which has been recognised by Ofsted.

A governor asked what will happen to Junior Jigsaw if [redacted] leaves at the end of the year.

TBU stated Junior Jigsaw will continue to run next year and has provided around £90k of income this school year. Headteachers from other schools now have to commit to buying places and the programme may only run for two days per week next year with 10 students. TBU stated [redacted] Behaviour Support Assistant, is capable of running the programme. Governors need to make a decision on whether to adopt the structure and make [redacted]

Governors agreed that as Ofsted thought the new structure was the right one to take the school forward and the improvements that have been made so far that the right thing to do would be to make the structure permanent.

A governor asked who will pick up the redundancy costs for [redacted]

TBU clarified this will come from the Local Authority. The school will have to issue a S188 notice to make the [redacted] redundant.

A governor asked if the structure is adopted as it currently stands how many redundancies will the school need to make.

TBU informed Governors that only [redacted] will be made redundant. Following a meeting with Ruth Lane, Finance Officer at DCC, the spreadsheet has been updated. The school's carry forward has increased as there had been less spending than what was allocated. The costs associated with [redacted] employment have been removed from the budget. [redacted] Teaching Assistant, has applied to do a PGCE from September in Biology and Science so costs for him have been removed. [redacted] English Teacher, has handed in her resignation and the school will be saving her salary costs as she will not be replaced. [redacted] History Teacher, who was on a 0.6 contract will also not be replaced.

Taking in account all of the changes and removing [redacted] from the structure

results in a carry forward this year of £43k. If governors decide not to make the redundancy the school will have problems in balancing the budget in the future.

TBU has spoken to Russ Barr who might be able to find some funding for the school to support Maths achievement. This would help to cover some of the costs of salary and the surplus staffing in this area.

However, the school do have too many staff in PE and Arts but are understaffed in Humanities and Computing. As mentioned previously the school can cover the deficits in the subject areas by using surplus staff from PE and Arts. After receiving guidance from HR it appears that if a member of staff was made redundant to enable the school to fund a Computer Teacher if that member of staff had taught Computing the job should be offered to them; there is a number of staff this applies at the school. Governors need to decide whether to continue with the current staffing or go through the redundancy process. It is possible through staff turnover that if someone in an area where the school are overstaffed leaves the school will then make a commitment to look at funding a Computing and Humanities teachers.

Governors agreed to continue with the current staffing structure. It was felt that it may be difficult to recruit and appoint a suitable qualified Computer Teacher and the staff currently in place at the school are all progressing well and helping to move the school forward.

A governor asked if the school don't appoint a specialist in Computing or Humanities teacher are the staff in school capable of picking up teaching in these subject areas.

A governor also asked if there was any training courses staff could attend to provide them with the skills to deliver Computing.

NMC stated there are not any courses supporting the teaching of Computing at the moment. The IT curriculum mainly centres on using Microsoft Office but Computing involves coding.

TBU thought it may be appropriate to offer voluntary redundancy out to all staff and to see what response comes back as it could be some staff in the areas of over staffing may wish to leave. Currently the school can continue with number of staff but in 2016-17 it is predicted there will be an overspend of £260k so any voluntary redundancies in the appropriate areas now will benefit the school in the longer term.

Governors agreed TBU should offer voluntary redundancy to all staff and see what response staff give and this was a good way forward.

TBU will speak to the Arts and PE regarding the implications of the adoption of the staffing structure and the requirement for staff in these areas to teach other subjects.

A governor asked if teaching staff will have to undertake cover duties for absent colleagues.

TBU stated staff will be informed that in order to save money and not make

	redundancies they will be asked to provide cover.
G39-14/15	<p>Redundancies</p> <p>TBU will write the S188 over the half-term ready to distribute to staff on Monday 16th February. There will be a consultation meeting on Monday 16th March at 3 pm for trades unions and staff.</p> <p>ACTION: Governing Body to be represented at the meeting on 16-03-15.</p>
G40-14/15	<p>Toilet Refurbishment</p> <p>The school have been given the go ahead to refurbish the student toilets by the main corridor and have secured the match funding of £21k. Dronfield School did quote £28k for undertaking the refurbishment work on the toilets. If the Local Authority undertakes the work they will take full responsibly for the work. However, if the school use a different provider to undertake this work we will have to complete project plans and health and safety etc.</p> <p>Governors felt that due to the current workloads and issues in school it would be beneficial for the school for the work to be undertaken by DCC even though this is more expensive.</p> <p>The money raised from the Christmas Fair, £2.5k, will go towards paying for the refurbishment. There is an additional £20k in the Private School Fund account and TBU proposed to move £10k from the Private School Fund to the budget to pay for the toilets.</p> <p>Governors agreed for the transfer of funds from PSF to the school budget.</p> <p>A governor asked if students had been consulted on this issue.</p> <p>TBU confirmed that one of the first things the students requested was for the toilets to be refurbished.</p> <p>A governor asked if the school would have adequate facilities if there is an increase in the number of students.</p> <p>The school will look at this if there is a considerable increase in the number of people expected at the school.</p>
G41-14/15	<p>Cash moved to Imprest</p> <p>During the school year £3k is moved to the school Imprest account in April and September of each year. The school have been allocated debit cards linked to this account. This has provided the opportunity to secure more competitive prices for goods and services as it has given the school greater freedom of spending as before suppliers needed to hold an account with DCC.</p> <p>Due to this there will be increased spending from this account so additional money will be required to support this spending.</p> <p>TBU proposed to transfer £5k in April and review this before making the September</p>

	<p>payment.</p> <p>Governors agreed with the increase in the transfer of funds as it would help the school save money by using cheaper suppliers.</p>
G42-14/15	<p>Staffing</p> <p>Additional Staff Payments</p> <p>Extra Payments</p> <p>TBU informed Governors she would like to make additional payments to the following members of staff for taking on other responsibilities due to staff absence for the period September to March. TB stated that this money can be claimed back from the Local Authority.</p> <p>£1085 – Health and Safety of the school premises</p> <p>£832 – Health and Safety of the school premises</p> <p>£1048 – Financial Support</p> <p>£624 – trips and out of school activities</p> <p>£1310 – HR and staff contracts</p> <p>Agreed by Governors.</p> <p>Resignations</p> <p>0.6 Teacher of History – from 31-12-14</p> <p>Appointments</p> <p>Teaching Assistant - 05-01-15</p> <p>Teaching Assistant – 05-01-15</p>
G43-14/15	<p>Trips and Visits</p> <p>M Keay would like permission to run a trip during the activity weeks in July to Disneyland Paris. M Keay was concerned because of the recent disruption whether the school should be running a trip to Paris.</p> <p>Governors agreed to run the Paris trip and felt it was a valuable experience for students.</p>
G44-14/15	<p>Any Other Business</p> <p>Ofsted</p>

Following the recent visit the school were graded as 'requires improvement'. As part of the visit Ofsted took samples from books of all subjects in all year groups to ensure the school are making progress with students. This was then referenced to the students' progress data information that is sent out to parents. Through this process Ofsted found that students are making the progress they should be.

Ofsted did say the school need to increase challenge for the more able students and look at the achievement of the SEN students.

In terms of teaching and learning Ofsted recognised what had been put in place was having an impact and many of the weaker members of staff had left. Ofsted felt the performance management process for staff was starting to have an effect and they liked the 'Whittington Green Standard' that had been produced for staff.

Behaviour – there were no questions this was requires improvement and was possibly more towards being judged as good.

Safeguarding – no issues

Student Voice – students reported there are high expectations for behaviour by SLT but this needs to be applied with more consistency in the classroom.

Attendance – good, the gap for Pupil Premium students and SEN are being reduced and systems to monitor this are in place.

Leadership and Management – supportive of the management team of the school. Ofsted have identified the leadership of Humanities and MFL as areas for concern. The leadership of SEN was also raised but this was in connection with having easy access to student data and the progress the students are making.

SMSC – really liked the PSHE programme. Good relationships between Tutors and students were observed.

Governance – Impressed by the level of challenge and the way the governors have improved.

BM stated for the school to achieve requires improvement is a big achievement and is testament to the hard work of all staff in the school.

Governors felt the visit by Ian McNelly and Nada Trikić had helped to give a picture of where the school are prior to the Ofsted visit taking which had been useful.

The full report will be available via the school website in the next 2 weeks.

A governor commented the request for completing the Parent View survey was received quite late. Only 16 surveys were completed and in order to increase this number and possibly give parents more notice it was suggested parents/carers are sent a text message to notify them.

TBU suggested that a computer could be set up at Parent Forum and as part of the

	<p>target review day to give encourage parents to complete the surveys.</p> <p>Computers</p> <p>Proposal to buy 31 desktop PCs and 31 laptops - £12,400. This total includes a 3 year HP warranty for the laptops. This amount is well within the IT budget. If the governors approve this it will mean the school have replaced three rooms with new computers and given every member of staff a new laptop. Nick McGowan noted that the school will have managed replace three rooms of computers for what it used to cost to replace one room.</p> <p>Agreed by Governors.</p>
--	--

Governor Meeting
24th February 2015 6 - 8 pm

1. Welcome & Apologies
2. Minutes of the last meeting
3. Separated Parents Policy
4. Ofsted Report
5. Ofsted Action Plan
6. AOB

WJH

24-02-15

Governing Body Meeting
Tuesday 24th February 2015

Present:


Tracey Burnside – Headteacher
Sarah Swift – Parent Governor (VC)
Barry Bingham – LA Governor
Nick McGowan – Senior Leadership Team
Helen Lewin – Senior Leadership Team

Audrey Ward – Support Staff Governor
Ruth Bird – LA Governor
Jeremy Kay – Parent Governor
Nuscha France – Teaching Staff Governor
Denise Marsden – Senior Leadership Team

Apologies:

Rev. Jo Morris – Community Governor
Bryan Midgley - Community Governor (C)

David Wilders – Parent Governor

Min #	Agenda Item
G45–14/15	<p>Welcome & Apologies</p> <p>SS opened the meeting. Apologies were received from Bryan Midgley and David Wilders.</p> <p>ACTION: Clerk to contact Jo Morris as there had been no communication from her regarding attendance at the meeting.</p>
G46–14/15	<p>Minutes of last meeting</p> <p>List of attendees to be amended as Ruth Bird was not present at the last meeting but was logged on the minutes.</p>  <p>TBU notified Governors she had contacted local feeder primary schools regarding the buying in of PE and Music teaching from the school. Cavendish have expressed an interest in having a member of PE staff at the school for one hour per day to run various sporting activities and may also be interested in having Music tuition on Friday afternoons. This will also help to increase the school's profile in the feeder primaries and encourage more students to come to the school.</p> <p>Brockwell Junior school have also been contacted and are checking their current budget situation to ascertain if this is feasible.</p> <p>TBU stated there is a Primary Cluster meeting this Friday, 27 February, so potentially there could be more interested generated at this meeting.</p>

Shelley
21/4/15

	<p>A governor congratulated TBU on contacting the local feeder primaries around using our PE and possibly music staff from a financial perspective, but also because this is again getting the school's name out there with potential future students and enhancing our reputation.</p> <p>A governor asked if the issues around redundancies for the school had now been finalised.</p> <p>TBU stated the consultation period is until 16 March and the school will know their final position by the end of this period. The NUT have made contact with the school and will only come to the consultation meeting on 16 March if there are compulsory redundancies. It is still the school's intention to solve the current staffing issues through voluntary redundancies.</p> <p>ACTION: Clerk to contact Governors if they are needed to attend the meeting on 16 March.</p> <p>Staffing Update</p> <p>Cleaner – resigned as 13-02-15 – this position has been advertised in the Derbyshire County Council Job Bulletin.</p> <p>Security</p> <p>The school are having a new electronic gate system installed on the main entrance during the Easter holidays. Ofsted raised concerns about security to the site as it is accessible throughout the day by anyone who would wish to come on the premises. The fencing on the main entrance will be extended down the drive and the electric gate installed to make the site secure during the school day. After raising concerns to the Local Authority TBU has managed to secure full funding for this work to take place.</p> <p>Minutes agreed as a true record.</p>
G47–14/15	<p>Separated Parents Policy</p> <p>The policy was e-mailed to Governors prior to the meeting for comments.</p> <p>It was noted there were some areas of the policy that needed to be formatted before this was published.</p> <p>Governors agreed that in terms of content the policy was very comprehensive.</p> <p>Agreed to adopt.</p>
G48–14/15	<p>Ofsted Report</p> <p>All Governors confirmed they had received a copy of the report following the inspection at the end of January.</p> <p>It was agreed the report is a fair reflection of the current position of the school and</p>

Paul
21/4/15

	<p>that a lot of work has taken place to get the school to this point.</p> <p>TBU noted the only section of the report which was not accurate was the lack of support for the Head of Humanities and MFL. These departments have had a number of support measures put in place. For example the Head of MFL has been working with a colleague from the Local Authority and the Head of Humanities, who did not return from maternity until September, has worked with the Specialist Leader of Education from St Marys, Deputy Head at Bolsover and staff at Shirebrook Academy.</p> <p>The MFL and Humanities department have been judged on their past results and although these have been lower than the school would have wanted there are reasons for the lack of achievement. For example in MFL some students took a GCSE in German but this was done in their own time at lunchtime and afterschool. As a consequence of this the students' achievement was lower than it would have been if the lessons had been part of their timetable. Similarly some of the students started studying a new language in Year 10 without any prior knowledge of it and so again this has impacted on the results. There have also been a number of staffing issues in the Humanities and the use of agency staff to cover subject areas has not been very successful. However, these areas should see an improvement in results in August.</p> <p>A governor asked if there had been any feedback from parents regarding the report.</p> <p>TBU stated there had not been any feedback from parents and nothing had been highlighted at the Parent Forum meeting last week.</p> <p>A governor noted the Ofsted report highlighted the recording of SEND information as an area for improvement and wondered if any work had taken place.</p> <p>TBU stated there had been a meeting this evening looking at SEND students. There have been changes to the code of practice for students on the Special Needs Register. Students will now only be placed on the register if there is a difficulty with their learning. During the meeting some students have been taken off the register and other students have been added. There has also been a discussion about how the school will monitor and track the progress of students. The interventions put in place for students will also be evaluated to see how effective they are.</p> <p>Governors expressed their thanks to all staff for all the hard work put in to secure the school's position.</p>
G49-14/15	<p>Ofsted Action Plan</p> <p>The Action Plan was sent to Governors prior to the meeting.</p> <p>The lead Ofsted Inspector has e-mailed TBU with a template of a plan what she thought Ofsted are looking for, after receiving this document it is exactly like the one produced and circulated to Governors. Ofsted want to be able to see evidence of how the objectives/milestones are being achieved and how the school are making progress over time and being monitored and challenged by the Governing</p>

21/4/15

	<p>Body.</p> <p>Priority 1 - Secure consistently good teaching so that all students, particularly boys and those students that are more able, make better progress</p> <p>A governor asked if the 'Getting to Good' programme with staff had made the expected impact.</p> <p>NMC stated that there are currently two members of staff on the programme, one an NQT from the Science department and the other a teacher from the Arts. The programme is run over a six week period and currently the teacher from the Arts is undertaking a second six week programme as they have not made the required progress.</p> <p>Staff on the Getting to Good programme have an action plan with three targets for which are the main focus for areas of improvement.</p> <p>If the plan fails to make the required impact with staff the next step is to initiate formal capability proceedings.</p> <p>A governor asked how many more teachers would participate in the programme.</p> <p>NMC stated there could be a few more members of staff who would benefit the programme as their lesson observations have shown there are areas for improvement.</p> <p>A governor asked how staff are assessed.</p> <p>NMC stated there are four lesson observations as part of the programme and in addition to this staff work with other good or outstanding teachers and have mentors assigned to them.</p> <p>A governor asked if teaching staff have CPD folders and if so what is included in the folder.</p> <p>TBU stated there are lessons observations, work scrutiny to check the accurate marking and feedback in books, data analysis, and monitor behaviour through E-Portal.</p> <p>A governor asked if there are any peer observations.</p> <p>TBU stated that as part of the Getting to Good programme staff have peer observations. This term there will be no formal lessons observations and staff will be given CPD to equip them with the skills to deliver challenge for More Able students, this was identified as an area for improvement during the Ofsted inspection. As part of this process teachers will be paired with someone in their department and observe each other in lessons challenging the More Able students from what they have learnt in the CPD sessions. This will then be reflected on and evaluated through a learning discussion between staff.</p> <p>A governor asked if students have the opportunity to provide feedback to the school</p>
--	---

on teaching.

TBU stated the school have a student council who meet regularly. The council consists of two student representatives from each form. Students also have the opportunity to express their opinions through student surveys on a variety of issues.

Priority 2 - Secure the highest standards of behaviour from students

At the Parent Forum meeting on 18 February the meeting discussed the consequence ladder for students' behaviour and looked at the sanctions for the use of inappropriate language. At the meeting parents were very supportive about tackling the issue of use of offensive language. It is planned to run a series of assemblies with students so students are aware of what the consequences will be if they choose to use offensive language in school.

One of the issues highlighted through the student voice part of the Ofsted inspection was the lack of consistency by teaching staff in how disruptive behaviour is dealt with. Students know SLT deal with incidents of unacceptable behaviour but it was felt some staff do not follow the school's policy. A number of staff have been identified and further training and support on how to deal with disruption to teaching and learning will be given.

One of the ideas from the Parent Forum meeting was to introduce a 'Respect' campaign for students. This campaign would address the use of offensive language (swearing, homophobic, racist or derogatory remarks etc.) on school premises and notify students of the consequences will be for using language of this nature.

Work on this will take place over the next few months ready to be launched in September 2015 for the start of the new school year. In addition to this plan there will be a set of 'non-negotiable' standards for staff in a number of areas such as teaching and learning and professional conduct which will also be launched in September.

A governor asked if the school have a problem with bullying.

TBU stated that all schools to some extent have issues around bullying. The school have minor bullying incidents and the Ofsted report identified that students feel safe whilst at school.

After discussion it was agreed the Ofsted action plan will be discussed at further full Governing Body meetings throughout the year and responsibility for specific areas of the plan may be delegated to the Governing Body Committees at a later date.

Priority 3 - Improve the effectiveness of leadership and management

It was discussed about the involvement of the Governing Body in the different departments in school.

As Governors are now linked to departments it was agreed that if possible they would take part in three visits per year to their allocated curriculum area. These are to take place at the beginning, middle and end of the year. This would provide

Handwritten signature
21/4/15

Governors with the opportunity to see what improvements have been made throughout the year rather than have a snapshot of what is happening. Governors requested when further visits take place that it would be useful to have a member of SLT to accompany to them.

TBU suggested the relevant line managers of staff could accompany Governors, these are;

TBU – Science and Maths

HLE – English and MFL

DMA – SEN and Year Leaders

NMC – Humanities, PE, ICT, Arts

TBU reported the Ofsted Inspectors had also talked about Governors having a link to the whole school priorities in the School Improvement Plan (SIP) and to monitor these areas.

The areas to be monitored by Governors are:

Spiritual, Moral, Social and Cultural education (SMSC) and PSHE – Ruth Bird

Teaching and Learning – Bryan Midgley

Inclusion and SEN – Sarah Swift

Progress / Pupil Premium

Leadership and Management

As there were some Governors who were absent it was agreed to send an e-mail to give everyone the opportunity to participate in the monitoring.

ACTION: Clerk to e-mail to Governors regarding responsibility areas for the SIP.

The school have completed an audit of the current provision in the different subject areas and will help to identify any specific areas where the school need to improve.

ACTION: Clerk to e-mail SMSC audit to Governors.

TBU informed Governors that Ofsted will be visiting the school again for a monitoring visit which will probably have taken place by mid-April.

A governor commented it can be difficult for them to attend visits to departments during the day due to working commitments. There has been a need to take annual leave in order to take part in the visits and need to find a balance. The objective of being a Governor is to help hold the school to account so in terms of learning walks it is felt that twice a year would be sufficient to do this.

A governor stated that at the last Parent Forum meeting one of the parents, [redacted], was approached with a view to nominating himself for one of the vacant Parent Governor roles.

The Clerk has contacted the Local Authority about the correct procedure for recruiting a parent to the vacant Parent Governor role. The LA have advised that as there has been a significant amount that has elapsed from the running of the last

election that this should be run again to give equality of opportunity to all parents at the school to apply.

This advice has been communicated to [redacted] who stated that at the present time he felt being part of the Governing Body was something he did not want to do and but was happy to continue to make contributions at the Parent Forum meetings.

[redacted] has been in touch with TBU to send his apologies for this meeting as he is unable to attend due to other commitments. As part of this communication it was commented the information on the Governors section of the website could be updated and improved. It was also suggested that it could be useful to include info about what governors do in the school. TBU also said that she will look at other schools' websites to see what they include in the governors section.

A governor suggested delivering a brief presentation at the next Parent Forum meeting what the Governors' role in school is.

Agreed it would be useful to set up a generic governor e-mail address for publishing on the school website that parents could use to contact them.

ACTION: Clerk to liaise with CBR regarding updating the website.

It was agreed to change the date of the Finance Committee from 03 March to 17 March as the consultation period for the S188 will have been finalised.

Agreed by Governors to change the date.

[redacted]

Agreed by Governors

A governor asked if she had an interest in training to be a teacher and if the school would support her with an application.

21/4/15

TBU stated the decision to train was down to [redacted] and if this is something she would like to do she would need to apply through Schools Direct for a placement. However, whilst she was training this would be unpaid.

ACTION: HLE to have an informal discussion with JHA about her career options.

Prevent Strategy

SS stated that she had attended training at Springwell School on the Government's programme against terrorism and radicalisation. The Prevent Strategy works with a number of charities and work supporting families to stop at risk students becoming radicalised. The main issues around the school's catchment area are from the EDL, BNP and Britain First.

TBU stated the training had been arranged to take place at the school on 6 October but the team delivering the training failed to arrive. This was later followed up by a phone call from TBU to arrange another date but she has not been contacted.

ACTION: TBU to make contact to rearrange another date.

Inventory

A list of items was presented to Governors for writing off. Copy available from Clerk.

After some discussion it was agreed to defer the writing off of these items as there was not sufficient information to determine whether the items were no longer serviceable or which departments are disposing of them.

ACTION: Carol Hayes, Finance Officer, to be asked for further information regarding the items listed. An amended list is to be presented to the Finance Committee meeting on 17 March.

Governors noted there are a number of sewing machines that if they are working order could either be retained by the school or if no longer needed sold or donated to a community group.

Governor Signing in Book

A governor noted the importance of signing in when they visit the school. However, for some occasions when governors attend meetings the reception area is closed and so there is no access to the signing in book. It was suggested the book is brought to meetings to enable governors to sign in.

TBU stated when governors attend Governing Body meetings they are logged as attending as part of the minute taking process.

It was agreed for all future meetings there will be a signing in sheet for governors to sign which can be added to the signing in folder.

BY
21/4/15.

ParentMail

A governor thought the school may benefit from the school using the facilities on offer from Parent Mail. ParentMail provide the following services to school:

- Text messaging
- Online payments
- Collation of parental consents
- Smartphone App available

TBU stated the school had looked at using ParentPay to enable parents to make online payments for student trips and lunches. However, there are substantial costs associated with using this system which would get passed on to parents as the school would be unable to absorb them.

AWA stated the minimum amount parents are able to credit a student's account is £10, but due to the circumstances of many of the parents at the school they give students money as and when needed and give their child a few pounds per day as they cannot afford a lump sum.

The set-up costs are £0.90 per student per annum, if parents pay by Visa they would incur a £0.35 making trips and visits more expensive. As the school's canteen is not DCC based there would be a £495 fee to change the software on the school's checkouts.

TBU has been contacted by ParentMail but was unable to speak the representative but will follow this up and report back at the next meeting on how viable it is for the school.

ACTION: TBU to contact ParentMail.

Helping Hands Day

JK stated the church are running a Helping Hands Day on 2 May and are currently considering requests from organisations who would like some additional assistance. Previous projects have included clearing and tidying of the grounds at St-Patricks-church hall in New Whittington.

If there are any areas of the school which require some attention and could benefit from the help of around 40 volunteers please contact JK.

TBU stated she would consider JK's offer but as the work is scheduled to take place on a Saturday there would be some logistical problems in opening the premises.

Governor Training

A governor asked what had happened with the training events run by DCC governors had nominated themselves to go but had been cancelled due to a lack of interest.

Clerk informed governors that Governor Support had stated they would be contact

	<p>individuals/Clerk when the courses were due to run again.</p> <p>Governors also noted they are also not receiving information from DCC regarding updates from Governor Support and notification of future training events.</p> <p>ACTION: Clerk to speak to Jeanette Hamilton from DCC Governor Support regarding Governor updates and training.</p> <p>TBU asked if the school had been subscribed to the NGA and if so why they are not receiving e-mails.</p> <p>PR informed governors that a gold subscription had been applied for and all of the governors' details had been sent to the NGA for inclusion on their distribution list.</p> <p>ACTION: Clerk to contact the NGA regarding the school's membership.</p>
--	--

Action Points

Min #	Topic	Pg #	Action Point
G45	Apologies	1	Clerk to contact Jo Morris as there had been no communication from her regarding attendance at the meeting.
G46	Staffing	2	Clerk to contact Governors if they are needed to attend the meeting on 16 March.
G49	Ofsted Action Plan	6	Clerk to mail to Governors regarding responsibility areas for the SIP.
G49	Ofsted Action Plan	6	Clerk to e-mail SMSC audit to Governors.
G49	Ofsted Action Plan	7	Clerk to liaise with CBR regarding updating the website.
G50	Additional Payments	8	HLE to have an informal discussion with about her career options.
G50	Prevent Strategy	8	TBU to make contact to rearrange another date.
G50	Inventory	8	Carol Hayes, Finance Officer, to be asked for further information regarding the items listed. An amended list is to be presented to the Finance Committee meeting on 17 March.
G50	ParentMail	9	TBU to contact ParentMail
G50	Governor Training	10	<p>Clerk to speak to Jeanette Hamilton from DCC Governor Support regarding Governor updates and training.</p> <p>Clerk to contact the NGA regarding the school's membership.</p>

[Handwritten signature]
2/4/15

Student Committee
Tuesday March 10th 2015

Present:

Tracey Burnside - Headteacher
Nuscha France - Teaching Staff Governor
Audrey Ward - Support Staff Governor
Helen Lewin – Senior Leadership Team

Jeremy Kay - Parent Governor
Ruth Bird - LA Governor
Nick McGowan – Senior Leadership Team
Denise Marsden – Senior Leadership Team

Apologies:

Jo Morris – Co-opted Governor

David Wilders – Parent Governor

Min #	Agenda Item								
SC12–14/15	<p>Minutes of Previous Meeting</p> <p>SC07-14/15 - Introduction to SISRA</p> <p>A governor asked if the school are going to issue logons for SISRA.</p> <p>TBU confirmed the information that will be distributed to governors during the meeting has been taken from SISRA. However, due to data protection governors are unable to have access to the database as it contains student details.</p> <p>SC08-14/15 – Teaching & Learning</p> <p>A governor asked if Sally Fitton has contacted the school regarding any funding that is available to support the school to buy recording equipment to use as part of the Getting to Good programme.</p> <p>TBU reported that she had not spoken to Sally Fitton regarding this issue.</p> <p>Minutes agreed as a true record.</p>								
SC13–14/15	<p>Progress Data Update</p> <p>HLE distributed information to governors on the schools most recent data collection (DC3).</p> <p>The school have imported data into SISRA to produce this information.</p> <p>▪ Current Year 11 Predictions</p> <table><tr><td>Targets</td><td>DC1 Analysis</td><td>DC2 Analysis</td><td>DC3 Analysis</td></tr><tr><td>5EM - 49%</td><td>42% A* - C</td><td>50% A* - C</td><td>51% A* - C</td></tr></table> <p>There has been an increase at each data collection point and the school are currently above their target of 50%.</p> <p>A governor asked why there had been a decrease in the figures for Maths.</p> <p>TBU stated this is due to a couple of students who have not been in lessons as a result of emotional problems. These students were on target to achieve their target grades but as they have not been in</p>	Targets	DC1 Analysis	DC2 Analysis	DC3 Analysis	5EM - 49%	42% A* - C	50% A* - C	51% A* - C
Targets	DC1 Analysis	DC2 Analysis	DC3 Analysis						
5EM - 49%	42% A* - C	50% A* - C	51% A* - C						

	<p>lessons their grades have been lowered. However, these students are slowly going back in lessons and this should hopefully have a positive impact on their grades and the figures should increase at the next data collection point.</p> <p>HLE noted there had been disruption to teaching in English due to the resignation of a colleague at February half-term. The member of staff who has left was on a support programme to improve the quality of their teaching and the English Department are now ensuring the teaching groups are up-to-date with all work and controlled assessments.</p> <p>The teacher of Geography is working with 'outstanding' Geography teacher at Shirebrook Academy. In addition to this there has also been support from a Specialist Leader of Education from St Marys who has helped with the external moderation of students work to ensure it is graded correctly.</p> <p>Resistant Materials – One of the groups had not completed their controlled assessments which has had an impact on the data for DC3, just 19% achieving A*-C in comparison to 39% in DC2. However, students have been completing this work at during lunchtimes so the figures should increase at the next data collection.</p> <p>History – Following the employment of [REDACTED] the school have a much clearer and accurate picture on where the school are in terms of achievement and progress of students. Although the figures have dropped from 56% in DC1 to 42% in DC3 these are more robust and more realistic than the earlier predictions. As with most subjects there are intervention sessions for students to attend and there will also be a programme of Easter revision.</p> <p>4LP – Parents of students identified as part of the More Able cohort have been invited to a meeting on Thursday 12th March. This event will include information from a range of curriculum areas on how best to achieve A / A* grades at GCSE. There will also be university representatives at the event to talk about applying for university places and to answer any general questions on funding parents may have.</p> <p>Year 10</p> <p>The predictions for Year 10 look positive with 54% of students achieving 5 A*- C EM, governors should note these students will also be studying a further two of their option choices next year.</p> <p>There has been a slight drop in the PP data from the previous data collections but this could be because whilst these students have been strong in some assessments they may not be in the next so this data will change.</p> <p>A governor asked why the core subject areas are producing very positive data but this is not reflected in the option subjects.</p> <p>TBU stated the focus has been to increase the core subject areas to ensure students are making progress and the data reported is robust. The school are now at a point that this can be rolled out to option subjects to increase levels of attainment and to ensure the same standards are replicated across the school.</p> <p>TBU stated governors would have a further update on student data at the next Governing Body meeting on 21st April.</p>
SC14–14/15	Year 9 Options

	<p>NMC updated governors on the Year 9 Options.</p> <p>The next academic year will be the first year that when the classes will be mixed with both Year 10 and 11 students studying the same subject in one classroom. By combining classes like this it has meant the school are able to provide a broad range of option choices for students. As always the timetable is being created to meet the needs of the students and students have not had to pick from pre-defined option blocks. Students will study two of their four option choices in Year 10 and the remaining two choices in Year 11. Core subjects will continue to be delivered over a two year timetable.</p> <p>The majority of students in both Year 9 and 10 have will be given a timetable that includes all of their option choices; only 8% of Year 9 students will study their reserve subject with only 5% of Year 11 in the same situation.</p> <p>The class sizes range from a minimum of 15 to a maximum of 27 students.</p> <p>AWA informed governors the Options Evening held at the beginning of February was well attended by parents, students and also the Higher Education Progression Partnership (HEPP) and local employers. In addition to Year 9 students being invited the current Year 10 also had the opportunity to attend and revise any of their option choices they had made the previous year.</p> <p>A governor asked what the school could do better.</p> <p>NMC stated there was a need to have some provision for lower ability students, particularly subjects girls may enjoy.</p> <p>TBU informed governors the school will be running the Award of Personal Effectiveness (AOPE) qualification for lower ability students and this will give them the opportunity to have a GCSE in Year 11.</p>																												
SC15-14/15	<p>Student Attendance</p> <p>DMA presented information to governors on the school’s latest attendance figures. A full copy of the report is available from the Clerk.</p> <p>The number of students on roll at the school has increased from 407 to 415. The report illustrated each of the three terms attendance figures for each year group which are:</p> <table><tr><td></td><td>Term 1</td><td>Term 2</td><td>Term 3</td></tr><tr><td>Y7</td><td>97.28</td><td>95.15</td><td>95.37</td></tr><tr><td>Y8</td><td>96.22</td><td>95.34</td><td>96.37</td></tr><tr><td>Y9</td><td>94.57</td><td>92.91</td><td>92.57</td></tr><tr><td>Y10</td><td>94.81</td><td>93.48</td><td>92.07</td></tr><tr><td>Y11</td><td>94.9</td><td>94.17</td><td>93.23</td></tr><tr><td>Whole School</td><td>95.39</td><td>94.08</td><td>93.65</td></tr></table> <p>It is noticeable the attendance during term 3 has decreased from the previous term’s figures but this can be attributed to the bad weather in January and the increase in students with colds and sickness bugs over the winter period. The current rate of unauthorised absence is 0.4% which is mainly due to students who have joined the school with low attendance records.</p>		Term 1	Term 2	Term 3	Y7	97.28	95.15	95.37	Y8	96.22	95.34	96.37	Y9	94.57	92.91	92.57	Y10	94.81	93.48	92.07	Y11	94.9	94.17	93.23	Whole School	95.39	94.08	93.65
	Term 1	Term 2	Term 3																										
Y7	97.28	95.15	95.37																										
Y8	96.22	95.34	96.37																										
Y9	94.57	92.91	92.57																										
Y10	94.81	93.48	92.07																										
Y11	94.9	94.17	93.23																										
Whole School	95.39	94.08	93.65																										

The school's current overall attendance figure stands at 94.55%, just below the 95% target for the 2014/15 academic year. DMA informed governors that she would be meeting with the Year Leaders on 12 March to discuss how these figures can be pushed back up.

Persistent Absentees – these are students who fall below the 85% attendance category. At the moment only 6.75% of students are in this category.

A governor asked what interventions are put in place to support students attending school.

DMA stated the students identified as concerns for the school are discussed at the school's attendance meeting with the Education Welfare Officer that is assigned to the school. Specific students are also discussed with Form Tutors and Year Leaders. At the moment 14 students have received home visits by the school's Family Resource Worker and Attendance Officer and four other visits have been carried out by the Education Welfare Officer.

A governor asked if there are any prizes or incentives to encourage good attendance.

DMA stated students receive prizes and certificates each term for achieving 100% attendance. Information is put on display in the main corridor of the school for the student with the most improved attendance and the Form with the highest weekly total.

A governor asked if the free bus service to the school had proved effective.

TBU stated the buses cover a wide area of Chesterfield and the school have supported around 120 students by providing this service. The bus service is also a good selling point of the school for prospective joiners.

SC16–14/15 Behaviour Update

DMA presented information to governors on student behaviour in school.

The data on behaviour shows there have been a significant decrease in the number of recorded events since the start of the academic year;

Term	# of events
1	631
2	758
3	480

There have been some issues concerning disruption to teaching and learning by a specific Year 8 group since the start of the year. However, following some work with this class group there have been a drop in the number of incidents reported by staff who teach them. One of the students from this class has transferred school which also seems to have had a positive impact.

DMA stated the school are currently acting on advice given by Ofsted with regards to tackling behaviour and incidents of bad language and racist incidents so there will be an increase in the number of events that are reported to governors in following meetings. This does not mean there are more incidents of this nature taking place in school but all staff have been made more aware about these and asked to log and address all incidents.

DMA explained governors should remember that when looking at the data for which staff have

Finance & Resources
6 - 8 pm 17th March 2015

AGENDA

1. Welcome & Apologies
2. Section 188
3. Traded Services
4. Accelerating Performance Programme
5. Appointment of a Computer Studies Teacher
6. Budget Update
7. AOB

SS/H
17.03.15

Finance, Staffing and Premises Sub-Committee
Tuesday 17th March 2015

Present:

Sarah Swift – Parent Governor
Barry Bingham – LA Governor

Tracey Burnside - Headteacher

Apologies:

Bryan Midgley – Co-opted Governor

Min #	Agenda Item
F13-14/15	<p>Minutes from last meeting</p> <p>G40-14/15 Toilet Refurbishment – DCC will be undertaking a site visit on 18-03-15 to give the school a formal quote. If DCC's quote should increase it could be more cost effective to have the other providers undertake the work on the toilets. Information to be reported back to governors at the next meeting.</p> <p>Minutes agreed as a true record.</p>
F14-14/15	<p>Section 188</p> <p>The S188 was distributed to all staff and trade unions at the start of this term. The consultation period is now over and there were no representations from either staff or trade unions at the meeting last night. The school have received requests from the following members of staff for voluntary redundancy:</p> <p>1. year temporary contract – following the adoption of the new staffing structure</p> <p>- part-time Communication Support Worker</p> <p>- part-time D&T teacher – the school can continue to run the curriculum without the post</p> <p>Agreed by governors to accept the redundancies subject to the ongoing need for redundancy to remain and agreement of the Local Authority to meet costs.</p> <p>TBU has spoken to Ian Stonehouse today who has provisionally put a proposal together to go to Cabinet to approve the redundancies.</p>
F15-14/15	<p>Traded Services</p> <p>TBU had distributed information to governors on the range of traded services available for the school to buy from the Local Authority.</p> <p>Budget Advice & Planning Opt 1 – inc support from LA, monitoring spreadsheet from the LA - £1025</p> <p>Exchequer Services – SAP finance system - £2580</p>

	<p>Insurance – building and contents and the inclusion of offsite activities/overseas travel - £1628 Legal Advice - £725 Advisory Services – support with developments in teaching and learning etc £515 Crisis Communications – £142 Free School Meal Service – enables the LA to keep the school up-to-date - £357 Advisory HR Service - £1550 Grounds Maintenance - £8,500</p> <p>The total of traded services agreed to be bought by governors is approximately £17k</p> <p>A governor asked if there was anything the school had bought in previous years that wasn't included this year or anything else that could be beneficial that haven't been included.</p> <p>TBU stated that on the whole the same services as last year will be bought in. There are other things the school will access throughout the year but these can be bought as and when required. The Careers service bought from the LA over the last year has not been up to standard due to the usually member of staff allocated to the school having a long term absence. TBU has met with the Head of Careers Service and has informed them until the service improves the school will not be increasing the amount of support bought from the LA. In addition to this Catherine Price has undertaken careers work for the school and is currently studying for a Careers based qualification.</p> <p>A governor asked about the support received from Education Welfare Officer.</p> <p>TBU stated there is some support from the MAT. Julie Marriott is compiling a £1m pound bid to the Big Lottery to be run over 5 years which the school can buy in to for £1600 (£4 per child). If the bid is successful it will fund additional time for Family Resource Workers and Counsellors to work with the school. This bid will be run in partnership with the local feeder primary schools.</p> <p>In addition to this Hayley Lynch is available to work with students and families.</p> <p>A governor asked if the services available from the LA to support students with behaviour problems were needed.</p> <p>TBU stated this is something the school will look at and buy in throughout the year as and when needed.</p>
F16-14/15	<p>Accelerating Performance Programme</p> <p>The school have been allocated £65k of funding for two years. TBU will be meeting with Russ Barr and Sally Fitton tomorrow to go over an action plan to see how the money will be spent. The aim of the funding is to address the issues from Ofsted and move the school towards being 'good'.</p> <p>Proposed uses for the funding are:</p> <ul style="list-style-type: none"> ▪ Maths – keep on 31.03.16 support the school in attainment in Maths ▪ Computer Science Teacher – one year temporary position to allow specialist input to be added to the curriculum. As every child will do Computer Studies it is part of the school's progress 8 measure so it will support the school in having an overall better score. ▪ Support for Geography – the school currently do not have a specialist and there are a lot of students who have picked Geography as an option in September. 31.03.16, took on the teaching of Geography of the start of the academic and has been working with other schools to increase her skills as it is not her specialist area. While this has had an impact further

	<p>support is needed.</p> <ul style="list-style-type: none"> Teaching Assistant – appoint a new TA with the responsibility of running a reading programme to support the levels literacy across the school. This was identified by Ofsted as an area the school need to address. <p>A governor asked if there was a specific programme the school have considered using.</p> <p>TBU stated the school are looking at Accelerated Reader and Lexia.</p> <p>A governor stated that as part of her other role in another school she had compiled a report on Lexia which seemed a very good resource for students to use.</p> <p>ACTION: SS to send the report to TBU.</p> <ul style="list-style-type: none"> Resources – improve the resources in school to support student engagement with reading e.g. computers in the reading room for accessing the reading software and new books. Pixel Club – online resource run by a group of Headteachers and other Senior Leaders that include mock exam walk through in all subject areas. £3200 a year to subscribe and TBU has contacted Patrick Cummings from Eckington School who highly recommended the programme. Intervention Resources Child Development and Health and Social Care – up-to-date interactive resources to help engage students more in lesson and make better progress. KS3 and KS4 Curriculum – due to the changes in the curriculum new resources are needed for various departments in school. Revision Programme – Resource for Year 10 and 11 students such as SAM learning or Pearson Active Learner. Cluster Bid – as mentioned previously to allow the school to access more emotional support services for students - £1600 More Able – developing a programme of activities for the more able students - £2k <p>TBU stated the draft action plan will be presented at the meeting tomorrow and governors will be updated at the next meeting.</p>
F17-14/15	<p>Appointment of a Computer Science Teacher</p> <p>Following on from the previous agenda item governors agreed to the new Computer Science teacher post being advertised, subject to the agreement from the LA tomorrow to fund it using some of the £65k funding.</p> <p>It was noted that the issue had been discussed at an earlier governor meeting and had been raised by the Head of ICT to a governor during a visit to the school.</p>
F18-14/15	<p>Budget Update</p> <p>TBU distributed the budget update to governors.</p> <p>At the last time the budget prediction for a carry forward figure was £43k this has now increased to £59,393.</p> <p>111300 – Invigilators Basic Pay - £754 – no more spend needed out of this year budget 118100 – Recruitment Expenses - £801 – no posts have been advertised</p>

120020 – Buildings – Minor Improvements – this will be overspent
 121020 / 121030 – Gas/Electricity – there should be some left at the end of the year due to low usage
 124000 – Water – Received a rebate from for £3,269
 140210 – Learning Resources Not ICT - £24,416
 143000 – Printing & Stationary - £12,603
 143010 – Admin Printing & Stationary - £1,000
 144090 – Examinations/Training - £33,210 – the majority of this will be used before the end of the financial year
 145010 – Telephones - £1,320
 145030 – Postage - £2,982 – postage has been taken from a different budget code
 145550 – Computer Consumables - £1,848
 144240 – Big Lottery - £8,000 – this will be spent before April to buy fitness equipment for the gym and horticulture equipment
 144260 – Jigsaw Project - £10,845 – this will be spent by April
 144270 – Buses – £2,950 – this money will be spent and an additional £3k will probably be needed to pay for the bus services
 232040 –Sporting Lettings - -£1k –Facilities For All have been contacted regarding the payment of monies generated by the lettings. There will be £560 paid to the school for the first year; £500 contribution towards utility costs and £60 profit share. This will hopefully make more money next year now this is established.

TBU stated it was hoped the carry forward figure for the end of the financial year would be in the region of £70 - £80k and should not go below the current £59k.

A governor asked how the school monitors the procurement of goods and services for the school.

TBU stated that when things are due for renewal alternative quotes are obtained to ensure the school are receiving best value.

For example:

Photocopying / Printing – At the moment have a number of different contracts for the schools . photocopiers that all change at different times. NMC has been in contact with Ricoh with a view to upgrading all the machines in school £1,819 per year less than what the school currently pay.

Agreed by governors to change.

Ginger Matts - £2k per year contract for them to come and replace/clean the matts throughout the year. However, the matts can be bought through Amazon at a cost of £14 each. The school are able to buy the 18 matts it needs for the school for £262. The represent a substantial £1,700 saving for the school.

Agreed by governors to trial for one year.

Sanitary Bins - The school's current provider was charging £1,500 pounds per year and after obtaining some other quotes, the cheapest one for £800, the current company have agreed to provide the service for £792.

A governor asked what the prediction was for student numbers.

TBU stated there is definitely 68 but the admissions team think there could be up to 80 students as

	<p>there are a number of students who haven't applied. This is still a 20% increase on last year but with the work put in place by Andy Scott, Primary Liaison, and a further increase in results in September should have a big impact.</p> <p>A governor asked about the number of in year admissions to the school.</p> <p>TBU stated there are potentially another two students from Outwood Academy who will join the school. Since the start of the academic year the school have increased from 407 to 417 students, this includes some students who have left the school due to families moving out the area.</p>
	<p>AOB</p> <p>None.</p>