

The Meadows Community School

Governor Meeting - Agenda

Date 19 March 2013

Start Time 18:30

Meeting Type

Item No.	Time	Agenda Item	Detail
1		Welcome & Apologies	
2		Declaration of Interest	
3		Minutes of Previous Meeting	
4		Review of Self-Evaluation & Governors Meeting	Identifying short & medium term strategies prior to External Governor Review Action Plan Re-instatement of Headteacher Report Governor link on website - previous minutes, papers for next meeting, essential documents eg RAISEonline School Dashboard Sub Committees - Progress Committee
5		Policies	Adoption of policies from February meeting Latest policies for review
6		Headteacher Review	Report on appraisal and new targets
7		Finance	2012-13 Budget Review 2013-14 Budget Forecast Review of Pupil Premium spending 2012-13 Contracts - Grounds Maintenance - Catering Schools Financial Value Standard (SFVS) PCs for Room 24
8		Curriculum	Report back on Option Choices 2013-14 and Year 10 proposed curriculum
9		Attainment & Achievement	Review of progress towards Expected and More Than Expected Progress Targets including Ever 6 Student Progress

re 19/3/14

Item No.	Time	Agenda Item	Detail
10		Personnel	Staff Consultation Feedback Report back on Headteacher appointment process Personnel Update Sheet
11		Correspondence	
12		Date of Next Meeting	6 pm Tuesday 30 April

ME
14/3/12

The Meadows Community School Governor Meeting - Minutes

Date: 19 March 2013
Start Time: 18:30
End Time:
Meeting Type:

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

MinID	Subject	Notes
824	Apologies	.Andy Dukelow Paula Elliott
825	Declaration of Interest	None

*REV
3/14/13*

MinID	Subject	Notes
826	Matters Arising from Previous Minutes	<p>Sub-Committees</p> <p>Following the Governor Review undertaken by Ruth Agnew it was decided that a sub-committee that focused on student progress and attainment would be better than having committees on Finance or Personnel. A key issue from the Ofsted report was for Governing Body to challenge the school on student progress.</p> <p>All Governors a Progress Committee would give the opportunity to discuss a lot of information before the main meetings and all Governors could be involved. It was agreed this would give Governors a better focus.</p> <p>ACTION: Clerk to e-mail regarding the new Committee, proposed to meet one week before the full Governor meetings.</p> <p>Ofsted Training Course</p> <p>This was cancelled and replaced with the Strategic Briefing as there was a lot of feedback from schools following Ofsted inspections. These Briefings have been attended by L Asquith, R Bird and E Frost.</p> <p>808 - RAISEonline</p> <p>Governors now have their own copy of RAISEonline (distributed at the meeting).</p> <p>LA reported to Governors that a share point site was going to be created on via a link on the school's internet homepage. The site would include useful documents such as papers for meetings and information on progress that will be helpful for Governors. This will be updated by the Clerk on a regular basis. Each Governor will be given a login and instead of information being e-mailed to Governors they will be able to access on the secure share point site.</p> <p>RB asked LA how soon the site would be established.</p> <p>LA stated the intention is to have it set-up for the next Governor meeting.</p> <p>809 - School Self-Evaluation to be sent out for March meeting.</p>

MinID	Subject	Notes
		<p>A revised version of the draft School Self-Evaluation has been prepared by SLT and will be tabled later in the meeting.</p> <p>Parents' Evenings</p> <p>Following the last meeting a number of Governors have expressed an interest in being present at Parents' Evenings.</p> <p>EF suggested that the area where Governors are going to sit should have a noticeboard behind them so information about the Governing Body could be displayed.</p> <p>Governors will aim to complete the Governor profiles for the June Parents' Evening so these can be put on the display.</p> <p>812 - Careers Education and Guidance</p> <p>LA has spoken with a representative from the Careers Service and agreed the school will buy in 15 days of Careers Guidance on a one year basis. The school can buy extra days if required. Diane Oakley, Careers Education Guidance Teacher, is in the process of planning a programme for the school. The cost of provision from the Careers Service is £220 per day.</p> <p>813 - School Financial Value Standards - SFVS</p> <p>BC e-mailed information to Governors for them to look through and amend as necessary. The standard has to be achieved by 31st March 2013</p> <p>One of the items on the SFVS was in regard to finance training but if there is any other training or amendments Governors would like to make these need to be highlight.</p> <p>Governors agreed they had read through the document and are happy for it to be sent off and submitted.</p> <p>814 - Policies and Procedures</p> <p>Policy & Procedures</p> <p>The following policies were taken away following the February meeting for Governors to review:</p> <p>Safeguarding</p>



MinID	Subject	Notes
		<p>Use of School Management Systems and Technology in School</p> <p>SEN</p> <p>Grievance Procedure</p> <p>Anti-Bullying</p> <p>Governors confirmed they reviewed the documents above have no amendments. All policies were adopted.</p>

MinID	Subject	Notes
827	Review of Self-Evaluation & Governors Meeting	<p>Identifying Strategies in Response to External Governor Review</p> <p>The report prepared by Ruth Agnew was distributed for Governors to read through.</p> <p>ACTION: R Kench to be changed from Associate Member to Staff Governor (Page 2 of the report, second paragraph).</p> <p>As outlined in the report and recommended by Ruth Agnew EF has already contacted SGOSS with a view to recruiting Governors to the school. As yet there has been no information passed from SGOSS to the school regarding volunteers in the area.</p> <p>LA suggested to look at the action plan from the visit in connection with the whole school action plan.</p> <p>A first draft copy of the Ofsted Action Plan was distributed to Governors.</p> <p>LA proposed that Governors take this document away and read it in preparation for the meeting on 30th April. Within the Action Plan the first two pages are the Vision for Improvement and Future Planning and the priorities from last year. Governors have already been e-mailed this information to identify priorities within the plan.</p> <p>All of the Ofsted priorities are identified in the report have been included in this plans as objectives.</p> <p>LA has completed the following sections of the Ofsted Action Plan:</p> <p>Achievement and Attainment Teaching and Learning Curriculum Development Planning Care and Guidance - this will be completed with the Teaching and Learning Co-ordinators on the INSET day on 28-03-13 Leadership and Management - has been completed in terms of the school Leadership and Management but there is a section on Governance that needs to be completed. The recent Evaluation Action Plan from Ruth Agnew needs to be incorporated in to this section. Future Planning and Strategic Development</p> <p>ACTION: Governors need to look at the Action Plan from</p>

MinID	Subject	Notes
		<p>the Governors' Review and match these to the objectives in the Ofsted Action Plan.</p> <p>This will be an agenda item at the next meeting on 30th April.</p> <p>Governors agreed that further discussion was needed on identifying objectives and combining the Action Plans.</p> <p>Evaluation of Governor Review</p> <p>Governors have been asked by the National College of School Leadership to evaluate the visit from Ruth Agnew.</p> <p>Governors read through the following questions on the survey and gave their answers to them.</p> <p>What aspects of the review did you find most useful?</p> <p>Governors agreed that focusing on the questions asked as part of the review helped to give a rounded view and identify where Governors need to set priorities.</p> <p>LA found it useful to get a national viewpoint as opposed to a local viewpoint. There have been things Governors thought were law but are in fact a Derbyshire interpretation.</p> <p>Is there anything further you would have liked to have seen included in the review?</p> <p>Governors agreed the review was very comprehensive.</p> <p>What difference has the review made to the effectiveness of the Governing Body?</p> <p>It has helped the Governing Body to formulate a plan to look at way forward and initiate change.</p> <p>Overall how satisfied are you with the review?</p> <p>Governors agreed they are very satisfied with the review. Governors would like to thank Ruth Agnew for the professional and enthusiastic manner in which she conducted the review.</p> <p>ACTION: Clerk to submit response to the National College.</p> <p>RK raised some issues that had been highlighted in the</p>

report about the constitution of the Governing Body.

RK noted the evaluation report stated that some Governors felt the amount of Staff Governors on the Governing Body inhibited raising questions and if this is the case the issue needs to be addressed.

DW stated that this may have been Ruth Agnew's interpretation of what had been said and he has never felt inhibited about asking questions.

All Governors felt this comment had been taken out of context and was in relation to an issue around having 'Any Other Business' on the agenda so items could be brought to the meeting rather than wait until the next meeting.

BC and AW stated that 'Any Other Business' used to be a part of all agendas but after attending training provided by DCC the previous Clerk was advised to remove this. It was thought that by doing this it would stop the need for lengthy conversations at the end of the meeting that Governors would be unprepared for.

RK asked for clarification on whether the comments in the report needed to change as it does read that Staff Governors do stop questions being asked.

DW agreed that the wording was inaccurate and this is not what Governors meant and needed to be amended but it is a valid point that Governors should think about the constitution of the Governing Body and have a discussion about this at a later date.

ACTION: Clerk to contact Ruth Agnew to make amendments to the report.

Re-instatement of Headteacher Report

An area picked up by the Governor Evaluation was that Headteachers would normally present a Report to Governors at each meeting of things that are happening in school. Many years ago it was decided by the Chair that the Headteacher's Report was no longer needed and information would be tabled as agenda items in the relevant topics. Having the Report used to lead to duplication in discussions as items would be discussed as part of the report then as agenda items.

LA asked Governors if they would like to re-instate the Headteacher's Report that gives general information about what has happened in school e.g. awards, exclusions or prefer them as separate agenda items.

DW informed Governors that the Headteacher's Report is still presented to Governors at the other school where he is a Governor. The information contained in this report is just headline news and the report tends to be fairly brief. If this is given in advance of meetings and Governors have the time to look at the information and there is no real need to discuss it at great lengths in meetings, unless there is a specific query.

Agreed by Governors to re-instate the report for the April meeting.

BB asked if Governors can come and visit the school?

LA informed all Governors they are more than welcome to visit the school but it is helpful if Governors notify the school so appropriate arrangements can be made.

The school's Student Evaluator Committee meets every Friday morning and if Governors are interested in coming to one the meetings please contact Brenda Cartwright.

LA suggested that it would be good to reinstate the subject Link Governors for English, maths and science. When meetings take place with Curriculum Leaders in the these areas Governors could also be present.

DW felt activities such as Link Governors would help to raise the profile of the Governing Body and provide valuable information for the subject areas.

LA informed Governors that it is intended to ask teaching staff if they would have any objections in doing a joint lesson observation with a Governor. Information on this will be fed back to Governors.

Governors agreed that having Link Governors would be beneficial for the school.

Link Governors for the following subject areas were agreed:
Science - David Wilders
English - Elaine Frost
Maths - Ruth Bird (tbc)

MinID	Subject	Notes
-------	---------	-------

History - Barry Bingham
Inclusion - Barry Bingham, Audrey Ward
Safeguarding - Ruth Bird

ACTION: Clerk to e-mail out dates for meetings as they are arranged throughout the rest of the academic year.

Governor Link

Arrangements for the new share point site link on the school website as discussed earlier in the meeting.

All Governors in favour of establishing a secure Governor area for storing accessible electronic information for the Governing Body.

School Dashboard

Copies of RAISEonline were distributed to Governors.

Ofsted have produced a mini summary document that is based on RAISEonline called Ofsted School Data Dashboard. The link to this document was e-mailed to Governors previously but the information can be found at <http://dashboard.ofsted.gov.uk/dash.php?urn=112958>

A PDF version of the document will also be e-mailed out to Governors for reference.

LA asked Governors to familiarise themselves with the information in order to ask questions at the Progress Sub-Committee.

If any Governors would like to do individual training on RAISEonline please contact the Clerk to arrange a time.

ACTION: Clerk to e-mail out School Data Dashboard to be e-mailed out to Governors.

AW asked if RAISEonline gives any indication of how the school stands in comparison to other schools on Free School Meals?

LA clarified the booklet gives all this information.

MinID	Subject	Notes
829	Policies and Procedures	<p>Governors took the following policies away from the February meeting for review.</p> <p>EF asked Governors if they wished to change any of the content or discuss them in further detail.</p> <p>Governors confirmed they had read the policies and apart from formatting/clerical errors that have been highlighted no other amendments were needed.</p> <p>The following policies were agreed to be adopted:</p> <p>Safeguarding Use of School Management Systems and Technology in School SEN Grievance Procedure Anti-Bullying</p> <p>These policies will now be put on the school website along with the new Governor share point site.</p>

MinID	Subject	Notes
830	Headteacher Review	<p>DW reported on LA's Headteacher Review that took place on Tuesday 12 March. Other Governors present at LA's review were RB and EF.</p> <p>Governors looked at the targets that had been set for the previous year and agreed that these had all been met. As LA will not be doing a full academic year new targets were set up until August 2013.</p> <p>These targets are:</p> <p>Succession Planning - helping to make the transition to a new Head as smooth as possible Preparing for the new National Curriculum Progress target to ensure all students are meeting Expected Progress in English and maths</p> <p>BB asked LA how she split her time between management of the school and teaching?</p> <p>LA stated that she teaches 12 one hour periods over a two week timetable of 50 periods, so roughly 25% of her time is spent on teaching.</p>
831	Health & Safety	<p>BC reported that there will a Health and Safety Audit at the school next week and this will be reported on in the April meeting.</p> <p>RK asked BC if the purchase of a defibrillator was still something the school are looking to buy.</p> <p>BC reported to Governors the defibrillator had been bought and appropriate training will be set up in the coming months. The cost of the equipment was £1500.</p>

MinID	Subject	Notes
832	Budget	<p>BC reported back to Governors on the school's budget.</p> <p>Currently the school are have overspent on some items in the budget but underspent on others. There is currently £280,753.48 of the 2012-13 budget remaining but this does not take March salaries in to account and the school still have some funding to come through.</p> <p>A potential carry forward figure of between £60 - 80k has been estimated.</p> <p>Matlock have written to the school as they are also monitoring the budget and they have said the school need to look at making a reduction in staffing of 3.6 posts. This is roughly what Governors have done by making a reduction of 4.6, bearing in mind some of these posts are TAs this will even out to around 3.6.</p> <p>RK stated this letter underlines what the school have done in terms of staffing reductions.</p> <p>Governors looked at the A3 budget comparison sheet.</p> <p>BC stated she had not produced a draft Annex 1 for this meeting but as outlined in the 2013-14 budget there is still a large amount of funding unaccounted for e.g. SEN or other funding to be advised (TBA). Once these figures are received an Annex 1 will be distributed to Governors, which will probably be at the April meeting.</p> <p>AW asked BC how many students had been estimated for the 2013 Year 7 intake.</p> <p>BC reported the budget figures are based on 50 students but this will probably increase slightly which will have a knock effect to the budget as the school's allocation is based on student numbers coming in.</p> <p>AW thinks there will probably be around 57 students from the information she has received.</p> <p>In terms of managing the budget the school have had a full-time teacher on full pay that has come out of this budget and there has also been a three month absence that has been carried.</p> <p>ACTION: If Governors would like any further information on the budget please contact BC.</p>

Pupil Premium Funding 2012 -13

LA distributed information to Governors on Pupil Premium spending.

A total of £114,197 has been spent on a range of intervention strategies to support students. The majority of this money has been spent on behaviour support, English and maths intervention.

DW asked if it was possible to have information on the impact of the Ever6 funding on pupil progress or a report of this to be made for the Progress Committee.

RK reported that students who are in Set 3 maths (whose expected progress is to get C grades) in January these students were entered to the maths Linear Paper. Students were entered in on the basis that if they got a C they would then be able to concentrate on other areas. Out of the 32 students entered 13 got the C. These students are now doing extra tuition in other subjects. These students would not have been prepared for the exam without the intervention that was put in place which was paid for by Ever6 funding.

ACTION: RK to prepare a report for the Progress Committee

MinID	Subject	Notes
833	Catering	<p>BC reported that the Catering Department contract is up for renewal and DCC are proposing a 5 year contract. The standard of catering in the school is very high and the Catering Team have also won a number of local and national awards for the food they serve.</p> <p>There has been a 3% increase on costs from last year but as food prices have increased this is probably to be expected. As there have been some operational issues with the tills and cash points where students add money to their accounts these have all been upgraded by DCC as part of the conditions for the school renewing the contract.</p> <p>The quality of food on offer has encouraged more students to stay on-site for lunch and there are now only 27 students who leave school to go home for lunch.</p> <p>RK & LA invited Governors to come in at some point during lunchtime to see how things operate and to have lunch with students.</p> <p>ACTION: Governors wishing to come in for lunch please contact the school so arrangements can be made.</p> <p>Agreed by Governors to renew.</p>
834	Grounds Maintainence	<p>The Grounds Maintenance contract is currently delivered by Derbyshire County Council and needs to be renewed.</p> <p>BC recommended the school renews this contract as it does provide good value for money and there is no increase in costs from the previous year. For the 2013 -14 the cost will be circa £8k which is £4k under what some other competitors are charging for a similar service.</p> <p>Agreed by Governors to renew.</p>

MinID	Subject	Notes
835	Quotations	<p>PCs for Room 24</p> <p>Following some refurbishment the school would like to buy 24 new PCs.</p> <p>BC informed Governors that the spec of the computers is exactly the same as the ones discussed at the February meeting. Robin Needham, Network Manager, is recommending purchasing the PCs from Misco as they are the cheaper than Insight and Dabs and Misco will also provide a 3 year warranty in the price.</p> <p>The total for the 24 PCs and monitors is £10319.52, this will not leave a huge amount in the budget for other IT purchases.</p> <p>LA stated this will help students with access arrangements for examinations to get additional time or a way of working for some students who find handwriting difficult if they are able to demonstrate that their normal way of working is on a PC they will work on a PC for their examination. Having the PCs in Room 24 will give those students opportunities to demonstrate that this is their normal way of working. This will help certain students make Expected Progress that they would not be able to make particularly if they had to handwrite exams especially in linear exams when students have to write for two hours.</p> <p>AW informed Governors that there are 7 laptops available for students to use in exams.</p>

101

MinID	Subject	Notes
836		<p>RK reported back to Governors on the developments in the school's curriculum.</p> <p>Maths - Progress as previously discussed including a group of 13 students who have achieved C grades in Maths who are now receiving extra tuition in other subjects such as English.</p> <p>English - Helen Lewin, Curriculum Leader, has gone through the recent controlled assessment and put all the results on a spread sheet. Using this data and teacher judgement the Year 11 English groups will be reorganised with each group either focussing on improvement or achieving More Than Expected Progress (MEP).</p> <p>Year 9 Choices - information has been given students for submitting their option choices for their programme of study in Year 10 and 11. All students have four choices and there are two guided choices. Currently 87% of students have the programme of study they wanted with every student getting their first 3 choices. 35 students will be doing German, History or Geography who will potential meet Ebacc criteria.</p> <p>AS ICT - the school are not doing the early entries but do feel this subject gives real extension to students who are good at ICT. There a two students in both Year 10 and 11 who are currently predicted to get A grades.</p> <p>English and maths intervention will be timetabled with all students who are not on Ebacc courses, which is around 60 - 70% of the year group. These students will lose a GCSE but gain extra input in other subject areas.</p> <p>BTEC construction will be running next year and some aspects of the Horticulture course will be running but not as a BTEC.</p> <p>EF asked if there are any subjects students have applied for that will not be running.</p> <p>RK stated that 8 students wanted to do textiles but this wasn't sufficient student numbers to run the course, this has been the case for the last three years. The students who choose textiles have been re-interviewed and have now opted for Resistant Materials, Food or Photography.</p> <p>There will be two groups of German running which has not</p>

MinID	Subject	Notes
		<p>happened at the school for quite a while.</p> <p>Governors asked how this compared Meadows with other schools in terms of uptake of the Ebacc?</p> <p>RK stated The Meadows have always looked very good in terms of the Ebacc and the first year had a figure of 11% of student achieving the criteria. If the present Year 9 continued to make progress there will be around 30% of students leaving with the Ebacc, this compares with schools such as Brookfield and Ashbourne.</p>

701

MinID	Subject	Notes
837		<p>LA distributed information to Governors for students' achievement.</p> <p>LA stated to Governors that this information would be distributed termly and will be a familiar way of looking at Expected Progress (EP) and More Than Expected Progress (MEP).</p> <p>Following the Ofsted inspection the school need to look at not only the progress made by all students but by target groups of students. What this report does is give you information by Year group on students' progress by subject.</p> <p>All subjects are compared to students making MEP and EP.</p> <p>Governors looked at data for Year 7 students in maths. Out of the 70 students in this Year 7 group only one student has achieved their MEP but the data also identifies this is a girl student who is on free school meals (FSM) and is also Pupil Premium. There are 22 students who are on Pupil Premium and 19 students on FSM so this is not a large proportion of these groups.</p> <p>Out of the 70 students 16 of them have already made their EP (9 boys and 7 girls). Out of these 16 students 5 are pupil premium, 5 are on Free School Meals (FSM), 3 have Special Educational Needs and a Disability (SEND) and 3 are School Action. From this you can see that the SEN and school action students in maths are doing particularly well.</p> <p>AW asked stated that the girl who achieved her MEP in Autumn did not achieve it in Spring.</p> <p>RK clarified that this student's result could have dipped back below their MEP or the teacher could have raised their target level to provide challenge for the rest of the academic year which has not yet been achieved.</p> <p>RB asked whether the Children in Care target group would cross over with any of the other categories such as SEN or FSM?</p> <p>LA stated that Children in Care could also be in other categories but that they would only be counted once.</p> <p>Governors asked LA why such a high percentage of students studying Year 7 Science had made their MEP and</p>

MinID	Subject	Notes
-------	---------	-------

EP.

LA we think this has happened as Science have introduced a system of pre-testing before a module do the teaching and do another test at the end of it. We think the students are very engaged and seeing where they are at the start and where they have progressed to. Students are using a system called Turning Point and are finding this very motivational. The science department also get students to colour in their flight paths of where they should be and it appears that this visual aid is having a quite significant effect. However, this will be evaluated further and reported back to Governors.

DW asked if this is a system that can be rolled out to every subject?

LA stated this approach does not fit every subject but could certainly be used in maths, MFL and Humanities.

AW stated that students do also have labels given to them 3 times per year that they can stick in their planners that tell them how they are progressing against their targets.

54% of Year 11 maths student have achieved their EP. The national figure for maths last year was around 64%. Last year 48% students at Meadows achieved their EP so already we have made a 6% increase on this figure.

ACTION: Governors to take the information away to study in preparation for the Progress Committee.

Governors agreed this was a useful and simple tool for looking at student data.

RK reported back on the new assessment method for students. As the Ofsted team were not satisfied with assessment undertaken at the school a system of stickers for students with two ticks and a target is now being used in student workbooks. This will be completed by all staff to log positives and a target for improvement. This will be put in students books and will be very easy to find for students to gain feedback on their work.

19

MinID	Subject	Notes
838	Resignations	Mathematics Teacher retires on 31-08-13
839	Appointments	Assistant Co-ordinator of Teaching and Learning appointed on 15-04-13
840	Vacancies	<p>Mainscale Teacher of Maths advertised Mainscale Teacher of History with possibility of TLR 2.2 to cover for Maternity Leave Mainscales Teacher of English, fixed-term for 1 year to undertake Intervention with Pupil Premium funding</p> <p>LA remarked on a point raised at the staff consultation meeting to redeploy existing staff at risk of redundancy to other curriculum areas where vacancies existed. Bearing in mind where the school is in terms of Ofsted and we need skilled practitioners who can deliver KS3 and KS4 to examination we could not risk have a non-specialist teacher in these areas.</p> <p>Obviously if staff can demonstrate their ability to teach the subjects up to GCSE A* examination level they will be considered for the post along with the other applicants.</p> <p>In the past the school have had a non-specialist teacher in History which did not work out. Maths is a key vulnerable area for the school so a suitably qualified and skilled professional will be needed to help the maths department increase levels of attainment.</p> <p>Governors agreed with LA's point of view.</p>
841	Contract Changes	<p>review of 0.8 contract - expires 30-04-13 and would like to extend this until 31-08-13 and then revert back to his substantive post of full-time Curriculum Leader from 01-09-13.</p> <p>Approved by Governors</p>

MinID	Subject	Notes
842	Maternity / Paternity Leave	- History Teacher - Vacancy advertised through Call Derbyshire - Approved by EF on 04-03-13 will start maternity leave on 9 September 2013 and proposes to return to work in May 2014.

MinID	Subject	Notes
844	Other Issues	<p>Headteacher Appointment</p> <p>EF has spoken with J Richardson for an update on the appointment process. Mr Richardson has yet to place an advert for the post. Mr Richardson spoke to a colleague at Eckington school to see if he was interested in the post. However, the colleague from Eckington was not interested in the post and vacancy was going to be discussed at the Headteachers' meeting today and report back to EF on progress.</p> <p>Unfortunately Mr Richardson has not contacted EF following the Headteachers' meeting this afternoon.</p> <p>ACTION: EF to contact Mr Richardson for a progress update.</p> <p>The proposal at the moment is to have an Headteacher for 5 days per week who would be managed by an Executive Headteacher who will be based at the school for 2 - 3 days per week. These arrangements are initially for a period of two years.</p> <p>LA asked EF if Mr Richardson had made any comments regarding the funding of these posts.</p> <p>EF stated the funding for the Executive Head would be shared between The Meadows and the Executive Head's current school. The costs for the Headteacher would be met by The Meadows but this would probably save the school some money as they would not be on the same pay scale as LA.</p> <p>RK asked if someone from a big school it is likely they will be on a large salary and if they are coming in for 2 -3 days per week over a two year period this will equate to a year's salary.</p> <p>RB clarified this would be paying an enhancement on their current salary and not their full salary so the costing would be lower.</p> <p>RK advised Governors that it would be worth considering, as LA and one of the Deputy Heads leaving a situation where you have Deputy Head left from the existing structure and one member of the SLT, developing some of The Meadows existing staff as well.</p>

MinID	Subject	Notes
		<p>LA stated Governors had previously discussed putting an allowance in the budget to make an internal appointment as an Assistant Head.</p> <p>Agreed by Governors to put an allowance in the budget for an Assistant Head, this will allow them to make their own appointment based on their own criteria.</p> <p>LA asked Governors is an announcement can be made to members of staff about the recruitment process.</p> <p>EF stated that by the end of this week Governors should be in a position to update members of staff.</p> <p>AW asked who will monitor the new Headteacher and can they go back to their other school if they did not like it at The Meadows.</p> <p>LA stated they would have to give 3 months Headship notice and would be managed by DCC.</p> <p>ACTION: EF to report back to Governors via e-mail/ at the next meeting on progress.</p>

845	Next Meeting Date	6 pm Tuesday 30 April 2013.
-----	-------------------	-----------------------------