



Full Governing Body General Meeting

Tuesday 9th December 2014 – 4.00pm for 4.30pm start

Venue: Learning Centre

Present: Krissy Scott (KS), Nicola Hayward (NH), Neil Spurrier (NS), Scott Harvey (SH), Matthew Gray (MRG), Stephen Reis (SRs), Angie Langley (AL), Richard Knight (RK), Ian Batty (IB), Susie Dawson (SD), Tim Mansfield (TM), Phillip Avery (PA), Rob Farrow (RAF), Vanessa Weir (VW), Allan Foulds (AGF)

In attendance: Gareth Burton (GB), Alan Hastings (AFH), Karen Hanley (KJH), Jules Godfrey (JMG)

Apologies: Keith Chamberlain (KC), Antonia Noble (AN), Andy Ponting (AP), Stephen Rudge (SR)

Clerk: Kate Swordy/Alan Hasting

The formal part of the meeting was preceded by a presentation /training/update on the new data systems.

Annual General Meeting of the Academy Directors

1. Chairman's introductory comments

2. Apologies

- As above

3. To declare any financial and other interests

- There were no declarations

4. Presentation of Annual Report and Statement of Accounts

- AFH presented the financial statement. The accounts were prepared by the Finance team. Crowe Clark Whitehill are the accountants that audited the accounts. These have been looked at in detail by the Finance & General Purposes Committee. The money has been spent correctly as a charity. All EFA income has been received as forecast. Amendments made at the F&GP have been included.

5. Adoption of Annual Report and Accounts

- The Audit Finding Report was also monitored

Accounts agreed.

PROPOSED: SD

SECONDED: TM

AGREED: Accounts were agreed.

PROPOSAL: Crowe Clark Whitehill to be reappointed as accountants for 14/15 accounts

PROPOSED: NS

SECONDED: VW

AGREED

6. Appointment of Governors

7. Any other competent business

1. Apologies for absence

- As AGM

2. Chairman's introductory comments

- NS welcomed Krissy Scott (KS) to the Governing Body. KS introduced herself.
- There was a discussion regarding upcoming events.

These included:

6th Form Open Evening – Wednesday 14th December 2014

Christmas Concert – Wednesday 17th December 2014

6th Form Awards – Thursday 18th January 2015

3. To declare any financial and other interests

- There were no declarations

4. To confirm the minutes of the previous meeting

- The minutes were agreed to be an accurate record of the previous meeting of 21st October 2014 pending agreed minor amendments.

5. Matters arising

- There were no matters arising from the previous meeting.

6. To receive the Headteacher's Report

- The Headteacher presented his report to the Governing Body which covered the following areas:
 - Results and outputs, managing process, nature of team which are all Ofsted drivers.
 - It was agreed that the Summary Evaluation Document will be co-ordinated by the Senior Leadership Team, the Chair and Vice Chair of Governors.
 - The Headteacher described the priorities and utilisation of Pupil Premium for disadvantaged students. The school is closing the gap.
 - The Headteacher has also described how the website is being kept updated and reviewed.
 - Pupil Premium expenditure will now be shown on a separate expenditure line to make identification of its use more straight forward.
 - The Headteacher referred to Page 10 of his report identifying the attendance figures, which was a new section for his report and will be in future reports.

7. Finance & General Purposes Committee

i. Financial Report

The Business manager introduced the F&GP Committee reports. The reports identified the income and expenditure up to the date of the report. The Business Manager confirmed that the school is in a strong financial position and that current forecast and trends suggest that the school will have sufficient resources to meet its liabilities for the remainder of this financial year. There will be a significant carry forward surplus this year which will help sustain the school for the next 3 years when **the school** will face a reduction in 6th Form funding rates. This is a national issues not just one relating to Bournside. It was confirmed that the teaching and resources provided for 6th form students will not be reduced. It was reported that cost centre groups have no overspends and there is a significant contingency.

ii. Accessibility Plan

The Business Manager stated that the Accessibility Plan was currently being reviewed and will be uploaded onto the school website shortly. Many of the aspects of the Accessibility Plan are covered in other meetings and are subsumed into many areas of general governance.

iii. Meeting – 02/12/14

It was confirmed that Belmont School will create a footpath that will join the school access road. This will be at no cost to Cheltenham Bournside School and appropriate legal arrangements will be put in place.

8. Policy Committee

ESPR

The work of the Policy Committee was discussed, concerned specifically the areas of ESPR Governance Review. The drivers for this are a new Government handbook and the mock Ofsted inspection in October.

Governance Review

The Vice Chair suggested to all Governors that consideration should be given to a Governor away day ½ term/weekend to discuss what is done well and not so well. Arrange for the end of February/March. The Vice Chair will be in contact with all Governors regarding this.

School Planning

There was discussion about the school planning document which identified the Local Authorities forecast for school expansion, the principles in relation to potential expansion in the document were agreed by Governors. There was a general discussion about the general shortage of capacity in schools for example it is estimated to be between 10-16% in Cheltenham, 5% in Gloucester, 20% in Forest of Dean. Balcarras School did admit some additional students last year but this was a one off. Bournside School currently has a waiting list of 60 students currently who would like to take a place in Year 7.

PROPOSAL: To adopt the in principle position that the school may consider expansion

PROPOSED: SRs

SECONDED: TM

AGREED:

9. Pay & Performance Management Committee

Meeting – 18/11/14

- The minutes to the Pay & Performance Management Committee meeting were shared and the general business of the committee in relation to the last meeting was discussed.

10. To receive and approve new policies

Performance Management (reviewed at PA 3 – 9/12/14)

- Objective 1 was significantly amended to ensure student progress is measured using levels of expected progress.
- In the consultation process there had been a number of drop in sessions for staff.
- GB presented the draft Pay and Performance Policy. This went to staff on 01/12/14 and responses were sent to SDP. 18 responses were received which equates to approximately 17% of staff.
- In future success criteria will be determined on a sliding scale, with student progress being compared to the national average for the respective prior attainment group.
- There was a discussion relating to students achieving at different rates and that this could affect a teacher's performance result. It was felt that in cases where there were discrepancies e.g. low class sizes, then a professional judgement would be made and the policy was amended in light of this.

PROPOSED: Adoption of the Performance Management Policy

PROPOSER: RK

SECONDED: AGF
AGREED: Majority in favour
AGAINST: 1

Disciplinary (Reviewed at PA2 – 17/11/14) & Grievance (Reviewed at PA2 – 17/11/14)

- AFH presented the new Disciplinary and Grievance policies. AFH stated that they had been created in such a way as to make their interpretation as straightforward as possible for any employee who may need to use them. The policies are fully ACAS compliant.

AGREED: It was agreed to include a line at the end of each policy to state words to the effect that where the matter concerns the Headteacher then 'Headteacher' should read 'Chair'.

APPROVED: The Disciplinary Policy and Grievance Policy were reviewed in principle to go out for a period of consultation prior to returning to the Governors for final approval.

Supporting Students with Medical Conditions – (Reviewed at PO2 27/11/14)

- The Governors considered the new revised policy. The policy describes the new legislative need that requires the school to make significant changes in this area. There was discussion surrounding educational healthcare plans.

PROPOSAL: Adoption of the Supporting Students with Medical Conditions Policy

PROPOSED: PA

SECONDED: SRs

APPROVED: Supporting Students with Medical Conditions Policy 2015 approved.

11. To receive and approve existing policies

Charging & Remissions (Reviewed at F&GP 23/09/14)

Uniform – Main School – (Reviewed at PO2 27/11/14)

E-Safety and Information Technology – Acceptable Use - (Reviewed at PO2 27/11/14)

School Emergency Response Plan (Reviewed at F&GP 02/12/14)

Health and Safety - (Reviewed at F&GP 02/12/14)

Whistle Blowing - (Reviewed at F&GP 02/12/14)

All of the above policies were considered and the Chair asked the Governors to vote for all to be approved.

PROPOSED: PA

SECONDED: SRs

APPROVED: All polices listed above were approved.

12. To consider the policy schedule

AGREED: It was decided that the Performance Management and Review Policy would be introduced at PA2 and to be re reviewed at PA4.

13. To consider the training/awareness issues for the next meeting

- It was agreed that this would be considered outside of the meeting.

14. Any other business (by notification to the Chair ahead of the meeting)

- There were no items of any other business.