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## Full Governing Body General Meeting

Thursday 5<sup>th</sup> March 2015 – 4.00pm for 4.30pm start

Venue: Learning Centre

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**Present:** Susie Dawson (SD), Neil Spurrier (NS), Steve Reis (SRs), Tim Mansfield (TM), Philip Avery (PA), Angie Langley (AL), Vanessa Weir (VW), Stephen Rudge (SR), Rob Farrow (RAF), Allan Foulds (AGF), Scott Harvey (SH), Krissy Scott (KS), Andrew Ponting (AP), Ian Batty (IB), Antonia Noble (AN)

**In attendance:** Karen Hanley (KJH), Gareth Burton (GB),

**Apologies:** Keith Chamberlain (KC), Nicola Hayward (NH), Matthew Gray (MRG), Richard Knight (RK)

**Clerk:** Sharon Peacey (SDP)

### Pre-meeting Training/Awareness:

- The formal part of the meeting to be preceded by a presentation on attendance by AGF (in Jules Godfrey's absence) and a presentation on Pride by GB.

**ACTION/AGENDA:** It was noted that JMG will present to the FGB at the next meeting of 14<sup>th</sup> May 2015.

#### 1. Apologies for absence

- Apologies were received and accepted from KC, NH, MRG and RK.

#### 2. Chairman's introductory comments

- NS asked Governors to contact SDP if they would like tickets to attend the Spring Concert which is to be held on Tuesday 24<sup>th</sup> March 2015 at Christ Church, Malvern Road. NS distributed a letter with further details.

#### 3. To declare any financial and other interests

- There were no declarations of financial or other interests made.

#### 4. To confirm the minutes of the previous meeting

##### AGM Meeting 09/12/14

- The minutes were agreed to be an accurate record of the meeting.

##### FGB Meeting 09/12/14

- The minutes were agreed to be an accurate record pending the agreed minor amendments.

#### 5. Matters arising

- AGF stated that the Discipline and Grievance Policies will go out for consultation before the end of March.

#### 6. To receive the Headteacher's Report

- AGF highlighted and discussed the key areas of his report to Governors.
- AGF highlighted that there was now a new way of registering Upper Ability students.
- AGF stated that Pupil Premium pupils will be referred to as 'disadvantaged students' in the future. The profile will be regularly monitored and updated on the school website.
- AGF stated that his recent media connection had been in his role as ASCL Vice President and not as Headteacher of Bournside School hence why he did not refer to Bournside.

**ACTION:** It was agreed that a 3 year exclusion profile and details of any permanent exclusions to be included in the next Headteacher's Report to Governors.

## **7. Governor Self Review**

- SD reported that a small group of Governors (SD, SH, IB and AN) have met to consider which areas to cover as part of the review.
- It was agreed to ask Caroline McKee to run the review on behalf of the Governors. This will take place on Friday 1<sup>st</sup> May 2015, 2.00pm to 5.00pm. A list of key recommendations will be produced and the aim will be for these to be in place by September 2015.
- AN and SD to consider what makes a 'good' governing body.

**ACTION:** Further information to be reported back to the Governing Body

## **8. Finance & General Purposes Committee**

### a) Financial Report

- A Governor queried the school's 'uncommitted and unspent balance of £2,813,280.77' and asked for a breakdown of this figure. AGF stated that the full details are available and any Governor can request this from the Clerk.
- A fuller and more detailed report had been fully scrutinised by the F&GP Committee at the meeting of 24/02/15. The report concludes that the majority of cost centre are currently underspent with the exception of some slight over spends. The current forecast suggest the school will be able to meet all its liabilities throughout this financial year and have a surplus balance at the end of the financial year.

**ACTION:** Clerk to send budget information to relevant Governor.

### b) Meeting – 24/02/15

- The minutes to the Finance & General Purposes Committee meeting of 24/02/15 were shared and the general business of the committee in relation to the last meeting was discussed. This included the committee's agreement of proposed office moves and the estimated costs involved, the school's move to internet/online banking and the usual report/summary on Health & Safety.

**ACTION/AGENDA:** The 3 year budget forecast to be presented at the next Finance & General Purposes Committee meeting (F4) of 07/05/15

## **9. Report from Committees**

### a) Curriculum 20/01/15

- The minutes to the Curriculum Committee meeting of 20/01/15 were shared and the general business of the committee in relation to the last meeting was discussed. This included presentations from Sally Lees, Assistant Headteacher and Karen Hanley, Deputy Headteacher regarding intervention to support disadvantaged students and the procedures and policies in place to manage data flow, the agreement of the Curriculum Plan and further update from GB regarding the Spring Standards Meetings.

### b) Policy 10/02/15

- The minutes to the Policy Committee meeting of 10/02/15 were shared and the general business of the committee in relation to the last meeting was discussed. The Policy Committee had focused on the forthcoming return visit from Roger Whittall (RW). On RW's previous visit to the school he had made a number of recommendations. RW had been asked to return in order to feedback on the early stages of the implementation of these changes.
- GB reported that overall the feedback from RW was extremely positive. RW had acknowledged a rapid leadership response to change and that teachers had taken ownership and were working smarter. All teachers whom RW had spoken to were able to identify PP students. Students had identified FAR (Feedback Action and Response) as the biggest change which had been implemented.

- It was noted that the Admissions Committee (A2) which was scheduled to have taken place on 12/02/15 has yet to be rescheduled.

**ACTION:** Governors to be informed when a new date for this meeting to take place has been agreed.

IB left the meeting.

#### 10. ICT and Computing accreditation (2015 onwards)

- GB stated that he had worked alongside Hayden Hunt and Mike Stratford to look at the European Computer Driving Licence (ECDL).
- GB stated that the Department of Education (DfE) have recently announced that the Cambridge Nationals Certificate in ICT that is currently delivered at the school will no longer be offered as a short course and will not count towards performance table points for schools.
- GB stated that the ECDL was recognised by the DfE, employers and in Further Education as a credible qualification.
- GB stated that offering the ECDL would be in the best interests of the students and the school.
- GB outlined the costs involved i.e. £11k per year (compared to current ICT accreditation of £7074) and stated that any costs will not apply to this academic year. GB reminded Governors that there is a cost saving due to the cessation of early entry GCSEs.

**APPROVED:** The Governors approved the introduction of the European Computer Driving Licence.

#### 11. To receive and approve policies

a) Home School Agreement - Reviewed at C2 – 20/01/15

The Home School Agreement was presented unchanged.

**ACTION:** To be reviewed again Autumn 2015 by JMG

**PROPOSAL:** Home School Agreement 2015 to be approved.

**PROPOSED:** SH

**SECONDED:** PA

All in favour

**APPROVED:** Home School Agreement 2015 approved.

b) Curriculum - Reviewed at C2 – 20/01/15

KJH highlighted the minor amendment to the policy.

**PROPOSAL:** Curriculum Policy 2015 to be approved.

**PROPOSED:** SR

**SECONDED:** RAF

All in favour

**APPROVED:** Curriculum Policy 2015 approved.

c) Equality and Diversity - Reviewed at PO3 – 10/02/15

AGF stated that at the Policy Committee meeting it had been decided that the language within the policy was not sufficiently clear. AGF had looked at other policies nationally. SH and AGF had looked at this policy together.

**ACTION:** SAL to rework the policy.

**AGENDA:** Equality and Diversity Policy to be reviewed at Policy Committee of 28/04/15

**PROPOSAL:** Equality and Diversity Policy 2015 to be approved and to go on the school website as a holding position.

**PROPOSED:** SRs

**SECONDED:** SD

All in favour

**APPROVED:** Equality and Diversity Policy 2015 approved.

d) Attendance - Reviewed at PO3 – 10/02/15

**PROPOSAL:** Attendance Policy 2015 to be approved.

**PROPOSED:** SH

**SECONDED:** AGF

All in favour

**APPROVED:** Attendance Policy 2015 approved.

e) Anti-Fraud & Corruption - Reviewed at F3 – 24/02/15 and f) Anti-Bribery - Reviewed at F3 – 24/02/15

The only change to these policies was that the definition of 'bribery' is now the same in both policies.

The importance of staff awareness and understanding of these policies was discussed.

**PROPOSAL:** Anti-Fraud & Corruption Policy 2015, Anti-Bribery Policy 2015 to be approved

**PROPOSED:** TM

**SECONDED:** AGF

All in favour

**APPROVED:** Anti-Fraud & Corruption Policy 2015, Anti-Bribery Policy 2015 approved

g) Finance - Reviewed at F3 – 24/02/15

**PROPOSAL:** Finance Policy 2015 to be approved.

**PROPOSED:** KS

**SECONDED:** TM

All in favour

**APPROVED:** Finance Policy 2015 approved.

## 12. Headteacher's PMR

- NS noted that NH had informally emailed the Clerk to state that she was happy with the way in which the Headteacher's PMR had been carried out.

**ACTION:** SDP to ask NH to provide a more formal line/paragraph to confirm her findings.

## 13. To consider the policy schedule

- It was noted that all committees were on track and that the F&GP Committee had now reviewed all of the policies due to come to the committee for review this academic year.

## 14. To consider the training/awareness issues for the next meeting

- JMG to offer a presentation on Pastoral Review pilot across Year 7 and Pastoral Data Dashboard.

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

- NS stated that he was grateful to all Governors who volunteered of their time to attend Discipline committee meetings. NS stated that it was not ideal if the same Governors were repeatedly being used to attend these meetings. NS noted that SR always acts as Chair and ideally one experienced and one new to the process Governor should attend.

**ACTION:** SDP to give Governors until a set time to confirm their attendance and to attempt to vary the Governors involved each time.