

**Meeting of Full Governing Body
9th December 2013
School Library**

MINUTES

Governors Present: Mick Baker, Richard Bradford, Emma Farrell, Alison Frost, Jeremy Holtom, Reg Hook, Jennifer John, Rosamond Lomax, Jenny Poore, Elaine Stoner, Derek Swindells (Chair),

Officers Present: Richard Baker, Teresa Carter (Clerk), Sue Middleton, Ros Stephen,

<u>Agenda item</u>	<u>Action</u>
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1 Introduction

a) Apologies for Absence

Apologies for absence received from Anne Barker, Nick Lomax, Alan Sanders and Marilena Ward. It was noted that Vanessa Hollingworth was also absent from the meeting.

b) Declarations of Interest

None

Prior to the remaining agenda items the Headteacher advised that following the recent Ofsted inspection a report would be available shortly and once this was published the outcome classification would be advised. In the meantime Governors were advised that the inspectors were complimentary of students and that the staff team had pulled together extremely well. It was particularly noted that Sue Middleton had been exceptional in leading the pre Ofsted preparation in the absence of the remaining leadership team who were on an ICT fact finding visit at a school in Harrogate. In addition the whole leadership team, the Chair of Governors and team of Governors who had been interviewed by Ofsted during the inspection were all thanked for their contribution.

2 Last meeting Dated 25th September 2013

a) Approval of Minutes

The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 25th September 2013. The Chair signed them as confirmation of their accuracy.

b) Matters Arising Not Included Elsewhere on Agenda

- The Clerk had provided a format for the review of the Chair of Governor's performance and the Chair proposed that detail work on finalising the arrangements be completed by the Vice Chairs.

ACTION - Rosamond Lomax and Jenny Poore to develop the chairs performance review process further.

**RL &
JP**

3 Chair's Report

The Chair of Governors provided a verbal update of the activities that he had been involved in on behalf of the Full Governing Body since the last meeting.

ACTION - Written record of Chair of Governors activities to be circulated to all Governors with draft minutes.

DS TC

4 Headteacher's Report

The Headteacher presented his report to governors in a format reflecting the key focus areas used by Ofsted and in the schools own self evaluation. The following issues were highlighted:

- a) Raising Standards and Achievement - Focus on raising aspirations continuing with the introduction of an attitude to learning award.

Signature.....Date.....

- b) Improving the Quality of Teaching and Learning - Work scrutiny undertaken on 21st October and findings feedback to individual teachers.
- c) Behaviour and Safety - Overall attendance at 96.10% (national average 94.3%) and exclusions reduced substantially on previous year to date numbers. Governors asked for an alteration to the report to avoid any possible identification of individual students. Weekly information on student absence provided to form tutors for early intervention.
- d) Strategic Priorities and Projects - Delivery of curriculum at Dorothy Stringer not likely to be substantially affected by proposed changes from the department for education. Increasing numbers of secondary age children within the catchment area would potentially lead to pressure on the school to increase its admission numbers in future years. This was a difficult issue to deal with and would involve more resourcing than simply adding classes. The Chair of Governors encouraged a collaborative approach with the authority and other schools in dealing with the issue of increasing school places pupil numbers across the city.

ACTION - Headteacher to invite the Director of Education to a meeting with Governors specifically about the need for an increase in school places across the city. RBr

Artificial turf pitch application due to go to planning committee in the next few days and plans for extending canteen services underway.

In addition to the above the Headteacher reported in brief on a tragic incident involving a student at the school. Governors were advised that counselling had been offered to any students or staff emotionally affected.

5 Consent Agenda Items

a) Minutes from Committees

It had been assumed that all Governors would have had the opportunity to read the minutes that had been imbedded in the agenda but it became apparent that there were some difficulties in accessing documents in that format. The Clerk advised that documents would also be made available separately on the governors learning gateway site.

ACTION - Clerk to email all Governors with a request to advise on any difficulties experienced with accessing either embedded documents or the learning gateway. Actions to be identified and taken to ensure all governors are able to access the documents for meetings. TC

6 Committee - Reports and Recommendations

AGREEMENT - The Full Governing Body approved the terms of reference as presented for all five committees.

a) Built and Natural Environment Committee

AGREEMENT - The Full Governing Body approved the Health and Safety Policy as presented.

b) Community and Partnership Committee

c) Human Resources Committee

The Chair of Human Resources Committee explained why an amendment was proposed to appendix 1 of the approved pay policy in respect of the delegations on pay decisions to the Headteacher and to the pay panel. It was also reported that the pay panel had met on 27th November to consider the pay recommendations made by the Headteacher and that the Headteacher's review panel had also met on 29th November to carry out the Headteacher's annual performance review.

AGREEMENT - The Full Governing Body approved the proposed amendments to appendix 1 of the pay policy.

- d) Strategy and Resources Committee
- e) Student Experience and Outcomes Committee

AGREEMENT - The Full Governing Body approved both the Behaviour Management and Homework Policies as presented.

7 Main Strategic Items

a) Learning Technologies

The leadership team advised that they had visited a school in Harrogate to see how they had successfully introduced the use of ipads as a learning tool. The conclusion reached after the visit was that ipads for all students and staff could be very effective in support of teaching and learning at Dorothy Stringer. Governors were enthused by a brief presentation highlighting potential uses and benefits and after clarification of a few points regarding funding arrangements, insurance against damage, roll out timing and safe use policy were in support of the leadership team extending the ipad use trial and research with a report back to Governors on the actual benefits and costing implications prior to a full roll out in April 2015.

b) Governing Body Organisation

The Full Governing Body through a task group had been exploring the potential benefits of reconstitution under the 2012 constitution regulations and a change to the organisation and chain of delegation and reporting. Jenny Poore as Governor lead on the task group provided a background to the process adopted in exploring options and drew Governors attention to the proposals made within the task group report. There were a number of questions from Governors relating to how business would be conducted without committees the impact on individual work loads and the training needs for working within a different structure involving more discussion with school leads outside of a formal meeting structure.

AGREEMENT - The Full Governing Body agreed to a reconstitution reducing the Governing Body from 20 to 16 members by June 2014 and the replacement of committee working with the alternative method of delegation and reporting as outline in the task group report.

ACTION - Further development work to be undertaken by the task group initially and then with the Chair of Governors and Committee Chairs to proceed to a reconstitution and organisation in line with that proposed.

Task
group
and
chairs

8 Any Other Business

None

Meeting ended at 6.36pm

Date of next meeting 24th March 2014

Action from Full Governing Body meeting 9th December 2013

Actions Agreed	By Who	By When
Rosamond Lomax and Jenny Poore to develop the chairs performance review process further.	RL JP	Next meeting
Written record of Chair of Governors activities to be circulated to all Governors with draft minutes.	DL TC	Next meeting
Headteacher to invite the Director of Education to a meeting with Governors specifically about the need for an increase in school places across the city.	RB	Next meeting
Clerk to email all Governors with a request to advise on any difficulties experienced with accessing either embedded documents or the learning gateway. Actions to be identified and taken to ensure all governors are able to access the documents for meetings.	TC	By next meeting
Further development work to be undertaken by the task group initially and then the Chair of Governors and Committee Chairs to proceed to a reconstitution and organisation in line with that proposed.	Task group and chairs	By next meeting