

**Meeting of Full Governing Body
16th June 2014
Training Room
4.30pm**

MINUTES

Governors Present:	Mick Baker, Richard Bradford, Emma Farrell, Alison Frost, Jeremy Holtom, Reg Hook, Jennifer John, Ros Lomax, Jenny Poore, Alan Sanders, Elaine Stoner, Derek Swindells (Chair), Marilena Ward.
Officers Present:	Teresa Carter (Clerk)
In Attendance:	Richard Baker, Sue Middleton (from 4.48pm), Ros Stephen

	<u>Agenda item</u>	<u>Action</u>
1	<p>Introduction</p> <p>a) Apologies for Absence Apologies for absence received from Anne Barker and Nick Lomax. Reg Hook had also given apologies, as he was only able to attend the beginning of the meeting.</p> <p>b) Declarations of Interest None</p> <p>c) Retiring Governors Governors were reminded that following the decision to reconstitute three governors, Anne Barker, Nick Lomax and Rosamond Lomax would be stepping down with effect from 30th June 2014. Reg Hook on behalf of the Governing Body thanked the retiring Governors for their contributions during their terms of office. It was noted that both Rosamond Lomax and Nick Lomax had been very long serving Governors and during that time had been involved in a number of major projects and taken on additional roles in support of the school.</p> <p>The Chair of Governors added his thanks to Nick Lomax and Rosamond Lomax for their significant contributions to the work of the school and, in particular to Rosamond Lomax for her support in the role of Vice Chair of Governors.</p> <p>The Headteacher confirmed his thanks and those of the Senior Leadership Team for the support and commitment these Governors had given.</p> <p>4.44pm - Reg Hook left the meeting.</p>	
2	<p>Last meeting Dated 24th March 2014</p> <p>a) Approval of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 24th March 2014. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • The Chair reported that 5 of the 14 Chair's Performance Review forms sent out were returned and that, whilst some of these were incomplete it was clear that Governors had experienced difficulty in responding to many of the 11 specific questions put. The Chair confirmed that a summary report of the limited data received indicated a majority of positive responses and that areas noted for improvement were in particular, new governor induction and clarity. • The Chair proposed that the process of Chairs Review be revisited together with 	

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	<p>the Governing Body's assessment of its own effectiveness, as part of their next Academic Year's work programme.</p> <p>4.48pm - Sue Middleton arrived at the meeting</p> <ul style="list-style-type: none"> The Vice Chair of Governors (RL) commented that, despite any negative comments included within the feedback, she wanted to record that the Chair was highly appreciated for his hard work, vision, commitment, openness and, in particular, his representation of the School at a large number of School's Partnership and Local Authority forums. Revised Complaints procedures to be presented at next Full Governing Body meeting. The Clerk confirmed that the official name of the school was Dorothy Stringer High School. <p>AGREEMENT - The Full Governing Body approved the change of School name to Dorothy Stringer School.</p> <p>ACTION - School to review all notices, signs and other communications to ensure consistency</p>	School
3	<p>Chair's Verbal Update The Chair of Governors provided a verbal update of activities since the last meeting.</p> <ul style="list-style-type: none"> A parent governor election process was underway with six nominations for three vacancies. Closing date for voting 7th July 2014 <p>AGREEMENT /ACTION - The Full Governing requested that parent and carers be notified of the election by email. Clerk to contact Communications Manager regarding this.</p> <ul style="list-style-type: none"> Panel for Local Authority Governors meeting on 17th June. The election of Chair of Governors would take place at the first meeting of 2014/15. The current chair advised that he was willing to continue, but for a maximum of two further years only. If elected for the next year he confirmed that he would wish to continue with two Vice Chairs. He also advised that during his term he would look to discuss with all Governors the issue of succession planning for the future role of Chair and Vice Chairs. <p>ACTION - Nominations for Chair of Governors and Vice Chair of Governors to be advised to the Clerk to Governors in advance of the September 2014 meeting.</p> <ul style="list-style-type: none"> The Chair and one Vice Chair had completed the Headteacher's interim performance review. 	TC ALL
4	<p>Headteacher Verbal Update A full written Headteacher's report and raising attainment plan would be available for the meeting scheduled 7th July 2014. In the interim, the Headteacher provided a verbal update on some key issues.</p> <ul style="list-style-type: none"> There were some concerns regarding outcomes at key stage 4. It was acknowledged that staff could not have done any more in preparing students for their examinations. Governors with children at the school confirmed that the support and communication had been excellent and suggested that Year 11 students be invited to give feedback about their time at the school. Improving the feedback to students on their work, identified by Ofsted, as a priority continued to be an area for focus as there were some inconsistencies of practice. The piloting of IPADS had thrown up some issues of compatibility and storage, which had delayed the proposed roll out. Governors whilst disappointed that the pilot had not been successful were in agreement with the decision to postpone until there was 	

	<p>confidence in the functionality of IPADS in supporting teaching and learning.</p> <ul style="list-style-type: none"> • Admission appeals had resulted in a further nine placements from September which was a more manageable number than anticipated. • The school were involved in talks with the Local Authority regarding the challenges faced in meeting the future need for increased secondary places. • Planners had approved the revised plans for the artificial turf pitch and arrangements were being put in place for a funding bid. • The transfer of catering in house had been very successful. The number of children having a meal in school had substantially increased, healthier food was being provided and behaviour had generally improved at lunch times. <p>The Chair and Governors acknowledged that the Business Manager had been significantly instrumental in this success.</p> <ul style="list-style-type: none"> • The school were taking part in a 'Challenge Partners' initiative involving leadership teams carrying out Ofsted style inspections in Partner Schools. This was seen as a good professional development tool for staff. 	
5	<p>Budget 2014/15 - For Approval</p> <p>The proposed budget plan for 2014/15 was presented to the Full Governing Body. The following points were noted:</p> <ul style="list-style-type: none"> • The three key income areas were budget share; pupil premium and higher needs allocation. • A surplus position equivalent to 7% of the budget share was forecast for the end of 2014/15, which was similar to the amount carried forward from the previous year. • The number of free school meal eligible students had reduced from 164 to 147 which impacted on the budget share income line but this had been compensated by the increase in pupil premium allocation for each child registered for free school meals. • Staffing costs had reduced significantly due to the allocation of an income line related to turnover. • Increments in pay scale and a 1% pay rise had been incorporated into the budget. • Development budgets for IPADS, fitness suite, attendance office and eblock had been included. • The loan for the canopies adjacent to the canteen had also been included. • The Chair of Strategy and Resources Committee had met with the Business Manager to scrutinise the proposed budget plan for 2014/15 and proposed it to the Full Governing Body. <p>AGREEMENT - The Full Governing Body approved the budget plan for 2014/15 as presented.</p>	
6	<p>Governing Body School Improvement Agenda for 2014/15</p> <p>The Chair advised Governors that following the last meeting he had met with the Headteacher and Clerk to Governors to work on final arrangements for the Governors work plan for the following year. The aim had been to have a plan that engaged governors with the school with a focus on school improvement priorities whilst retaining flexibility for strategic work and major projects.</p> <p>The Clerk had provided a report to Governors on the proposed arrangements and the agenda for the whole of 2014/15. From discussions it was apparent that Governors were already working collaboratively on number of issues and there was wish that these should continue with Governors aligned to their specific areas of interest.</p> <p>The Headteacher advised Governors of the school leads for specific business areas as follows:</p> <ul style="list-style-type: none"> • Student Experience - Chris Lee and Suzanne Lewis • Behaviour, Health and Safety - Ros Stephen and Sue Middleton • Communication - Richard Bradford • Outcomes - Richard Baker and Andrea Cummings • Finance - Ros Stephen • Staff Activities - Richard Bradford 	

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7	<p>Committees - Approval of Minutes and Reports from Chairs on Outstanding Business</p> <p>c) The Full Governing Body received verbal reports off on going business relating to the committees that had been disbanded. The minutes from each of the committee meetings were presented for approval.</p> <p>a) Strategy & Resources Committee The Full Governing Body approved four pages of minutes from the Strategy & Resources Committee meeting held on 25th February, which were signed by the committee chair as confirmation of their accuracy.</p> <p>b) Student Experience & Outcomes Committee The Full Governing Body approved five pages of minutes from the Student Experience & Outcomes Committee meeting held on 10th March 2014, which were signed by the committee chair as confirmation of their accuracy.</p> <p>c) Human Resources Committee The Full Governing Body approved four pages of minutes from the Human Resources Committee meeting held on 4th February 2014, which were signed by the committee chair as confirmation of their accuracy.</p> <p>d) Community & Partnership Committee The Full Governing Body approved four pages of minutes from the Community & Partnership Committee meeting held on 21st January 2014, which were signed by the committee chair as confirmation of their accuracy.</p> <p>e) Built & Natural Environment Committee The Full Governing Body approved four pages of minutes from the Built & Natural Environment Committee meeting held on 8th January 2014, which were signed by the Chair of Governors as confirmation of their accuracy.</p>	
8	<p>Any Other Business</p> <p>a) Parent Involvement It was suggested that parental involvement be an area for Governor focus the following year.</p> <p>b) Governor Induction The allocation of a ‘buddy /mentoring’ governor for newly appointed governors be introduced</p> <p>c) Governor Record of Visits and Training Governors were asked to keep records of their training and visits and submit them to the Clerk for central re cording on a regular basis,</p> <p>Meeting ended at 6.31pm Date of next meeting - 7th July 2014</p>	

Actions Arising from Full Governing Body meeting 16th June 2014

Actions Agreed	By Who	By When
The Full Governing requested that parent and carers be notified of the election by email. Clerk to contact Communications Manager regarding this.	TC	Immediate
Nominations for Chair of Governors and Vice Chair of Governors to be advised to the Clerk to Governors in advance of the September 2014 meeting.	All	Sept 14
School to review all notices, signs and other communications to ensure consistency	School	By Sept meeting