



**Meeting of Full Governing Body  
25<sup>th</sup> March 2013  
School Library**

**MINUTES**

**Governors Present:** Alex Bailey, Mick Baker, Richard Bradford, Alison Childs, Emma Farrell, Reg Hook, Jenny John, Nick Lomax, Ros Lomax (Chair), Alan Sanders, Marilena Ward

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

**Agenda item**

**Action**

Note - Ros Lomax as Vice Chair chaired the meeting in the absence of the Chair to Governors. The minutes are recorded in original agenda order.

Prior to the start of the meeting there were goodbyes and best wishes to the outgoing student representatives who had been good role models to the rest of the school.

There was also a presentation for Trish McElhone who had served as Clerk to Governors since 2001. She was thanked for her contribution to the work of the Governing Body.

4.41pm - Richard Bradford arrived at the meeting.

**1 Apologies and Welcome**

- a) Apologies for absence were received from Ann Barker, Brenda Davis, Jenny Poore, Elaine Stoner and Derek Swindells. The meeting was quorate.
- b) Teresa Carter was welcomed as the newly appointed Clerk to Governors and she provided Governors with an outline of her background and experience.

**2 Declarations of Interest**

None

**3 Notification of Items to be Withdrawn from Consent Agenda**

None

**4 Approval of Consent Agenda**

**AGREEMENT - The Full Governing Body approved the use of a consent agenda, which would enable a process of approval of items on a no objection by a certain date basis.**

**5 Minutes of Meeting held on 11<sup>th</sup> December 2012**

The Full Governing Body reviewed and approved seven pages of minutes from the meeting held on 11<sup>th</sup> December 2012. The Chair signed them as confirmation of their accuracy.

**6 Matters Arising and Schedule of Decisions**

The schedule of decisions and actions arising from the last meeting was reviewed.

- Ofsted workshop had been held and Governors were grateful to the Headteacher and leadership team for the guidance provided.

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

- Governors had visited the school for a number of reasons such as the self evaluation meetings but it was recognised that a more formal system with a central record of visits was required. One suggestion was that Governors had three set days a year in which to undertake evaluation visits.
- The Parent Governor election process was underway with the deadline for election set as 26<sup>th</sup> March 2013. The induction process for Governors would be reviewed and utilised.

**7 Business**

- a) **Report of Built and Natural Environment Committee**  
Governors discussed a confidential item recorded within supplementary confidential minutes.  
Draft minutes from meeting held on 22<sup>nd</sup> January 2013 provided.
- b) **Report of Community and Partnership Committee**  
Draft minutes from meeting held on 17<sup>th</sup> January 2013 provided.
- c) **Report of Human Resources Committee**  
Draft minutes from meeting held on 7<sup>th</sup> March 2013 provided.
- d) **Report of Strategy and Resources Committee**  
The Business Manager reported that the final budget share allocation had been notified and was a small increase on the previous year but was insufficient to cover the pay increments. It had been thought that the revised formula calculation would have benefitted Dorothy Stringer School but due to transition funding arrangements for other schools a cap had been imposed on the amount for Dorothy Stringer. Governors were concerned about the impact of this arrangement on the longer term development of the school and were supportive of a firm stance being taken with the Local Authority over this issue.  
Draft minutes from meeting held on 5<sup>th</sup> March provided.
- e) **Report of Student Experience and Outcomes Committee**  
Draft minutes from meeting held on 12<sup>th</sup> February 2013 provided.
- f) **Report of the Chairs Cluster**  
Committee Chairs had met and a verbal report of business conducted was provided. Information on amendments to governance constitution had been provided to the group and of particular note was the possibility of a smaller Governing Body based on skills as an alternative to the previous stakeholder model. The group had also talked about ways that the Governing Body could be more strategic and utilise the committee structure effectively with agenda setting in line with the raising attainment plan suggested.

**8 Governance**

- a) **Pupil Welfare**  
Children in care summary report and exclusion statistics received and noted.
- b) **Clerking Arrangements**  
The Clerk advised on how Governors could make contact with her and the proposed arrangements for writing of agendas.

Chairs

**ACTION - Chairs to contact Clerk with their meeting dates**

- c) **Governing Body Constitution**  
The Governing Body had undertaken changes and it was thought that a period of consolidation was required.
- d) **Election of Parents**  
Two new Parent Governors would be appointed shortly.

**9 Strategy**

- a) **Headteacher's Report**  
The Headteacher's report had previously been circulated and Governors were invited to ask questions. The following areas of the report were discussed:
  - The ideas breakfast had been successful in engaging parents,

students, staff and governors in discussions on the school's longer term development. Some issues had been raised including parents' evenings and homework and action on these would be included within a draft plan by 14<sup>th</sup> June.

- Both the self evaluation form and the raising attainment plan had been updated and copies provided.
- The latest tracking data of year 11 students predicted that 71.3% were on track to achieve 5 GCSEs at A\* to C including maths and English (target 77%) and that 60 children had demonstrated an improvement in their grades since the last data collection.
- The current year 10 students consisted of a larger group of middle ability children but the target for them was more challenging at 81% by the end of year 11.
- First choices for admission to Dorothy Stringer had increased again and a large number of appeals were expected. Governors were concerned that large numbers of allocations following appeal would be very difficult for the school to deal with.
- Staff appointments had been made and further recruitment was underway with the expectation that the school would be fully staffed by September 2013.
- Cleaning contract tendering in process for a one year contract and the catering contract had been extended for one year.
- Governors were grateful for the level of detail within the Headteacher's report and supporting documents.

**b) Skills Audit**

Governors were reminded that each committee was to undertake a skills audit of its members.

**c) Chair's Update**

The Chair and Vice Chair of Governors had attended the Chairs Forum where the focus had been on preparation for Ofsted inspection with pupil premium being identified as a key issue along with the need for honest triangulated evidence.

**9 Any Other Business**

**a) Spring Concert**

Tickets still available through the Headteacher's Personal Assistant.

**b) The Big Nature Centre**

Governors were provided with a printed brochure promoting the environmental education programmes on offer in partnership with Brighton and Hove Local Authority.

Meeting ended at 6.01pm

Date of next meeting 9<sup>th</sup> July 2013