

Minutes of the meeting of the Governing Body  
held on Monday 19<sup>th</sup> September 2015 at the School commencing at 5:30 pm.

**Present:** Chair O’Govs (Chair), Vic-ky Deputy (Vice Chair), Governor 1, Governor 2, Governor 3, the Principal

**In Attendance:** Clark Clerk (Clerk), A.N. Student (Student Voice), Assistant Principal, School Business Manager

**Apologies:** Governor 4

### Actions Summary

Agenda Item	Action	Person Responsible	Deadline
8	Updated organisational chart to governors	Clerk	Immediate
	Presentation of students’ progress data	Principal	Next meeting
	Communications with parents to be added to the Principal’s Report as a standard item	Principal	Next meeting
	Facility to Update Your Details on the school website to be investigated	Principal	Next meeting
11	Themed governor visit to be arranged for the second half of this term	Principal	Immediate
	Updated record of governor training to CO’G and VD	Clerk	Immediate
12 ii	Invite governors to a meeting to discuss activities for Science Week	Principal	Immediate

**1. Welcome and Apologies**

The Chair welcomed ANS to the meeting and introductions were made. There were no apologies.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Student Voice**

ANS gave a verbal report. [detail omitted]

**4. Student Attendance Policy**

A draft attendance policy had been circulated in advance of the meeting. Proposed changes to the existing policy are shown in a red font. The key changes are within the ‘Absences’ section which begins on page 4. A clause for the issue of Fixed Penalty Notices has been added.

**Question: Are the proposed changes different to the attendance policies of other local schools?**

The revised policy is the standard across Exampleshire schools and has already been adopted by neighbouring schools.

**Question: How will the changes be communicated to parents?**

Parents will be informed by letter and the website will be updated.

**The proposed changes were accepted.**

## 5. Pupil Premium

A report titled 'Pupil Premium Funding and Expenditure 2014-15' had been circulated in advance of the meeting. [detail omitted]

## 6. Minutes of the Previous Meeting

The minutes of the meeting held 1<sup>st</sup> December 2014 were agreed as a true record. The minutes were signed by the Chair and adopted. There were no matters arising.

## 7. Financial Report

### i. Management Accounts 2014/2015

The draft management accounts for the year ended 31.08.15 had been circulated in advance of the meeting. [detail omitted]

### ii. Management Accounts to 31.08.15

The management accounts had been circulated in advance of the meeting. [detail omitted]

#### **Question: Is the staff costs saving due to vacant posts?**

All posts are filled but one maths post is being covered by a permanent supply teacher

#### **Question: Is the quality of temporary staff good?**

The school has been very satisfied with the maths teacher supplied. There is a good and well established relationship with the supply agency.

## 8. Principal's Report

A report was circulated in advance of the meeting. The following additions were made:

3) *Curriculum*: The small group of Year 11 students on a reduced timetable has requested the addition of life skills to their curriculum. This has been introduced.

8) *Staffing and Personnel*: The appointment of a Work Experience co-ordinator will release a member of staff from providing some cover of this role. An advert for the post of a full-time receptionist has been placed.

An updated organisational chart to be circulated to governors.

**Action Clerk**

An update on students' progress will be presented at the next meeting.

**Action Principal**

**Communications with parents:** It was requested to add this item as a standing item to the Principal's Report.

**Action Principal**

The Principal reported that letters had been e-mailed to parents regarding the Parents' Evenings; a Principal's Surgery is being introduced and will be held this half-term on Thursday morning between 8.30 and 9.30am. Parents may book 10 minute appointments. For the second half of this term the surgery will move to an end of day slot.

A request for an 'Update Your Details' facility on the website was made. This will be investigated.

**Action Principal**

## 9. Risk Management

A school specific risk register had been circulated in advance of the meeting. Feedback about the style of the register was given and will be used to inform future updates.

**Action Principal**

## 10. Governor Roles

Governors were asked to consider themselves for Link Governor roles to cover specific areas. Four key areas were identified and the following link governor appointments were agreed:-

VD – finance, resources and personnel;

Governor 1 – behaviour, exclusion and attendance;

Governor 2 - pupil premium, SEND and safeguarding;

Governor 3 – curriculum, teaching and learning.

It was agreed that the workings of these link roles will be further explored during future visits and governing body meetings.

The governing body has vacancies for skills governors and governors were asked to identify suitable candidates.

**11. Governor School Visits**

A governor visit with a specific focus will be arranged for the second half of this term.

**Action Principal**

An updated record of governor training will be circulated to individual governors. All governors have been registered with the training provider and are able to book places from their training programme.

**Action Clerk**

Governors were reminded to respond to the invitation to the governor finance training session organised for 24<sup>th</sup> November as soon as possible.

**Respond to the Clerk**

Invitations to attend training for 'Meeting the Ofsted Inspector' will be circulated shortly.

**12. Any Other Business**

- i. Question: Will an update of the SEF and the School Development Plan come to the next meeting and how are the arrangements for the improvements to the English department working?**

The SEF and School Development Plan will be presented and discussed at the next meeting. The arrangements for the improved provision of English appears to be working well.

- ii. Question: Science Week will run from 16-27 March. What are we doing and would you like any help?**

The Principal will set up a meeting with governors interested in helping. Regular meetings to organise STEM activities will take place in the future.

**Action Principal**

**Dates of Future Meetings**

The next meeting is scheduled for 16<sup>th</sup> March 2015, to commence at 5pm

The meeting closed at 6:55pm

Signed as an accurate record of the meeting

Chair's signature: .....

Date: .....