BRINE LEAS SCHOOL

Governors' Meeting

Held on Wednesday 7th July 2010 at 6.00 pm

MINUTES – PART 1

Present: Mrs E Boffey, Mr F Castelain, Mr A Cliffe (Headteacher), Mr T Court, Mr G Dowding, Dr M Draper, Mrs J Furber (Chair), Mr C Hak, Mrs C Jones, Mr M Joule, Mr W Kinrade, Mrs P Lockett, Mr C Paterson, Mrs A Ridgway, Mrs D Rowlands, Mrs A Sanders, Mrs J Sanders

In Attendance: Mr S Ascroft (Deputy Headteacher), Mrs K Bradshaw (Business Manager) and Mrs E Fletcher (Clerk)

1.	**APOLOGIES** Apologies were received from Mr C Bromiley, Cllr A Martin and Mr B Radford **Outcome:** Governors accepted all apologies.
2.	**DECLARATIONS OF INTEREST** No declarations of interest were raised.
3.	**APPOINTMENT OF CHAIR** Nominations for the position of Chair were requested prior to the meeting. Two written nominations in respect of Mrs J Furber were received in advance of the meeting. Governors were asked for any other nominations at the meeting with no others being put forward. **Outcome:** All governors accepted the re-appointment of Mrs J Furber to the position as Chair of the Governing Body.
4.	**MINUTES OF THE PREVIOUS MEETING** The minutes of the previous meeting were given prior to the meeting and a proposal was made that they were a true and accurate record of the meeting. **Outcome:** All governors accepted the minutes as a true and accurate record.

Minutes Approved by Chair of Governors ……..…. Date: ……

5.	**MATTERS ARISING** A query was raised in relation to the role of Link Governors which was discussed at a previous meeting and how this was progressing. It was highlighted that the role of link governors was also discussed at the recent safeguarding meeting and has now been worked into Departmental SEF's. Meetings can therefore be arranged for the new academic year. All governors were in agreement that the link governor role was valuable for both governors and departments.
6.	**HEADTEACHER'S REPORT** Mr Cliffe discussed the contents of the Headteacher's Report, a copy of which was provided to Governors prior to the meeting. The following were highlighted as areas for governors to note in particular:- • Governors were notified that the first stage of the application for Academy status has been successful. The application will now be considered by Ministers on Friday 9th July. Mr Cliffe shared that the first batch of applications went to Ministers two weeks ago and are still waiting for the outcome so the response may not be immediate. Mr Cliffe shared that in terms of the financial benefit to the school, the estimated figure of £220k looks set to be a relatively accurate picture . The school continues to look at comparing services from the Local Authority and external providers and this is proving to be an interesting process. Governors were notified that meetings with staff and unions have been arranged and a paper has been put together for information. Mr Cliffe also informed governors of the letter from the Director of Children and Families which is available via the Cheshire East Website. In addition, Mr Cliffe highlighted that the school website is being continuously updated with developments. Finance issues were raised and Governors were notified of the need to appoint an additional member of finance staff in advance of the additional workload due to Academy status. Also, the purchase of a finance package is required in order that the school can manage the finances from September. These issues were discussed in detail and it was agreed to go ahead with the intention to appoint an additional person in the Finance Dept as this can be undertaken alongside the recruitment process to replace a member of staff who is leaving. It was felt that the finance package should also be purchased in advance of the approval from Ministers in order to put the Finance Dept in the best possible position for a September start, however, it was highlighted that if approval is not given or the school withdraws from the process then there was no possibility of the budget being able to withstand such a purchase. After consideration it was agreed that if approval is given by Ministers before the next governors' meeting, then the Finance Package could be purchased via a Chair's Action. Mrs Bradshaw informed governors that the County account will remain open for the remainder of the financial year at least so therefore the bank account and payments are not an immediate concern. Discussion then moved to the Academy Trust. Mr Cliffe shared that guidance on the makeup of the group is yet to be received, however, all governors were in agreement that an interim committee be set up. The purpose of the group is, with full governor's backing, to ensure the process is moved forward efficiently during the school holidays and to sign the financial agreement which is expected to be required by 22nd August 2010. It was agreed that this group will evolve and change in accordance with the guidance received and based on the skills and expertise available. It was agreed that governors interested in joining this group put their names forward to Mrs Fletcher (Clerk) who will then organise a ballot for governors to vote on the members.

A meeting will then be arranged during the school holidays with this group of committee members. It was agreed that full governors would be consulted if felt appropriate.

Proposal: That governors agree to the purchase of the new Finance package via a Chair's Action subject to the Ministers' approval of the Academy status application.
Outcome: All governors were in favour of the proposal.

Proposal: That a group of four governors be elected to form an Academy Committee in order to move the application process forward and sign up to the financial agreement if it is favourable.
Outcome: All governors were in favour of proposal.

- Mr Cliffe informed governors that the recent Curriculum Enrichment Week was very successful with both staff and students working very hard. Thanks were expressed to all staff, including office staff, and to Mr Beecher in particular who takes the lead in organising the week.

- Governors were notified that the Post-16 building has received its sparkle clean to the top floor. Mr Cliffe shared that the handover day has been moved back to the end of July but this is to ensure as little snagging as possible.

- Mr Cliffe informed governors that the decision has been made to close the playgroup following the Local Authority's confirmation that they are unable to provide support. In addition, vacancies arose within the school which meant the playgroup staff could be redeployed rather than be made redundant. Governors were notified that one parental complaint has been received regarding the closure.

- Governors were informed that the Year 10 Work Experience scheme is going well with only four students leaving their placements. Thanks were expressed to Mr Challinor and Mrs Lockett who organise this.

- The recent meeting of the safeguarding group went well. Suggestions were made by the group of governors in terms of documenting work that the school already undertakes as well as areas for improvement. The surveys carried out within school shows that there are areas to work on and this is mainly around making sure all spaces around school feel equally safe to students.

- Mr Cliffe shared that Year 7 will have 215 students in it following a recent appeal hearing. Thanks were expressed to Miss Whitley, Mrs Ridgway and the office team for their work on the admissions/transition process.

- The audited version of the School Fund Report was provided to governors and a proposal made to accept this document.

  Proposal: That Govenors accept the audited version of the School Fund Report
  Outcome: All Governors were in favour of the proposal.

- Governors were informed of the successful outcome of the FMSiS Audit and thanks were expressed to Mrs Bradshaw and her team for their work on this.

- Mr Cliffe informed governors that the school will be included in a Specialist Schools and Academies Trust publication.

- Mr Cliffe welcomed all governors to the end of term celebration which is being held after school on Tuesday 11th July. Thanks were also expressed to all governors for their support and work.

- Mr Ascroft talked governors through the Teaching and Learning Review, a copy of which was provided prior to the meeting. Discussion took place around the role of Miss Sherwin and it was felt that this role will grow if the school takes up Academy status. Governors all agreed that the role and work undertaken is very much valued. A query was raised about whether the role will include the 6th form and it was highlighted that this was the intention.

- Mr Ascroft also talked through the Specialism Review, a copy of which was provided prior to the meeting. Governors were notified that a number of improvements have been made following equipment purchases over the year and this has had a positive impact across the school. Thanks were expressed to Mr Whitehead for his involvement in this area.

7. **SDP (MONITORING)**

A copy of the School Development Plan (Monitoring) was provided to governors prior to the meeting. It was highlighted that overall the school is on track and doing well. There is concern from staff about what the current Year 11 will achieve in their GCSE but there is confidence that we will achieve our targets.

It was highlighted that target setting for Year 7 will be affected by the variations in data being received from primary schools. Whilst it was appreciated that primary colleagues are working hard to provide information, it was highlighted that if the data proves to be too variable, it may be necessary to undertake testing earlier that normal to ensure the correct settings. A suggestion was made in relation to setting an entrance exam which was not part of the admissions criteria but would ensure assessments and data is correct for settings purposes. After discussion it was felt that this would undermine the work of primary colleagues. Nantwich colleagues are taking part in a moderation process which should ensure consistency, however, around 90 students come from schools outside this group and therefore data will not have been subject to this moderation.

Proposal: That governors accept the SDP (Monitoring) document.
Outcome: All governors were in favour of the proposal.

8. **SDP 2010/2011**

A copy of the updated school development was provided to governors prior to the meeting. Mr Cliffe informed governors that changes since the document was presented at the last meeting were highlighted in yellow.

Further changes to the document were highlighted – the first bullet point on page 9 needs to be removed, the final bullet point on page 10 needs adjusting, the final bullet on the 3rd section of page 12 needs to be removed and additional information about academies needs to be included on pages 2 and 3.

Proposal: That governors accept the SDP subject to the above adjustments.
Outcome: All governors were in favour of the proposal.

9.	**SEF** Governors were provided with a copy of the SEF prior to the meeting. Mr Cliffe shared that this has been used by the SIP to ensure it is a robust document and feedback has been extremely positive although some further work may be required if we were to be inspected. It was highlighted that a large amount of tracking on certain groups of students is now being undertaken. Governors queried why attendance is still good rather than outstanding. It was highlighted that we are hitting the target at about 94% but it could still be improved and it was highlighted that this is still largely to holidays taken during term time. It was stressed that attendance has improved and that we have possibly hit a ceiling on this. **Proposal:** That governors accept the SEF document. **Outcome:** All governors were in favour of the proposal
10.	**SCHOOL CALENDAR – 2010/11** Mr Ascroft talked governors through the proposed calendar, a copy of which was emailed in advance and a paper copy provided at the meeting. It was highlighted that the budget setting meeting may change, particularly if the Academy application goes through as the financial year will change from September to August. Thanks were expressed to Mr Ascroft for his work on the calendar. **Proposal:** That governors accept the proposed school calendar for 2010/11 along with all the trips and visits included in it. **Outcome:** All governors were in favour of the proposal.
11.	**ACADEMY UPDATE** This was discussed during item 6.
12.	**SCHOOL NAME** A proposal was made that with effect from September 2010, the school name be changed to 'Brine Leas School' **Proposal:** That governors agree to the change of school name to 'Brine Leas School' with effect from September 2010. **Outcome:** All governors were in favour of the proposal and agreed to the change of school name with effect from September 2010 subject to the proxy votes from absent governors also being in favour of the proposal.
13.	**MEMBERSHIP** Following discussion at the previous meeting regarding membership, governors were notified that Cllr Moran is not eligible to be a Partnership Governor due to his position as a Local Authority Councillor. It was felt that as the future constitution is not known at the moment, this vacancy should be left until September. Mr Cliffe shared that he spoke to Cllr Moran about the situation and he remains interested in being involved if the opportunity/position arises.

14.	**CHAIR'S ACTION** There has been no Chair's Action since the last meeting.
15.	**DATE OF FUTURE MEETINGS** Governors were provided with the proposed dates for Full Governors' meetings for 2010/11 in advance of the meeting and it was proposed that these dates were approved. Wednesday 13th October 2010 Wednesday 8th December 2010 Wednesday 16th February 2011 Wednesday 18th May 2011 Wednesday 6th July 2011 It was highlighted that in accordance with previous years, all meetings of the Full Governing Body are preceded with Committee meetings with the exception of the July 2011 meeting. **Proposal:** That governors approve the dates for meetings of the Full Governing Body during academic year 2010/11. **Outcome:** All governors accepted the proposal.

End of Meeting (Part 1)