BRINE LEAS SCHOOL Governors' Meeting

Held on Wednesday 8th December 2010 at 6.45 pm

MINUTES – PART 1

Present: Mrs E Boffey, Mr A Cliffe (Headteacher), Mr T Court, Mrs J Furber (Chair),

Mrs P Lockett, Mr B Radford, Mrs D Rowlands, Mr F Castelain, Dr M Draper,

Mr M Joule and Mr C Paterson

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

D Thomas Garratt (Deputy Headteacher) and Mrs E Fletcher (Clerk)

1. APOLOGIES

Apologies were received from Mr C Bromiley, Mr G Dowding, Mrs A Sanders, Mrs J Sanders and Cllr A Martin.

Outcome: Governors accepted all apologies for this meeting.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were raised.

3. | MINUTES OF THE PREVIOUS MEETING

The minutes of the extraordinary meeting held on 21st September 2010 and the Full Governors' Meeting held on 13th October 2010 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 from the meeting on 21st September 2010

and 13th October 2010 as a true and accurate record.

4. MATTERS ARISING

It had been agreed at the meeting held on 21st September 2010, that the appointment of Vice-Chair was to be renewed at the December meeting and nominations were therefore requested. One nomination was received in respect of Mrs P Lockett. This nomination was seconded and Mrs Lockett agreed to continue in the role for another year.

Outcome: All governors agreed to re-appoint Mrs P Lockett in the role of Vice-Chair for a

further year.

There were no other matters arising from the meeting held on 13th October 2010.

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5. **COMMITTEE REPORT FEEDBACK**

• PASTORAL, STAFFING, CURRICULUM AND T&L COMMITTEE

The committee confirmed that they had read all supporting documentation which was provided to the full governing body prior to the meeting. The following items were discussed in more detail and/or require governor approval:-

Pastoral

Governors were notified that the Drugs Education Policy has been updated slightly since it was last approved and the Sex Education Policy has had no updates but requires annual approval. Both policies were recommended for governor approval.

Proposal: That governors approve the Drugs Education Policy and the Sex Education

Policy.

Outcome: Governors were in favour of the proposal.

Two minor additional changes to the Safeguarding (Child Protection) Policy were recommended at by the committee (1. E-safety section – final sentence should start with 'procedures'. 2. On penultimate page, point 2 of Parent's section, the sentence finishes at 'issues' and does not contain reference to an annual meeting).

Proposal: That governors approve the Safeguarding (Child Protection) Policy subject

to the above two minor amendments.

Outcome: Governors were in favour of the proposal.

The committee recommended the approval of the Race Equality Policy.

Proposal: That governors approve the Race Equality Policy.

Outcome: Governors were in favour of the proposal

The committee requested that governors receive the Positive School Behaviour Code. A discussion took place around intervention and it was agreed that some training/information could be provided to new governors in order to better understand the strategies and outcomes.

Proposal: That governors receive the Positive Schooling Behaviour Code.

Outcome: Governors were in favour of the proposal

Staffing

The committee informed governors that two new appointments have been made between the writing of the report and the date of the meeting. An ICT Technician has been appointed to commence shortly and a Teacher of Maths has been appointed with effect from September 2011.

o Curriculum

The committee confirmed that all items were for information, however attention was drawn to the new English Baccalaureate qualification. Mrs Thomas Garratt gave an overview of the information contained in the recent White Paper, but highlighted that there are some areas requiring clarification. Mrs Thomas Garratt shared that BLS will need to review the curriculum it offers in response to this, for example which subjects should be compulsory/optional and as a result, the Options process for Year 9 students has been pushed back in order to adjust the programme if appropriate. It was agreed that careful consideration needs to be given before decisions on the curriculum are made.

o <u>T&L</u>

The report was for information only, however, governors were notified that the SSAT event mentioned within the report will now take place in February 2011.

SITE & FINANCE, ARR AND POST-16 COMMITTEE

The committee confirmed that they had read all supporting documentation which was provided to the full governing body prior to the meeting. The following items were discussed in more detail and/or require governor approval:-

o ARR

Governors were notified that we are on track with Year 11's who are currently undertaking Mocks so data will be updated following these. It was highlighted that the SIP has been in for her data visit and was happy with the information and data we are producing.

Governors were notified that the targets for 2011/12 are 79% A*-C including English and Maths. The target for English is 84% and the target for Maths is 82%. The committee recommended that governors approve these targets.

Proposal: That governors approve the targets for 2010/11 as set out above.

Outcome: Governors accepted the proposal.

o **Post-16**

The committee confirmed that the report was for information, however, it was highlighted that we are where we expected to be at this point in the first year and numbers for next year are looking good.

o Site & Finance

The Finance committee recommended the draft budget for approval. It was highlighted that Mrs Bradshaw and Mrs Furber had looked at the document in detail prior to the meeting and this was also considered in detail during the committee meeting.

Proposal: That governors approve the draft budget.

Outcome: Governors were in agreement.

The committee recommended that approval be given for Mrs Bradshaw to appoint Litmus Catering Company, a tendering company, to look into a new catering contract.

Proposal: That governors give approval to appoint Litmus Catering Company to look

into catering contracts.

Outcome: Governors were in agreement.

The committee recommended the approval of the Lettings Policy. Governors were notified that this document requires an annual review and, although there have not been many changes to the document, there has been a slight increase to lettings rates for the first time in two years.

Proposal: That governors approve the Lettings Policy

Outcome: Governors were in agreement.

The committee recommended a temporary increase of the delegated limits for leadership. Governors were notified that until April 2011 we are required to pay Cheshire East by cheque to cover salary costs.

Proposal: That governors approve a temporary increase to the delegated limits for

leadership until April 2011.

Outcome: Governors were in agreement.

The committee recommended the approval of the updated Fire Policy which although wasn't included in the report, a copy was issued to governors prior to the meeting.

Proposal: That governors approve the Fire Policy.

Outcome: Governors were in agreement.

Copies of the draft Winter Weather Policy and Risk Assessment were distributed for governors to comment and to be brought for approval at the Spring term governors meeting.

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:-

- Mr Cliffe shared that consideration needs to be given about going forward with Governormark.
- The Nantwich EIP requires governor representatives from each school. If any BLS governor is interested in this, please email Mrs Fletcher.
- Mr Cliffe confirmed that the Winter ball has been moved to a Spring ball and will be held on 9th April 2011. Governors were notified that a new PSCA Co-ordinator has been appointed which will help ensure that PSCA events run successfully. Governors also wished to praise the work of Mr Oakes and his team for their efforts with Joseph.
- Mr Cliffe shared that whilst overall applications for Year 7 places in 2011/12 are low, the number of first choice applications remain high (246 first choice applications for 210 places). It was highlighted that based on this information, we may not go to distance criteria. Governors were provided with details of leavers and Mr Cliffe shared that reasons for leaving are looked at closely and there is no pattern. It was noted that only one out of 25 leavers last year cited bullying as a reason.
- It was highlighted that a query still exists over capital build funding and Mr Cliffe confirmed that as soon as this becomes known the school will put in a bid.
- Governors were notified that The White Paper contains many issues which may impact on the school but until it is confirmed which items included in the Paper are to become law, the impact cannot be fully discussed. Funding is still unclear and this will have an impact on BLS as well as all other schools. It was suggested that becoming a Training School may be an area for consideration. Mr Cliffe shared that becoming a hub may be a possibility as it would mean that the number of AT's wouldn't increase from the numbers we normally have (around 8). It was felt that any more than this may have an impact on the quality of classroom teaching.
- Mr Cliffe confirmed that planning for the additional Inset day is underway and is looking likely to be a useful session.
- The role of the SIP was discussed at the October meeting and as agreed, a SIP has been appointed through the LA under the LA model. Mr Cliffe proposed that governors increase the number of visits from a standard 3 per year, to 4 or possibly 5 if it was felt necessary. Governors were notified by Mr Cliffe that the process so far is proving challenging and positive. It was highlighted that the additional cost for increasing the number of visits would be £400 per full day visit. Feedback from a governor who is also employed as a primary headteacher shared support for the proposal, highlighting that LA schools had felt the impact of the reduction to 3 visits per year under the LA model.

Proposal: That governors approve an increase in SIP visits to up to 5 per year.

Outcome: Governors were in favour of the proposal.

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Mr Cliffe shared that the Admissions Policy for 2012/13 requires approval. A copy of the policy was provided prior to the meeting and governors were notified that areas with changes were highlighted in red and that these are mainly Academy related changes. Some additional minor amendments were agreed at the meeting – 6(b) needs to include the school name, and the first line on page 12 needs to be amended from (11-16) to (11-18). Mr Cliffe shared that the school will continue to use the LA services for admissions as this was felt to the best solution for the moment.

Proposal: That governors approve the Admissions Policy for 2012/13 subject to the

above two minor amendments.

Outcome: Governors were in favour of the proposal

7. ADMISSIONS POLICY

This was discussed under item 6 (Headteacher's Report).

8. **SDP**

A copy of the SDP was provided to governors prior to the meeting. Mr Cliffe shared that this document was almost identical to the one approved in July 2010, however, some changes have been made due to the conversion to Academy status and also there has been some inclusion of budgetary information. Questions were invited and a request was made to approve the document.

Proposal: That governors approve the SDP document. **Outcome:** Governors were in favour of the proposal.

9. **MEMBERSHIP**

Mrs Furber informed governors that the new members of the governing body were included on the agenda and expressed thanks to all the candidates and parents who voted in the recent elections. Thanks were also expressed to Mrs C Jones and Mr C Hak who were not re-elected.

A query was raised about the remaining vacancies and Mrs Furber confirmed that a skills audit was planned prior to deciding what to do with these vacancies. It was shared that after the audit, future appointments and re-elections would be discussed by the Trustees. A suggestion was made to create a working party in order to review the process, however, it was highlighted that the current process was devised by the government and it was felt that we should allow a period of time to see how the situation develops before making any further appointments.

10. CHAIR'S ACTION

No Chair's Actions since the date of the last meeting.

10. DATE OF FUTURE MEETINGS

- Wednesday 9th February 2011 ~ Committees at 5.30 pm and Full Governors at 6.45 pm
- Wednesday 18th May 2011 ~ Committees at 5.30 pm and Full Governors at 6.45 pm
- Wednesday 6th July 2001 ~ No Committees, Full Governors at 6.00 pm

End of Meeting (Part 1)

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