

Record of Meeting

GOVERNORS' MEETING

7th December 2009

Present:

Peter Mitchell (PM)	Lorna Caldicott (LC)	Philip H Smith (PHS)	Uthel Laurent (UL)
Mark Duke (MD)	Brian Rabe (BR)	John Kerr (JK)	Charles Hampshire (CH)
Yvonne Wheeler (YW)	Alan Kilpin (AK)	Nicolas Heslop (NH)	Kevin Wilson (KW)
Ann Limb (AL)	Caroline Raine (Clerk)		

#	Subject	Actions
1	<p>Apologies for Absence The Chair accepted apologies from Lesley King. He congratulated UL and AK on their appointments to the posts of Parent Governor and Staff Governor respectively. He welcomed YW to her first meeting, representing the DCSF.</p>	
2	<p>Declarations of Interest None</p>	
3	<p>Approval of Previous Minutes and Matters Arising The minutes of 29/09/09 were reviewed, agreed and signed as a true record of the last meeting.</p> <p><u>Training</u> - LC reported that safeguarding training was scheduled for the 22/2/10 Governors' meeting. It was confirmed that the Governors wished to have legal responsibilities training incorporated into a future meeting, rather than have a separate session.</p> <p><u>Uniform</u> – In answer to a question from KW, ACTION 0901 LC to look into the possibility of a constitutionally separate body to look into welfare issues, akin to a Parent Teacher Association. LC reported that she was considering a second hand market for uniforms next year.</p>	0901 LC
4	<p>Presentation of Final Accounts 2008-9 PM stated that the Governors were very unhappy with the lateness of the accounts and that under no circumstances was this to happen again. CH apologised. PM asked the Governors whether they would like to defer this item in the circumstances. It was AGREED to continue with the item and decide at the end whether accepting the accounts at this time would be appropriate. Helen Drew from auditors Horwath Clark Whitehill joined the meeting.</p> <p>PHS questioned several references to governor involvement up until August 09 in the 'Report and Financial Statements' document. AL added that the document contained too much standardised text which needed to be made specific to the Academy.</p> <p>ACTION 0902 CH to re-draft the 'Report and Financial Statements' document to reflect the true involvement of the Governors prior to the Academy opening. He should change Note 23 to include NH's name. He should also include a comment on the ownership of the building in the Trustees Report. He should agree the revised narrative with the Chair and then circulate to Governors for information.</p> <p>In answer to a question from JK about endowment funds, Helen confirmed that the treatment of these funds in the accounts was correct. PM clarified that the building was owned by the Local</p>	0902 CH

	<p>Authority for 12 months, after which time it would be on a long term lease to the Academy at a peppercorn rent. PM clarified that it was not possible to separate out figures for teachers' pensions in the accounts, but that such separation was possible for Local Government Pension Scheme (LGPS) members. The LGPS was in deficit and PM warned that this may show in the accounts next year and that the Academy may be required to contribute more to the scheme in future.</p> <p>Helen briefly explained her Audit Findings Report which had been emailed out prior to the meeting.</p> <p>The Governors voted unanimously to ACCEPT accounting figures in the report, but not the narrative, which CH must re-draft in the light of Governors' comments.</p>	
5	<p><u>Principal's Report including Key Performance Indicators (KPI)</u></p> <p>KPIs - An updated KPI document was handed out which included up to date on-roll numbers and staff sickness absence percentages.</p> <p>KW asked whether the Key Stage 4 figures suggested that the students were on track to reach 30%. LC stated that it would be a long hard job for Year 11 students to reach 30% of students gaining 5 A*-C including English and Maths and that students needed to make faster progress to achieve this. She added that she had confidence that 100% of students to gain 5 A*-G including English and Maths.</p> <p>PM remarked that student churn had reduced significantly since the Academy had opened, with very few starters and leavers compared to the predecessor school. LC explained the a low figures of 81% attendance in Term 1 for Post-16 students was due to limitations of the 'E1' management information system and that Term 2 figures would be much improved. NH asked about working with parents and local partners, eg the Police Community Support Officer, to address persistent absences. LC reported that this was an area of some focus and that the Academy had its own Educational Welfare Officer and attendance panels. In answer to a question from PHS, LC reported that the most common reason for exclusion was that of persistent disruption to learning.</p> <p>ACTION 0903 LC to update future KPIs to include both staff sickness absence and all staff absence figures and the targets for business involvement and community use.</p> <p>The Principal's Report – In addition to the tabled report LC reported the following:</p> <ul style="list-style-type: none"> - There was a very productive relationship in place with the National Challenge advisor. On her most recent visit the advisor had been very pleased with recent progress in English. - That behaviour was being addressed, particularly in Years 9 and 10. - That participation in extra-curricular activities was very good. KW requested that future reports include the numbers of students participating weekly in these activities. - That a lot of time has been spent on safeguarding matters and that she was very pleased with progress. <p>In answer to a question from AL about staff working relationships, AK reported that levels of departmental teamwork had increased since working at the predecessor school, but that there were few opportunities to get the whole staff team together.</p> <p>KW remarked that at the heart of better teaching and learning was well motivated teachers. LC agreed and stated that most teachers were on board and wanted to improve their teaching. She noted that staff satisfaction had been measured thus far through data gathering at an 'all staff' meeting and through a confidential questionnaire. In answer to a question from UL about teamwork, LC reported on effective teamwork in Performing Arts and in PE. The Science team had some building design challenges to overcome but their area was about to be adapted to enclose it and so reduce distractions. The Learning Villages were working very well as learning environments.</p>	0903 LC

	<p>PM noted that the Governors are held responsible for health and safety and safeguarding. CH will be commissioning external independent reports into both of these areas.</p> <p>PHS said that he would like to be assured of adequate time, support and training for staff to deliver effective business and enterprise lessons. LC said that this was a top priority and that additional administrative support was being sought for the Business and Enterprise team.</p> <p>KW noted that community perceptions of the Academy had been positive to begin with, followed by a few negative comments but that he had heard nothing negative recently. PM said that Governors should contact LC in between meetings with any matters of concern. MD remarked that he had heard very good feedback about the Academy at a Deputy Headteacher meeting that he had attended.</p> <p>PM concluded by saying that LC and her team had done an excellent job in identifying the issues to be addressed.</p>	
6	<p><u>2009-10 Budget Monitoring Update</u></p> <p>CH referred to the paper emailed out before the meeting and said that it was too early in the financial year for fully accurate figures. However, the figures were well within budget at this time and he predicted a year end outturn below budget at this stage. Salary figures were very accurate, but premises costs were uncertain. In an answer to a question from BR regarding electricity bills and excessive lighting, CH reported that current electricity spend was approximately £10k per month and that the building management system was not allowing the full control needed over lighting just yet.</p> <p>ACTION 0904 CH The Governors asked CH to provide a greater analysis of costs, in particular staffing numbers and a breakdown of their costs, and general overheads in next report at the next meeting.</p>	0904 CH
7	<p><u>Development of the Academy's specialism</u></p> <p>Sean Hickey joined the meeting. In answer to a question from AL regarding priorities for the development of the specialism, Sean reported them as:</p> <ol style="list-style-type: none"> 1. Working to develop student voice 2. Driving up the quality of teaching in business and administration 3. Energising the Enterprise lessons <p>The Governors asked to be kept informed of progress, in particular on student voice, on the quality of teaching in Enterprise lessons and greater support of teaching staff in the specialism.</p>	
8	<p><u>Targets for student progress</u></p> <p>MD handed out a paper on target setting which included baseline data and a proposal for Year 10 targets. AL asked how the Year 9 group, judged weaker than Year 10, would be impacted by the proposed targets. MD and LC noted that the Year 9 cohort would have a three year opportunity to achieve their targets at Key Stage 4.</p> <p>The Governors AGREED to the target proposal in MD's paper; "Set an Academy target of 35% %A*-C. Use FFT Band A Rank 30, with infill of KS3 plus 2 levels, to create a pool of 40% of students to help achieve Academy Target."</p> <p>PM remarked on the importance of working with the primary schools to raise prior attainment. AK said he was pleased that the figures demonstrated more rigour than those of the predecessor school.</p>	
9	<p><u>Raising attainment in Maths</u></p> <p>Head of Mathematics, Kenya Uter-Morrison joined the meeting. In an answer to a question from PM about the quality of maths teaching, Kenya remarked that teachers were very hard working; most lessons were judged satisfactory with some teachers needing improvement. PHS noted that</p>	

	<p>the key issues for maths didn't jump out of the tabled report. She agreed with PM that the potential of students was better than the results to date. She also emphasised the approach of project work and learning by doing to encourage students and gave an example of students at Key Stage 3 using birthday party planning as a real project to improve maths. KW expressed a concern about the use of peer challenge and Kenya clarified that students were working in ability groups. PM said that Governors should not underestimate the size of the challenge in raising attainment in maths.</p>	
10	<p>Health and Safety Audit NH asked for a definition of a "serious incident" as reported and CH clarified that those were deemed incidents requiring first aid. NH expressed concern about the number of reported bullying incidents. ACTION 0905 LC to cover the monitoring of and dealing with bullying incidents in the next Principal's report. NH suggested that future health and safety reporting be by exception. The Governors AGREED not to be directly represented on the Health and Safety Committee, but to receive minutes from each meeting.</p>	0905 LC
11	<p>Demonstration of the Virtual Learning Environment – Fronter This agenda item was not tabled due to time constraints.</p>	
12	<p>Any other business None tabled.</p>	
13	<p>Date and time of next meetings 22nd February 2010 from 10am at the Academy.</p>	
14	<p>Unveiling of the Markham plaque The Governors were joined in the Learning Resource Centre by Mrs Elizabeth Thomson, daughter of Sir Frank Markham and some long standing members of staff from the predecessor school. JK gave a short speech to mark the contribution of Sir Frank and Lady Markham to education in the local area and Mrs Thomson unveiled a commemorative plaque.</p>	

These notes are a true record of the meeting.

Signed by Chair _____

Date _____