

Record of Meeting

GOVERNORS' MEETING

29th June 2009

Present:

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

#	Subject	Actions
1	Apologies for Absence None. PM welcomed PHS to his first meeting, representing the business community.	
2	Declarations of interest KW asked the meeting to note his part time employment by MK College.	
3	Approval of Previous Minutes and Matters Arising The minutes of 27/04/09 were reviewed, agreed and signed as a true record of the last meeting. There were no matters arising.	
4	<p>Risk Identification</p> <p>The Governors noted the following risks to a successful Academy:</p> <ol style="list-style-type: none"> 1. The building is not ready on time. (PHS) 2. The balconies cause a fall. (NH) 3. Finance – the overall cost and on-going commitment. (JK) 4. Keeping up to date with demand for places. (KW) 5. Changes in government policy. (PHS) 6. Non-delivery of the expected uplift in exam results. (BR) 7. Maintaining the standard of output and quality from students. (BR) 8. Sustaining the interest of students after the initial opening. (UL) 9. Establishing and keeping up an excellent reputation. (LC & AL) 10. Quality of staffing, particularly teaching staff. (BR) LC offered some re-assurances about the quality of the teaching staff. 11. IT – especially in the first few weeks. (JK) CH offered some re-assurances about the progress of the IT project. 12. On-going security of and respect for IT kit. (PM) 13. Students' high expectations for change and fun, leading to a short honeymoon period. (LK) 14. Not making progress and standing still. (KW) 15. Isolationism due to be limited by the physical geography of the site. (KW) <p>ACTION 0701 LC to develop a risk register.</p> <p>Jonathan Giles, co-headteacher of the Sir Frank Markham school, joined the meeting at this point. PM thanked Jonathan on the good co-operation offered by the school during the transition period.</p>	LC 0701
5	<p>Principal's Report – "Are We Ready?"</p> <p>LC reported:</p> <p><u>The Building</u> - The on-time completion of the building was outside of the Governors' direct control. There was a good spirit of co-operation amongst all parties involved in the build and a contingency plan existed to occupy the old buildings for a period of six weeks if required.</p> <p><u>Pre-Opening Checks</u> – The DCSF implementation meeting on June 1st rated all items green (using a</p>	

	<p>red, amber, green scale) and the building amber. The Ofsted inspection was scheduled for July 13th.</p> <p><u>Curriculum</u> – LC handed out curriculum maps for Years 7 & 8. It was noted that detailed coherent plans had been developed and that homework was to be set in termly projects.</p> <p><u>Public Art</u> – Some important projects were underway, e.g. mesostic poetry, light boxes and mosaics.</p> <p>PM thanked LC and the team for the enormous amount of preparatory work done on the art projects to date.</p> <p>ACTION 0702 LC to talk to LK about the Milton Keynes Art Train project.</p>	<p>LC 0702</p>
6	<p><u>Detailed Budget for 2009-2010</u></p> <p>CH referred to his detailed budget paper emailed to Governors on 26th June.</p> <p>KW wanted to see a continued sense of partnership with the Local Authority (LA) and wouldn't wish to see a dispute around apportionment of grants. LK raised the wider issue of what Academies could expect from LAs in terms of services, e.g. educational social workers. AL suggested that PM meet with Gail Tolley, the LAs Director of Children's Services.</p> <p>KW cited two further reasons for good relationships with the LA; firstly the important review of schools in Woughton and secondly the future capacity issue that may arise as demand for places from the catchment area grows.</p> <p>PM noted the need to allow for the depreciation of equipment.</p> <p>The budget as presented was agreed. The Governors agreed to give the Chair the authority to accept any further changes to establish the final budget if required. PM committed to return the figures to the Governors to review if there was anything in the region of a 1% difference to those agreed at the meeting.</p> <p>ACTION 0703 CH to present a three year budget forecast at the September meeting.</p>	<p>CH 0703</p>
7	<p><u>Legal obligations of Governors and training needs</u></p> <p>ACTION 0704 CH to analyse Governors' training needs papers and report back training plans to the September meeting.</p>	<p>CH 0704</p>
8	<p><u>Health & Safety policy</u></p> <p>It was agreed:</p> <ol style="list-style-type: none"> 1. To accept the Health and Safety policy as tabled 2. To commission an independent detailed annual report of health and safety <p>ACTION 0705 CH to bring an exception report on health and safety to each future meeting</p> <p>LK suggested that the health and safety policy list associated policies, e.g. trips. LC confirmed that Health and Safety would be part of the staff induction.</p> <p>KW urged the meeting not to ignore matters strictly beyond the legal minimum, e.g. road safety. PM noted road safety as an important issue for sixth formers, many of whom would be learning to drive.</p> <p>ACTION 0706 LC to email KW with the Outdoor Education (trips) policy and the Travel Plan.</p>	<p>CH 0705</p> <p>LC 0706</p>

9	<p>Insurance audit</p> <p>CH clarified that ‘Employers Liability’ referred also to ‘Public Liability’. CH would be using an academies buying consortia to purchase the best value and fit for purpose insurances.</p> <p>ACTION 0707 CH to look at legal costs cover, specific governors’ cover and a fidelity guarantee (to cover fraud by employees.)</p>	CH 0707
10	<p>Use of endowment fund and investment strategy</p> <p>PHS volunteered to join CH and PM in looking at investments.</p> <p>AL suggested the inclusion of ethical awareness as an additional criteria for the investment strategy.</p> <p>LC noted that deployment of the interest on the endowment would be used for staff training and to broaden children’s horizons and woven into the curriculum.</p> <p>ACTION 0708 LC to bring proposals on spending the endowment interest to the Governors in spring 2010.</p> <p>ACTION 0709 PM to contact LK regarding a case study of Edge as a sponsor.</p> <p>The Governors accepted the investment strategy subject to the inclusion of ethical awareness as a criteria.</p>	LC 0708 PM 0709
11	<p>Strategic plans for 2009-10 and Key Performance Indicators</p> <p>LC handed out a pack of strategic plans which had been designed to ensure that the Academy be ‘Relentlessness’ and ‘Always Keeping an Eye on the Ball.’</p> <p><u>Academy Development Plan</u> – designed to build up the capacity of the Academy. Reporting to the Governors on this plan will be termly.</p> <p>ACTION 0710 LC to consider opportunities to involve the Governors, before the end of the first term, in implementing the ADP.</p> <p><u>Raising Attainment Plan</u> – This plan develops on the work already done by the school under the Government’s National Challenge Scheme.</p> <p><u>Specialism Development Plan</u> – Business and Enterprise Director, Sean Hickey, was developing the specialism plan. Governors are invited to give any feedback on the plan directly to Sean. PHS noted the challenge presented by overlaying the specialism onto the ‘normal’ curriculum. LC explained the work related opportunities being plotted onto the curriculum.</p> <p><u>Engagement Plan</u> – Identified groups to engage were students, staff, community and parents. NH suggested the addition of a Local Authority stakeholder group to be specifically engaged.</p> <p><u>Communications Plan</u> – the key messages of the comms. plan were outlined from the document. AL suggested emphasising the contribution of the Academy to the progress and standards of the city overall, not limited to the Woughton area. PM noted the point for Edge and the SSAT to share the Academy’s plans with other schools.</p> <p>PM congratulated LC and her team for the development of such detailed action and monitoring plans.</p> <p>Key Performance Indicators</p> <p>The Governors felt that the following KPIs would be important to them:</p> <ol style="list-style-type: none"> 1. Progress of SEN students 2. Attendance 3. Satisfaction rates of parents, students, the wider community and staff 4. Student retention rates 5. Percentage of new students choosing the Academy as a first preference 6. Level of community use 7. House prices relative to Milton Keynes overall 8. Differentiation of cohorts, e.g. SEN, gifted and talented 	LC 0710

	<p>9. Homework activity – hours set and hours worked 10. Data on where students go to on leaving the Academy 11. Balance on rewards and sanctions applied 12. Progression of the sixth form 13. Pride indicators e.g. wearing of uniform and measurement of litter levels 14. Numbers of businesses engaged and mentors 15. Numbers eligible for free school meals</p> <p>ACTION 0711 LC to decide on the frequency of reporting KPIs to the Governors.</p>	<p>LC 0711</p>
<p>12</p>	<p><u>Any other business</u></p> <p><u>Woughton Leisure Centre</u> – KW noted that working together with the Leisure Centre was critical. ACTION 0712 CH to report on the relationship with the Leisure Centre at the September meeting.</p> <p><u>Formal Opening</u> – NH asked Governors to note the formal opening of the Academy was scheduled for 17th November. The Duke of Kent would do the honours, with some fun activities for students later in the day.</p>	<p>CH 0712</p>
<p>13</p>	<p><u>Date and time of next meetings</u> 29th September 2009 from 10am at the Academy.</p>	

These notes are a true record of the meeting.

Signed by Chair _____

Date _____