



## Board of Governors Meeting -Minutes

**Date:** 09 December 2016

**5:15pm**

**Location:** Gildredge House – The Hub

**Present:** Julian Mace (JM) Chair, Louise Baxter (LB) Vice Chair, Gabrielle Mace (GM), Adam Molloson (AM), Steven Blower (SB), Rachel Moreton (RM), Neil Best (NB), Paul Amos (PA)

**Ex officio:** Lea Gilbert Head Teacher (HT)

**In attendance:** Janice Logan (DFA), Paul Barber (DHT), Danny Simmons (AHT)

**Apologies:** Graham Walker (GW), Nicola O Donnell (NoD), Trevor Scott (TS), Aidan Delaney (AD),

**Clerk to Governors:** Helen Archer (HA)

Item	Detail	Action	Date
<b>Procedural Matters</b>			
<b>1.</b>	<b>Welcome and apologies for absence</b>		
	Apologies received with reasons for absences. Apologies accepted by FGB.		
<b>2.</b>	<b>Declarations of Interest</b>		
	The Chair highlighted that the HT will be unable to vote to ratify any decision on Agenda Item 3.2 (Head's Recruitment). It was acknowledged that, despite the noted absences, enough Governors were present and the meeting was still quorate to ratify the decision.		
<b>3.</b>	<b>Governance</b>		
3.1	<u>Minutes</u> Minutes of the FGB meeting held on 08.11.16 were approved by FGB and signed by the Chair.		
3.2	<u>Head Teacher recruitment</u> The Chair updated Governors on what had been a very busy week with the recruitment process for the new head teacher position. <ul style="list-style-type: none"> <li>Thanks were extended to Kate Richardson, as well as all members of SLT, for all their hard work during the week.</li> <li>Two candidates were taken forward to the final day.</li> </ul>		

	<ul style="list-style-type: none"> <li>Stuart Reeves was overall the preferred candidate and it was proposed he be offered the role.</li> </ul> <p><i>5:30pm RM arrives and is updated</i></p> <p>The Governing Board voted in favour of the decision to offer the position of head teacher to Stuart Reeves.</p>		
<b>4.</b>	<b>Matters arising not already on this Agenda</b>		
	There were no comments on the Action Summary Report.		
<b>5.</b>	<b>Chair's Correspondence</b>		
	No correspondence has been received since the last FGB.		
<b>Strategic Matters</b>			
<b>6.</b>	<b>School Development Plan/School Performance</b>		
	<p><u>Safeguarding</u></p> <p>DHT presented a paper at the meeting and took Governors through the Safeguarding update.</p> <ul style="list-style-type: none"> <li>Pupils in Years 10, 12 and 13 presenting anxiety symptoms, which are being addressed.</li> <li>DHT took governors through the rest of the paper.</li> </ul> <p><u>Governors asked</u> what the Harbour Project was.</p> <ul style="list-style-type: none"> <li>DHT explained this was a project for students who find accessing the curriculum difficult due to emotional issues. They are taught in a more vocational/active way.</li> <li>DHT extended praise to Gill Nicholson for this as well as the Oasis area, which is of great benefit to students.</li> </ul> <p><u>Governors asked</u> about the lower school pupil exclusion and the impact on staff, as well as what can be done to prevent such future behaviour.</p> <p>DHT shared that integration meetings were being held with parents. Referrals were also being made to CAMHS. DHT highlighted his view that fixed term exclusions do nothing to alter behaviour, other than to punish.</p> <p><u>Governors commented</u> that it was encouraging that there was only 1 detention /isolation in year 7. <u>Governors agreed</u> the On Call room was clearing working.</p> <p><u>Governors asked</u> whether the entire sanatorium building could be used.</p> <p>HT replied that using both rooms would cause issues with staffing as this would necessitate doubling staff on duty.</p>		

	<p><u>Governors commented</u> the number of CP referrals has increased due to the encouragement to now report this.</p> <p><u>Governors commented</u> that there is a lot of information being reported, including the minimum statutory requirements.</p> <p>DHT added he would be wary of watering down the filing process for fear of missing something and not keeping everything watertight. Continual review is therefore essential. This also ensures the process is satisfactory should anything have to proceed to court.</p> <p><u>Governors asked</u> whether files are ever closed. DHT responded that they are not closed, just reviewed less often.</p> <p><u>Governors commented</u> on the rise in School Refusal and questioned why this was the case. DHT replied that this was usually linked to an element of mental health. It was also linked to siblings in the family also refusing to attend school.</p> <p><u>Governors noted</u> there are 10 students in total across the school. This is a significant increase from before the reporting started. <u>Governors asked</u> what the strategies are for dealing with this. DHT replied that this is a concern which Carley Hawkins is looking at.</p>		
<b>Business Management</b>			
7.	<p><u>Finance/Budget</u></p> <p>TS, PA and JM met DFA and Malcolm from the Auditors Price and Co on Wednesday.</p> <p><i>5:50pm JM stepped out of the meeting to make the phone call offer to Stuart Reeves.</i></p> <p>LB chaired the meeting in the Chair's absence. LB confirmed TS is happy to recommend signing off the accounts year ending 31 August 2016.</p> <p><i>5:50pm PA and NB arrive</i></p> <p>All Governors confirmed they were happy to ratify the accounts.</p> <p>DFA confirmed a drawdown of funds will be forthcoming from 1 Feb 2017.</p>		
	<p>LB updated NB and PA on the headteacher appointment. A start date of 1 April 2017 is being sought.</p> <p><u>Governors asked</u> how the candidates performed on the financial exercise. DFA replied that generally the exercise was completed competently. One of the candidates gave a more, whole school answer than was required, but some of their ideas could be of use to us.</p>		

8.	<b>Review of Policies</b>		
	<p>a) <u>Governance Structure and Terms of Reference</u> No comments received. Governors ratified.</p> <p>b) <u>Governors' Code of Practice.</u> No comments received. Governors ratified. All Governors present at the meeting each signed a copy of the above for the current year.</p> <p>Those Governors present at the meeting also signed a declaration of business interests, circulated prior to the meeting by the Chair.</p>		
9.	<b>Review upcoming meeting dates</b>		
	<p>LB explained FGB meetings would continue to be held monthly in the new calendar year.</p> <p>The next Education Committee meeting would be held on 26 January and Education Committee issues would be discussed in detail and issues highlighted presented to the FGB.</p> <p>TS to confirm whether the same will apply for the Enterprise Committee meetings.</p> <p>LB proposed sub groups be set up within the Education Committee to analyse data and will speak with Nathan Gardner and Matt Alker with a view to taking a lead for the school on data analysis.</p> <p><u>Governors expressed their concern with a lack of data received by Governors to date.</u> HT explained this will follow in January</p> <p>4<sup>th</sup> January –Early Years monitoring visit is due.</p> <p>GM has conducted the 6<sup>th</sup> form monitoring visit and is awaiting further information from David Towsey to finalise. HT will chase.</p>	<p>TS</p> <p>LGi</p> <p>LB/CGe</p> <p>LGi</p>	<p>ASAP</p> <p>Ed Comm Jan</p> <p>Jan</p> <p>ASAP</p>
	Chair returned to the meeting to confirm Stuart Reeves has accepted the offer and will start on 1 <sup>st</sup> April to ensure a seamless transition.		
	<i>Meeting closed at 6:10pm</i>		