

Meeting 1414 Minutes							
Date and Time	24 June 2015 18:00	Location		Conference Room			
Governors Present	Initials			Governors Present	Initials		
Philip Sanders	PS	LA Gov	Chair	Alan Jones	AJ	Foundation Gov	
Jan Montague	JM	Parent Gov		Helen Salmon	HS	Principal	
Kevin Wilson	KW	Co-opted Gov	Kevin Wilson				

Apologies	Initials	Reason for Absence/ (Category of Governor)
Alan Wroath	AW	Prior commitment Co-opted Gov

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Alison Horn	AH	Strategic Business Mgr	
Jay Hooper	JH	Clerk	
Aimee Mitchell	AMI	Vice Principal	
Linda Coe	LC	Premises Manager	Item 5 only

Minutes to
All Governors Website Noticeboard

	Agenda Item	Led by
1	Introduction and apologies	Chair
2	Declarations of Interest	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	Summer works	LC
6	Budget Monitor	AH
7	HR update	HS
8	Audit report and actions	AH
9	Committee terms of reference	Chair
10	Pay award	HS
11	Policy review	JM/KW/AH
	Next Meeting	

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1414.1	Apologies from AW			

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1414.2	No declarations of interest; reminder issued			
1414.3	Minutes meeting 1410 250315 agreed and signed Part II minutes agreed and signed			
1414.4	1410.8 AH/KW have meeting arranged to take forward benchmarking action 1410.9 Governors underlined request to publicise the improvement works carried out to date, via the school newsletter			
1414.5	LC presented summary of work planned for the summer break. Governors discussed issue of emergency light replacement, and sought assurance that there is adequate budget to ensure lights checked at appropriate intervals, and quarterly checks are made for smoke and heat detectors Action: Committee to receive report in September that a documented check has been carried out, and the campus is compliant with H&S standards Refurbishments in science classroom are proceeding alongside work with staff and students, in ensuring understanding of expectations and standards of behaviour. Governors also discussed standards of behaviour in a more general context, including the induction of supply teachers. Governors discussed the options for funding summer works. Decision: Fund £27K from revenue budget, in order to continue building a small reserve in capital. Prop: AJ; Sec: KW; carried unan. Committee agreed to make a tour of the campus prior to the Open Day in September; date to be confirmed	LC AH/JH	24.06.15 24.06.15	05.09.15 17.09.15
1414.6	SBS – Current position projects underspend of approx. £158K, given decision at 1417.5. Full complement of staff from September, so spend on supply staff should reduce. Sports Centre – Projected underspend is an improved position. AH requested a small working party to review the business model for the sports centre and look at opportunities for the future. Governors agreed, group to be set up to report to the resources Committee by January 2016 at latest. Bursary – AH reviewing the criteria for accessing the money, to ensure it is spent appropriately Capital – maintaining current holding Governors congratulated AH on budget position. Replacement programme for minibus discussed. Intention to purchase a second bus, and then put in place a rolling replacement programme. Governors discussed options, and sought to ensure that additional running costs are within budget. Decision: AH go ahead and purchase second minibus; to refer to Committee if cost to exceed £15K Prop. PS; Sec. JM; carried unan.	JH/AH	24.06.15	End Summer term

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1414.7	<p>HS provided an update on staff movement. A number of long-standing members of staff now retiring; Chair of Governors will acknowledge as appropriate.</p> <p>Still some posts to recruit; new AP (community lead) appointed this week, no appointment to second AP so duties will remain with AMI for the present.</p> <p>Science faculty will be at full strength from September, MH has been confirmed as permanent HoF. All staff movements carried out within existing budget.</p> <p>Governors requested a process put in place to ensure they are informed of key staff movement at an early point, to ensure they know who staff are, what their role is, and are able to talk about staff when meeting parents and others.</p> <p>Action: AH to arrange a process for update</p>	AH	24.06.15	End summer term
1414.8	<p>All actions in hand.</p> <p>Governors tabled formal Thank to AH and her team for their hard work and a good audit.</p>			
1414.9	<p>Committee ToR reviewed, with no changes proposed.</p> <p>Prop. PS; Sec. KW; carried unan.</p>			
1414.10	<p>General settlements now being made for teaching staff, all 1% and therefore this is the assumption being made for budgeting.</p>			
1414.11	<p>Governors considered reviewed policies and proposed minor amendments and approved:</p> <p>Shared Parental Leave (new policy: minor amendment wording and role)</p> <p>Whistleblowing (minor amendment wording)</p> <p>Charging and Remissions (no change)</p> <p>Governor Expenses and Governor Code of Conduct (no change)</p> <p>Lettings (no change)</p> <p>Anti-Fraud (no change)</p> <p>Staff Probation (minor amendment wording and roles)</p> <p>Prop: PS; Sec: JM; carried unan.</p> <p>New DCC Model Leave and Absence policy received. JM/AH to look at the policy and bring recommendations to FGB.</p>	AH/JM	24.06.15	15.07.15
1414.12	<p>Next meeting: tbc</p> <p>Meeting closed 19:54</p>			