

MEETING OF THE FULL GOVERNING BODY

Thursday 14 July 2011, 7pm in R1/R2

A G E N D A

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| Present | Ian Peddie Jeanette Clifford Christina Haddrell Margit Howes Keith Astill Judith Thomas Steve Foyle Jonathan Taylor Francesca Rhodes Trica Ray Derek Brown Peter Norman Ian Ward Maureen Sims Jes Sharpe Helen Strutt | Chair of Governors Vice Chair of Governors Head Teacher (HT) Teaching Staff Governor Foundation Governor Support Staff Governor Foundation Governor LA Governor Community Governor Parent Governor Foundation Governor Parent Governor Parent Governor Associate Governor: DHT L&T Associate Governor: DHT T&L Associate Governor: Finance Manager |
| In Attendance | Gill Williams | Clerk |

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| <u>Item</u> | <u>Actions</u> |
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| 1 Apologies Received and accepted from Stephen Uden and Hywel Price Richards. | |
| 2 New Governors Welcome Margit Howes – Teaching Staff Governor Judith Thomas – Support Staff Governor | |
| 3 Declaration of AOB School Capacity Position in relation to proposed Sandford Park development. Oliver Declaration of Business Interests & CRB checks | |
| 4 Declaration of Interests Peter Norman – Member of Say No To Sandleford Campaign Group Ian Peddie – related to Principal Planner (Planning Policy) at LA. (Secondary interest). | |
| 5 Minutes of previous FGB Meeting (previously circulated) The FGB minutes dated – 14 th July 2011 were agreed as true records of the meeting. | |
| 6 Matters arising: Agenda items discussed within the HT Report section. | |

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| 7 | <p>Headteacher's Report</p> <p>Highlights include:</p> <p>The production of Oliver was outstanding, finishing the term on a high note.</p> <p>The Yr 8 students taking part in the Kids' Lit Quiz regional heat in Oxford with St Bart's Team 1 being declared overall winners and qualifying for national finals in Warwick.</p> <p>Updates have been made to the Development Plan on activities being undertaken. The school's SDP document was commended by the Investors in People representative as useful and a model for other schools. The version contained in the report is a simplified document that is being updated as the plans progress. Thanks given to Keith Astill for the advice given on using RAG ratings.</p> <p>The LT Conference spent time focusing on evaluation progress to date and follow-up actions, with further analysis planned once RAISE online becomes available.</p> <p>Apologies that the SDP cycle document within the HT report is not the latest version, which will be forwarded after the meeting. This document will clarify for governors the SDP process and the opportunities for governor input.</p> <p>Draft OFSTED – the LT is taking the key headings and self evaluating in these areas, meeting in December to develop actions moving forward. This document is the school's new 'SEF'</p> <p>The school development plan and its objectives have now been linked to the various committees and have been looked at within the committees as key areas of focus.</p> <p>Governors queried how the school targets are developed. The HT advised that targets are set with the School Improvement Partner and based on the cohort's prior attainment.</p> <p>Governors sought clarification on the strategic setting and approval of the school targets; the HT explained that school targets are set with reference to estimates from the most challenging and demanding band in FFT, FFTD. St Bartholomew's sets very stretching targets. Governors asked to be involved in the target setting. The HT advised that this could be the topic for the Governors Training meeting in the September.</p> <p>Governors requested that the objectives as they relate to a committee to be highlighted in the HT report - this will be actioned in future reports.</p> <p>The HT commented that breadth of the curriculum and subjects studied within the school were an area to be proud of and the LT team would be continuing to ensure that the curriculum maintains this range of choice. Collaboration between a number of schools should ensure that where there is only a small number of 6th form students within St Bartholomew's wanting to study a particular subject, this can be facilitated.</p> <p>Students achieved fantastic exam results in the summer term; when RAISE online becomes available it will be possible to identify specific target groups to achieve further. FFT has identified School Action Plus as an area for focus and a detailed analysis of this area is being completed. Work continues on target setting and reporting for students and ensuring that</p> | |
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| | <p>students own their targets.</p> <p>Parent Governors commented that information passed on to parents through the reporting schedule and study focus has proved very useful to parents</p> <p>Governors asked how the transition for A G & T students moving from primaries is managed. The DHT L & A advised that this area is dealt with sensitively. The school work with primaries to collect and collate information, allow the student to settle in to the new environment and work actively to be supportive to the student. At Study Focus evening the views of teachers are shared with parents and information is provided to the parent on what it means to be A G & T in a particular subject at secondary school; ongoing support is also provided.</p> <p>A full set of finance reports has been issued and, due to time constraints, governors were asked to table any questions directly to the HT outside of the meeting. The HT confirmed that the picture hadn't changed since the recent Coordinating and Finance meeting. It was reported that the school is in a position to start the new term with clarity about the funding available for Academies. The HT updated the FGB on the clawback issue with the LA and is hoping for a decision on or around 12th December. The Finance Manager confirmed that the residual monies held in the old account had now been passed across to the school</p> <p>Facilities - In the new term there will also be clarity on Ad Lucem funding available to complete areas of the development which we previously thought not possible.</p> <p>B & E. - Paul Turner was commended on the work being done in this area and the considerable Enterprise activities that students had participated in.</p> <p>The school is indebted to the PA for their continued support with a donation totalling in excess of £18K. Good links with the ONA this year along with excellent support received from the Foundation Governors.</p> | |
| 8 | <p>Uniform</p> <p>The annual uniform review has been undertaken, with the school meeting both suppliers. No changes are required this year. Support for uniform provision to 31/08/2011 has been £1664, this is broadly similar to previous years. There have been some complaints regarding supply times, but nothing significant.</p> | |
| 9 | <p>Admission Arrangements</p> <p>The finalised changes to the Admission Code and Appeals Code have yet to be received. Although draft copies are available, there has been no official version of the final codes. The Chair of the T & L Committee proposed a working party be set up to put together a draft Admission Policy for 2013/14 for approval by the Governors and subsequent consultation by WB schools. Procedures for Admissions have been simplified by the changes to the code; however it is thought that the current policy may need a radical overhaul in the future.</p> | |
| 10 | <p>Reports from Curriculum Committees</p> <ul style="list-style-type: none"> • T & L – Very positive term with reports on TDP's, updates on Academy status and target setting. Three policies recommend to the FGB: Numeracy and ICT. • L & A - Excellent work undertaken on relationships with third parties especially West Berkshire Two policies recommend to the FGB, Child Protection, Physical Intervention and | |

Special Needs Policy.

- L & R – Snagging in the new school has largely been completed, although areas such as heating will need a full season to ensure it is working as expected. Issues with the water supply have been resolved. There has been no negative feedback from residents on the opening and use of the new sports facilities. A new cleaning contract has been proposed for the school. Nothing of note to report on Health and Safety. IT have been asked to prepare a report to the LR committee at future meetings.
- Co & Fin – The Chair reported that there had been extensive discussion on the finance and reporting, picking up on financial governance and the obligations of the Governing Body as an academy.
- JCC – There has been discussion with union reps on consultation, with the resulting letter included in the HT report. The Common room have arranged a Christmas function and are planning a summer event where a contribution from governors has been requested.
- Pay – Key areas included re-structuring of the finance department, a briefing by the HT meeting with union reps, and discussion around the HT objectives.

Academy & Financial Governance Issues

11 Principles

There is a requirement for an Audit Committee with terms of reference that overlaps the work of the current Coordinating and Finance committee. It is proposed that the two committees share the scope of responsibilities, with the Audit Committee meeting annually and authoring an annual Audit report for the FGB. It is proposed that this committee is made up of 2 x Governors, the HT and Financial Manager,.

Financial reporting remains key and central to good governance, along with enhanced focus on financial management.

There is a requirement for a Responsible Officer, a role not dissimilar to that of the Independent Review Officer.

The scope of responsibilities extends to safeguarding the assets of the school, ensuring good financial management from those budget holders and others who have delegation of authority. Whilst necessary, this activity is not seen to be a major step for the school; more of an enhancement to what exists already.

In order to discharge these duties well, it is proposed to outsource some of the Responsible Officer duties (e.g. quarterly checks). Options for assurance in this area include use of an external auditor.

The formulation of this Committee is a work in progress with meeting timetables being brought into line with statutory reporting deadlines as they become known. Opportunities exist to link budgets to committees providing a source for financial evidence if thought appropriate.

The Chair thanked the Community Governor for the excellent proposal; expressing the view that outsourcing is the correct way to proceed, with the proposal being a logical progression rather than an instant fix.

A return needs to be made in January stating what controls are in place and to identify those that are missing as a priority.

The meeting agreed to move forward with the invitation to tender for external audit services, managed by the current working group returning to the FGB in the Spring with proposals of the structure and controls that needed to be put in place.

Governor Self Assessment.

The Chair presented summary findings from the Governors' Self Evaluation process undertaken previously. Discussion surrounded a number of key areas possibly needing attention:

- Induction - It is recognised that the management and development of new governors remains an issue, although there are new opportunities as an academy to address this matter. The HT advised that alternatives to Governor training by West Berks are being considered. The Clerk to put together a pack of available information for new governors.

GMW

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| | <ul style="list-style-type: none"> • Clerking - Governors recognise the need to look more closely at the scope of the role of Clerk and how this role is managed, with the increasing demands associated with Academy requirements. The Chair & HT are managing this matter at the moment. • School Visits - The requirement is to make certain that governor visits are targeted and managed to benefit all concerned. The HT is progressing this item to enable clarity of the visit format and the expected outcomes from the visit. The Vice Chair of Governors is providing the lead governor input in this area. • Networks & Contacts - This area looks at the skills needed within the GB and developing a network of routes for guidance as required - parked until later in the year. • Roles & responsibilities: Aims to deliver clarity on the roles & responsibilities of governors. <p>It was agreed that the self evaluation exercise should be repeated annually and performance tracked and reported.</p> <p>Articles of Association: proposed changes to the Articles have been parked due to pressure of work, to be revisited at the next FGB</p> <p>Terms of Office: Proposal received to retain the dates associated with previous incarnation as a Foundation School relating to terms of office, so as to manage succession efficiently (SF proposer, PN seconded). This would apply to all governors who confirmed and completed their transfer from Foundation to Academy. Resolution agreed through a unanimous vote.</p> <p>Terms of office and renewal rules need to be confirmed, elections for Governor vacancies need to take place.</p> | <p>GMW</p> <p>GMW</p> |
| <p>12</p> | <p>Determination of Committees</p> <p>The meeting reviewed the current membership of the committees. Judith Thomas was assigned to the T & L Committee, Tricia Ray assigned to LR in addition to L & A committees and Margit Howes assigned to T & L committee.</p> <p>Stephen Foyle is now the Health & Safety Governor, with Ian Ward as SEN Governor moving across to join the L & A Committee. Derek Brown is assigned to T & L Committee.</p> <p>With the election of Judith Thomas as a governor, a vacancy has arisen for a support staff representative on the JCC.</p> | |
| <p>13</p> | <p>Policies for final approval and signature:</p> <p>Terms of Reference for all committees: no changes – approved for one year.</p> <p>Teaching and Learning</p> <ul style="list-style-type: none"> Admissions Numeracy ICT <p>Learning and Achievement Committee: SEN Policy</p> <ul style="list-style-type: none"> Child Protection Physical Intervention SEN <p>Learning Resource Committee</p> <ul style="list-style-type: none"> General Complaints Procedure | |

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| | Charging for School Activities Lone Worker Waste Management Co-ordinating Committee Governors Appeal Committee Hearings | |
| 14 AOB | <ul style="list-style-type: none"> • St Nicholas Church Carol Service: Chair invited to give the reading. • KS5 Awards – Please RSVP to K Tyson. • Declaration of Business Interests, Code of Conduct & CRB checks – The clerk handed out renewal forms for Declaration of Business Interests form for completion by Governors, along with the Code of Conduct. • School Capacity in relation to proposed Sandleford Park development. Peter Norman asked if the school has any plans to change the admissions number in the future. The HT confirmed that school numbers are restricted by the size of the school. It is understood that other local schools have the capacity for expansion in relation to the development. • Oliver: - A tremendous return after the three-year break with outstanding effort and commitment from the students, Clive Grant, Henry Hudson, Peter Deam and James Maunders. Many other staff were also present over the three nights, backstage, Front of House, supervising students, and present in the audience with their children. There was even one surprise cameo appearance by a member of staff! A wonderful occasion that truly captured the spirit of St Bart's! | |

The meeting closed at 9.10pm.

These minutes are subject to final approval by the Full Governing Body at its next meeting.

Signed Date

Chair

Distribution: All Governors/Staff – Topics/Website