

## **Debenham High School**

A Church of England High Performing Specialist Academy

### **Governing Body**

Minutes of the meeting of the Governing Body held at the school on Tuesday 9 October 2012 at 5.00pm.

Present: Mr R Boulter Chairman Dr H Marlow  
Mr D Carruthers Mr D Ralph  
Rev P Cotton Mr R Stevenson  
Mr P Debenham Miss J Upton  
Mrs F Hotston Moore Mrs L Wilson  
Mrs S Janson Mr D Yaroslaw  
Mr D McMillan (to item 19.3)

In attendance: Mrs J Brown (to item 20) Miss G Anderson (Clerk)  
Mrs T Darby  
Mr S Martin  
Miss S McBurney  
Mrs L Ramsay (to item 16)

#### **1 ABSENCE**

- 1.1 Apologies for absence had been received from Dr Egan and Ms Goodrich.
- 1.2 Governors consented to these absences.

#### **2 PECUNIARY AND OTHER INTERESTS**

- 2.1 There were no declarations of pecuniary or any other interest in any agenda item.
- 2.2 Mrs Darby circulated the annual Declaration of Pecuniary Interests form for completion by all Governors.

#### **3 ELECTION OF CHAIRMAN FOR THE YEAR 2012-13**

The Clerk asked for nominations. Mr Boulter was proposed and seconded and, as there was no other nomination, declared elected as Chairman of the Governing Body until the start of the first full Governing Body meeting in the next school year.

#### **4 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2012-13**

Mr Carruthers was proposed and seconded and, as there was no other nomination, declared elected as Vice-Chairman of the Governing Body until the start of the first full Governing Body meeting in the next school year.

#### **5 GOVERNING BODY MEMBERSHIP**

- 5.1 Mr Boulter welcomed Mrs Janson, who had been co-opted by the Members of the Academy Trust, to her first meeting.
- 5.2 The Ven John Cox (appointed by the Diocesan Board of Education) had resigned because of pressure of work. Mr Boulter invited Governors to make recommendations for his replacement.
- 5.3 Elections for Parent Governor would be held after half term.

#### **6 GOVERNORS' COMMITTEE AND WORKING PARTY STRUCTURE**

- 6.1 **Policy G01 Draft 1A** (The Role of Governors and Members of the Academy Trust; Terms of

Reference of the Governing Body's Committees and Working Parties) had been circulated with the agenda (copy in minute book).

Section 4.6: The Community/Promotion Working Party had been amalgamated with the Planning Working Party to form a new body called the School Development Working Party.

Section 4.3 Finance and General Purposes Committee: the Clerk was currently the Bursar. In the list of responsibilities 'Increased meal charges' was to be replaced by 'Setting meal charges' and a new item added: 'Attending the Audit Finalisation meeting'.

With these amendments the draft policy was AGREED

6.2 **Policy G02 Draft 3A** (Membership of the Academy Trust, Governing Body, Committees and Working Parties) had been circulated with the agenda (copy in minute book).

It was AGREED that

- Dr Marlow would be Chairman of the Hearings and Discipline Committee,
- Mr Gilgan Chairman of the Health and Safety Committee,
- Mrs Janson would take on the responsibility for Looked After Learners and Special Educational Needs.

Responsibilities would be reviewed again once the two vacancies on the Governing Body had been filled.

## 7 MINUTES

7.1 Minutes of the meeting held on 19 June 2012 (copy in Minute Book) had been circulated with the agenda, were confirmed as a true record and were signed by the Chairman.

7.2 There were no matters arising from the minutes.

## 8 CHAIRMAN'S ACTION

See minute 13.2

## 9 HEADTEACHER'S REPORT

The report (copy in minute book) had been circulated with the agenda.

**Staff training days:** training had focussed on Planning for Progress and Literacy.

**New staff:** new teachers, support staff and trainee teachers had all settled in well.

**GCSE results:** Miss McBurney gave a presentation analysing the results in terms of the new OFSTED framework for school inspection. The percentage of those gaining 5 A\*-C grades had been the second highest ever achieved in the school but the new measure of success was based on progress from KS2 to KS4. In the coming year highest priority had to be given to Literacy (particularly written) across the whole curriculum and in all year groups, if Debenham's students were to achieve the four levels of progress expected of them.

The effects of the GCSE English Language marking controversy were discussed; Miss Upton reported that most students had been accepted onto their chosen courses post-16.

**Open Evening:** staff had excelled themselves and the evening was a huge success; 140 Year 6 pupils were expected at the first primary liaison morning.

**Summer Building Work:** Miss Upton reiterated the thanks due to Tracy Darby and the caretaking staff for their hard work over the summer holiday.

**Student Year Leaders:** Mr McMillan reported that Year 8 had participated enthusiastically in the election process.

**External consultancy:** Miss Upton reported that Kevin Haddock had recovered and would continue in his consultant role.

The report was RECEIVED

## 10 MINUTES OF THE TRUST

The minutes of the meeting held on 4 July 2012 (copy in minute book) had been circulated with the agenda for information and were RECEIVED.

## 11 GOVERNORS' COMMITTEES

11.1 **Finance and General Purposes Committee:** minutes of the meeting held on 25 May 2012 (copy in minute book) had been circulated with the agenda. Draft minutes of the meeting held on 28 September (copy in minute book) were circulated at the meeting.  
RECEIVED.

11.2 **Health and Safety Committee:** minutes of the meeting held on 6 December 2011 (copy in minute book) had been circulated with the agenda and were discussed. In response to a question about Road Safety Miss Upton reported that assemblies were to take place before the clocks went back, that special PSHE lessons had been organised and that a Young Enterprise project had been initiated to design high visibility items which would not only be effective but also hopefully acceptable to fashion-conscious students.  
RECEIVED

11.3 No other committees had met since the last full meeting of the Governing Body.

## 12 BUDGET AND RELATED ITEMS

12.1 **Revenue Outturn Report for the Financial Year 2011-12:** the report (copy in minute book) was circulated at the meeting. Mrs Darby reported that the auditors were in school at present. The reserves were higher than expected. As it had been necessary to table the report, Governors were invited to email Mrs Darby with any questions they might have.  
RECEIVED

12.2 **Draft Capital Expenditure Report for 2011-12:** the report (copy in minute book) was circulated at the meeting. Mrs Darby confirmed that money was available to bring into use the strip of land at the end of the playing field.  
RECEIVED

## 13 BUILDINGS

13.1 **Update:** Miss Upton's report (item 9) had provided an update about current and recent building works.

13.2 **Land acquisition:** correspondence between Mr Boulter and Mid Suffolk District Council's Senior Planning Officer (copy in minute book) had been circulated with the agenda. Mr Boulter reported that both the council's officers and Debenham Leisure Centre were strongly against the establishment of a public footpath across the strip of land. If the council agreed the school's planning application at its meeting on 10 October, further application would have to be made to drain and fence the land and the wayleave agreement would have to be examined.  
RECEIVED

## 14 GOVERNORS' WORKING PARTIES

14.1 **Planning Working Party:** notes of the meeting held on 31 May 2012 (copy in minute book) had been circulated with the agenda and were  
RECEIVED

14.2 No other working parties had met since the last full meeting of the Governing Body.

## 15 REPORTS FROM GOVERNORS

There were no school visits reports from Governors. The new round of faculty/departmental reviews would start shortly.

## **16 SCHOOL IMPROVEMENT – DEVELOPMENT PLAN 2012-15**

The School Development Plan 2012-15 (copy in minute book) had been circulated with the agenda and was discussed. In response to questions, Miss Upton confirmed

- that hopes for a sixth form had not been abandoned,
- that SEN spending would be carefully monitored but funding was protected to 1.5% for the next two years,
- that the uncertainty about the Pupil Premium allocation had not yet been resolved.

Mr Ralph suggested that parents/carers might be included in Theme 4 'Develop our Community and Partnership Support' and Miss Upton undertook to draw their attention to the need to focus on students' literacy skills.

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## **17 ADMISSIONS POLICY ISSUE 3A**

The draft policy (copy in minute book) had been circulated with the agenda and was

APPROVED

## **18 TEACHING AND LEARNING - MARKING POLICY ISSUE 1**

The draft policy (copy in minute book) had been circulated with the agenda, was discussed and

APPROVED

## **19 CAPABILITY PROCEDURE AND PROFESSIONAL DEVELOPMENT**

19.1 The report of the SCC Director for Children and Young People (copy in minute book) had been circulated with the agenda and was RECEIVED.

19.2 **Capability Procedure:** the draft procedure (copy in minute book) had been circulated with the agenda. Miss Upton confirmed that the SCC's model, which had been agreed with teacher unions, had been adopted in full, edited to be relevant to the school (eg references to other types of institution, such as PRUs, omitted).

APPROVED

19.3 **Professional Development:** the revised Appraisal and PD document for Teaching Staff (copy in minute book) had been circulated with the agenda. Miss Upton reported that the appraisal procedure for Support Staff was also to be revised. In response to a question from Mr McMillan, Miss Upton confirmed that she was to hold discussions with teachers union representatives about the 25 tasks that teachers had not been routinely required to undertake since September 2003.

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## **20 EDUCATIONAL VISITS**

A report listing proposed visits in 2012-13 (copy in minute book) had been circulated with the agenda. The risk assessment procedure for visits would be presented to Governors at their next meeting. The planned day visits were noted and proposed residential and overseas visits were

APPROVED

## **21 LOCAL AUTHORITY INFORMATION**

21.1 **Information Sheet:** the report (copy in minute book) had been circulated with the agenda. Mrs Darby pointed out that section 4, Schools Financial Value Statement, referred to LA maintained schools only.

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21.2 **Raising the Bar:** the report (copy in minute book) had been circulated with the agenda.

RECEIVED

**22 GOVERNANCE AND TRAINING**

- 22.1 **Governing Body Training:** Safeguarding training took place on 2 October.
- 22.2 **Autumn Term bookings:** the schedule of courses and seminars (copy in minute book) had been circulated with the agenda.
- 22.3 **Termly report from Governor Services:** the Chairman had received the termly report from the Governor Support Unit on the uptake of training (copy in Minute Book).
- 22.4 **Governors Newsletter Autumn 2012:** the Local Authority's newsletter (copy in minute book) had been circulated with the agenda.

**23 ANY OTHER BUSINESS**

There was no other business.

**24 DATES OF FUTURE MEETINGS**

- 24.1 Whole Governing Body meetings would be held at 5pm on Tuesdays:  
4th December 2012  
**THURSDAY** 14th February 2013 (including AGM at 4:30pm)  
30<sup>th</sup> April 2013  
20th June 2013 at 5pm.
  
- 24.2 Finance and General Purposes Committee meetings would be held on:  
Friday 9th November at 2.30 pm (Audit Finalisation Meeting)  
Friday 16th November at 5pm  
Friday 1st February 2013 at 5pm  
Friday 17th May 2013 at 5pm.

AGREED

The meeting closed at 7.10 pm                      Signed.....                      Date.....