

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 Thursday 26 January 2012 at 5.00pm.

Present:

Mr R Boulter	Chairman	Mr C Gilgan
Mr M Crawshaw	Headmaster	Ms S Goodrich
Ms K Blount		Mrs F Hotston Moore
Mr D Carruthers		Dr H Marlow
Rev P Cotton		Mr D Ralph
Ven J Cox		Mrs E Sibley
Mr P Debenham		Mr R Stevenson
Dr D Egan		Mr D Yaroslaw

In attendance:

Mrs J Brown	Miss S McBurney
Rt Revd N Stock	Mrs L Ramsay
Mr D Clear	Miss J Upton
Mrs T Darby	
Mr S Martin	Miss G Anderson (Clerk)

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence had been received from Mr D McMillan and Mrs L Wilson.
- 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.

3 GOVERNING BODY MEMBERSHIP

- 3.1 Mrs Fiona Hotston Moore was welcomed to her first meeting by Mr Boulter.
- 3.2 There had been no other changes in membership since the last meeting.
- 3.3 **Policy Document G02 Membership of the Academy Trust and Governing Body Committees and Working Parties:** Draft B (copy in minute book) had been circulated with the agenda. Dr D Egan's name was added to the membership of the Health and Safety Committee.
APPROVED
- 3.4 **Policy Document 18 Role of Governors and Members and Terms of Reference of Committees and Working Parties:** Draft C (copy in minute book) had been circulated with the agenda and was
APPROVED
- 3.5 **Governance and Company Law – Directors and Members:** the Chairman reminded Governors of the presentation to the AGM which had clarified the position of Governors and Trustees appointed before the school's conversion to academy status. Company Law required that the formerly designated Trustees were now entitled Members and their names (except for the Chairman's who was also a Governor) were to be removed from the list of Directors held by Companies House. All

Governors were to be appointed Directors.

- 3.6 **Appointment of Directors:** Forms AP01 had been circulated and were completed by all Governors present.

4 MINUTES

- 4.1 Minutes of the meeting held on 29 November 2011 (copy in Minute Book) had been circulated with the agenda, were confirmed as a true record and were signed by the Chairman.

- 4.2 Matters arising from the minutes:

Minute 4.2/8.3 Land: Mr Crawshaw reported that the school's land had at last been transferred from the Local Authority's ownership to that of the Diocese.

Minute 8 Photovoltaic Panels: Mr Crawshaw reported that the hall roof was to be surveyed.

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5 CHAIRMAN'S ACTION

No significant action to report

6 HEADMASTER'S REPORT

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

Pathways Evening 29 September: Suffolk One was proving a very popular choice of sixth form for Debenham students.

Open Evening 13 October: staff had made a huge effort and the evening was extremely successful; parents were impressed and current application numbers were high. Governors recorded their thanks to the staff.

Sixth Form: another meeting with the YPLA would be held in February.

Leisure Centre: fortunately for the school's indoor PE lessons it seemed that the Leisure Centre's future was more secure.

Creeping St Mary: it now seemed likely that the First School would convert to Primary School and that the new school could be welcomed to the Debenham pyramid.

Disciplinary Hearings: the meetings between Governors and pupils who had been excluded twice were proving to have a positive effect on pupils' behaviour.

Judge John Devaux: the judge had followed up his participation in Commemorative Assembly by inviting pupils to spend a day at his court. Mr Crawshaw had taken a group during the Christmas holiday; it had been a very useful introduction to the law.

Derek Gosling: Mr Crawshaw paid tribute to Derek. Sports Day would not be the same without him and he was sorely missed in school.

MA module on Improving Pupil Behaviour: 11 members of staff had signed up for this module taught in school by staff of Anglia Ruskin University.

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7 MINUTES OF COMMITTEES

- 7.1 **Finance and General Purposes Committee:** draft minutes of the meeting held on 13 January 2012 (copy in minute book) were circulated at the meeting and were discussed.

Minute 8: the extra strip of land at the back of the playing fields had to be fenced and levelled.

Minute 9.2: the type of lighting to be installed was not known but was the same as had been installed in other high schools.

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- 7.2 **Admissions Committee:** verbal report from Mrs Ramsay that despite the best endeavours of the committee to hold numbers to the PAN (Published Admission Number) more pupils had been given places following appeals and more applications had been received.

- 7.3 **Health and Safety Committee:** verbal report from Dr Marlow that the committee were working on plans to improve pupils' Road Safety. Mr Crawshaw added that lessons were to be delivered to all classes by the Suffolk Roadsafe Board starting in February and that it was hoped that pupils might discover a reflective device which they would all wish to wear on their coats or jackets.

8 BUDGET AND RELATED ITEMS

- 8.1 **Outturn Report for the period 1 January to 31 August 2011:** the report (copy in minute book) had been circulated with the agenda and was
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- 8.2 **Audited Annual Report and Financial Statements for the period 1 January to 31 August 2011:** the report (copy in minute book) had been circulated with the agenda and was
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9 BUILDINGS

Mr Martin reported that the new project to extend the Dining Hall, improve soundproofing to Music rooms and build two new classrooms adjacent to the Music block had started and was expected to be completed by the end of May. A free design service for Dining Hall furniture had been engaged. Pupils had been warned of Health and Safety risks and a Fire Risk Assessment had been carried out throughout the school. All staff and pupils had been informed of the temporary fire escape arrangements.

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10 NOTES OF WORKING PARTIES/REPORTS FROM GOVERNORS

- 10.1 **Curriculum Working Party:** notes of the meeting held on 17 January were circulated at the meeting and were discussed. Mr Debenham had found the meeting extremely interesting and regretted that so few Governors had been able to attend. A later start for these meetings would be considered.
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- 10.2 No other Working Party notes had been received.

- 10.3 **Reports from Governors:** New Governors Mr Stevenson and Mrs Hotston Moore had toured the school with Mr Crawshaw and had found it a most worthwhile visit.

11 SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN

Verbal report from Mr Martin that progress had been made with GCSE coursework, the Peer Observation scheme for staff, and Pupil Inclusion. The next step was to improve consistency in applying National Curriculum levels. Mr Martin would circulate the updated plan to Governors by email.

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12 ANTI-BULLYING POLICY DHS/PD/P02

The draft revised policy (copy in minute book) had been circulated with the agenda. Mrs Ramsay reported that it had been co-authored with a team of Peer Mentors from Year 9 and some from Year 10; Governors asked her to pass on their thanks to the team for their very valuable input. It was noted that parents/carers had expressed no concerns about bullying behaviour, neither during the consultation period nor through a questionnaire addressed last term to Year 7 parents. It was agreed that the school's Mission Statement be added to section 3.

With this amendment the policy was

APPROVED

13 EQUALITIES POLICY DHS/PD/W02

The draft revised policy (copy in minute book) had been circulated with the agenda. Mrs Ramsay explained that national and local authority policy was now to combine all separate schemes and policies into one policy including all nine newly-defined 'protected characteristics'. The Action Plan (Appendix) was the key document and would help to ensure that the policy would not easily be overlooked. After discussion it was agreed to delete the last paragraph in section 1 and to include the full list of 'protected characteristics'. With these amendments the policy was APPROVED

14 SEX AND RELATIONSHIPS EDUCATION POLICY DHS/PD/P12

The draft revised policy (copy in minute book) had been circulated with the agenda. The government's guidance had not been updated and consequently changes were minor. Mrs Ramsay undertook to reword the Methodology paragraph in section 4 and to include Appendix 2 (which had not been circulated). With these amendments the policy was APPROVED

LOCAL AUTHORITY PAPERS AND INFORMATION SHEET

15 Using the Olympics to Improve Learning

The report of the Suffolk Director for Children and Young People (copy in minute book) had been circulated with the agenda. Mr Crawshaw circulated a copy of a bid (copy in minute book) that had already been submitted to Get Set and reported that the Year 8 Curriculum Day in the summer term was to be based on the Olympics.
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16 Managing Health and Safety Related Risks – Governors' Responsibilities

The report of the Suffolk Director for Children and Young People (copy in minute book) had been circulated with the agenda. The Finance and General Purposes committee had taken responsibility for risk assessment and set up a very detailed Risk Management Plan. Mr Martin was to take over responsibility for Trips and Visits from Mr Clear and would continue to work closely with the Local Authority's officers. The Health and Safety committee routinely analysed reports of incidents. Mrs Darby reminded Governors of their increased liability, since converting to academy status, for Health and Safety.
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17 Financial Wellbeing Advice for Schools

The report of the Suffolk Director for Children and Young People (copy in minute book) had been circulated with the agenda. Governors were reminded that CSD finance had judged the school's financial management as outstanding. The wellbeing services of Health Management Ltd had been purchased. The points recommended for action were referred to the Finance and General Purposes committee.
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18 GOVERNANCE AND TRAINING

18.1 **Local Authority's Information Sheet:** the information sheet (copy in minute book) had been circulated with the agenda. With reference to point 5 Mr Crawshaw reported that a parents' meeting was to be held on 7 February to discuss ICT use.
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18.2 **Governor Seminars:** the list of seminars provided by the Local Authority (copy in minute book) had

been circulated with the agenda and was noted. The governors training package had not been included in the budget but Mrs Darby would find out what terms were available.

18.3 **Governor Training Programme:** the Local Authority's lists of courses for the spring and summer terms (copy in minute book) had been circulated with the agenda and were noted.

18.4 **Governors Newsletter Spring 2012:** the Local Authority's newsletter (copy in minute book) had been circulated with the agenda.

19 ANY OTHER BUSINESS

School Uniform: Mrs Ramsay reported that Marks and Spencer had launched a very competitive service for supplying school uniform which would benefit parents and the school. Governors expressed no objections to her taking this matter further.

20 DATES OF FUTURE MEETINGS

The next meetings would be held on Tuesdays 27 March and 19 June at 5pm

The meeting closed at 6.35 pm

Signed.....

Date.....