

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 30 April 2013 at 5.00pm.

Present:	Mr R Boulter	Chairman	Mr C Grover
	Mr D Carruthers	Vice Chairman	Mrs S Janson
	Rev P Cotton (to		Mr D McMillan
	Mr P Debenham		Dr H Marlow
	Dr D Egan		Mr B Poole
	Mr C Gilgan		Miss J Upton
	Ms S Goodrich		Mrs L Wilson

In attendance:	Mrs T Darby	Miss G Anderson (Clerk)
	Mr S Martin	
	Miss S McBurney	
	Mrs L Ramsay (to minute 12)	

1 ABSENCE

- 1.1 Apologies for absence had been received from Mrs Hotston Moore and Mr Yaroslaw.
- 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 There were no changes to the Register of Pecuniary Interests.

3 GOVERNING BODY MEMBERSHIP

- 3.1 Mr Chris Grover, newly appointed Foundation Governor, was welcomed and introductions were made.
- 3.2 No other changes had been made since the last meeting; membership was now complete.

4 MINUTES

- 4.1 Minutes of the meeting held on 14 February 2013 (copy in Minute Book) had been circulated with the agenda, were confirmed as a true record and were signed by the Chairman.
- 4.2 Minute 3.4: the latest revision (issue 5) of Policy G02 Membership of the Academy Trust, Governing Body, Committees and Working Parties was circulated at the meeting (copy in Minute Book) and was APPROVED.
Minute 15.3: in response to a question, Miss Upton confirmed that the Pupil Premium report on the school website contained the most recent information available. It was to be reviewed at the end of the summer term.
Minute 17.1: the Chairman reported that Steve Lovett and Lynn Eldrett had been elected Academy Representatives to the Schools' Forum.

5 CHAIRMAN'S ACTION

No urgent action had been taken by the Chairman since the last meeting.

6 HEADTEACHER'S REPORT

The report (copy in the Minute Book) had been circulated with the agenda.

- 6.1 **Young Enterprise:** Miss Upton introduced three members of the team who made a short presentation to the Governors. They described their Road Safety products, their contacts with local primary schools and other marketing opportunities, and their success in the county competition. They answered questions and thanked the Governors for their support in this worthwhile, and enjoyable, project.
- 6.2 **Funding:** in response to a question, Miss Upton confirmed that she had not received a clear answer to the question she raised with Michael Gove, Secretary of State for Education, although it was clear that the government was aware that the current funding model had to be changed. The future was uncertain although a reduction in the school budget seemed to be inevitable.
- 6.3 **Staffing:** Miss Upton reported that excellent appointments had been made to the vacant Head of Art and ICT Technician posts. Interviews for the MFL post had been arranged. No applications had yet been received for the post of Clerk to the Governors (internal advertisement). The support staff restructure was now complete and staff were to be thanked for their patience and cooperation.
- 6.4 **Pupil progress:** in addition to the data provided in the appendices to the report, a document entitled Year 11 Predictions – March 2013 (copy in Minute Book) was circulated at the meeting. Discussion followed. Miss Upton emphasised that the data was collated in order to reveal trends and significant variations rather than to make judgements. She invited interested Governors to contact her if they required more information.
- 6.5 **Admissions:** ten Appeals were to be heard on 20th and 21st May. Miss Upton reported that Mendlesham Community Primary School's Governors had now decided that they would like their school to join the Debenham Pyramid after School Reorganisation. Mendlesham's PAN was 15. The Debenham pyramid schools currently took up 70-80% of Year 7 places. After discussion, during which concerns were raised about the effect increasing numbers might have on the school's structural limitations, it was
AGREED
that Debenham's PAN should remain 125 and that Mendlesham CP's request to join the Debenham Pyramid be accepted in due course.
- 6.6 **Diversity Week:** Miss Upton thanked Mrs Ramsay for working so hard for this very successful week.
- 6.7 **International Links:** the proposed link with a school in Ghana was discussed. Two teachers would make a preliminary visit to the partner school, one to be funded by the Association of School and College Leaders. It was
AGREED
that the school would fund the second teacher's costs for the preliminary visit.
- 6.8 **Risk Management:** Dr Marlow raised the vexed question of the lack of secure fixing for the Youth Club Wheelie Bin. Mrs Darby would continue to put pressure on those responsible.
- 6.9 **Attendance:** the figures were discussed and Mrs Gridley was thanked for her work with those who had poor attendance.

7 GOVERNORS' COMMITTEES

- 7.1 **Health and Safety Committee:** minutes of the meeting held on 12 March 2013 (copy in minute book) had been circulated with the agenda. Mr Carruthers registered his concern that the Health and Safety Audit was no longer undertaken by a professional body.
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- 7.2 No other committees had met since the last full meeting of the Governing Body.

8 BUDGET AND RELATED ITEMS

Mrs Darby reported that the 2013-4 Budget plan had been prepared and was to be scrutinised by the Finance and General Purposes Committee before presentation to the full Governors' meeting on 20 June for approval.

Since the school's bid for capital development funds had been unsuccessful, the costs incurred would be assigned to the revenue account. The school Capital Fund will have a balance of approximately £26k assuming no further expenditure this financial year. The strip of land at the end of the school playing field had finally been transferred to the Academy Trust and was in use. Fences were being erected.

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9 BUILDINGS AND LAND

Discussed in previous agenda items.

10 GOVERNORS' WORKING PARTIES

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

11 REPORTS FROM GOVERNORS

11.1 Mr Debenham had attended the school concert and was extremely impressed by the number of students taking part. Miss Upton confirmed that 181 students took instrumental lessons in school.

11.2 **Faculty Reviews:** Mrs Janson had attended Special Needs and Dr Egan Science. Both Governors reported that they had been impressed by the quality of teaching and learning. Governors had not been able to attend the PE and MFL reviews; Mr Boulter asked that substitutes be invited in future.

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SCHOOL SELF-EVALUATION FORM (SEF)

12 The Executive Summary (copy in Minute Book) had been circulated with the agenda. Miss Upton informed Governors this summary SEF document was required by OFSTED and along with RAISEOnline would form the basis of their inspection. A fuller version of the SEF has been created by the leadership team and this contains further supporting evidence for the statements in the executive summary.

Mr Boulter stressed the importance of all Governors becoming familiar with the Summary.

Governors asked questions about teacher assessment and Miss Upton outlined the main changes in the national terms and conditions of service for teachers from September 2013. A revised Performance Management Policy for teaching staff would be presented to the next full meeting in line with expected government changes for September 2013.

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13 SCHOOL POLICIES

13.1 **Admissions Policy (Issue 4):** the draft policy (copy in minute book) had been circulated with the agenda. Mr Boulter drew Governors' attention to the only amendment, which was the proposed addition of new clause 2.2. B4. He also reported that there was now a waiting list of 28 for entry to Year 7 in September 2013, some of which were late applicants with siblings already in school. After an extended discussion it was

AGREED

- To approve the new clause 2.2 B4

- To apply the same admission criteria to all applicants, including those on the waiting list whether or not they had applied after the closing date.

13.2 **Publication Scheme(Issue 1):** the draft scheme (copy in minute book) had been circulated with the agenda and was

APPROVED

13.3 **Freedom of Information Policy and Procedure (Issue 1)** : the draft policy (copy in minute book) had been circulated with the agenda and was APPROVED

13.4 **Redundancy Policy (draft A)**: The draft policy (copy in minute book) had been circulated with the agenda. Miss Upton explained that following the support staff restructure one member of staff had been made redundant and a school policy had become necessary. The draft had been written in close consultation with the Local Authority's HR adviser. After discussion the draft policy was APPROVED

14 LOCAL AUTHORITY ITEMS

14.1 **Information Sheet Summer Term 2013** (copy in minute book) had been circulated with the agenda and was discussed. Governors' attention was drawn to Ofsted's new School Data Dashboard. RECEIVED

14.2 **Free School Meal Eligibility and Pupil Premium Funding**: the report (copy in minute book) had been circulated with the agenda. There was discussion about the difficulties of ensuring that all those eligible made claims for free school meals. Miss Upton was asked to review the information sent to parents. RECEIVED

14.3 **Raising the Bar - Summer 2013**: the report (copy in minute book) had been circulated with the agenda and was RECEIVED

14.4 **School Teachers' Pay and Conditions Document 2013**: the report (copy in minute book) had been circulated with the agenda and was RECEIVED

15 GOVERNANCE AND TRAINING

15.1 **Governor Seminars Summer 2013**: the schedule (copy in Minute Book) had been circulated with the agenda. Governors were reminded that they could now access training materials online.

15.2 **Governors Newsletter Summer 2013** (copy in Minute Book) had been circulated with the agenda.

16 ANY OTHER BUSINESS

There was no other business.

17 DATES OF FUTURE MEETINGS

17.1 The last Whole Governing Body meeting this year would be held at 5pm on **THURSDAY** 20th June 2013

17.2 The Finance and General Purposes Committee would meet at 5.00pm on Friday 17 May.
The School Development Working Party would meet at 4.00pm on Wednesday 15 May.

The meeting closed at 7.15 pm

Signed..... Date.....