

Debenham High School
A Church of England High Performing Specialist Academy

Minutes of the Academy Trust meeting held on Friday 11 February 2011 at 11.30 am

Present:	Rt Reverend Nigel Stock	Chairman
	Mr Richard Boulter	Vice-Chairman
	Mrs Janet Brown	
	Mr Robert Grimsey	
	Mr Neil Serjeant	
In attendance:	Mr Michael Crawshaw	Headteacher
	Miss Gabriel Anderson	Clerk

1 Apologies for Absence

All members of the Trust were present.

2 Minutes of the meeting held on 21 December 2010

The minutes had been circulated with the agenda, were confirmed as a true record and signed by the Chairman.

3 Matters arising from the minutes

- 3.1 11. Stationery: Mr Crawshaw reported that designs had been commissioned and much consultation had taken place; a decision would be taken shortly.
- 3.2 13. Conversion to Academy Status: conversion had taken place on 1 January 2011, despite missed DfE deadlines and the land lease not being finalised. The issue of the Multi-Use Games Area (MUGA) was raised and Mr Crawshaw was able to reassure Trustees that this had not been a problem; all commitments of the VC school were transferred to the new school.

4 Role of Governors and Members of the Academy Trust

A report had been circulated with the agenda for the Governors' meeting on 1 February 2011.

- 4.1 Clarification: Governors had considered the report at their meeting on 1 February and had found the DfE extract unclear about the distinction between Governors and Trustees. They had appointed Mr Serjeant as Responsible Officer and he had undertaken to clarify DfE requirements for financial reporting/auditing as well as the division of responsibilities between Governors and Trustees. Mr Serjeant also undertook to investigate the school's eligibility for Gift Aid. NS
In the meantime, the remainder of the report was APPROVED.
- 4.2 Terms of office: Lots were drawn by the three Trustees who were not members ex officio and the terms of office were set to end as follows:
Mr Serjeant's - 31 December 2016
Mr Grimsey's - 31 December 2017
Mrs Brown's - 31 December 2018.
- 4.3 Accountability: Mr Crawshaw had stressed to Governors the crucial importance of their increased responsibility for holding the Headteacher to account. Mr Kevin Haddock, who had acted as School Improvement Partner (SIP) to the VC school, had been engaged to continue in this consultant role. Mr Boulter was to revise the Local Authority's SIP schedule and reports; his proposals would be presented to Governors and Trustees. The LA's reports RB

to Governing Bodies now included suggestions for 'Challenging Questions' and this model was agreed to be very helpful in encouraging Governors to take an active and inquiring role. Training would continue to be offered to Governors.

5 Head's report to Governors

The report had been circulated with the agenda for the Governors' meeting on 1 February 2011. Mr Crawshaw reported further:

- 5.1 Christmas lunch: Mrs Pink's achievements in the kitchen were again singled out for particular praise.
 - 5.2 Academy Status: Mr Crawshaw recorded special thanks to Mr Boulter, Mr Clear and Miss Knock for their time and hard work in converting the school to an academy. He intended to recommend to the Finance and General Purposes Committee that Miss Knock receive some financial recognition for her contribution. Mr Boulter added that Mr Crawshaw had taken the major burden, working right up to Christmas Eve.
 - 5.3 Uniform: Governors had agreed to delegate authority to a group of Governors to decide on changes to the school uniform.
 - 5.4 Logbook of School History: this handwritten record of major events from the start of the school's history had been updated, ending the VC school report and starting that of the academy.
 - 5.5 GCSE results: the introduction of the English Baccalaureate would have a positive effect on the school's exam statistics; it was thought that the lower comparative Contextual Value Added (CVA) score was in part due to the majority of our students taking academic subjects at GCSE, rather than less demanding vocational exams such as BTEC.
- RECEIVED.

6 Report from the Chairman of Governors

Mr Boulter gave the following verbal report.

- 6.1 Governing Body Membership: there were 18 places on the new Governing Body of which 11 were filled by Governors of the VC school. Four new Governors had attended the meeting on 1 February, at which two more new Governors were appointed: Ms Siobhan Goodrich, Parent Governor and Dr David Egan, Co-opted Governor. One co-opted vacancy was to be retained until the LA had appointed their nominee on 7 March 2011.
- 6.2 Structure and Membership of Committees and Working Parties: a new structure of committees and working parties had been agreed by Governors on 1 February. Membership had also been agreed. Because of the increased responsibilities of the Governing Body since conversion to academy status, committees would henceforth have the authority to take decisions; minutes of committee meetings would be presented to the next full meeting of the Governing Body.
- 6.3 Terms of reference for Committees and Working Parties: these were still to be defined.
- 6.4 Individual Responsibilities for Governors: these had been agreed on 1 February; Mr Clear had been asked to provide a summary of ways in which Governors could be involved.

7 Finances

Mr Crawshaw gave the following verbal report.

- 7.1 The Young People's Learning Agency (YPLA) had sent details of the school's budget to 31 August 2011.
- 7.2 The LA had retained the VC school's balance at 31 December against committed expenditure; they were entitled to keep it for up to four months. Mr Crawshaw had protested about this to Mr Simon White, the LA's Director of Children and Young People, and it was hoped that 70% of the balance (c £120,000) would be released within the next few days.
- 7.3 The DfE had not yet sent an indicative funding agreement and therefore, although the deadline had already passed, the indicative budget for September 2011 to August 2012 could not be set.
- 7.4 Heating repairs following the leaks discovered on 4 January were to cost c £60,000. The

maintenance package purchased from the LA covered the first £2,600 but Mr Crawshaw hoped that the LA would accept liability for the whole amount as they had evidently been negligent.

- 7.5 The LA's HR section had successfully paid staff salaries into bank accounts on 31 January despite the short timescale.

8 Staffing

8.1 Appointments:

Mrs Tracy Darby- Business Manager, to start by 11 April.

Mrs Nicola Coe - Head of Maths Faculty, from 1 September 2011, currently 2nd in Department

Mr Kevin Tapscott – Maths Teacher with TLR2a allowance as Second in Department.

Mr Michael Keane – Maths Teacher (one year temporary appointment) former Head of Department at Thomas Mills High School.

8.2 Resignations:

Mr Robert Aldred, Caretaker since 1988; retirement.

Miss Kate Beach, History teacher i/c PSHEe; Head of Department at Hadleigh High School.

Mr Alan Jackson, Acting Head of Maths Faculty; retirement.

- 8.3 Advertisements had been placed for Caretaker, Head of History and a part time Maths teacher.

9 Admissions Policy

The policy, as amended and approved by the Governors on 1 February, had been circulated with the agenda.

- 9.1 Amendments to sections 2.1.A3 and 2.2.B2: after discussion it was agreed that specific churches should not be named. The two churches named in the amended policy belonged to the Affinity group which would be investigated further and, if found acceptable, would be added in their stead to sections 2.1.A3 and 2.2.B2. MJC

- 9.2 Appeals: the Local Authority would continue to administer appeals. Fewer appeals were expected for Year 7s joining the school in September 2011 because of the lower population than usual in this yeargroup. Current predicted admissions in September were around 109: quite a high figure given the rolls of the feeder primary school. The school was possibly benefitting from the planned closure of middle schools.

10 Any Other Business

There was no other business.

11 Dates of next Trust meeting and AGM

- 11.1 The next meeting of the Trust would be held at 2pm on Monday 17 October 2011 at the school.
- 11.2 The Annual General Meeting would be held at 7.00pm on Thursday 17 November 2011.

The meeting closed at 12.55 pm Signed..... Date.....