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- 6.2 **Health and Safety Committee:** minutes of the meeting held on 20 November 2012 (copy in minute book) had been circulated by email on 30 November. Concerns about congestion in the covered way were noted.

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

7 ANNUAL REPORT, AUDIT, BUDGET AND RELATED ITEMS

- 7.1 **Annual Report 2011-12:** the audited Annual Report and Financial Statements (copy in minute book) had been circulated with the agenda. There were no questions or comments and the Report and Statements were

APPROVED

- 7.2 **Audit finalisation meeting:** a group from the Finance and General Purposes Committee met on 9 November to go through the audit. Points of clarification from the audit were discussed and agreed.

- 7.3 **Audit Summary Memorandum 2011-12:** the Memorandum (copy in minute book) had been circulated with the agenda and was

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- 7.4 **Representation Letters to Auditors:** the two letters (copy in minute book) had been circulated with the agenda and were

APPROVED and signed.

- 7.5 **Budget Position Report 2012-13:** the report (copy in minute book) had been circulated with the agenda. Mrs Darby reported that she hoped to present the next report in a new clearer format. The Finance and General Purposes committee were to discuss expenditure drawing on the reserves. The new Pupil Premium calculation was discussed; Governors were concerned that parents/carers of all eligible students should be encouraged to apply for free school meals, particularly as cashless catering ensured their anonymity.

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- 7.6 **Capital Fund 04 Report 2012-13:** the report (copy in minute book) had been circulated with the agenda. Mrs Darby reported that the only outstanding item was the expenditure needed for bringing the new strip of land into use.

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- 7.7 **Responsible Officer report:** Mr Serjeant was unable to be present. The report of the third visit by CSD's Responsible Officer Support Service (copy in minute book) had been circulated with the agenda. Mrs Darby reported that the school had responded to the changes that the DfE's Education Funding Agency had made to the role of Responsible Officer. It was noted that the CSD service provided a much more detailed audit than that undertaken by the official school auditors and that the school's financial management had been graded Outstanding since its conversion to academy status.

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8 BUILDINGS

- 8.1 **Update:** Miss Upton reported that a grant application had been submitted for the replacement of the flat roof on either side of the hall and a further application was in the process of being written for the construction of a drama studio and additional classroom behind the music room.

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- 8.2 **Buildings Development Plan:** issue 2 of the 2012 plan and issue 1 of the 2013 plan (copies in minute book) had been circulated with the agenda and were

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9 GOVERNORS' WORKING PARTIES

9.1 **Curriculum Working Party:** the next meeting would be held at 4pm on Wednesday 23 January 2013. The main item for discussion would be the new OFSTED framework for inspection. All Governors were invited to attend.

NOTED

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

10 REPORTS FROM GOVERNORS

Ms Goodrich had attended the English Faculty Review and Mr Stevenson had attended the Maths Faculty Review. Both Governors reported that they had been impressed by the rigour of the process; it had been a valuable experience to learn in more depth about the work of the school. They were satisfied that through this process the teaching and learning of subject teams was being appropriately monitored.

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11 SCHOOL POLICIES

11.1 **Educational Visits Policy (Draft 5):** the draft policy (copy in minute book) had been circulated with the agenda. Mr Martin reported that the main changes were in the appendices. The policy was seen to be fit for purpose and the school insurance adequately to cover educational visits. After discussion it was agreed that the draft policy be

APPROVED with the following amendments:

- Section 2.4: last sentence of second paragraph to read: 'Staff must always act professionally and responsibly; they must stay on the premises and be available whenever one or more students is/are at the hotel/hostel.'
- Appendix 2: in penultimate paragraph insert 'at www.nhs.uk/nhsengland/healthcareabroad.' after 'this can be applied for online...' and delete last sentence.

11.2 **Special Educational Needs and Disabilities Policy (draft 4):** the draft policy (copy in minute book) had been circulated with the agenda. Mrs Ramsay reported that the main change was in paragraph 9, Partnership with Parents/Carers, which described the improved arrangements for contact with parents/carers for students with SEND.

APPROVED

11.3 **Safeguarding Policy:** the policy would be reviewed as soon as the new national guidance was available in 2013.

NOTED

11.4 **E-Safety Policy (draft A)** The draft policy (copy in minute book) had been circulated with the agenda and was discussed. Mr Martin reported that the draft was based on the Suffolk County Council model and contained new Acceptable Use Agreement forms for staff and students. Mr Carruthers was confirmed as the e-Safety Governor and Mr Martin as the e-Safety Coordinator.

Mr Martin undertook to check that the school's Internet filtering service excluded 'pro-ana' sites.

After discussion it was agreed that the draft policy be

APPROVED with the following amendments:

- Title page to read 'This policy is reviewed annually'
- Section 5.6.1 (renumbered 5.8) new sentence inserted before last sentence: 'Students may take mobile phones on school trips for emergency use only.'

11.5 **Acceptable Use of ICT Policy (Draft A):** the draft policy (copy in minute book) had been circulated with the agenda. It was AGREED that Mr Carruthers and Mr Martin be asked to integrate this policy into the e-Safety policy to reduce duplication.

12 DUKE OF EDINBURGH AWARD

The school's Safe Operating Procedures for Duke of Edinburgh expeditions (copy in minute book) had been circulated with the agenda and was APPROVED

13 Sexual Health Education and the Use of the School Nursing Service

Miss Upton reported that in addition to their existing service to students (advice and testing for pregnancy and chlamydia), the School Health Service now offered the possibility of issuing students with condoms in school. The Senior Leadership Team had felt that this additional service would be inappropriate in an 11-16 Church school. Governors' opinions and advice were sought. After an extended discussion the Chairman called for a vote and as a result it was AGREED that the School Nurse be given discretion to issue condoms, but NOT the C-Card, after due consultation and in confidence to students of 13 years or over. Miss Upton would draft an explanatory letter to parents/carers.

14 GOVERNOR TRAINING

The Chairman reminded Governors of the Local Authority's programme of training for Governors. Mrs Janson reported that she had found the Ofsted training very useful. Miss Upton offered to arrange a full Governing Body training course on Ofsted's new inspection framework. AGREED

15 ANY OTHER BUSINESS

15.1 **Election of Academy Representative to the Schools Forum:** the Chairman circulated a letter from the Local Authority's Governor Services (copy in minute book) asking Governors to decide which of three nominations to support. After discussion and a vote it was AGREED to support the nomination of Steve Lovett, Chair of Governors at Thomas Mills High School. The Chairman would forward this result to Governor Services.

15.2 **Section 48 Inspection:** Miss Upton reported that she had been notified that the Statutory Inspection of Anglican Schools was to take place on 11 December 2012. Two to three Governors would be asked to attend. Miss Upton asked interested/available individuals to contact her. RECEIVED

16 DATES OF FUTURE MEETINGS

16.1 Whole Governing Body meetings would be held at 5pm on:
THURSDAY 14th February 2013 (including AGM at 4:30pm)
Tuesday 30th April 2013
Tuesday 20th June 2013 at 5pm.

16.2 A Curriculum Working Party meeting would be held at 4pm on Wednesday 23rd January 2013.
AGREED

The meeting closed at 7.02 pm Signed..... Date.....