



Minutes of the meeting of the Governing Body of Stokesley School held in school on Tuesday 2nd July 2014

Present: H. Boal (Chair), S. Brennan, C. Brooker (Headteacher), B. Griffiths, P. Howes, L. Hugill, P. Hutchinson, N. Land, G. Lindsay, A. Price, S. Thorogood, V. von Morgen, H. Wiseman.

Invited by the chair and agreed by governors - K. Picking

In support: S. Newman (Clerk)

H. Boal thanked Karen Picking, whose term of office ended in June, for her contribution to the work of the governing body for the last 7 years.

The vice chair took the chair for the first item on the agenda.

GB16/14: To elect a chair

H. Boal was nominated by B. Griffiths and seconded by A. Price. As there were no further nominations

It was agreed that: H. Boal be elected Chair of the Governing Body

GB17/14: Terms of Office of the Chair and Vice Chair

It was agreed: That the term of office of the Chair and Vice Chair be confirmed as 2 years

GB18/14: Report of the clerk

i) Governors were reminded of the need to:

- Make the appropriate declarations in respect of any hospitality offered and taken and to ensure that any offer was recorded in the Register of Hospitality;
- Ensure that the Register of Business Interests was up to date. If there were any changes to business interests during the year they should be declared.
- Exercise confidentiality in all matters of Governing Body business.
- Make declarations both pecuniary and non pecuniary on any item of business when necessary.
- Ensure that reasons were given for any absence from meetings.

ii) Governor Vacancies:

Governors were reminded that there were currently vacancies for:

- 3 co-opted governors
- 1 LA governor

GB19/14: Apologies for Absence:

It was agreed:

- that the absence and reason for absence received from N. Briggs be consented to.
- that the absence and reason for absence received from H. Moorhouse **should not** be consented to

GB20/14: Confidential Agenda Items

No agenda items were considered to be confidential

GB21/14: Declarations of Interest.

Governors were reminded to make declarations of interest, pecuniary or otherwise, for any agenda item.

GB22/14: Other Business

The chair notified the committee that the re-scheduling of committee meetings would be discussed at item 22.

GB23/14: Register of Business Interest

The Governors register of business interest was updated.

GB24/14: Minutes of Previous Meeting:

It was agreed that the minutes of the previous meeting held 19th March 2014 (minute nos. GB1/14 to GB15/14 inclusive) be approved and signed as a true record.

GB25/14: Matters arising from the minutes for which there is no separate agenda item.

The chair informed governors that members of staff had been congratulated for their actions following the road traffic accident involving students returning from a school trip (minute no GB8/14 – Personnel Committee).

GB26/14: Committee Business:

The chair advised that in recent years the Governing Body had decided that the following committees would not be standing committees with a declared membership but that the members of any panel would be identified when a need arose. This arrangement had been the most efficient as a restricted list of governors would probably prove impractical because of work commitments and the roles should reasonably be shared across the Governing Body.

If an appeal panel was needed, then the membership of the panel must be equal in number but different in membership from the original panel who made the decision:

a) Committees:

- i) Pupil Discipline Committee (minimum 3 governors)
- ii) Staff Dismissal Committee (minimum 3 governors)
- iii) Staff Dismissal Appeals Committee (a minimum of 3 different governors)
- iv) Complaints Panel (minimum 3 different governors)
- v) Appointments Panel (minimum of 2 governors were required to make an appointment to the school of middle leaders and above, of which one may be the Headteacher. Governors would be invited from all members of the governing body.)

b) Other Committees (with delegated authority)

Finance and Premises: S. Brennan, C. Brooker, B. Griffiths, P. Howes, V. von Morgen.
V. von Morgen to be appointed chair.

Teaching Learning and Student Support: N. Briggs, C. Brooker, L. Hugill, P. Hutchinson, S. Thorogood, V. von Morgen, A. Price, H. Wiseman.
A. Price to be appointed chair.

Personnel: H. Boal, S. Brennan, C. Brooker, G. Lindsay, A. Price, S. Thorogood.
H. Boal to be appointed chair.

Strategic Planning: H. Boal, C. Brooker, B. Griffiths, N. Land, G. Lindsay, A. Price, V. von Morgen.
H. Boal to be appointed chair.

c) Dates and times of meetings

The schedule of meetings was still under discussion and would be circulated for agreement at a later date -
NOTED

d) Terms of reference of committees with delegated authority:

It was agreed that: since the terms of reference for all committees were reviewed in March 14, any further review would be postponed until July 15.

e) Clerk for the committees

It was agreed that the Clerk to the Governing Body be appointed clerk to all committees, panels and working parties.

GB27/14: To agree the appointment of governor representatives.

a) Faculty Link Governors

It was agreed that the following appointments be approved:

Maths – S.Thorogood

English – N. Land

PE – S. Thorogood

Humanities – A. Price

Performing Arts – P. Hutchinson

DT – L. Hugill

Science – V. von Morgen

MFL – S. Thorogood

Sixth Form – G. Lindsay

b) Governors with Specific Responsibilities

It was agreed that the following appointments be approved:

- i) Headteacher's Performance Management Review:** H.Boal, B.Griffiths, A. Price
N.Land (Review Officer)
- ii) Health and Safety:** (Joint committee with a governor, staff and Union Representatives).
H. Wiseman
- iii) Special Educational Needs:** A.Price
- iv) Child Protection:** H.Boal

GB28/14: Standing Orders and Code of Conduct

It was agreed that the Standing Orders and Code of Conduct be re-affirmed and endorsed accordingly.

School Improvement:

GB29/14: Minutes of Committees

The minutes of the committees had been circulated with the agenda and the Committee Chairs took questions from governors.

Finance and Premises Committee held on 9th May 2014 (minute nos. FP15/14 – FP27/14 inclusive)

A governor asked if the increased deficit was mainly due to less income (FP21/14). The Headteacher confirmed that it was.

A governor asked if any decisions had been made with regard to the future of the caretaker's house. The Headteacher replied that negotiations with the LA were continuing.

Personnel Committee held on 19th May 2014 (minute nos. P13/14 – 24/14 inclusive)

A governor raised concerns over the lack of a formal induction process for new governors and requested that one be put in place - **NOTED**

Teaching Learning and Student Support Committee held on 22nd May 2014 (minute nos. TLSS12/14-TLSS21/14 inclusive).

A governor asked if information, advice and guidance was discussed at the TL&SS meetings. The chair of the committee replied that it was. The Headteacher urged governors to attend the meetings which were open to any governor, not just committee members.

Strategic Planning Committee held on 17th June 2014 (minute nos. SP14/14-SP125/14 inclusive)

There were no questions from governors.

GB30/14: Headteacher's Report:

School Self Evaluation: -The Headteacher's report had been circulated with the Notice of Meeting and she drew governors' attention to changes in the Ofsted framework. A governor asked when the changes would be implemented, she replied it would be from September 14.

Parental Survey: - She went on to talk about the parental survey and governors agreed it indicated Stokesley School compared favourably with other schools. A governor suggested that it would only be of real value if the survey continued to be carried out periodically and the results from each survey compared. The comparison would evidence any improvement or lack of it. A governor asked if action had been taken to address areas where issues were identified, the Headteacher replied it had. Governors discussed ways of increasing the number of parent responses and suggested including a request for parents to complete the survey when informing them of forthcoming parents' evenings.

Teacher Predictions: - Governors discussed the predicted data and agreed it looked very encouraging.

Behaviour and Safety: - Governors were told that the number of exclusions had gone down.

Leadership and Management: - Governors discussed staffing changes and were told that the Vice Principal responsible for teaching and learning who was leaving to take on the role of Deputy Head at another school would not be replaced. The Headteacher went on to outline a proposal to create a teaching and learning research and development team responsible for securing improvements in teaching. The team would be expected to develop a culture of research and development in teaching and learning across the school.

Governors expressed their thanks to those staff leaving and wished good luck to those taking up promotions elsewhere.

Draft Development Plan and 3 year Strategic Aims: - governors discussed both documents and the chair told governors the draft 3 year strategic aims document had been through rigorous discussion at sub committee level.

It was agreed that: - the 3 year strategic aims June 2014 – May 2017 be approved

GB31/14: Safeguarding and Single Central Record:

The chair informed the committee that the annual safeguarding audit including scrutiny of the Single Central Record had been carried out in May and she could confirm that all records were being maintained to the required standard.

GB32/14: School Business Links/Marketing Update

S. Brennan presented a report to governors which was circulated at the meeting. He said the launch day was a great success and well attended. He was pleased to see posters showing the number of businesses involved up and around school. One student in school had already secured an apprenticeship as a result of the initiative. Student feedback from the recent Science and Engineering day was very positive with many discovering career paths they were previously unaware of. He said the links formed between teaching staff and the businesses involved had provided many useful contacts and there was a proposal to continue

breakfast meetings to open up further opportunities. A governor suggested the development of a student Summer Jobs and Work Experience Board.

It was agreed that: S. Brennan and V. von Morgen be thanked for arranging an excellent event.

A. Price gave an oral report to governors in which he explained the actions taken so far to improve the marketing of the school and in particular the school's online profile. He said the new website being constructed by an outside company would improve public perception of the school and should be the driving force behind other marketing strategies. It would be launched in September 14. School now has a Twitter account

GB33/14: Academy Status Update:

Governors again discussed the pros and cons of academy status and raised a number of questions. Following discussion governors concluded that a vote should not be taken at this meeting. It was agreed that a forum would be set up on the governor area of the website for questions to be raised and all governors were asked by the chair to re-read all information sent out over the last year in preparation for an extraordinary meeting of the full governing body. A vote would be taken at the meeting and a final decision made.

It was agreed that: An extraordinary meeting of the Governing Body would take place before the end of term to discuss and vote on whether school should express an interest in becoming an Academy. Union representatives would be invited to the meeting and K. Picking would be invited to facilitate.

GB34/14: Skills Analysis

Consideration would be given to the results of the recent skills audit when recruiting governors to fill the current vacancies. It was hoped that the business links initiative and the contacts made, would help to find potential new recruits.

GB35/14: Correspondence and Publications

The National Governors' Association Magazine 'Governing Matters' was circulated by the clerk.

GB36/14: Health and Safety

There were no issues to report

GB37/14: Other Urgent Business

Proposed Procedural changes:

A. Price informed governors that he had met with the Headteacher to discuss how governor committees could be more effective in focussing on school improvement. He gave an oral summary of the meeting during which he emphasised how important it was that the schedule of sub committee meetings should link in with the QA cycle and link governor meetings and referred to proposed changes in the link governors reporting procedure. A. Price agreed to circulate the report to governors by email - **NOTED**

It was agreed that: in the light of the proposed procedural changes, the schedule of meetings was still under discussion and would be circulated for agreement at a later date

Signed: (Chair)

Date: