

**Minutes of a meeting of the Governing Body of Stokesley School held at the school on  
Tuesday 17<sup>th</sup> September 2013.**

**Present:**

H.Boal (Chair)	G.Lindsay
N.Briggs	H.Moorhouse
C.Brooker (Headteacher/Governor)	K.Picking
P.Howes	A.Price
N.Hughes	S.Thorogood
L.Hugill	V.vonMorgen
P.Hutchinson	H.Wiseman
N.Land	S.Newman (Clerk)

<u>Minute No</u>		<u>Action</u>
	<b>The Presentation of Exam Results for 2012/13 was taken as the first item on the agenda and is reported at Minute No. GB34/13.</b>	
<b>GB22/13</b>	<b>The Chair welcomed new staff governor P.Howes and new clerk S.Newman</b>	
<b>GB 23/13</b>	<p><b>Election of Vice Chair:</b> Mr A. Price was proposed by G. Lindsay and seconded by N. Hughes. As there were no further nominations:</p> <p><b>It was agreed: That Mr A. Price be elected Vice Chair of the Governing Body.</b></p>	
<b>GB 24/13</b>	<p><b>Terms of Office of Chair and Vice Chair:</b></p> <p><b>It was agreed: That the term of office of the Chair and Vice Chair be confirmed as 2 years</b></p>	
<b>GB 25/13</b>	<p><b>Report of the Clerk.</b></p> <p>i) Governors were reminded of the need to :</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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.</li> <li>• Exercise confidentiality in all matters of Governing Body business.</li> <li>• Make declarations both pecuniary and non pecuniary on any item of business when necessary.</li> <li>• Ensure that reasons were given for any absence from meetings.</li> </ul> <p>ii) Governor Vacancies: Governors were reminded that there were currently vacancies for:</p> <ul style="list-style-type: none"> <li>• 1 parent governor (from October 13)</li> <li>• 1 LA governor</li> <li>• 2 co-opted governor</li> </ul> <p>The election process for the parent governor election had been started.</p>	

	<p><b>It was agreed: That any parent who applied but was unsuccessful in being elected as parent governor should be considered for a co-opted governor vacancy.</b></p> <p>iii) Governor Training: The NYCC training schedule for 2013/14 had been circulated. Governors were also advised to check the National Governors Association website for training opportunities. Governors requested training on understanding/analysing data.</p> <p><b>It was agreed: A data training session would be arranged in school with a link advisor.</b></p>	<p><b>Chair</b></p> <p><b>Head teacher</b></p>
<b>GB26/13</b>	<p><b>Apologies for Absence:</b> <b>It was agreed that the absence and reason for absence received from B.Griffiths be consented to.</b></p>	
<b>GB27/13</b>	<p><b>Confidential Agenda Items:</b> No agenda items were considered to be confidential.</p>	
<b>GB28/13</b>	<p>Governors were reminded to make declarations of interest, pecuniary or otherwise, for any agenda item.</p>	
<b>GB29/13</b>	<p><b>Other business:</b> G.Lindsay introduced a discussion on the Academy Status review process. Referring back to a discussion at the meeting of the Governing Body in July, Minute No. GB 17/13:</p> <p><b>It was agreed: the Headteacher would invite the Chair of Governors of a recently established Academy to talk to the review committee. The head would determine his availability and liaise with G.Lindsay to agree the date of the review committee meeting.</b></p>	<p><b>Head teacher</b></p>
<b>GB30/13</b>	<p><b>Minutes of the last meeting:</b> <b>It was agreed that the minutes of the meeting held on Wednesday 3<sup>rd</sup> July 2013 be approved and signed by the chair subject to the insertion of 'A.Price was re-elected as co-opted governor', under minute no. GB11/13 – Notification of other business.</b></p>	
<b>GB31/13</b>	<p><b>Matters Arising</b> There were no matters arising</p>	
<b>GB32/13</b>	<p><b>Committee Business</b> The Clerk 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:</p>	

**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:** C.Brooker, B.Griffiths, G.Lindsay, 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, C.Brooker, G.Lindsay, H.Picking, A.Price, S.Thorogood.

H.Picking to be appointed chair.

**Strategic Planning:** H.Boal, C.Brooker, B.Griffiths, N.Land, G.Lindsay, A.Price, K.Picking, V.von Morgen.

H.Boal to be appointed chair.

**c) Dates and times of meetings**

These were agreed and recorded.

**d) Terms of reference of committees with delegated authority:**

**It was agreed that:**

**each committee would consider their terms of reference at the first meeting of each committee and any proposed changes be reported to the next meeting of the Governing Body.**

**The head will provide a draft of a common preface to the Terms of Reference of all committees – this to be sent to the chair & vice chair of governors for consideration.**

**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.**

GB33/13

**Appointment of Governor Representatives**

**a) Faculty Link Governors**

**It was agreed that the list of proposed Faculty Link Governors be drawn up and circulated with the minutes of this meeting for consideration and approval at the next meeting of the Teaching Learning and Student Support Committee.**

Clerk

**b) Governors with Specific Responsibilities**

**It was agreed that the following appointments be approved:**

- i) **Headteacher's Performance Management Review:** H.Boal, K.Picking, B.Griffiths, N.Land (Review Officer)

ii) **Health and Safety:** (Joint committee with a governor, staff and Union Representatives). No appointment made. It was agreed to discuss the appointment again when the current governor vacancies had been filled.

iii) **Special Educational Needs:** A.Price

iv) **Child Protection:** H.Boal

**GB34/13 Standing Orders and Code of Conduct.**

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

Members were reminded by the Chair that regular attendance and input to the GB, Committees and Link Governor roles will be critical to the successful running of the GB.

**School Improvement:**

**GB35/13 Presentation of Exam Results 2013**

Mr P.Fazakerly presented an analysis of student performance at GCSE and AS/A level for academic year 2012/13.

He confirmed the results were comparable nationally at all levels. It was noted that there was an impressive improvement amongst the lower achievers helped by strategies put in place by staff.

Following the presentation governors questioned the Headteacher on the following points:

- Were intervention measures put in place for the students discussed earlier in the year who were not meeting target grades and did they have an impact?
- Was the drop in ALPS score in some subjects being addressed?
- Was there evidence of success achieved at one sitting?
- In option subjects, did students achieve at a similar level in subjects taken in year 10 compared to those taken in year 11?

The Headteacher responded to questions from governors explaining the reasons for the issues identified. Following discussion the key issues and priorities were identified for 2013/14

Mr Fazakerley was thanked for his detailed analysis of results.

**It was agreed that the students and staff be congratulated on another year of excellent results.**

**That the key issues and priorities for 2013/14 be noted.**

**GB36/13 Staff Pay Policy and Staff Appraisal Policy.**

Discussion of both draft policies took place giving full consideration to the review carried out by the Personnel Committee and the feedback from staff consultation.

The following concerns were raised during staff consultation:

- The attendance criteria would have a negative impact on performance, teachers' working day does not end at 4pm and the setting of work etc. currently a matter of good will, could be seriously compromised. Issues of poor attendance by teachers would be dealt with more effectively by means of the Attendance Management policy. The attendance criteria should be removed.
- The consistency and quality of the appraisal process should be monitored.
- There should be a Drop-In/Learning Walks Policy.

**It was agreed that:**

- Further appraisal training would be provided to include appraisees.**
- The appraisal process would be reviewed comprehensively by governors after one year.**
- A Drop-In/Learning Walks Policy would be drawn up in consultation with union reps.**
- The attendance criteria for pay progression would be removed from the pay policy.**

**The Pay Policy and Appraisal Policy was agreed in principle subject to the agreed amendments.**

**GB37/13**

**Correspondence and Publications.**

None

**GB38/13**

**Other Business:**

The term of office of N.Hughes was due to end at the beginning of October and he would not be standing for re-election. The chair thanked him for his significant contribution throughout his 6 years of service.

**Date of Next Meeting:**

**Wednesday 11<sup>th</sup> December 2013**

Signed.....(Chair)

Date.....