



Minutes of the meeting of the Governing Body of Stokesley School held in school on Wednesday 18th December 2013

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

In support: S. Newman (Clerk)

GB39/13: The Chair welcomed new parent governor S. Brennan.

GB40/13: Apologies for Absence:

It was agreed that the absence and reasons for absence received from N. Briggs and S. Thorogood be consented to. Governors expressed concern over the absence of H. Moorhouse as this absence continued a pattern of non attendance. As the date of this meeting had been changed at short notice, the absence and reason for absence on this occasion were consented to.

GB41/13: Confidential Agenda Items

No agenda items were considered to be confidential

GB42/13: Declarations of Interest.

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

GB43/13: Other Business

There were no notifications of other business

GB44/13: Register of Business Interest

Governors were reminded to declare any changes to Governors Register of Business Interest. None were declared

GB45/13: Minutes of Previous Meeting:

It was agreed that the minutes of the previous meeting held on 17th September 2013 (minute nos. GB22/13 to GB38/13 inclusive) be approved and signed as a true record.

GB46/13: Matters Arising

- a) **Co-opted Governor Vacancies (GB25/13 ii)** – this would be reviewed at the next meeting allowing time to consider the findings of the recent skills audit of the Governing Body.
- b) **Data Training Session (GB25/13 iii)** – a summary report of this training would be put on the Governor Website
- c) **Appraisal Training (appraisees) (GB36/13 i)**. This would be reviewed and discussed at the January meeting.

GB47/13: Review of Terms of Reference:

The terms of reference of the committees had been updated and circulated. The terms of reference for each committee would be presented for approval at the next meeting of the committees.

GB48/13: Minutes of Committees

The minutes and confidential minutes of the committees were circulated and the Committee Chairs summarised the key issues.

Teaching Learning and Student Support Committee held on 17th October 2013 (minute nos. TLSS19/13-TLSS29/13 inclusive).

Following a summary of the meeting by the chair a governor asked if it would be beneficial to appoint a 'champion' for each of the key areas that school would be judged on during an Ofsted inspection – achievement, quality of teaching, leadership and management, behaviour and safety. The Head responded by saying that the whole governing body must be responsible for all areas and it was important that all governors contributed. Governors agreed that they needed to look in more detail at and to have more information on behaviour and safety. Champions would not be appointed, governors would take responsibility collectively for all four key areas.

It was agreed that: the Headteacher would ask C. Simpson to make a presentation at the next meeting of the Teaching Learning and Student Support Committee.

Personnel Committee held on 11th November 2013 (minute nos. P19/13-P27/13 inclusive) and confidential minutes (minute nos. P24/13-25/13 inclusive).

Following a summary of the meeting by the chair, a governor asked if the level of staff sickness had improved. The Head replied that it had.

Finance and Premises Committee held on 15th November 2013 (minute nos. FP11/13-FP20/13)

Following the resignation of G. Lindsay from the Finance and Premises Committee it had been agreed at the meeting of the Finance and Premises Committee on 15th November that the vacancy should be addressed at the next meeting of the Governing Body. Nominations were invited, S. Brennan was nominated by A. Price and seconded by V. von Morgen. **As there were no other nominations, S. Brennan was appointed to the Finance and Premises Committee.**

Following a summary of the meeting, the chair of the committee informed governors that there would be a significant budget deficit by the end of 2014/15 which was likely to increase going forward. All figures at this stage were indicative. The Head told governors that staff in school had been informed and a number had expressed an interest in possible voluntary redundancy. The Head and the Finance Manager had already identified other possible savings but teacher contact time would not be increased. Governors asked the following questions:

- Would the LA allow a negative budget? Yes as the deficit would be well managed.
- Was there a process for measuring the impact of cuts on teaching and learning? Yes all possible cost savings are matched against the curriculum plan.
- Should a committee be responsible for marketing the school more aggressively in order to ensure sixth form numbers are sustained or increased to secure future funding?

Mr A. Price said he knew of a parent of a student in school who was Head of Student Recruitment at another establishment and suggested governors consider the possibility of co-opting him onto the governing body.

Mrs L Hugill volunteered to help develop the school's Facebook page as another marketing tool. - NOTED

It was agreed that:

Mr A. Price would approach the parent and ask if he would consider becoming a member of the governing body.

Marketing and sustainability should be an item on the agenda at the next Strategic Planning meeting.

Strategic Planning Committee held on 11th December 2013 (minute nos. SP16/13-SP24/13 inclusive)

Following the summary of the meeting by the chair, governors discussed the proposal to hold a special meeting of the Governing Body to discuss Academy Status.

It was agreed that: the meeting with a representative from the DfE and the meeting of the Governing Body should be two separate meetings, not one meeting as previously agreed (minute no. SP21/13).

Student achievement – **the Headteacher was asked to circulate a ‘help sheet’ to explain the differences between achievement, attainment and progress. - NOTED**

GB49/13: Link Governor Learning:

A. Price and V. von Morgen said they would collate the Link Governor reports and circulate the information. - NOTED

GB50/13: Self Evaluation (SEF)

The Headteacher referred to the Self Evaluation Summary Document which had been circulated with the notice of meeting and reminded governors that it was a confidential document. She advised that it had been discussed at the meeting of the Strategic Planning Committee and confirmed that this was to be a ‘live’ document which would be available to governors on their website and would be updated as any changes were made.

She reported on the various sections of the document in her report to governors (Minute No. GB51/13).

GB51/13: Headteacher’s Report

The Headteacher’s report had been circulated with the Notice of Meeting and she drew governors attention to a number of matters referred to in the SEF and summarised her report on School Development. During the discussion of the ‘wider issues’ section of the report, in particular the letter received from the N.U.T representative referring to the work/life balance of teachers, a governor suggested asking teaching staff which activities they consider to be unproductive or time wasting.

GB52/13: Follow up from Academy Presentation

This item had been discussed at minute no. GB48/13 Minutes of Committees – Strategic Planning Committee.

GB53/13: Review of Governance

Governors discussed how best to review the effectiveness of the Governing Body. This had been discussed at the Strategic Planning meeting held on 11th December (SP22/13).

A summary of the Governor Skills Audit had been circulated with the notice of meeting. Governors agreed it had identified existing experience and any gaps in expertise.

It was agreed that: A. Price would circulate part of the Ofsted Inspection Handbook which outlines the criteria for outstanding governance. Using the Ofsted criteria and the Skills Audit Summary, governors would feedback to the Chair on where the Governing Body needs to improve. The Chair would pull together a review to be presented at the next Strategic Planning meeting.

GB54/13: Policies for Approval

It was Agreed that the following Policies be adopted by the Governing Body:

- **Stokesley School Accessibility Plan**
- **NYCC Educational Visits Policy and Guidelines**

GB55/13: Health and Safety

The minutes of the Health and Safety Committee had been circulated with the notice of the meeting.

GB56/13: Correspondence and Publications.

None received

GB57/13: Other Urgent Business

There was no other business.

Date of next meeting:

Signed: (Chair)

Date: