



## **Minutes of the meeting of the Governing Body of Stokesley School held in school on Wednesday 19th March 2014**

**Present:** H. Boal (Chair), S. Brennan, N. Briggs, C. Brooker (Headteacher), B. Griffiths, P. Howes, L. Hugill, N. Land, G. Lindsay, H. Moorhouse – arrived 6.30pm, K. Picking – arrived 6.30pm, A. Price, S. Thorogood – arrived 7.15pm, V. von Morgen, H. Wiseman.

**In support:** S. Newman (Clerk)

### **GB1/14: Apologies for Absence:**

It was agreed that the absence and reasons for absence received from P. Hutchinson, L. Hugill and S. Thorogood be consented to. H. Moorhouse and K. Picking had notified the clerk of their late arrival in advance of the meeting.

### **GB2/14: Confidential Agenda Items**

No agenda items were considered to be confidential

### **GB3/14: Declarations of Interest.**

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

### **GB4/14: Other Business**

There were no notifications of other business

### **GB5/14: Register of Business Interest**

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

### **GB6/14: Minutes of Previous Meeting:**

**It was agreed that the minutes of the previous meeting held Wednesday 18<sup>th</sup> December 2013 (minute nos. GB39/13 to GB57/13 inclusive) be approved and signed as a true record.**

### **GB7/14: Matters arising from the minutes for which there is no separate agenda item.**

There were no matters arising

### **GB8/14: Minutes of Committees**

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

**Teaching Learning and Student Support Committee** held on 6th February 2014 (minute nos. TLSS1/14-TLSS11/14 inclusive).

The chair of the TL & SS committee told governors that it was proving difficult to produce a subject review schedule for the coming year (action point minute no. TLSS3/14). P. Fazakerley and K. Stephenson had agreed to draw up a proposed schedule of reviews which would mirror the subject QA cycle in school. The proposal would be brought to the next TL & SS committee. The chair of the committee asked the clerk to publish the behaviour policy on the governor secure website.

**Personnel Committee** held on 3rd March 2014 (minute nos. P1/14 – P14/14 inclusive)

A governor asked if putting two members of the teaching staff on support plans (minute no. P10/14) had impacted on student learning in any way. The Headteacher said the two members of staff were in different departments and the impact was minimal.

The chair briefly outlined the circumstances of the coach collision (minute no. P11/14) and reassured governors that the members of staff involved dealt with the situation calmly and professionally.

**It was agreed that: the members of staff involved should be congratulated for their actions by the Governing Body.**

**Finance and Premises Committee** held on 28<sup>th</sup> February 2014 (minute nos. FP1/14-FP14/14 and confidential minute no.CFP1/14)

A governor asked who owned the caretaker's house (minute no. FP8/14). The Headteacher explained it was owned by the local authority and if the property was sold the income from the sale would go to the LA. She said she was negotiating with them to try to change this.

The Schools Financial Value Standard (minute no. FP12/14) which had been agreed by the F & P committee had been designed to assist schools in managing their finances and to give assurance that they had secure financial management in place. It had been thoroughly checked by the chair of the F & P committee and the Finance Manager to ensure the schools financial systems were meeting the required standard. The chair asked the governing body to approve the SFVS.

**It was Agreed that the School Financial Value Standard be approved and signed by the Chair of the Governing Body.**

**Strategic Planning Committee** held on 11th March 2014 (minute nos. SP1/14-SP13/14 inclusive)

There were no questions from governors; many of the items appearing in the minutes were separate agenda items for the governing body meeting.

**GB9/14: Review of Governance and Self Evaluation**

Governors discussed the Ofsted criteria for outstanding governance and the forthcoming 'bootcamp' sessions. Governors planned to meet with the Headteacher every Friday morning at 8am commencing on 21<sup>st</sup> March. At the sessions governors would be able to address any gaps in their knowledge and understanding of the key areas. The first session would focus on progress data. Governors discussed the content of future sessions and the priority order of topics.

**It was agreed that the Headteacher would circulate titles in priority order.**

### **GB10/14: Skills Analysis – feedback**

The skills analysis summary had been circulated in advance of the meeting. The skills analysis exercise carried out in the autumn term had been discussed at the Strategic Planning Committee meeting (minute no.SP8/14). Although there was currently a sufficient spread of expertise across the governing body the term of office of one governor with extensive knowledge of HR would end in June 2014 leaving a significant skills gap. The vice chair had talked to parents at the year 7 information evening in July 2013 and several expressions of interest had been received. It was suggested that these parents were contacted and invited to apply to become a co-opted governor. The intention to recruit would be publicised to parents. A governor said that in recruiting governors the balance of public/private sector personnel should also be a consideration.

**It was agreed that: the chair and vice chair would request cv's from interested parties then interview selected candidates.**

The chair of the Finance & Premises committee expressed interest in carrying out the same exercise with the F & P committee.

**It was agreed that: the chair would email the skills analysis document to the chair of the F & P committee.**

### **GB11/14: School Business Links**

S. Brennan talked to governors about how he had been contacting local businesses to investigate if they would be willing to be involved with school. He told governors many businesses appeared eager to form links but were not sure what was required or how to do it. This proved to be a common thread running through many conversations. Governors discussed ideas for initiating business links, how to raise awareness and the potential benefits to school and students. S. Brennan would be launching a message to businesses in the next few days.

**It was agreed that: S. Brennan would update governors at the next meeting of the Governing Body. The chair thanked him for his efforts and said governors would look forward to his feedback.**

### **GB12/14: Headteacher's Report**

**Academy Status** - The Headteacher's Report had been circulated in advance of the meeting and she started by summarising the Academy Status Discussion Document which had been discussed at the Strategic Planning committee meeting (minute no SP9/14). At this meeting it was agreed that G. Lindsay would coordinate a group of governors to look at the pros and cons of academy status.

**It was agreed that: G. Lindsay would coordinate the group and it was vital that a decision regarding future status of the school was made by the end of the Summer Term.**

**Vision and Aims** - The school's vision and aims had been discussed at the Strategic Planning meeting (minute no. SP7/14). Following that meeting the Headteacher had produced a summary

document, in consultation with the senior leadership team, explaining the thinking behind the choice of the statement “being the best we can be”. The document had been circulated before the meeting. Governors discussed the summary, challenged its meaning and discussed the difference between a vision and a mission statement.

**It was agreed that: the vision statement should remain as “being the best we can be” but the strategic priorities underpinning the statement should be reviewed.**

**Progress Data** - The student progress data had been circulated at the Strategic Planning Committee meeting (minute no. SP11/14). Governors were asked to bring questions to the meeting of the Governing Body. Governors noted the clear improvement in English over the last year which they had insisted should be a priority. A governor challenged the Headteacher about the level of progress of Pupil Premium Students in Maths which was lower than the previous two years. The Headteacher explained that this was a very small cohort of students and two students who did not take the exam had a significant impact on the figures. She said there were case histories behind the data to explain the figures. Data in 2014 would be based on new criteria when ‘equivalent qualifications’ would no longer count. This would be of great benefit to school. Any questions with regard to the understanding of data would be addressed at the first bootcamp session. A governor told the committee they had attended an external RAISE online training session and had found it to be very valuable. Other governors found the distant locations of many external training sessions restrictive and asked if it would be possible to attend any training being held in other local authority areas which would probably be geographically closer than those held in North Yorkshire.

**It was agreed that: the clerk would investigate training sessions held in Stockton and other bordering LAs.**

**GB13/14: Health and Safety**

The recent coach collision had been discussed at minute no GB8/14 – Minutes of the Personnel Committee.

**GB14/14: Correspondence and Publications.**

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

**GB15/14: Other Urgent Business**

The Headteacher thanked those Governors who had volunteered to mentor sixth form students during their Extended Project Qualification.

Date of next meeting: Wednesday 2<sup>nd</sup> July 2014

Signed: ..... (Chair)

Date: .....