

# Local Governing Body of Stokesley School

## Meeting Minutes



<b>Date</b>	<b>Wednesday 25<sup>th</sup> November 2015 – 8:00am – 10:00am</b>
<b>Venue</b>	<b>Stokesley School</b>

<b>Present:</b>	I.Blakemore, S.Brennan, B.Griffiths, C.Brooker (Headteacher), P. Howes(Hw), A. Price (Chair),V. von Morgen, S.Thorogood
<b>Apologies:</b>	P. Hutchinson(Vice Chair), M.Miles
<b>Presenters:</b>	J.Neal (Business Manager)
<b>In Support:</b>	S.Hague (C2G)

Minute No.	Agenda Item	Action
LGB61/15	<b>Consented/ Non-consented absences and confirmation that quorum present</b> It was agreed that the absence and reason for absence received from P.Hutchinson and M.Miles be consented to.	
LGB62/15	<b>Declarations of personal and pecuniary interests</b> Governors were reminded to make declarations of interest, pecuniary or otherwise, for any agenda item.	
LGB63/15	<b>Notification of items of other urgent business</b> None received.	
LGB64/15	<b>To confirm as a correct record of the minutes of the meeting held on 19<sup>th</sup> October 2015</b> It was agreed that the minutes of the previous meeting held 19 <sup>th</sup> October 2015 (minute nos. LGB44/15 to LGB60/15 inclusive) be approved and signed as a true record.	
LGB65/15	<b>To consider any matters arising from the minutes for which there is no separate agenda item</b> <i>LGB60/15 - All governors to review their profiles (no more than 200 words) and send an updated version to C2G for inclusion on the Stokesley School website.</i>	ALL Govs
LGB66/15	<b>Headteacher's Report (to include)</b> The Headteacher's Report was circulated with the meeting Agenda. CMB gave a verbal report to the governors and expanded on the topics covered in the report. <ol style="list-style-type: none"> <li>1. Achievement and Progress <ol style="list-style-type: none"> <li>a. Student progress Years 12, 13 and Year 10 PRP1 data – the governors questioned the data presented to clarify their understanding and were satisfied with the explanations given. The Headteacher made clear that the data on Year 10 Science would not be useful to governors for making judgments about comparative performances at this stage. The governors were made aware that the next Year 10 PRP is imminent, and as a</li> </ol> </li> </ol>	

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	<p>result more robust data would be available in due course.</p> <p>b. Quality Assurance - the Headteacher reported on the steps taken when carrying out the review of the English Faculty, as well as the outcomes from the review, and the monitoring procedures that are now in place. The governors recognised the work that had gone into reaching this stage and the critical importance of this process.</p> <p>2. Curriculum Development – The Headteacher talked about the positive feedback that had been received regarding the impact of the changes in delivery made to the 6<sup>th</sup> form curriculum. The governors credited the work of Maureen Stanley and her team.</p> <p>3. Personnel Issues – A paper detailing the ‘Teachers’ Pay Progression’ was circulated with the Agenda. The governors asked questions about the rigour of the process and criteria decisions, before approving the Headteacher’s recommendations with regard to pay progression and threshold applications.</p> <p>4. Budget monitoring – covered under item LGB70/15</p> <p>5. ALT Developments–The Headteacher updated the governors as to the progress made to date.</p>	
<p><b>LGB67/15</b></p>	<p><b>Co -option of Governors</b></p> <p>A discussion took place regarding the composition of the local governing body (LGB) with the aim of ensuring that the LGB aspired to be more representative of Stokesley School’s catchment population.</p> <p>Several Governors reported that they had made approaches to interested parties and that they were awaiting outcomes.</p> <p><i>ACTION: All Governors to continue to offer recommendations to ensure that the composition of the LGB is representative.</i></p>	<p>All Govs</p>
<p><b>LGB68/15</b></p>	<p><b>Governing Boards</b></p> <p>The DfE/ Professional Associations Governance Paper titled ‘What governing boards should expect from school leaders and what school leaders should expect from governing boards’ was circulated with the meeting Agenda for background information.</p> <p>There was a useful discussion regarding the content of the paper, and the following points were discussed in detail:</p> <ol style="list-style-type: none"> <li>1. Code of Conduct setting out the expectations placed on governors.</li> <li>2. Reporting to the community, and in particular how Stokesley School’s Annual Report should be part of the Trust Board’s Annual Report.</li> <li>3. School self-evaluation and how the strategic planning cycle fits with the strategic planning of the Trust Board.</li> </ol> <p><i>ACTION: Chair to ensure that the governors of the LGB adopt a code of</i></p>	<p>AP</p>

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	<p><i>conduct which sets out the expectations placed on governors. These expectations should include confidentiality of sensitive or personal information.</i></p> <p><i>ACTION: Chair and SWB to identify how the strategic planning operates as a system.</i></p>	AP/ SWB
<b>LGB69/15</b>	<p><b>Governance Improvement Plan</b></p> <p>To produce a Governance Improvement Plan, the governors met on two occasions (March and June 2015) as part of the Strategic Planning process, and using the nine point Ofsted Governance Improvement they evaluated how governance could be developed to be ‘Strong’ in all areas.</p> <p><i>ACTION: The Chair and Headteacher are in the process of finalising Stokesley School’s Governance Improvement Plan and aim to circulate the final document in the New Year.</i></p>	AP/ CMB
<b>LGB70/15</b>	<p><b>Approval of Academy Admissions Policy</b></p> <p>The Academy Admissions Policy was circulated with the meeting Agenda. The policy was previously approved by the Trust Board and the governors endorsed the document.</p>	
<b>LGB70/15</b>	<p><b>** Resources and Estates – verbal update for information</b></p> <p>Resources–A financial summary report (Apr-Oct 15 summary finance report for RPE cttee JN Nov 15) was circulated with the Agenda. JN provided the governors with a detailed commentary on Stokesley School’s finances, and answered questions regarding the higher than budgeted surpluses and actual income and expenditure. A cautious and prudent approach to any spend is continuing to be applied, and the Headteacher used a number of examples to put this approach into context. The governors welcomed the opportunity to review the financial summary report, and the importance of ensuring that the governors are well-informed of Stokesley School’s financial position was emphasised.</p> <p><i>ACTION: JN to produce a monthly financial summary report with commentary for information</i></p> <p>Estates - SWB delivered a detailed verbal report on the Condition Improvement Fund (CIF) online application process for the ALT’s two ‘Capital Project Applications 2015’ for Stokesley School which are as follows:</p> <ol style="list-style-type: none"> <li>1. Main Teaching Block – Component Replacement; and</li> <li>2. Art/ Geography Block – Refurbishment</li> </ol> <p>The deadline for the online application is 16<sup>th</sup> December 2015 and the committee dealing with the two capital projects is on target with the application process.</p>	JN

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<b>LGB71/15</b>	<b>** Personnel – verbal update for information</b> Nothing to report (that wasn't confidential).	
<b>LGB72/15</b>	<b>** Health and Safety – verbal update for information</b> The governors were made aware of an incident regarding a panel being displaced from the science block during the recent high winds. The Headteacher confirmed that she is satisfied that science block has been made safe, and does not expect any similar incidents.	
<b>LGB73/15</b>	<b>** Date of Next Meeting</b> With there being a very short lead time to the next meeting scheduled for Monday 7 <sup>th</sup> December at Stokesley School from 08:00-10:00am, the Chair and Headteacher recommended that the LGB reconvened in January for the next meeting, as they were confident that there wouldn't be any serious disruption to LGB business.  Date of next meeting is as follows: Wednesday 20 <sup>th</sup> January 2016 at Stokesley School from 08:00-10:00am	
<b>LGB74/15</b>	<b>Any Other Business</b> None to report. Meeting closed at 09:15am	

**\*\* Standing Item**

**Minutes taken by:** S. Hague (Clerk to the Governors)  
**Documented Minutes:** LGB61/15 – LGB74/15 inclusive  
**Documents Circulated with Minutes** None  
**Date:** 25<sup>th</sup> November 2015

Signed: A.P. Hutchins..... (Vice Chair)

Date: 27/01/2016.....