

# Local Governing Body of Stokesley School

## Meeting Minutes



<b>Date</b>	<b>Wednesday 27<sup>th</sup> April 2016 – 8:00am – 10:00am</b>
<b>Venue</b>	<b>StokesleySchool</b>

<b>Present:</b>	S.Brennan (Vice Chair), B.Griffiths, C.Brooker (Headteacher), P.Howes(Hw), P.Hutchinson(Chair), J.Pernet and S.Thorogood
<b>Apologies:</b>	I.Blakemore and M.Miles
<b>Presenters:</b>	S.Wilkinson
<b>In Support:</b>	S.Hague (C2G)

Minute No.	Agenda Item	Action
LGB38/16	<p><b>Consented/ Non-consented absences and confirmation that quorum present</b></p> <p>It was agreed that the absence and reason for absence received from I.Blakemore and M.Miles be consented to.</p>	
LGB39/16	<p><b>Declarations of personal and pecuniary interests</b></p> <p>Governors were reminded to make declarations of interest, pecuniary or otherwise, for any agenda item.</p>	
LGB40/16	<p><b>Notification of items of other urgent business</b></p> <ul style="list-style-type: none"> <li>- Parking on School Premises</li> </ul>	
LGB41/16	<p><b>To confirm as a correct record of the minutes of the meeting held on 23<sup>rd</sup> March 2016</b></p> <p>It was agreed that the minutes of the previous meeting held 23<sup>rd</sup> March 2016 (minute nos. LGB27/16 – LGB37/16 inclusive) be approved and signed as a true record.</p>	
LGB42/16	<p><b>Appointment of Chair of Governors from to-date and continuing for the Academic year 16-17</b></p> <p><b>Nominations for Chair of Governors</b> –P.Hutchinson. Resolution: To elect P.Hutchinson as Chair of Governors. Proposed: C.Brooker, Seconded: B.Griffiths <i>AGREED: P.Hutchinson declared as Chair of Governors</i></p> <p><b>Nominations for Vice-Chair of Governors</b>–S.Brennan. Resolution: To elect S.Brennan as Vice- Chair of Governors. Proposed: P.Hutchinson Seconded: B.Griffiths <i>AGREED: S.Brennan was declared as Vice-Chair of Governors</i></p>	
LGB43/16	<p><b>To consider any matters arising from the minutes for which there is no separate agenda item</b></p> <p><i>LGB22/16 - Governor Induction Process – In hand</i></p> <p><i>LGB22/16 and LGB31/16 - Review of the Faculty Link governors – Complete.</i></p> <p>The Faculty Link governors are confirmed as follows:</p>	



IB	SWB	BG	PH	MM	JP	ST
MFL	Science	DT	English	Humanities	Sixth Form	Maths
	Careers		Creative ARTS	Health and Safety		PE
			SEN			Safe guarding

LGB44/16

**Headteacher's Report**

The Headteacher's Report was circulated with the meeting Agenda. CMB gave a verbal report to the governors and expanded on a number of the topics covered in the report.

1. Achievement and Progress–The Headteacher confirmed that Progress 8 data was looking positive and that there was reason to be cautiously optimistic, but went on to remind the governors that all predictions should continue to be treated with caution due to issues such as changes to assessment measures and narrow grade boundaries in some subjects. The governors discussed the targeted interventions that were being adopted, such as formal testing, 'walking, talking mocks' and familiarising pupils with assessment criteria. A2 progress monitoring data, produced by the Head of Sixth Form was circulated with the meeting Agenda for information.
2. Quality Assurance – The governors await the report from the Science QA which took place just before Easter.
3. Major Building Projects – ALT have been successful with the two CIF bids. S.Wilkinson attended the meeting and not only briefed the governors on the specification of the two building projects, but also covered in depth the building timescales, the management of movement and flow of staff and pupils, the requirements for temporary accommodation and the health and safety issues. The governors welcomed the opportunity to find out more about capital projects, and agreed that being successful demonstrated what ALT was capable of achieving.
4. Succession Planning/ Leadership Development – The Headteacher provided further information regarding the leadership opportunities which have been advertised internally. The governors further understood the 'building capacity' requirements of these posts and were pleased with the leadership development programme offers.
5. Curriculum/ Teaching and Learning –CMB confirmed that with the emphasis on EBacc, the broader curriculum will continue to be preserved to meet the needs of Stokesley School's pupils, staff and the wider community.
6. Personnel – Nothing further to report.
7. Budget Monitoring - The governors were satisfied that the in year balanced forecasts have been achieved given the recent organizational changes.

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	8. Update on Areté Learning Trust Developments– Nothing further to report.	
<b>LGB45/16</b>	<p><b>Safeguarding</b> ST gave a useful report to the governors regarding the breadth and amount of detail covered in carrying out Stokesley School’s annual safeguarding audit. As a result of the ensuing discussion, there are a number of useful DfE policies which will be sent to governors for their records, and ST confirmed that she will review the Governor’s Handbook to ensure that all relevant information is up-to-date and in line with DfE policies. <i>ACTION – ST to review Governors Handbook</i></p>	ST
<b>LGB46/16</b>	<p><b>** Resources, Personnel and Estates – verbal update for information</b> SWB reported that a ALT RPE Committee meeting was held 10<sup>th</sup> March 2016, and expanded on the topics discussed. <b>Resources</b>–SWB referred to the expected increase in pupil numbers for 16-17 Yr7 and highlighted that whilst these numbers will attract additional revenue, there will also be an associated cost. The governors were pleased to hear that the PS Financials was fully operational and that the timely production of monthly management accounts was in place, and that Evolution had produced a draft Internal Assurance Report. <b>Personnel</b>–SWB confirmed the Headteacher’s appraisal had been completed, and updated the governors on the appointment of Smart Solutions as the HR provider for the next 3 years. <b>Estates</b>–Following on from the two successful CIF bids, the ‘5 Yr Estates Plan’ will be updated by the ALT RPE Committee. The next meeting of the ALT RPE Committee has been organised for 7<sup>th</sup> June 2016.</p>	
<b>LGB47/16</b>	<p><b>** Health and Safety – verbal update for information</b> The governors questioned the arrangements with regard to Health and Safety during the building work associated with the two CIF bids. The Headteacher confirmed that the risks associated with building work, as well as movement around the estates is being identified and that she is satisfied with the arrangements to date.</p>	
<b>LGB48/16</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>- Parking on School Premises–Parking on school premises was raised, and this resulted in a discussion regarding current arrangements. The governors agreed that no changes to the current arrangement were required.</li> </ul>	
<b>LGB49/16</b>	<p><b>** Date of Next Meetings</b></p> <ul style="list-style-type: none"> <li>– Wednesday 25<sup>th</sup> May at Stokesley School from 08:00-10:00am</li> <li>– Wednesday 22<sup>nd</sup> June at Stokesley School from 08:00-10:00am</li> <li>– Wednesday 13<sup>th</sup> July at Stokesley School from 08:00-10:00am</li> </ul>	

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**\*\* Standing Item**

**Minutes taken by:** S. Hague (Clerk to the Governors)  
**Documented Minutes:** LGB38/16 – LGB49/16 inclusive  
**Documents Circulated with Minutes** None  
**Date:** 27<sup>th</sup> April 2016

**Signed:** A.P. Hutchings ..... (Chair)  
**Date:** 25<sup>th</sup> May 2016 .....