

Debenham High School

A Church of England High Performing Specialist Academy

Governing Body

Minutes of the meeting of the Governing Body held at the school on Tuesday 19 June 2012 at 5.00pm.

Present:	Mr R Boulter	Chairman	Mrs F Hotston Moore (from item 6)
	Mr D Carruthers		Mr D McMillan
	Rev P Cotton		Dr H Marlow
	Ven J Cox		Mr D Ralph
	Mr P Debenham		Mr R Stevenson
	Dr D Egan		Miss J Upton
	Mr C Gilgan (from item 11)		Mrs L Wilson
	Ms S Goodrich		Mr D Yaroslaw
In attendance:	Mrs J Brown (to item 12)		Miss G Anderson (Clerk)
	Mrs T Darby		
	Mr S Martin		
	Mrs L Ramsay		

Mr Boulter welcomed Miss Upton to her first meeting as Headteacher.

1 ABSENCE

- 1.1 Apologies for absence had been received from Mrs Sibley. Mr Gilgan was to be late.
- 1.2 Governors consented to these absences.

2 PECUNIARY AND OTHER INTERESTS

- 2.1 There were no declarations of pecuniary or any other interest in any agenda item.
- 2.2 Mrs Darby confirmed that the Register of Pecuniary Interests was up to date.

3 GOVERNING BODY MEMBERSHIP

- 3.1 Mr Boulter reported that he had written to Ms Blount, who had resigned in May, and Mrs Sibley, who had resigned from the end of the summer term, to thank them both for their services to the Governing Body.
- 3.2 Elections for Parent Governor would be held in the autumn term. Governors were invited to send recommendations for Co-opted Governor to Mr Boulter.

4 MINUTES

- 4.1 Minutes of the meeting held on 26 January 2012 (copy in Minute Book) had been circulated with the agenda, were confirmed as a true record and were signed by the Chairman.
- 4.2 There were no matters arising from the minutes.

5 CHAIRMAN'S ACTION

Mr Boulter reported that he had written to the Mid Suffolk District Council Planning Department following objections raised by the Parish Council to the school's application for a change of use for the strip of land at the end of the playing field. He was awaiting a reply.

6 HEADTEACHERS' REPORTS

- 6.1 Mr Crawshaw's final report (copy in minute book) had been circulated with the agenda. It was noted that Mr Clear had requested that his thanks be expressed to Governors for the very generous retirement gifts he had received.

AGREED

To ask the Chairman to write to Ms Louis (mother of Rhys Loram) and to Mr and Mrs Crawshaw to thank them for providing school prizes.

- 6.2 Miss Upton's first report (copy in minute book) had been circulated with the agenda. Before she introduced it she invited the newly appointed Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl into the meeting to introduce themselves to Governors, describe how they were appointed and outline their duties and plans for their year in office. To maintain contact with Governors they would bring a report to each full meeting of the Governing Body. They were thanked for their excellent presentation.

Miss Upton introduced her report. She expressed pleasure at the warm welcome she had received and the willingness of staff to respond to new ideas.

Staff training day: all staff were included, teachers and all groups of non-teaching staff.

Primary links: Mendlesham County Primary had enquired about joining the pyramid. Concerns were expressed about the expansion of the catchment area.

Academic progress: analyses by type of student (as well as by year group) were being prepared.

Attendance: attendance in Year 7 was lower than expected and was being monitored.

After discussion it was

AGREED

That should the Governors of Mendlesham County Primary school request to join the Debenham Pyramid, they would be welcomed and the catchment area would be amended to include Mendlesham.

7 GOVERNORS' COMMITTEES

- 7.1 **Membership:** Mr Boulter asked for volunteers, from those who did not already chair a committee or working party, to take on the chairmanship of the Hearings and Discipline Committee following Mrs Sibley's retirement. The committee/working party structure would be reviewed in 2012-13.

- 7.2 **Finance and General Purposes Committee:** minutes of the meeting held on 13 January 2012 (copy in minute book) had been circulated with the agenda. Draft minutes of the meeting held on 25 May were not available.

RECEIVED

- 7.3 **Health and Safety Committee:** minutes of the meeting held on 6 December 2011 would be circulated with the agenda for the next full meeting of Governors. Draft minutes of the meeting held on 22 May (copy in minute book) had been circulated with the agenda and were discussed. Mrs Darby and Mr Voller were thanked for their hard work on behalf of the committee.

- 7.4 **Hearings and Discipline Committee:** notes of a meeting held on 20 April 2012 (copy in minute book) had been circulated with the agenda and were discussed. Members of the Committee were thanked for the considerable amount of time they had devoted to the very positive meetings with pupils who had received two fixed term exclusions. Mrs Sibley had been a first-rate chairman and would be sorely missed.

8 BUDGET AND RELATED ITEMS

- 8.1 **Income and Expenditure Report for the period 1 September 2011 to 16 May 2012:** the report (copy in minute book) had been circulated with the agenda, was discussed and

RECEIVED

- 8.2 **Budget Plan 2102-13:** a report had been circulated with the agenda. A revised report (version 4, copy in minute book) was circulated at the meeting; Mrs Darby explained the changes. Following

discussion the budget plan was approved.

AGREED

That the Budget Plan V4 be submitted to the DfE's Education Funding Agency (EFA).

9 BUILDINGS

Mr Martin reported that the new project to extend the Dining Hall and build two new classrooms adjacent to the Music block had been completed on time, within budget and to a high standard. Contingency funds had been drawn to pay for the paved area outside the new classrooms and furniture had been ordered for the extension to the dining room.

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10 GOVERNORS' WORKING PARTIES

10.1 **Curriculum Working Party:** notes of the meeting held on 17 January had already been received at the full meeting on 26 January.

10.2 **Planning Working Party:** notes of meetings would be presented to the next full meeting of Governors. The Working Party had met twice and discussed the SEF (Self Evaluation Form) and the School Development and Improvement Plan.

11 REPORTS FROM GOVERNORS

Governors who had been involved in departmental reviews gave verbal reports. All had found the experience extremely useful and had been impressed by modern interactive teaching techniques and the high standards observed. In response to a question from a Staff Governor it was again emphasised that non-staff Governors were invited to take part in the reviews in order to learn about the school, and not, as was suggested, to grade departments. Governors are informed of the criteria on which lessons are judged and they observe lessons, and where possible the feedback, so that they may gain greater awareness of the teaching and learning process.

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12 SCHOOL IMPROVEMENT

The updated School Development and Improvement Plan 2011-2 (copy in minute book) had been circulated with the agenda and was reviewed. The SDP 2012-13 will be presented to Governors at the next full meeting.

RECEIVED

13 LITERACY POLICY

The draft policy (copy in minute book) had been circulated with the agenda. Mrs Ramsay paid tribute to Mr Brooks, Head of English, for his total commitment and support for this new policy and to Mrs Johnson, the new Learning Resources Coordinator, for her huge success in popularising the library. After discussion the policy was

APPROVED

14 HEALTH AND SAFETY POLICY

The draft rewritten policy (copy in minute book) had been circulated with the agenda. In section 2, 'The Governing Body as employer', the fourth bullet point was amended to read 'Ensure that staff are advised about health and safety ...' After discussion and with this amendment the policy was

APPROVED

15 REVIEWED POLICIES

- 15.1 A report (copy in minute book) was circulated at the meeting. After discussion, minor changes to
- Admissions Policy 2013-4
 - Positive Management of Behaviour Policy
 - Homework Policy
- were APPROVED
- 15.2 **Salary Policy:** a report (copy in minute book) was circulated at the meeting. It was proposed to change the method of calculating part-time teachers' salaries from September 2012 to bring it in line with the School Teachers' Pay and Conditions Document. Tutor time would be included and salaries safeguarded in 2012-13 for those few who would be disadvantaged by the new calculation. Part-time staff would be consulted on the change before it was put into practice.
APPROVED

16 FINANCE POLICIES/PROCEDURES

- 16.1 **Reserves Policy:** The draft policy (copy in minute book) had been agreed by the Finance and General Purposes Committee, circulated with the agenda and following a robust discussion was APPROVED
- 16.2 **Business Continuity Plan:** The draft plan (copy in minute book) had been circulated with the agenda. Annexes had not been included because of the personal data they contained. The plan complied with the DfE/EFA's requirements and had been agreed by the Finance and General Purposes Committee and the Health and Safety Committee. Mrs Darby explained the purpose of the plan and answered questions.
APPROVED

17 EDUCATIONAL TRIPS AND VISITS

A report (copy in minute book) had been circulated with the agenda. Another residential overseas trip had been planned: Y10 History group to Berlin in July 2013. All three residential trips were APPROVED

18 LOCAL AUTHORITY PAPERS AND INFORMATION SHEET

- 18.1 **Information Sheet:** the report (copy in minute book) had been circulated with the agenda.
RECEIVED
- 18.2 **The New Office for Standards in Education (Ofsted) Inspection Framework (January 2012):** the report (copy in minute book) had been circulated with the agenda. The challenging questions were discussed; all were answered in the affirmative. Miss Upton would circulate a briefing sheet to Governors.
RECEIVED
- 18.3 **Pupil Premium Funding 2012 -13:** the report (copy in minute book) had been circulated with the agenda.
RECEIVED

19 GOVERNANCE AND TRAINING

- 19.1 **Governor Training Programme:** Mr Boulter confirmed that the school had now bought into the Local Authority's training programme. Governors were invited to apply for courses. Details would be circulated by email.
- 19.2 Termly report from Governor Services: the school had not subscribed to the Authority's Governor Training Programme since 2011.
- 19.3 **Governors Newsletter Summer 2012:** the Local Authority's newsletter (copy in minute book) had been circulated with the agenda.

20 ANY OTHER BUSINESS

Named Safeguarding Governor: Mrs Ramsay reminded Governors that Mr Carruthers had succeeded Mr Boulter as Named Safeguarding Governor.

21 DATES OF FUTURE MEETINGS

21.1 Whole Governing Body meetings would be held at 5pm on Tuesdays:
9th October 2012
4th December 2012
THURSDAY 14th February 2013 (including AGM at 4:30pm)
30th April 2013
20th June 2013 at 5pm
AGREED

21.2 Curriculum Working Party meetings would be arranged separately.

21.3 Finance and General Purposes Committee meetings would be held on:
Friday 28th September 2012 at 5pm
Friday 19th October 2012 at 5pm
Friday 9th November at 2pm (Audit Finalisation Meeting)
Monday 19th November 5pm
Friday 1st February 2013 at 5pm
Friday 17th May 2013 at 5pm
AGREED

The meeting closed at 7.25 pm

Signed.....

Date.....