

5 CHAIRMAN'S ACTION

Mr Boulter reported that he had led Mr Crawshaw's Performance Review on 22 November. The terms of the new contract for Headteacher (approved by the Finance and General Purposes Committee on 6 May 2011) included provision for the payment of a 2% performance related bonus, which had been awarded to Mr Crawshaw.

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6 DEATH OF RHYS LORAM

Mr Crawshaw reported that Rhys Loram, a pupil at Debenham from 2004 to 2009, had been killed in a road accident on 23 November. He had been a quiet and considerate student, popular with both staff and pupils. His contemporaries had organised a meeting in the Leisure Centre car park on 24 November, in which Patrick Cotton, David Yaroslaw and Mike Crawshaw had taken part. A number of those who attended had also laid flowers at the site of the accident. Two Year 11 boys were to speak about Rhys in an Upper School assembly. A Road Safety campaign was to be mounted in school.

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7 MINUTES OF COMMITTEES

7.1 **Finance and General Purposes Committee** The draft minutes of the meeting held on 17 October 2011 (copy in minute book) had been circulated with the agenda, were discussed and

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7.2 No other Committee minutes had been received.

8 PHOTOVOLTAIC PANELS

A report (copy in Minute Book) had been circulated with the agenda. Mrs Darby reported that it had finally been agreed that academies could take out loans for renewable energy projects but that the SCC's scheme was no longer available because of the Government's change of policy on the feed-in tariff rates. SCC had drawn up a new scheme. After discussion it was

AGREED

To ask the Finance and General Purposes Committee to consider the SCC's new proposal.

9 BUDGET AND RELATED ITEMS

9.1 **Budget Position Report 2011-12**

The report (copy in Minute Book) had been circulated with the agenda. Mrs Darby pointed out that the carry forward from 2011 was almost exactly as predicted plus the £100,000 budgeted for the Office Building Project which had in the event been paid for not from the revenue budget but with the YPLA project grant. In response to a question she confirmed that catering expenditure was being monitored against income. The report was

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9.2 **Capital Fund 04 Report 2011-12**

The report (copy in Minute Book) had been circulated with the agenda. It was noted that the final cost of the office project was almost exactly as quoted by the builders, Brooks and Wood. In response to a question, Mrs Darby informed Governors that the school could reclaim VAT on everything except Business Use (eg light and heat in the school uniform cupboard and adult meals) for which an apportionment had to be made. The report was

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9.3 **Update on Audit**

The Chairman reported that a draft of the school's Annual Report and Financial Statements had been produced and that it ran to some 44 pages. At the Audit Finalisation meeting the only problem raised by the auditors was to do with the governance structure set up by the Governing Body of the VC school. In 2010 the roles of Members, Trustees, Governors and Directors had been ill-defined and contradictory. The YPLA and the school's solicitors had been contacted to help to resolve this problem. The annual report and financial statements would be presented at the AGM on 26 January 2012.

Mr Crawshaw reported that the LA's Responsible Officer Service had carried out their own audit; the outcome was 'Outstanding'. Mrs Darby and Miss Knock were congratulated and thanked for the way in which they had coped with the staggering amount of work involved.

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10 BUILDINGS

10.1 Update on new project

Mr Martin reported that there had been a delay in starting the dining hall/new classroom works because of planning permission problems. It was still hoped that the 31 May deadline could be met. The cost had been quoted within the limit set by the Finance and General Purposes Committee. The school's capacity would be increased but the PAN (Published Admission Number) would not be affected. Soundproofing the music practice rooms and installing the platform lift in the dining area would start immediately.

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10.2 Buildings Development Plan

The report (copy in Minute Book) had been circulated with the agenda and was discussed. The new T5 lighting should reduce the electrical load of the school. Mrs Darby undertook to check whether full spectrum lighting was specified.

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11 NOTES OF WORKING PARTIES/REPORTS FROM GOVERNORS

11.1 Planning Working Party

The notes of the meeting held on 16 November 2011 (copy in Minute Book) were circulated at the meeting. Mrs Wilson's name was added to those present and Mrs Brown's removed. It was made clear that Governors would take part in lesson observations for their own enlightenment rather than to pass judgement.

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11.2 Curriculum Working Party

The notes of the meeting held on 21 November 2011 (copy in Minute Book) were circulated at the meeting. Miss McBurney was thanked for her exceedingly helpful explanation of Assessment for Learning and her analysis of pupil progress.

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12 SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN - MONITORING ARRANGEMENTS

The Chairman circulated a report entitled 'Governors' Monitoring of SDP' (copy in Minute Book) at the meeting. After an extended discussion it was

AGREED

- That in view of new OFSTED arrangements Governors needed to be better informed about teaching and learning in the school.
- That Governors may observe, not judge, and report back to Committees/Working Parties.
- That a copy of the schedule for 2011-12 Faculty/Subject Review be circulated to Governors.
- That Governors would volunteer to be linked to a subject/yeargroup and that the Chairman would allocate roles.
- That Linked Governors would receive a detailed plan for their subject's review at least two weeks before it was due to start so that they might select which activities to join.
- That Learning Walks (see Focus 3&5 in the report) could be arranged at any time and that Governors would always be accompanied by a member of SLT.

13 ADMISSIONS

13.1 Draft Admissions Policy

Draft D of the Admissions Policy (copy in Minute Book) had been circulated with the agenda. Mr Crawshaw reported that on 2 November 2011 the DfE had published revised draft School Admissions and School Admission Appeals Codes. However, no further changes to the school's draft Policy were proposed except possibly for the addition of Creting St Mary CEVAP school to section 2.2.B2. The draft Admissions Policy was

APPROVED

13.2 Appeals Meeting 16 November 2011

Mr Crawshaw reported that the school had lost its case about the admission of two Year 8 and one Year 9 pupils. In response to a question, Mr Crawshaw confirmed that the school's capacity (as defined by the DfE) did not determine the PAN (Published Admission Number). Any change to the PAN would have to be agreed by the Secretary of State.

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14 SAFEGUARDING POLICY

14.1 Review of Policy

Proposed amendments to the policy had been included on the agenda paper (copy in Minute Book), were discussed and

APPROVED

14.2 Senior Designated Person - Alternate

The current SDP Alternate was Mr Crawshaw, who was to retire at Easter 2012.

AGREED

To appoint Mr Simon Martin SDP Alternate in Mr Crawshaw's place with immediate effect.

15 GOVERNOR TRAINING

15.1 Safeguarding Training

Mrs Ramsay confirmed that it was generally regarded to be good practice for Governors to receive Safeguarding Training every three years. All Governors would therefore be invited to attend a training course at school in the summer term 2012.

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15.2 Other Training

Governors were invited to let the clerk have their application for any other training course.

16 ANY OTHER BUSINESS

16.1 Ski Trip 2013

A ski trip was proposed to Austria from 29 March 2013 for 8 days (during Easter holiday) with a 1-7 staff-pupil ratio and costing parents/carers £800.

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16.2 Minibus

Mrs Darby reported that the older of the two school minibuses had to be scrapped. The Friends of DHS were fundraising to buy a replacement.

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16.3 Diary Dates

Wednesday 7 December at 7.00 - Christmas Concert

Thursday 15 December at 7.00 – Carol Service in St Mary's Debenham

Thursday 26 January 2012 at 4pm – AGM

17 DATES OF FUTURE MEETINGS

The meeting proposed for 7 February was brought forward to **THURSDAY 26 January 2012**
Tuesdays 27 March and 19 June at 5pm were agreed for the last two meetings of the year.

The meeting closed at 6.50 pm

Signed..........

Date...26/1/2012.....