

MINUTES OF THE MEETING OF THE GOVERNORS OF MOUNT GRACE SCHOOL

Held on Monday 12th September 2011 at 6 pm

Present	Fadeka Ayoola Hannah Baker Peter Baker (Head) Lesley Bloomfield (Vice Chair) Peter Bonner	Anne Brennan Colin Daniel (Chair) Phil Harding Vicky Horn Diane Merrill	Elaine Moore Jane Moorman Jan Southwell John Taylor Steve Wright
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In attendance: Robert Blythe (Clerk) Matthew Hughes (Head Boy)

These minutes remain confidential until approved at the next meeting.	
<p>1. To elect a Chair and Vice Chair for the 2011/12 academic year: The clerk opened the meeting at 6:10 pm. As the sole nominees, Colin Daniel and Lesley Bloomfield were elected as Chair and Vice Chair respectively for the 2011/12 academic year.</p>	
<p>2. Welcome, to receive apologies for absence and to consider any conflicts of interest: The Chair welcomed those present and explained that this meeting would be slightly different because it was the first one since conversion to an academy. New governor Phil Harding and Head Boy Matthew Hughes were introduced.</p> <p>Apologies were received from Chris Cardell-Williams, Christine James, Linda King, Dave Redington and Jane Moorman to whom consent for absence was approved. Head Girl Lucy Waterman also sent her apologies.</p> <p>Governors were reminded of the need to declare any conflicts of interest that arise and that matters discussed are confidential until the minutes are approved at the following meeting.</p>	
<p>3. To receive notification of any other urgent business: No items were received.</p>	
<p>4. To Approve the Minutes of the Last Meeting (4th July 2011 previously circulated.): The minutes were approved without amendment.</p>	
<p>5. Matters Arising from those Minutes: Item 2: Mount Grace School Risk Register: This matter is in hand and will be looked at by the Finance Committee.</p> <p>Item 5.10c: Security: Most staff are now signing in and out using the thumb recognition system and up-dated photographs for ID Cards are being taken</p>	

<p>this Friday in the hope that they will be ready in time for wearing at the Open Evening.</p> <p>Item 8: Industrial Action: The likelihood of further action has not diminished. A day of action will take place during the half-term holiday.</p> <p>Item 9: Safeguarding: Barbara Crawford will be invited to the next meeting to present the annual report on safeguarding and children looked after.</p> <p>NB: Fadeka arrived at this point.</p> <p>Item 10: Skiing Europe: The Head informed governors that Chris Reynard has been arrested and an investigation is underway. The school is anxious to co-operate and the outcome will determine whether the school pursues its own court action.</p> <p>Item 10: Safety Glass: All high level glass has been checked for safety film and that it is in place securely. All window wall glass has also been checked for safety film.</p>	<p>GB Agenda Item</p>
<p>6. Governor Business:</p> <p>a) To up-date on GB membership and to agree the size and constitution of the Governing Body:</p> <p>The articles of Mount Grace Academy have determined that the Governing Body shall consist of a maximum of 19 governors. It was agreed on the following maximum numbers per category:</p> <p>Staff: 4 (Head, Hannah, Vicky and Christine)</p> <p>Parents: 7 (Chair, Anne, Linda, Lesley, Jane, Jan and Elaine)</p> <p>Community: 4 (Diane, Peter Bonner, Fadeka and John)</p> <p>Partnership: 4 (Dave, Chris, Steve and Phil)</p> <p>Nominations for parent governors close on Friday 16th September which may have a bearing on the above.</p> <p>b) To review the committee structure and to confirm committee membership:</p> <p>It was agreed to split Resources into a Finance Committee and a Premises Committee that would liaise closely with each other without the need for premises to report to finance.</p> <p>Committee membership was agreed as follows, subject to any changes requested by absent governors:</p> <p>Pupil Achievement: Head, Vicky, Chair, Linda, Lesley, Jan, Elaine, joined by Hannah, Steve and Fadeka (plus Shirley as an Associate member.)</p> <p>Finance: Head, Chair, Jan, Diane, Peter Bonner, Fadeka, Dave, Chris, Steve joined by Lesley (plus Shirley as an Associate member)</p>	<p>Absent governors to notify the Clerk and Chair if they wish to join or change committees</p>

Premises: Chair, Anne, Diane, Jan, John, plus Paul Seymour (and Shirley Lee?) as an associate member.

Human Resources: Vicky, Chair, Lesley, Elaine, Peter Bonner, Dave, joined by Hannah (plus Shirley as an associate member.)

Discipline: Chair, Lesley, Jan, Elaine, Peter Bonner, Dave, Chris joined by Anne (plus Shirley as an associate)
In order to sit on an exclusion appeal hearing, members must have attended exclusions training.

Phil Harding will attend some meetings before deciding which ones to join.

c) To up-date the register of pecuniary interests:

This was done at the meeting.

d) Governor Training:

The Chair is hoping to arrange a cluster or in-house training event on the new Schools Financial Value standards before Christmas.

e) Agree linked governors for the forthcoming year:

The Chair emphasised the importance of governors engaging with the school and knowing what is going on. Being an effective link governor is a good way of achieving this.

Links were agreed as follows:

English: Peter Bonner

Maths: Chair

Science: Steve

Modern Foreign Languages: Lesley

D&T: John

SEN: Linda

Business and Vocational: Fadeka

It was hoped that the following would be covered by absent governors:

Humanities

PE

Music

The way to make linked visits is to e-mail the Head who will forward it to the faculty with a note of explanation. The Open Evening on 22nd September would be a very good way of making first contact. The Head Boy suggested that the prefect team would be willing to show governors around the school.

Discussing the nature of the Open Evening, it was established that the prime target is to engage the children whilst their parents can look round and possibly talk to teachers. It is planned by the SLT producing routes that the

Phil to action.

Absent governors to hand in completed forms to Shirley at school.

Absent governors to notify clerk and Chair of links they wish to make.

<p>guides will take, with each department left to present itself in the way that it sees fit. The Head's speech is directed at parents. Informal feedback is good and the school is oversubscribed, indicating that we must be doing some things right. However, it was noted that more formal feedback could be sought.</p>	
<p>7. To receive a verbal report from the Headteacher to include:</p> <p>a) Up-date on Academy Status: Conversion took place on 1st August 2011 and there was a seamless transition of staff pay with all legal and financial work completed. The transfer balance was £221,000 of which about £90,000 was earmarked for capital projects such as the reception area refurbishment. The School will be approximately £260,000 better off. All contracts remain in place but will be reviewed at the time of renewal, spreading that burden over a number of years. The Finance Committee will need to re-cast the budget in the light of the school's changed financial position.</p> <p>b) Results 2011: The Head presented charts showing the continued upward trend in pupil attainment and attendance. In particular, over 30% of all A-Level grades were A*, A or B.</p> <p>Underlying these improvements were measures such as the October tests which ensure that sixth formers are on the appropriate courses and the school's increasing ability to effectively identify and target students for support and intervention. Students are encouraged to become more confident and independent learners.</p> <p>The Head was congratulated for the very good article in the local paper.</p> <p>c) Squash Club Lease: Finalisation is in the hands of our solicitors and the Head is confident that the new lease will be signed within four weeks. We will receive a one-off payment of £55,000 plus 2.5% of their turnover per annum for 50 years. It was noted that negotiations have extended over a number of years.</p> <p>d) Extended Schools up-date: Mount Grace is now the hub school, having taken over from Dame Alice Owens. A Partnership Development Officer and 2 Family Support Workers have been appointed, with a third pending. The consortium of 14 primary and secondary schools will receive an income of £70,000 per year for the next two years to provide services, albeit at a reduced level to previous years.</p>	<p>Finance Committee Agenda item</p>
<p>8. Any Other Business:</p> <p>8.1 The Chair asked governors to consider joining the panel for the Headteacher's performance management process and, new this year,</p>	

<p>8.8 The staff were thanked for the results and their hard work throughout last year.</p>	<p>Staff congratulated and thanked.</p>
<p>9. To confirm the date of the next meeting: The next meeting will take place to approve the new budget at some stage in October.</p> <p>The meeting closed at 8:17 pm.</p>	