



The Grange School and Sports College

'Participate – Perform – Progress'



Full Governing Body Meeting
Quorum = 7 governors - achieved

Date: 9th December 2009
at 18:00 in the Library

ITEM NO	AGENDA	DISCUSSION/DECISIONS/ACTION	BY WHOM	BY WHEN
09/10-13	1.1 Welcome & those present.	Alan Hayes(AHs), Colleen Cleevely(CCy), Helen Potter(HPr), Peter Rowe(PRe), Richard James(RJs), Pat Brookes(PBs), Chris Skidmore(CSe), Steve Cook(SCk), Stephanie Payne(SPe). In attendance: John Allister(JAr), Rudi Manteghi(RMi), Jan Abbott (JAt) -Clerk		
	1.2 Declarations of pecuniary interest	None declared.		
09/10-14	2. Apologies and those absent	Apologies were accepted from governors – Jane Dean, Esther Godwin, Kath Wilson, Patrick Brunnock. Apologies were also received from: Andrea Thomas, James Evans, Lynn Whitfield. In the absence of JDn, AHs took the role of Chair. Lloyd Pickup has resigned as a governor due to work commitments. AHs thanked Lloyd on behalf of the FGB for all his hard work during his time as a Parent Governor. Judith Waring, prospective LEA Governor, was unable to make the meeting and sent apologies.		
09/10-15	3. Tour of updated premises.	This was postponed as SCk was not able to walk due to knee operation.		
09/10-16	4. Notification of Any Other Business	None.		
09/10-17	5. Minutes of the Meeting of 23/09/09	The minutes of the meeting held on 23 rd September 2009 were agreed to be a correct record and signed.		
09/10-18	6. Matters arising:	Were as follows:		
09/10-19	6.1 Discipline Panel	SPe informed the meeting that the Panel was now up to full strength.		
	6.2 Attendance Governor	A volunteer to be the Attendance Governor was sought and a brief description of the role given. PBs agreed to act as Attendance Governor.		
	6.3 Governor Vacancies	JAt apologised for a delay in getting the Parent Governor vacancies organised. A letter will go out to parent's in the first week of the next		

		term. Number of Parent Governor vacancies = 3, LEA Governor vacancies = 2.		
	6.4 Website Training	Due to new commitments and the length of time taken to arrange training JAt is no longer able to take on the role of updating the governors section of the school website. Anne Brown will update policies on the website. PBs stressed the importance of the website being current – particularly with the Ofsted review being due. The website is a good opportunity for communication between parents and governors.		
	6.5 School Profile	The school Profile is now accessible via Teachernet. The new version will be on early in 2010. SCK to email link to governors.	SCK	asap
	6.6 Safeguarding Audit and Form	The Safeguarding Audit has been completed by the due date and sent to the LA.		
	6.7 Safeguarding Form	The Safeguarding Declaration Form was previously circulated. Signed forms will be forwarded to Governor Support. JAt to email reminder to those not present.	JAt	asap
	6.8 SIP Overview Doc	The updated version will be available at the next meeting.	SCK	24/02/10
	6.9 Link & Lead Governors	The current list of Link/Lead Governors was handed out. SCK proposed a new way for governors to meet with teaching staff – copy filed with minutes. Two PRe-arranged dates per year would be set aside specifically for the a “Learning Walk”. Governors would visit the school in a group for a 2-3 hours session from 8.30 to first break. It was agreed to trial the new arrangement. SCK will arrange dates and notify governors.	SCK	asap
	6.10 Terms of Reference	AHs reminded Committee Chairs that Committee Terms of Reference should have been reviewed and any agreed changes sent to JAt.		
	6.11 Committee membership	An updated committee membership list was circulated prior to the meeting.		
09/10-19	7. Headteacher's Report	The report was circulated prior to the meeting – copy filed with the minutes. SCK thanked the SLT for their work in keeping the school running smoothly in his absence and the ICT Dept. for providing him with remote access to enable him to keep in touch. The Governors		

		<p>added their thanks to the SLT. SCK reported that the final results for 2008/09 were better than anticipated at 63% A*-C. CVA is 1000.5, which is a strong position but there still needs to be an improvement over a three year period to indicate a trend in higher results. The La have noted that Post 16 results need to improve and the school has an action plan to help achieve this – document handed out to governors. The meeting asked could A Level results could be made available at the next CL&T Committee as they were not as transparent as GCSE results? RMi explained the difference when monitoring A level and GCSE results and assured governors that both sets were published in the appropriate places and freely available for all to see.</p> <p>SCK handed out an invitation from Yr 11 Media students for the governors to view the new IBEC Facility on 16th Dec.</p> <p>The meeting asked is the issue of the surfaces on the netball courts was now fully resolved? SCK informed that the surface had passed inspection and was in full use. It would need an ongoing programme of re-painting approx every 3 years at a cost of £9,000 per time. SCK is due to report to the next Finance Committee meeting more fully on this subject. Is the centre open 7 days a week? Yes it is.</p> <p>SCK reported that the boilers were now fixed but there is a problem with the old pipework in the school – this will be an ongoing problem and SCK will keep governors informed.</p> <p>The Report contained an introduction to the new School Improvement partner, Ray Saunders.</p> <p>There were no further questions.</p>		
09/10-20	8. Reports from Committees	CL&T and Finance minutes were circulated prior to the meeting. PH&S minutes were circulated at the meeting		
	8.1 Curriculum, Learning & Teaching	Committee Chair PBs ran through the minutes. There were no questions.		
	8.2 Premises, Health & Safety	Committee Chair PRe apologised for the lateness of the minutes as he was new to the post. The problem of the fire alarms not being heard		

		in E Block had been raised with the appropriate authorities. School Trips – the school had looked carefully at the wording of all letters asking for voluntary contributions and were confident of meeting the new regulations. The school is to trial a new scheme, the Disadvantaged Subsidy Grant – SCK will be writing to parents to explain it and would give a fuller report to the next CL&T meeting. There were no further questions.		
	8.3 Finance	Committee Chair AHs ran through the minutes and drew attention to the forthcoming FMSIS Review. The Budget Recovery Plan had been signed and submitted to the LA in November and the next plan would be done in Jan 2010. The school has only 1 more year to resolve the situation and get into the black and it may be necessary to consider redundancies again. Staff had been notified earlier today of the possibility and would have a full meeting on the first day of next term. A committee of governors may be required to look at redundancy criteria. The LA were considering a redeployment package to schools within the authority with suitable vacancies. The meeting asked the following questions: How would redeployment work? The detail had not been finalised as yet. How did the deficit come about? SCK gave a brief explanation of all the factors involved including and inherited £350K deficit, high staff costs, decreasing rolls and changes in funding streams. AHs added that for the last year, the Finance Committee had walked a tight rope – balancing the budget while actually allowing spending which enabled the students to learn. There were no further questions.		
	8.4 Students & Personnel	As the S&P meeting was not quorate there were no minutes but notes from the meeting were circulated prior to the FGB. It was suggested that as a particular member of staff was identified in a non-favourable light, that note would remain confidential. JAt to organise. A document on fixed term exclusions was handed out – filed with minutes. There were no further questions.		
	8.5 Key Performance	The Committee Chairs ran through the key indicators. It was decided		

	Indicators	to review the usefulness of the exercise at the end of the academic year.		
09/10-21	9 Head's Performance Review	This has been postponed until Jan 2010.		
09/10-22	10. Reports from meetings or training	PBs had attended on the Schools Forum and reported that the Formula Funding used by the LA is changing. Handouts had been given out – PBs would pass these to the Finance Committee. CCy had attended an Admissions Forum and HPr had attended Safer Recruitment Training.		
09/10-23	AOB	None		
09/10-24	Meeting Planner	Was completed and the next meeting agreed to be 24 th February 2010 at 18.00		

Next Meetings – all 6:00-8:00pm unless otherwise stated:

Curriculum, Learning and Teaching Committee 06.01.10
Finance Committee 13.01.10
Students and Personnel 20.01.10
Chairs 03.02.10
Premises, Health and Safety 24.02.10 (4:30-5:45pm)
Full Governing Body 24.02.10

These minutes have been agreed as an accurate account of the meeting of the Full Governing Body of the Grange School and Sports College

Signed Date.....