



The Grange School and Sports College

'Participate – Perform – Progress'



Governors Full Governing Body Meeting
Quorum for this meeting is 8 - achieved

Date: 24th February 2010
18:00 in the school library

ITEM NO	AGENDA	DISCUSSION/DECISIONS/ACTION	BY WHOM	BY WHEN
09/10-25	1. Welcome & those present.	Present: Jane Dean (JDn) – Chair, Alan Hayes (AHs), Colleen Cleevely (CCy), Helen Potter (HPr), Peter Rowe (PRe), Richard James (RJs), Esther Godwin (EGn), Pat Brookes (PBs), Elizabeth Hodges (EHs), Kirstie Lane (KLe), Steve Cook (SCK) – Head, Kath Wilson (KWn), Stephanie Payne (SPe), Patrick Brunnock (PBk) In attendance: Andrea Thomas (ATs), James Evans (JEs), John Allister (JAR), Rudi Manteghi (RMi), Lynn Whitfield (LWd) – Business Manager, Jan Abbott (JAt) – Clerk. On behalf of the governors JDn welcomed the newly appointed parent governors, Elizabeth Hodges and Kirstie Lane, to the meeting. They were given Grange Governor Welcome packs. The latest edition of the Guide to the Law has not been received yet.		
	1.1 Declarations of pecuniary interest	There were no declarations of pecuniary interest or conflicts of interest. EHs and KLe completed the Pecuniary Interest form.		
09/10-26	2. Apologies and absence.	Apologies were accepted from: Chris Skidmore (CSe). Absent: None		
09/10-27	3. Tour of updated premises.	The tour was moved to the end of the meeting for practical reasons.		
09/10-28	4. Notification of AOB	On behalf of the governors, JDn thanked the staff of the Music Department for all their hard work following a successful OFSTED Subject Inspection.		
09/10-29	5. Minutes of the last meeting -09/12/09.	The minutes of the meeting held on 9 th December 2009 were agreed as a correct record and signed.		
09/10-30	6. Matters arising.			
	6.1 09/10-18 6.3	Governor Vacancies – JAt informed the meeting that currently there were 2 LEA Governor vacancies and 1 Parent Governor vacancy. JAt reminded governors of approaching end of terms of office.		
	6.2 09/10-18 6.4	School Website – SPe has had website training. SPe and PBs to liaise over documents to be uploaded.	SPe & PBs to liaise	asap

	6.3 09/10-18 6.5	School Profile – there are still technical problems with access to the website. SCK to update on progress.	SCK	
	6.4 09/10-18 6.7	Safeguarding Forms - All current Grange governors had now signed the declaration form, which will be sent to the LA.	JAt to post	asap
	6.5 09/10-18 6.9	Governor Learning Walks – SCK explained the format of the Governor Learning Walks which will replace the Link Governor Visits for a trial period. SCK to email a selection of dates for mid March for the Learning Walks.	SCK to email dates	
	6.6 09/10-18 6.10	Terms of Reference – the ToR for the FGB and all committees were circulated prior to the meeting, following minor amendments made at Committee Meetings – copy filed with minutes. The meeting was asked to approve the ToR. This was proposed by AHs, seconded by RJs and unanimously agreed with no objections or abstentions.		
	6.7 09/10-21 9	Head's Performance Management – PBs reported that following a review meeting, SCK had met his targets. SCK had requested to have an interim performance review in line with other staff. Following the review meeting the Pay Committee had met to set the Headteacher's pay.		
09/10-31	7. Headteacher's Report.	<p>The Headteacher's Report was circulated prior to the meeting – copy filed with minutes. SCK ran through the report highlighting the main elements of his report. A document showing the Schools Financial Benchmarking Charts was handed out – copy filed with minutes. SCK explained how to view the data which accompanies the information in his report. In all but one category of expenditure the school is below the average for similar schools which in this instance is GOOD as it means the school does not overspend. The only area above the average is in the Occupation category – this is due to:</p> <ul style="list-style-type: none"> ●Caretakers being on protected salaries for historical reasons. ●A long standing cleaning contract which will be reviewed next year. ●Catering – anticipated in future to make a profit for the school but is still working along a sliding reducing scale. <p>SCK reported that the school does not spend excessively and gets an above average CVA score so is very good value for money.</p> <p>The meeting asked the following questions: Following the break-in, are there plans to improve site security after school hours? SCK explained how site security/school access/revenue from lettings was a</p>		

		balancing act. The school was looking into safety shutters for ground floor windows at a cost of approximately £5,000 each, which means an expenditure of around £30,000 to cover all ground floor ICT/Media rooms. The school was also looking into key pad and swipe card systems for all external doors. Has that been an insurance recommendation? It came from the police and a security seminar attended by PRe. Is it possible to move more expensive equipment upstairs? There would be network issues for IT equipment and therefore not a feasible alternative to increasing security.. There were no further questions.		
09/10-32	8. Budget Deficit Recovery Plan.	SCK informed the meeting that the school needed to cut the deficit by a large amount in the coming year. In the light of this SCK had spoken to staff about voluntary redundancy. Staff had been asked to indicate an expression of interest. The next step is to form a committee of governors to look at the staff who have come forward. Staff would then be recommended to the LA for a final decision. SCK hoped that this would be managed through voluntary redundancy. SCK stressed that students do not suffer because of the deficit and this was down to the commitment of the staff.		
09/10-33	9. Quality Assurance Presentation	The presentation was moved to the end of the meeting for practical reasons.		
09/10-34	10. Reports from Committees	Committee minutes were circulated prior to the meeting with the exception of P,H&S (see 10.2 below)		
	10.1 Curriculum, Learning & Teaching	Committee Chair, PBs informed the meeting that the CAT data for Yr 7 showed the cohort as a whole to be at a lower level of achievement than previous years – this could potentially have an effect on GCSE results in 5 years time. SCK explained the SLT's strategy for improving the students achievement in light of the CAT results. SCK gave an explanation of CAT results and their interpretation. Were the CAT results mirrored by the Yr 6 SATs results? SCK said that both sets of results matched, although he explained how they were measured in different ways. Does the school liaise with primary schools regarding results? SCK outlined the liaison programme. There were no further questions.		
	10.2 Premises, Health &	Committee Chair, PRe explained that as the meeting had only just taken	PRe – PH&S	12/05/10

	Safety	place, the minutes were not available - but would be at next FGB. The committee had reviewed the school's Safety Policy and the School Trips Policy. There were no questions.	minutes	
	10.3 Finance	Committee Chair, AHs advised that the FMSIS Review inspection was taking place on 25 th & 26 th February 2010. It was confirmed that the school does need a School Fund Policy, and that this has been written and will be presented for final ratification at next FGB. The Whistle-blowing Policy had been completed. Both would be presented at the next committee meeting and then FGB for final ratification once all Governors had viewed them more extensively. SCK explained that new version used LA Policy but was tailored directly to school circumstances.. There were no questions.		
	10.4 Students & Personnel	Committee Chair, CCy informed the meeting that the last S&P meeting had been quorate and had successfully adopted its delegated policies. KLe will be joining the S&P Committee. There were no questions.		
	10.5 Key Performance Indicators	The KPI were circulated prior to the meeting – copy filed with minutes.		
09/10-35	11. SIP	Referring to documents presented to the Finance Committee (copy filed with Finance minutes) - SCK outlined the financial implications of the SIP. There will be a SIP Q&A session as part of the next FGB.	SIP Q&A Session – agenda item	12/5/10
09/10-36	12. Reports from meetings/training	PRe briefed the meeting on a School Security seminar he had attended. PBs briefed the meeting on the Chairs Network meeting, highlighting that Equal Opportunities were now a limiting judgement in an OFSTED inspection, that there is a new Ombudsman for complaints, and that there had been general discussion about raising the profile of governing bodies with staff and parents. EGn – Training Governor – urged governors to look at the training programme and reminded all that non-attendance at courses would now be subject to a cancellation fee.		
09/10-37	13. AOB	See Item 4. In light of a long working day, it was agreed that staff members could leave at this point.		

Moved items	9. Quality Assurance at the Grange and across the Kingswood Partnership (KP)	SCK gave a power point presentation "Quality Assurance Induction for All Leaders with the KP" which was used in staff training. It was also available in booklet form – SCK to bring copies to next meeting. SCK explained the principals behind QA, how to improve results for learners. SCK explained one of the problems the Grange encountered from being part of the KP, which was communication between partners. This was an issue currently being addressed. The meeting asked Does the school have internal Quality Assurance too? SCK assured the meeting that everything done at Partnership level is done at local level too. SCK talked about the head's role under the new OFSTED framework as part of the inspection team which increased pressure on head's and SLT.	SCK to bring booklets on QA	12/5/10
	3. Tour of updated premises.	It was decided to postpone the tour to another time.	Tour tba	
09/10-38	14. Meeting Planner	Was completed. The date of the next meeting was agreed to be 12 th May 2010 at 18:00.		

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

Curriculum, Learning and Teaching Committee 10.03.10
Finance Committee 17.03.10
Students and Personnel Committee 24.03.10
Chairs 21.04.10
Finance Committee (just for Budget) 28.04.10
Premises, Health and Safety Committee 12.05.10 (4:30-5:45pm)
Full Governing Body 12.05.10

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.....