



The Grange School and Sports College

'Participate – Perform – Progress'



Governors Full Governing Body Meeting
Quorum of 8 governors - achieved.

Date: 12th May 2010 at 18:00
in the Bath Spa Suite

ITEM NO	AGENDA	DISCUSSION/DECISIONS/ACTION	ACTION
09/10-39	1.1 Those present & welcome.	Present: Jane Dean - Chair (JDn), Alan Hayes (AHs), Colleen Cleevely (CCy), Helen Potter (HPr), Peter Rowe (PRe), Richard James (RJs), Esther Godwin (EGn), Kirstie Lane (KLe), Elizabeth Hodges (EHs), Pat Brookes (PBs), Jimmy Barber (JBr), Steve Cook – Head (SCK), Kath Wilson (KWn). In attendance: Andrea Thomas (ATs), James Evans (JEs), John Allister (JAR), Rudi Manteghi (RMi), Lynn Whitfield - Business Manager (LWd), Jan Abbott – Clerk (JAt). On behalf of the meeting, JDn welcomed new LEA Governor, Jimmy Barber to the FGB. He received a Governor Induction Pack.	
09/10-40	1.2 Declarations of pecuniary interest.	There were no declarations of pecuniary interest or conflicts of interest.	
09/10-41	2. Apologies and those absent.	Apologies: Stephanie Payne (SPe), Patrick Brunnock (PBk). Absent: Chris Skidmore (CSe).	
09/10-42	3. Notification of AOB.	One notification of AOB.	
09/10-43	4. Minutes of the last FGB meeting 24/02/10.	The minutes of the meeting held on 24 th February 2010 were agreed as a correct record and signed.	
	5. Matters arising.		
09/10-44	5.1 09/10-28 4	Music Inspection Report – copies were handed out – filed with minutes.	
09/10-45	5.2 09/10-30 6.1	Governor vacancies – currently 1 parent governor and 1 LA governor. JAt to contact Governor Development regarding potential LA governor. SCK to seek volunteers from new Yr 7 parents in September.	JAt to contact Governor Development. SCK to ask for new parent governors.
09/10-46	5.3 09/10-30 6.2	Website – SPe is regularly updating the governor section of the school website.	
09/10-47	5.4 09/10-30 6.3	School Profile – technical difficulties continue. SCK to report when resolved.	SCK to update.

09/10-48	5.5 09/10-30 6.5	Governor Learning Walks – will take place during the first 2 weeks of June. SCK to email dates.	SCK to email dates.
09/10-49	5.6 09/10-33 9	Kingwood Partnership Quality Assurance Booklet – copies handed out.	
09/10-50	6. Headteacher's Report	<p>The report was emailed prior to the meeting. SCK briefly ran through his report highlighting the following:</p> <ul style="list-style-type: none"> ● Under 13 boys' football team have reached the final of the England Schools Football Association Competition. JEs gave a report on how they did it. ● Sports College redesignation is now decided upon the recommendation of the School Improvement Partner. ● FMSIS – the school has a provisional pass and on completion of action points (see Item 7.3) will receive the FMSIS Certificate. ● Budget – (see Item 9.2) SCK thanked Andy Tetlow for all his work creating an excellent timetable despite the staff redundancies. ● Student Achievement continues to improve. SCK highlighted the dedication of staff who came in over holidays or weekends to help students. ● 20 support staff have successfully completed NVQs. ● The LA has agreed to fund all the cost of the new boilers. The recent gas leaks will cost the school £20,000 from devolved capital. ● Another break-in means further investment in security. <p>SCK asked for governors' views on the 3 future developments (details in the Head's report). Development 1 would cost around £50,000 and so would need FGB financial approval at a future stage. SCK asked if the governors were in agreement that this development should be researched further. After a discussion the FGB gave their agreement. AHs brought the following to the attention of the meeting: In light of the staff redundancies it was important to note that any funding for play area/car parking would come from devolved capital and could only be spent on building projects.</p>	

		<p>SCK asked if the governors were in agreement with exploring options for common start/end times across the Kingswood Partnership. After a discussion the FGB gave their agreement.</p> <p>SCK asked if the governors were in agreement with trialling using the last two weeks in July to begin the timetable for the next academic year. This will be a Partnership wide initiative and will take place in July 2011. After a discussion the governors gave their agreement.</p>	
	7. Reports from committees	Committee minutes were received in the agenda pack unless otherwise stated.	
09/10-51	7.1	Curriculum, Learning & Teaching – PBs ran through the minutes. There were no further questions.	
09/10-52	7.2	Premises, Health & Safety – 2 meetings. Minutes from the 12 th May 2010 were not available as the meeting had only just taken place. PRe to email. PRe reported that the Fire Notification at school events was currently being addressed and that school security had been discussed at the 12 th May meeting. There were no further questions.	
09/10-53	7.3	<p>Finance - 17th March 2010. AHs ran through the minutes highlighting the following:</p> <p>Page 1 - The school has provisionally passed FMSIS but needs to complete action points. These were detailed in a document given to the Finance Committee (copy filed with Finance minutes). SCK ran through the action points:</p> <ul style="list-style-type: none"> ● 1.1 Cross Reference Terms of Reference to Purchasing Policy. The ToR and Purchasing Policy were brought to the FGB and both match in wording. For purchases from £3,000-£6,000 3 quotes are required. For purchases above £6,000, 3 written quotes are required. Copies of both filed with minutes. <p><u>VOTE: To agree the ToR and Purchasing Policy as presented. Proposed by PBs, seconded by PRe, the vote was unanimous in favour of the proposal.</u></p> <ul style="list-style-type: none"> ● 1.2 Approval from the FGB must be separately sought 	

		<p>for higher value projects. SCK gave clarification on the limits of the delegated powers within the Finance Committee ToR. 1.2 cont Governors will be provided with documented information for all projects under consideration to enable them to make an informed decision. SCK outlined the process that would be followed.</p> <ul style="list-style-type: none"> ● 2.1 Copies of Financial Regulations for Schools and Scheme for Financing of Schools must be shown and discussed by the FGB. Governors all received a copy of the Summary of Scheme for Financing of Schools in their agenda pack. A copy is now included in every new governor induction pack. The FGB agreed to move towards providing the induction pack in electronic format. The Financial Regulations for Schools is kept in hard copy format in the school office. A copy was shown to the FGB. The Scheme for Financing of Schools is kept in hard copy by all Finance Staff; a copy was shown to the FGB. The Chair of Governors also has hard copies of these documents. ● Contract options and existing contracts to be added to Finance and FGB Calendars for annual review. Both calendars had been updated and copies shown to the FGB. Copies of both filed with minutes. ● A Financial Procedures file needs to be produced and kept in the Finance office. LWd had produced the Financial Procedures file and showed a copy to the the FGB. A copy is kept in the Finance office. <p>Page 2 - The Freedom of Information Policy will be brought to the next FGB.</p> <p>Page 3 – AHs highlighted the agreed spending on security shuttering.</p> <p>Page 4 – AHs brought the re-paint of the netball courts to the FGB for</p>	<p>(alignment underneath) SCK to bring FoI Policy to next FGB.</p>
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		<p>ratification – as the figure was £20,000 or over, this is in line with the limits of delegated powers in the ToR.</p> <p><u>VOTE: To agree to draw down – at the appropriate time - £20,000 from the next year's devolved capital to pay for the re-paint of the netball courts. Proposed by CCy, seconded by EHs, the vote was unanimous in favour of the proposal.</u></p> <p>Page 5 – Ratification of the Lettings Policy. <u>VOTE: to agree the Lettings Policy as presented. Proposed by CCy, seconded by PBs, the vote was unanimous in favour of the proposal.</u></p> <p>Page 5 – Ratification of the School Fund Policy. <u>VOTE: To agree the School Fund Policy as presented. Proposed by RJs, seconded by HPr, the vote was unanimous in favour of the proposal.</u></p> <p>Page 7 – AHs drew the attention of the FGB to a vote to agree to raise the cost of a Meal Deal from £2.10 to £2.25.</p> <p>Confidential item - 17th March 2010. AHs brought the following vote for ratification by the FGB. <u>VOTE: To accept the five names put forward for voluntary redundancy. Proposed by EHs, seconded by CCy, the vote was unanimous in favour of the proposal.</u></p> <p>Finance - 28th April. The minutes were emailed prior to the meeting. AHs highlighted the following: The FMSIS Action Plan had been completed. The deficit for next year was predicted to be £26,000 and the following year the school could be in the black for the first time in many years. SCK informed the meeting of the three themes in the plan to achieve this reduction in the deficit.</p> <ul style="list-style-type: none"> ● Staffing reductions. ● Trimming the budget. ● Income generation. 	
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		The FGB thanked SCK and the Finance Team for all their efforts. AHs brought to the attention of the FGB the emergency authorised spend of £30,000 on gas piping work – which although over the limit of the delegated powers in the ToR had been accepted by the Finance Committee as appropriate under the circumstances. There were no further questions.	
09/10-54	7.4	Students and Personnel – SCK reported that following an exclusion, the parents had appealed, the appeal went to an independent tribunal which upheld the school's decision to exclude the student. SCK thanked RJs and ATs for their help and support during the process. There were no further questions.	
09/10-55	7.5	Key Performance Indicators – received in the agenda pack. Copy filed with minutes.	
09/10-56	8. SIP Q&A	SIP & Community Cohesion booklet – copies of both were emailed prior to the meeting. There were no questions on the SIP. JEs will give a presentation on Community Cohesion at a later date. All Lead Governor Reports on aspects of the SIP had been received by PBs and will be an agenda item at the next Curriculum, Learning and Teaching Committee Meeting.	Date of presentation tbc.
09/10-57	9. 1 FMSIS update	Covered in item 53.	
09/10-58	9.2 Final Budget	Copies of the Final Budget were given out – copy filed with minutes. SCK reported that the £153,000 predicted deficit had become an actual deficit of £26,659. This reduction had been achieved through the staff redundancies and additional income streams. <u>VOTE: To accept the Final Budget as presented. Proposed by AHs, seconded by PBs, the vote was unanimous in favour of the proposal.</u> On behalf of the FGB, JDn thanked SCK, LWd and the Finance Team for their hard work.	
09/10-59	10. Equality of Opportunity Toolkit.	A list of action points were noted – copy filed with minutes.	
09/10-60	11. Statutory Link	Following the introduction of Learning Walks, the Link Governor	

	Governors	system will be changed to us just receiving reports from Statutory Link Governors. A list of governors/responsibilities was received. Copy filed with minutes.	
09/10-61	12. Reports from meetings/training.	EGn and HPr had attended a Child Protection course. KLe and EHs are to attend a New Governors Induction course. CCy has attended Safeguarding training.	
09/10-62	13. Governor Calendar 2010/11	The calendar for 2010-11 was received in the agenda pack – copy filed with minutes.	
09/10-63	14. AOB.	The school is introducing photo ID passes. Governor photos will be taken at the next FGB.	JAr to bring camera to next FGB Meeting
09/10-64	15. Meeting Planner.	The meeting planner was completed	
09/10-62	16. Tour of updated premises.	Was postponed – this will now take place during the Governor Learning Walks in June.	

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

Curriculum, Learning and Teaching	19.05.10
Finance	09.06.10
Students and Personnel	16.06.10
Chairs	23.06.10
Full Governing Body	14.07.10

Future Presentations:

Faculties – Languages, Creative Arts and Humanities

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.....