

MINUTES OF FULL GOVERNING BODY MEETING

2ND JUNE 2014

4.30 P.M. AT MAIN BASE

Present

Claire Marshall, Nicky Penny, Mark Harvey, James Brown, Ben Bury, Kristina Murphy, Clive Reeves, Kacper Saar

Non Governors in attendance

Judy Hunt (Company Secretary) Denise Fountain (Vice Principal), Alyson Ralphs (Clerk)

Absent

~~Mark Yorke~~

ACTION

1. Assessing without Levels

- Refer to hand outs.
- Schools are free to come up with their own assessment levels.
- Denise has been working with Heads of Curriculum.
- KS2 assessment will change, still some form of SATs but unsure how they will be graded.
- KS2 to end of KS4 – it is not known what the levels will be.
- New GCSE grades from September 2014 - 9 to 1 grades.
- Following year everyone will be the same.
- New curriculum from September 2014, greater content and greater expectation.
- Large training requirements for teachers.
- Need to inform parents.
- New tracking and monitoring required.
- Need a robust system in place for Ofsted.
- Time and cost implication.
- Denise is looking at an interim model to alleviate the above.
- Denise explained the current and proposed levels and potential model.
- Governors asked how as an employer we would know what the grades mean.
- JBS will come up with something logical but all schools could come up with different assessment models.
- Denise has set up a curriculum and assessment group across the teaching school alliance.
- Denise handed out an example of what the assessment model could look like.
- Mark asked what the impact on the education would be.
- The curriculum meeting today meant that lessons were covered but further planning will continue in management time and curriculum meetings so not affecting the teaching of pupils too much.
- Letters will go to parents, review meetings and fed back through pupil parliament.
- From 2016 pupils will take a suite of 8 subjects.
- Key challenges include the pressure on pupils and part time pupils.
- We need to look at progress and not attainment.
- All exams are linear. Option pathways need to be put in place. Complicated when pupils come in from other schools.

ACTION

- Claire asked why we needed to be driven by trying to meet maintained schools targets, when as a special school we don't need to.
- James asked if there was a reason why the government felt this is the best way forward. There was no real answer to this but it was felt it is moving back to a more traditional model.
- Whatever model is put in place it needs to fit JBS pupils.
- Clive asked if there were any worries with the proposed model. Denise felt happier now we have an interim model, we just need to wait for announcements regarding KS2.
- Kristina had worries about pupils coming in half way through year 10. Denise confirmed if they had good curriculum knowledge we could ensure they get 8 GCSE's but unlikely if they were coming to us that late.
- James asked if we should be speaking to health professionals. Nicky confirmed we do that now.

2. Apologies/Declarations of Interest

- Apologies had been received from Alison Teague and Neil Sawyer.
- Governors present accepted these apologies.
- No apologies from Mark Yorke as far as were known. **CM to contact MY.**
- Governors were asked if they had any declarations of interest to declare.
- All staff members declared an interest in item 8. Restructure.
- Resignation had been received from Neil Sawyer. Mark thanked Neil for his contribution to the governing body. **Alyson to arrange a staff election.**

CM

AR

3. Minutes of Previous Meeting & Matters Arising

- The minutes of the previous meeting were checked for accuracy.
- Names to be added to the groups under the restructure item.
- **Governors approved the accuracy of the minutes.**
Mark proposed, James seconded.
- Finance presentation had been sent to governors.

AR

All governors present accepted the minutes of the meeting held on 24th March 2014 as a true and accurate record.

4. School Budget

Projected Outturn 2013/14

- Refer to hand out.
- Judy presented the projected carry forward analysis 2014/15.
- Total projected figure carried forward is £1,031,410.
- Judy will continue to update the projections and the final carry forward will be presented to Finance Committee and Full Governors in December 2014.
- Judy explained all the areas of spend that will be funded from the carry forward balances and the reasons for any carry forward requests.
- Claire raised the importance of not carrying forward too much as although we needed enough reserves we also needed to make sure the money we receive is for the children currently at the school.

ACTION

- Judy presented the investment options to Governors for final approval.
- Nicky said she thought the amount carried forward was fine at the level it was and important to have the reserves we did.

All governors present approved the initial projected outturn for 2013/14 and the use of the funds.

All governors present approval the final investment options.

Proposed Budget

- School budget 2014/15 – Judy went through the budget in detail.
- Indicative budget not yet finalised from the EFA as a number of queries are outstanding.
- £200,000 with BCC – had confirmation we will receive this for the refurbishment of St. Thomas Centre.
- Ben queried if we would be in the same situation for 2015/16.
- Claire raised the concern that we couldn't vote for the budget as it was in deficit without the correct figures from the EFA. Although governors understood it wouldn't be a negative budget once the correct income levels arrive, that we are legally bound to not approve the budget as it's currently presented.
- Mark suggested we write to the EFA and inform them we are putting governors and the Principal in an untenable situation by not having the correct figures in time.
- **Governors approved the budget in principle. Judy to bring back in July to formally approve the full budget.**

JH

Buy Backs 2014/15

- Judy handed out a revised buy back document.
- Finance committee had approved the buy back.
- Judy explained the changes in the legal services package.
- **Quote received from Irwin Mitchell. Judy to check if Irwin Mitchell offer a quick call option.**
- The new School Business Manager to look into the procurement of new HR and Payroll services now Legal Services are with Irwin Mitchell – to either divide up BCC package or find new providers.

JH

All governors present approved the buy backs

Mark proposed, James seconded.

- Exemption requests 2014/15
- Judy went through the exemption requests in detail.
- Finance have agreed to look at alternatives for Point 13 Media and TSL Education Limited.

All governors present approved the exemption requests.

Mark proposed, Kristina seconded.

cc. pull 7/7/14

**Asset management plan not approved by SLT. Judy will bring back in July.
Governors agreed in principle.**

JH

Ben asked if there was a deficit, would we still spend this money. Judy confirmed the works would not take place and would be used for the deficit.

Judy asked governors to delegate decision regarding St. Thomas' expansion contractor to Nicky.
All governors present approved.

Nicky pointed out we were in a good position with a carry forward of £1,031,410 so we are in a really strong position. It shows we are managing our budget really well.

Virement to curriculum and sector budget heads delegated to Principal.

- £180,000 in curriculum and sector budgets.

All governors present gave their approval to the virement to curriculum and sector budget heads to be delegated to the Principal.

Use of reductions or additional budgets if received to be delegated to finance committee for allocation.

All governors present gave their approval to the Use of reductions or additional budgets if received to be delegated to finance committee for allocation.

Mark thanked Judy for her hard work with the budgets.

5. Multi Academy Trusts (MAT's) and Free Schools

- Refer to hand out.
- Judy had carried out a lot of research into MAT's and free schools.
- Judy explained the pros and cons.
- Free school not really appropriate for JBS.
- Nicky said we could present a case for post 16 as a free school.
- Would need to become a MAT, then could take on a free school or a primary.
- Beneficial to become a MAT.
- Clive asked if it would cost anything. It was confirmed we would receive money.
- Ofsted gradings do not affect the MAT.
- Clive asked if it could affect the restructure. Nicky confirmed the restructure would help the MAT.
- Could open a MAT and then open up a post 16 free school.
- Judy pointed out the process on page 6 and 7 of the hand out.
- Post 16 Centre could open 2015/16.
- Claire raised that if that early it couldn't be a free school as we'd missed the deadline.
- It was felt we could set the MAT up then look at how it would be structured.

U. Mull 7/7/14

- Judy to speak to Browne Jacobson to look at the structure of a possible MAT.
- Suggested an Executive Head and Chair of Governors to come to a governors meeting to explain their point of view.
Claire suggested also looking at the Perry Beeches website to see how they structure their governing bodies of a MAT.

6. Pecuniary Interests

- Form signed in the meeting and handed to Alyson.

7. Principal's Report

- Refer to hand out.
- Nicky went through the report in detail.
- Resignation from Aman Ghair today since report was compiled.
- Mark queried if exit interviews are happening. It was confirmed they were.
- Schools across the city are struggling with recruitment.
- Teaching standards are going up. Sessional teachers good or outstanding.
- Attendance currently 89-90%.
- Pupil premium stats are up.
- Kristina queried the leave in term time – Nicky confirmed she had turned down a lot of requests but sometimes we grant the occasional one depending on circumstances.
- Pay policy will need to roll on for another year.
- Nicky's Ofsted Inspector training had finished. Awaiting results of essay.
- James – should we measure how pupils feel – Nicky confirmed this happens in review meetings, Pupil Parliament.
- Di to present on pupil questionnaires.
- Iain to present on teaching schools.

8. Restructure

- Re-structure is out to consultation.
- External union meeting taking place tomorrow. Only 3 responses but no questions received.
- Clive asked what unions will want to ask questions about – Nicky felt it would be about posts being upgraded and some posts not being upgraded.
- General comments received by Nicky feel it is a good step.
- Extended consultation by 2 weeks.
- Restructuring Committee meetings confirmed.
- Solicitor to look over the restructure once committee meets on 9th June 2014, with regards to equality, single status, etc.

ACTION

9. Governing Body Development

- Refer to hand out.
- Governors broke off into groups to discuss the document.
- Discussion took place around the amount of meetings.
- Question raised by Clive about the length of time governors have between receiving papers and the meeting and that this needed to be longer, especially as this was shortened by the bank holiday weekend before this meeting.
- Also request that minutes are sent out quickly after a meeting as otherwise if a governor misses a meeting it then can be 2 months till you know the detail of the meeting.
- **Governors to send their thoughts to Claire Marshall.**
- Roll this item to next meeting as there wasn't enough time to discuss.

ALL

10. Governing Body Briefing Report

- Refer to hand out.
- No additional comments made.

11. Policies Update

- Finance policies were not approved at the committee meeting as there wasn't the time to discuss properly.

12. Any Other Business

- DBS Renewal
- It has been said by Ofsted that DBS checks should not happen every 3 years despite our internal policy on this as seen as a waste of resources. Mark asked whether this can really be best practice. This to be looked at further and brought back to the next meeting.
- Governor Application
- Application received. New application form to be looked at. CM to contact her.
- Confidential Staffing Matter
- Not presented.

The meeting ended at 7.15 pm

C. Marshall 7/7/14