

Minutes			
Title:	Full Governors Meeting		
Date:	10 th December 2015	Time:	6.00pm
Chair:	Hazel Cole	Location:	Training Room

MEMBERS					
Name	Present /Apologies	Name	Present /Apologies	Name	Present /Apologies
Bob Chamberlain	✓	Rosalind Goldson	✓	Atika Kohli	✓
Hazel Cole	✓	Kate Grocock	✓	Chris Parkinson	✓
Colin Crane	✓	Emma Hollis-Brown	✓ (6.12pm)	Jason Scrimshire	✓
Matt Dover	✓	Jenny Hobden	✓	Andy Smith	✓
Maria Everley	✓	Martin Holt	✓	Penny Smith	✓
Suzie Foulsham	Apologies Accepted	Iain Kinnis	✓		
Carly Harper (Clerk)	✓	Simon Brown (Seconded Principal)	n/a	Total 15 voting governors (50% = 8) as there are 3 vacancies	

NOTES	
#	Agenda Item
1.	Welcome and Apologies
	<p>1.1 The Chair welcomed everyone to the meeting particularly 2 potential new governors Bob Chamberlain as Support Staff governor and Kate Grocock as Parent governor. Both governors gave an outline of their backgrounds and their reason for joining the governing body.</p> <p>1.2 The Clerk confirmed that she had received no apologies for tonight's meeting.</p> <p>1.3 Emma Hollis-Brown arrived at 6.12pm.</p> <p>1.4 The potential new governors were asked to leave the room. The Chair confirmed the motion to accept the candidates as governors. The motion was proposed, seconded and agreed by the governing body.</p>
2.	Declarations of Interest
	2.1 There were no declarations of interest.
3.	Items for AOB
	<ul style="list-style-type: none"> none
4.	Notes and Actions from 18th June 2015 and 10th September 2015
	Action points were discussed and updated. See page 27 of the June 2015 minutes and page 4 of the September 2015 minutes.

5.	<p>Questions on the Principal's Report</p> <p>5.1 The Principal confirmed that the confidential unvalidated rasieonline document was available. The validated version would be available January/February 2016. Governors should familiarise themselves with the pages marked with a 'G'. The governors discussed the report findings.</p> <p>5.2 CF: A governor commented that the new TechX branding was particularly nicely done.</p> <p>5.3 Q: A governor asked how are we retaining the enthusiasm for the curriculum in KS3? The Principal confirmed that the current curriculum model which includes an enrichment activity programme has been locked in place for the future this includes iPads as a curriculum resource. CF: A governor recognised that he has seen evidence of staff buying into this model. The Principal confirmed that an increased impact will be seen at KS4. CF: The Chair confirmed that this is a credit to all staff and the leadership of this model.</p> <p>5.4 Q: A governor asked if staff follow a professional pathway? The Principal confirmed that the Academy has an excellent CPD programme which is led by the Vice Principal. The Principal confirmed that CPD is a key priority for the Academy. Q: A governor asked if the school supported or offered an MA pathway? The Principal would be keen to speak further about increasing access in this way.</p> <p>5.5 Action: Emma Hollis Brown to contact the Principal regarding MA's.</p> <p>5.6 Q: A governor asked that the computer upgrades that will be required are added to the Capital Plan.</p> <p>5.7 Action: The Principal to confirm with the School Business Manager that computer upgrades will be added to the Capital plan.</p> <p>5.8 The Principal shared information about a new electronic student forum.</p> <p>5.9 The Principal confirmed that some SLT had attended the PIXL conference/workshops. He confirmed that the Academy is working with PIXL to improve student comes in line with the new progress 8 requirements. The Academy will be doing the right thing for the students in its care including ensuring the quality of the Learning and Teaching across the school. There are a very low number of students on an alternative pathway who could benefit from short courses like the ICT Driving Licence. The Principal confirmed that all Year 11 students have been allocated a mentor to help support their achievement and success.</p> <p>5.10 The Principal confirmed that students would start their GCSE work in Year 9 and that this would mean at least 90% would achieve the Ebacc qualification. The option choices for students to tak 9 GCSE's over the 3 years which will increase their life chances. CF: A governor said that it was nice to see that students have access to a broad curriculum and that the needs of young people were being met.</p>
6.	<p>Potential Changes to the Single Academy Trust Presented by the Principal</p> <p>6.1 Confidential minute.</p>
7.	<p>Annual Report and Accounts</p> <p>7.1 The Chair of Finance presented the headline figures and summarised key points from the 2014/15 accounts. He confirmed that the accounts had been rigorously scrutinised by the Finance Committee. It was proposed and seconded by two governors to approve the accounts. The governors formally approved the accounts and statements for the period 1 September 2014 to 31 August 2015 subject to statutory changes from the EFA that may arise before to accounts are filed. Actions: Accounts to be filed by the School Business Manager and intake numbers to be confirmed in the Spring term.</p> <p>7.2 CF: The governors recognised the work of the Business Manager and the Finance Team.</p>
8.	<p>Performance Management by the Principal</p> <p>8.1 The Principal confirmed that the Performance Related Pay increases presented by him at the</p>

	<p>Steering Committee meeting in November were ratified by the committee members. He confirmed that the vast majority of colleagues had robust supporting evidence. The committee had further agreed to award 2 colleagues 2 pay point progression for exemplary work and outcomes for students.</p> <p>8.2 Action: The Office Manager to ensure pay progression has been sent to payroll as required.</p>
9.	<p>Received Verbal Reports from Committee Chairs and Questions</p>
	<p>9.1 The Chair said that there is a requirement to report back to parents about our impact as a governing body. She asked Committee Chairs to send the Clerk a summary 1 or 2 paragraphs following each meeting. This would then form part of the annual statement and what key issues have been addressed which is published on the website.</p> <p>9.2 Action: All Committee Chairs to send a report to the Clerk at the end of each meeting to show their impact.</p> <p>9.3 Each Committee Chair gave an overview from their meetings including visits to the Academy.</p> <p>9.4 Action: Committee Chairs to circulate an overview of their discussions and actions of the last meeting with the Clerk.</p> <p>9.5 A governor asked about the upcoming PREVENT training. The Clerk confirmed that the training would be on Tuesday 19th January 2016 at 3.15pm.</p> <p>9.6 Action: The Clerk to send the Governor an email to confirm the PREVENT training.</p>
10.	<p>Verbal Update from Safeguarding Governor</p>
	<p>10.1 The Safeguarding governor confirmed their actions and the visits she had made to the Academy. She confirmed that she will be producing a safeguarding written update prior to the next meeting.</p> <p>10.2 The Safeguarding governor confirmed that the following guidance had been released:</p> <ul style="list-style-type: none"> • Code of Conduct, Oct. 2015. Guidance for safer working for those working with children and young people in education settings. • The Prevent Duty, June 2015. Counter-Terrorism and Security Act 2015 in the exercise of their functions to have 'due regard to prevent people from being drawn into terrorism'. Reflects actions schools already taking to protect children from this risk. <p>10.3 A governor confirmed that she had been trained to deliver Safeguarding for governors and would be happy to run a session for the governing body.</p> <p>10.4 Action: The Clerk was asked to circulate the safeguarding documentation to the governors.</p> <p>10.5 Action: The Clerk to confirm 2 dates for the safeguarding training with the governor and then circulate to all governors to ascertain the best date and time (suggestion was to use a doodle pole).</p>
11.	<p>Verbal Update from Training and Development Governor</p>
	<p>11.1 The Training and Development governor suggested that the group training should be relating to the new OFSTED changes. The governors agreed that this would be appropriate.</p> <p>11.2 Action: The Training and Development governor to book the training.</p>
12.	<p>Verbal Update from SEN Governor</p>
	<p>12.1 The SEN governor feedback on the robustness of our local offer and policy. She confirmed that this clearly answers any questions that a parent may have. The SENCO and her team have been working hard to ensure that all students needs are catered for and that they should celebrate the significantly better than national average results for student outcomes. There is a particular buzz at the moment regarding the 'Henrichment' project that the LSA's are leading. She also confirmed that she has a visit planned for the spring term.</p>
13.	<p>Governing Body Matters</p>
	<p>13.1 The Clerk shared that we have 1 vacancy for a parent governor. This will be re-advertised at the start of 2016.</p>

	<p>13.2 The new governors Handbook was released in November 2015. There are a number of changes to this document that governors should familiarise themselves with.</p> <p>13.3 We have updated the website with the register of interests for governors.</p>
14.	Governing Body Development & Planning
	<p>14.1 The Chair asked for volunteers to work on the strategic direction of the governing body. A governor confirmed that they would be interested in development and visiting the school to develop a clear strategic direction for the governing body.</p> <p>14.2 Action: Maria Everley to visit the school.</p>
15.	Bluesky 'how to' Demonstration by the Clerk.
	<p>15.1 The Clerk demonstrated the use of Bluesky and asked Governors to complete their review of the skills Audit.</p> <p>15.2 Action: All governors to complete their review in Bluesky. If governors have any issues they should contact the Clerk.</p>
16.	Policies to be agreed
	<p>16.1 The SEN governor raised a query with the wording on the SEN policy relating to 'School Action' and 'School Action Plus' in section 2.</p> <p>16.2 Action: The Principal to contact the SENCO to confirm the information is correct.</p> <p>16.3 The Pay Panel members feedback about the Pay policy possible adjustments that were suggested by the independent reviewer from the NGA. He suggested that we should add a preamble and check the level of detail is the same for leadership and support staff.</p> <p>16.4 Action: Panel to confirm the suggested changes with the Clerk prior to the next meeting.</p> <p>16.5 The People and Stakeholder Committee Chair asked for ratification for the Behaviour, Substance Misuse, Medical and Inclusion Base Policies. All of these policies were proposed, seconded and unanimously agreed.</p>
17	Correspondence
	17.1 The Chair confirmed that she had received no actionable correspondence at this time.
18.	Any Other Business (under section 3)
	<p>18.1 Induction process for volunteers including governors. It was agreed that new governors would have a mentor. It was agreed that:</p> <ul style="list-style-type: none"> • Jenny Hobden would be mentored by Maria Everley • Bob Chamberlain and Kate Grocock would be mentored by Iain Kinnis and/or Rosalind Goldson
19.	FAI
	<ul style="list-style-type: none"> • Delegated Responsibilities • Destinations • Waiting measure • Working party for MAT/Free School Agenda • Academy Visits • GEL Training system • Policies
20.	Next Meeting
	<ul style="list-style-type: none"> • Thursday 28th January 2016 at 6pm (extraordinary meeting) • Thursday, 10th March 2016 at 6pm

OPEN ACTIONS					
#	Action Item	Owner	Due Date	Status	Notes / Update
Minutes of the 10th December 2015					
5.5	Action: Emma Hollis Brown to contact the Principal regarding MA's.	Governor	As required		
5.7	Action: The Principal to confirm with the School Business Manager that computer upgrades will be added to the Capital plan.	Principal	For next meeting		
7.1	Actions: Accounts to be filed by the School Business Manager and intake numbers to be confirmed in the Spring term.	SBM	As required	Complete	
8.2	Action: The Office Manager to ensure pay progression has been sent to payroll as required.	Clerk	Urgent	Asap	
9.2	Action: All Committee Chairs to send a report to the Clerk at the end of each meeting to show their impact.	Committee Chairs	End of each meeting	Report complete for this Spring Term	Report for Autumn Term to be added
9.4	Action: Committee Chairs to circulate an overview of their discussions and actions of the last meeting with the Clerk.	Committee Chairs	End of each meeting	Report complete for this Spring Term	Report for Autumn Term to be added
9.6	Action: The Clerk to send the Governor an email to confirm the PREVENT training.	Clerk	Jan 16	Complete	
10.4	Action: The Clerk was asked to circulate the safeguarding documentation to the governors.	Clerk	Urgently	Complete	
10.5	Action: The Clerk to confirm 2 dates for the safeguarding training with the governor and then circulate to all governors to ascertain the best date and time (suggestion was to use a doodle pole).	Clerk	This week	Complete	
11.2	Action: The Training and Development governor to book the training.	Training and Development	This week		
14.2	Action: Maria Everley to visit the school regarding Strategic Direction.	Governor	When required		
15.2	Action: All governors to complete their review in Bluesky. If governors have any issues they should contact the Clerk.	All Governors	Urgently		
16.2	Action: The Principal to contact the SENCO to confirm the information regarding SA and SA+ is correct.	Principal	Asap		
16.4	Action: Pay Panel to confirm the suggested changes for the Policy with the Clerk prior to the next meeting.	Pay Panel	Prior to the next meeting		

MINUTES AGREED & SIGNED

Chair:	Hazel Cole	Date:	
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