

Minutes			
Title:	Steering Committee		
Date:	25 th November 2015	Time:	6.00pm
Chair:	Hazel Cole	Location:	Training Room

MEMBERS					
Name	Present /Apologies	Name	Present /Apologies	Name	Present /Apologies
Chris Parkinson	✓	Rosalind Goldson	✓	Atika Kohli	✓
Andy Smith	✓	Colin Crane	✓	Iain Kinnis	✓
Hannah Poynton (Clerk)	✓				

NOTES	
#	Agenda Item
1.	Welcome and Apologies
	1.1 No Apologies
2.	Declarations of Interest
	Energy – HCO / IKI
3.	Items for AOB CCO would like to discuss Governor visits
	Note and Actions to be agreed and updated from 9 June 2014 <ul style="list-style-type: none"> accuracy was agreed accuracy by members matters arising 3.1 Action: Chair of Committees to have 1:1 meeting with members by 12.12.15 A governor stated that these meetings are to ensure members were happy with committee and responsibilities. Chair of Steering asked if committee chairs are happy with commitment. 3.2 Action: ASM to meet with AKO before full governors. Action: CCO to liaise with members that are unable to get to meetings – contacts from CHA A governor confirmed that committee meetings are more important than FGBM. A governor asked if there is a policy for whistle blowing. 3.3 Action: CHA – policy together for whistle blowing – HPO to follow up – check for renewal
4.	Finance Report <ul style="list-style-type: none"> 2014/15 update 4.1 The Chair of Finance has liaised with SMA regarding budget and pupil numbers. Action: ASM Finalise budget document for FGBM. The principal stated that we need to ask the Local Authority permission to go over 210 pan. If permission isn't granted and Post 16 numbers drop this may cause financial pressures. The principal shared a document showing a worse case and best case scenario with committee members. The principal also shared the figures for 2016/17 which is currently at 262 as Bosworth Academy being first choice. Discussion regarding the Free/Studio school. Governors agreed that this will give the Academy huge flexibility with finance if we get the Free School.
5	Receive Verbal Reports from Committee Chairs, including Questions, Governors Visits, and Policies to be ratified Proposal made by Chair of Steering – Individual written committee reports to be completed after meetings and shared at Steering. This was agreed by members. 5.1Action: CHA to create template.

	<p>5.2 Action: Reports to be sent to HPO 7 days before steering meeting.</p> <ul style="list-style-type: none"> 5.3 People & Stakeholders <p>There have been visits from all members of L&T. Action: Policies to be ratified at FGBM – behaviour/substance/medical/inclusion base.</p> <ul style="list-style-type: none"> 5.4 Infrastructure <p>The Infrastructure committee agreed for the solar panel project to go ahead. Refit for the boiler – LA are hopefully going to fund this. Capital plan is still a wish list. ASM to meet with SMA and CHA regarding Health and Safety Committee.</p> <p>The group discussed safeguarding and school access. A governor challenged the proposition of having security gates. Governor will complete risk assessment report for three scenarios and take to the advisory board. <i>(IKI left the meeting at 7.10)</i> Action: IKI to visit and create risk assessment report regarding safeguarding</p> <ul style="list-style-type: none"> 5.5 Learning & Teaching <p>CoG suggested a two week time frame for visit reports to be completed and returned to clerk. This was agreed by the committee. Discussion regarding the use of Bluesky. Action: CHA to provide training and support to governors. A governor questioned governor recruitment – do we have enough in the skills audit? Members agreed that further recruitment should be based around the current skills gaps.</p> <ul style="list-style-type: none"> 5.6 Finance including an update on the 5 year plan and Change of Phase <p><i>Exception reports that may include:</i></p> <ul style="list-style-type: none"> <i>~ agenda highlights</i> <i>~ updates on decisions taken</i> <i>~ remit updates for ratification</i> <i>~ policies – for ratification at FGB or due for review</i> <i>~ report on governor visits – description of what was monitored, how it relates to the SIDP and the likely impact of the visit</i> <i>~ impact of any work done at committee meetings</i> <i>~ cross-committee issues to raise for discussion, voting, etc</i>
6.	<p>Performance Management</p> <ul style="list-style-type: none"> 6.1 Update <p>Principal verbally shared information regarding Performance Management. Proposals agreed by members.</p> <ul style="list-style-type: none"> 6.2 Pay Policy <p>Action: Pay Policy that has been emailed to governors needs to be approved</p>
7.	<ul style="list-style-type: none"> Bidding for Studio/Free School <p>7.1 The principal shared two models regarding governing body for Studio/Free school:</p> <ol style="list-style-type: none"> 1. Separate board of directors with separate governing bodies or 2. Existing board of directors with sub group. <p>7.2 Governors agreed to operate in a similar way we are at the minute with one board of directors and joint governing bodies with a sub-committee for the Studio/Free School. Action: RHA to attend spring FGBM</p> <p>Proposed by AKO Seconded by CCO</p> <p>7.3 Committed to be put together when bid has been accepted. A governor suggested we identify working group at FGBM. Article of association to be reviewed.</p> <p>7.4 A governor questioned the size of the governing body. CoG stated that have 4 vacancies open now and 2 have been applied for by a staff member and a parent. No pressure externally to increase members. Defence - Facilitate more governor visits.</p> <p>7.5 Contributions to the Leicester Governor</p> <p>CoG asked if members would like to publish anything. The principal proposed that we continue to participate in the BEP group.</p>
8.	<p>8.1 Agree Delegate Responsibilities</p> <p>Handout shared with members. The CoG stated that it is good practice to agree responsibilities. The principal would like confirmation of where this information was sourced from.</p> <p>8.2 Action: Members to email CHA with suggestions and amendments to document. Actions: Item for next Steering meeting.</p>
9.	<p>Code of Conduct</p> <p>9.1 The Code of Conduct needs to clearly state what can happen if a governor breaches it. It was agreed by the committee that the current Code of Conduct does state this.</p>

	9.2 A governor asked if there is a policy in place for whistle blowing for governors and if this is included in the Governor Code of Conduct. Actions – Whistle Blowing - bring this to next steering meeting				
10.	Draft Agenda for FGM CHA attending re: Bluesky Governor visits Free School (RHA) Performance Management updates NGA CoC Skills update SEN/PAY AKO – too much on agenda – Length of time for items to included Action: CoG to amend agenda. Action: Clerk to governors to share agenda				
11.	Any Other Business AKO is now chair of Infrastructure				
	Next Meeting				
OPEN ACTIONS					
#	Action Item	Owner	Due Date	Status	Notes / Update
3.1	Action: Chair of Committees to have 1:1 meeting with members by 12.12.15	CoC	12.12.15	Ongoing	
3.2	Action: ASM to meet with AKO before full governors.	ASM	10.12.15	Pending	
3.2	Action: CCO to liaise with members that are unable to get to meetings – contacts from CHA	CCO	2015/16	Pending	
3.3	Action: CHA – policy together for whistle blowing – HPO to follow up – check for renewal	CHA	2015/16	Pending	
4.1	Action: ASM Finalise budget document for FGBM.	ASM	10.12.15	Pending	
5.1	Action: CHA to create template.	CHA	2015.16	Pending	
5.2	Action: Reports to be sent to HPO 7 days before steering meeting.	CoC		Ongoing	
5.4	Action: IKI to visit and create risk assessment report regarding safeguarding	IKI	2015/16	Pending	
5.5	Action: CHA to provide training and support to governors.	CHA	10.12.15	Pending	
6.2	Action: Pay Policy that has been emailed to governors needs to be approved	CoC	10.12.15	Pending	
7.2	Action: RHA to attend spring FGBM	RHA	10.12.15	Pending	
8.2	Action: Members to email CHA with suggestions and amendments to delegate's responsibilities document.	CoC	2015/16	pending	
8.2	Actions: Items for next Steering meeting.	HPO	3.2.16	Pending	
9.2	Actions – Whistle Blowing - bring this to next steering meeting	HPO	24.2.16	Pending	

MINUTES AGREED & SIGNED

Chair:

Date:

Name:

Hazel Cole