



Minutes of the Governing Body Meeting
Tuesday 18 December 2012, 6.30pm, Conference Centre

Present

Richard Stephens – Chair	(LA Governor)	Roger Luxton	(LA Governor)
Mark Lewis	(Headteacher)	Eirwen Palmer	(Parent Governor)
Alan Browne	(Community Governor)	Garry Pelka	(Staff Governor)
Paul Cheadle	(Parent Governor)	Graham Tooze	(Parent Governor)
Robin Cherney,	(LA Governor)	Darren Lead	(Parent Governor)
Julia Cooke	(Staff Governor)	<i>From 6.15pm, item 4.1</i>	
Howard Crompton	(Community Governor)	Others	
Jonathan Ellam	(Parent Governor)	Carrie Southern – Committee Clerk	
Carol Hayman	(Staff Governor)		

	<u>Item</u>	<u>Action</u>
1.	Welcome, introductions, apologies and absences	
1.1	The Governing Body (GB) consented to the following absences <ul style="list-style-type: none"> • Murad Chowdhury (Community Governor) – family commitment • John Finnerty (Parent Governor) – work commitment • Rod Pullen (Sponsor Governor) – family commitment 	
1.2	The Governing Body also received apologies from <ul style="list-style-type: none"> • Julia Flanagan (Deputy Head) – illness • Lynn Hunt (Clerk to the Governors) – family commitments 	
2.	Declarations of pecuniary interests or conflicts of interests There were no declarations or conflicts of interest.	
3.	Minutes of the last meeting – 19 November 2012 and matters arising The minutes were approved as a true and accurate record. Governors noted the updates in the actions table.	
4.	To receive termly reports from the committee chairs	
4.1	<u>Resources and Personnel Committee</u> The draft minutes of the meeting on 10 December 2012 were reviewed. The current financial position is on track with 2012's carry forward reduced by 50% as planned, as the school's expenditure remains higher than income. The GB discussed options for publishing minutes on the website, and agreed that <ul style="list-style-type: none"> • Full GB Minutes should be published on the website • The style and content of Minutes should be changed, with content streamlined to summarise discussions and record agreed actions. • Individual contributions shall remain anonymous unless the individual requests otherwise 	

<p>4.1.1</p> <p>4.1.2</p> <p>4.2</p> <p>4.3</p>	<ul style="list-style-type: none"> The new style of minutes will be trialled for this meeting and the next round of committees, for the GB to consider at February's meeting. <p>The GB approved the committee's recommendation to purchase a share in Herts Support Service re-launch as Herts for Learning. The cost is £100.</p> <p><u>To approve the terms of reference for Resources and Personnel Committee</u> The terms of reference were agreed.</p> <p>The GB approved the following policies, all based on HCC guidelines</p> <ul style="list-style-type: none"> Staff Grievance Policy Safer Recruitment Policy Whistleblowing Policy Staff Disciplinary Policy Staff Code of Conduct FoI Publication Scheme (subject to change of wording) <p><u>Guidance and Support Committee</u> The draft minutes were noted. The GB commended senior students for their work with the Student Parliament. GB asked the school to consider publishing Minutes on the website. GB also asked that G&S Committee to look at the school's involvement with other bodies, eg the townwide Youth Parliament.</p> <p>Governors congratulated the school on achieving the highest student attendance rate in over 20 years.</p> <p>The Special Education Needs (SEN) policy was approved by the committee and will be circulated to Governors for approval at the February meeting.</p> <p>The GB discussed the impact of Casual Admissions (CAs) and Managed Moves (MMs), and approved the Head's wish to explore a protocol for Stevenage schools to transfer monies mid-year to follow Managed Moves.</p> <p>Governors noted that there are now significantly larger numbers of both CAs and MMs in the school, and tracking suggests that the groups contain a higher-than-school-average number of students who are struggling. Governors were pleased that the school has established a Year 8 Nurture Group to provide targeted intervention and intensive support to students identified as having difficulty accessing the curriculum. The Head thanked Julia Cooke for her work and success in timetabling the new Year 8 Nurture Group.</p> <p><u>Teaching and Learning Committee</u> The draft minutes were noted with the following highlights</p> <ul style="list-style-type: none"> The Pupil Premium was discussed to improve Governor understanding. Information has also been published on the website, and the Head will make a full presentation to the GB later in the year. From 2013 the school will revert to a three-year KS3, as tracking and results show that the current 3-year KS4 is not delivering the significant improvements expected at KS4, and may be denying students the wider benefits of KS3 education, the only stage where the full national curriculum is delivered. The GB thus supported the school's decision. 	<p>HCN</p> <p>HCN</p> <p>MLS EPR</p> <p>LHT</p> <p>MLS</p> <p>MLS</p>
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4.4	<p><u>Planning and Implementation Committee</u> The inquorate meeting held useful discussions to inform GB agendas.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>To receive the Headteacher's Report</p> <p>The Head's appraisal has been completed and his three targets have been shared with staff. It was agreed they would be published in these minutes -</p> <ol style="list-style-type: none"> 1) To improve student outcomes in examination results. 2) To lead the school to a secure and viable future that preserves its ethos and values. 3) To prepare an effective self-review summary. <p>Rigorous and realistic targets have been set for each member of staff, and everyone has a target relating to the Head's own target number 1.</p> <p>Governors were pleased to note that the Head has reached provisional agreements with North Herts College (NHC) for Post-16 provision including vocational courses. Governors asked that they are kept informed about arrangements for finances and on group sizes, and that the current Year 11 students are kept engaged and informed.</p> <p>Governors challenged the Head on a point in his report regarding an inadequate lesson. He confirmed that the issues raised by the lesson are being addressed through the Performance Management Policy, as approved by the GB.</p> <p>The GB noted that the new Governors in School Day (GISD) format had allowed Governors both to monitor and to contribute to whole-school improvement.</p> <p>To approve the updated Annual School Plan</p> <p>Governors noted the updated sections, and agreed that there is more work to be completed on observation of teaching assistants and on questioning.</p> <p>Governors challenged the school's performance on home learning. It was noted that a recent student survey showed that students only 30% of the time that the Head and Governors would expect on home learning, and the Head agreed that this needed a more consistent approach across the school. It was agreed to revisit this topic at Teaching and Learning Committee, if possible with students.</p> <p>Governors asked to discuss at G&S committee the effectiveness of sixth form commitment interviews, with sixth formers (and perhaps Yr11 students) present.</p>	<p>MLS</p> <p>MLS</p> <p>RLN</p> <p>EPR</p>
6.	<p>Any other business</p> <p>The GB recorded thanks for TASA for their recent hard work, in particular the funds raised and the increasing number of parents engaged in school life.</p>	