



**Minutes of the Governing Body Meeting**  
**Thursday 23<sup>rd</sup> May 2013, 6.30pm, Conference Centre**

**Present**

Richard Stephens – Chair (LA Governor)	Rod Pullen (Sponsor Governor)
Mark Lewis (Headteacher)	Lynsey Steadman (Staff Governor)
Alan Browne (Community Governor)	Keith Turner (*) (Community Governor)
Julia Cooke (Staff Governor)	(* from item 4 onwards)
Jonathan Ellam (Parent Governor)	Graham Tooze (Parent Governor)
John Finnerty (Parent Governor)	
Carol Hayman (Staff Governor)	<b>Others</b>
Darren Lead (Parent Governor)	Julia Flanagan (Deputy Head)
Roger Luxton (LA Governor)	Lynn Hunt - Clerk to the Governing body
Eirwen Palmer (Parent Governor)	

	<b><u>Item</u></b>	<b><u>Action</u></b>
<b>1.</b>	<b>Welcome, introductions, apologies and absences</b>	
<b>1.1</b>	The Chair welcomed all to the meeting.	
<b>1.2</b>	The Governing Body (GB) consented to apologies from Howard Crompton (Community Governor – holiday) and Paul Cheadle (Parent Governor – work).  Governors observed a short silence in memory of Janice Brooks, member of staff, who died recently.  The Head advised that the school was working with Janice’s family to organise an appropriate memorial for Janice. The CoG attended Janice’s funeral on behalf of the Governing Body.	
<b>2.0</b>	<b>Declarations of pecuniary interests or conflicts of interests</b> There were no declarations or conflicts of interest.	
<b>3.0</b>	<b>Minutes of the last meeting – 25<sup>th</sup> March 2013 and matters arising</b>  The minutes were approved as a true and accurate record. Governors noted the updates in the actions table.	
<b>4.0</b>	<b>To receive termly reports from the committee chairs</b>	
<b>4.1</b>	<u>Guidance and Support (Eirwen Palmer, Committee Chair)</u>  The Chair gave an overview of items discussed at the meeting and commented on how well the transition of the new Head Boy and Head Girl had been managed, and how impressed Governors were with the way the Student Parliament had discussed and responded to the proposed changes to tutor groupings from September 2013.	

<p>4.2</p>	<p><u>Teaching and Learning (Roger Luxton, Committee Chair)</u></p> <p>The Chair gave an overview of items discussed at the meeting and drew attention to the predictions for GCE and GCSE examination results, which had been explained in more detail by the school. The Committee had held a lengthy discussion on independent learning of students and how the school was planning to encourage students to be more independent in their learning.</p> <p>The Head advised that with the school and college had appointed a Head of Sixth Form Renaissance Consortium and they will be working across the school and college who will also be a part of SLT.</p>	
<p>4.3</p>	<p><u>Planning and Implementation (Jonathan Ellam, Committee Chair)</u></p> <p>The Chair gave an overview of items discussed at the meeting and then an overview of the workshop that had been held with prospective new governors of TAA and North Herts College. He advised that Signe Sutherland will be attending the next P&amp;I meeting to go through the Scheme of Delegation and prospective new governors are invited along to this meeting. He also advised that the CoG had been invited to become a member of the Trust Board.</p> <p>Keith Turner said that he would arrange for a copy of the current Strategic Plan to be available for this meeting and advised that this is changed each year.</p> <p>A discussion ensued as to how a small LGB would be able to structure committee meetings and whether these would still be taking place and if would involve just the committee members of staff and parents. It was noted that the topic is also to be discussed at P&amp;I with the college principal.</p> <p>Governors agreed to bring forward item 8 of the Agenda to reflect the direction of discussion. <b>Governors agreed unanimously the following statements and proposals:</b></p> <ul style="list-style-type: none"> <li>• The Governing Body welcomes the decision of NHC to offer to Trinity College, Cambridge University, one place on the Academy LGB.</li> <li>• The Governing Body welcomes the discussion about changing the remit and name of the North Herts Studio Schools Trust to reflect the inclusion of the new Thomas Alleyne Academy, and adding a place to the Trust Board for a representative of Thomas Alleyne School/Academy, and in principle we would endorse such changes.</li> <li>• The Governing Body welcomes especially the possibility that if a new place is created on the Trust Board, it may be offered to a member of our current Governing Body.</li> <li>• The GB welcomes the decision of the college to have places for staff and student representatives on the Academy Local Governing Body.</li> <li>• The GB welcomes the decision to offer up to 5 places on the Academy Local Governing Body to our current Governors.</li> <li>• At present we wish to propose six of our current Governors for membership of the Local Governing Body and Trust Board (if there is a place created):  Alan Browne; Howard Crompton; Jonathan Ellam; Roger Luxton  Eirwen Palmer; Richard Stephens</li> </ul> <p>Governors asked about the progress regarding the dowry for the Maltings and</p>	<p>KTR</p>

<p>4.4</p>	<p>school house and the Head advised that he had emailed county again and was awaiting a response. Following a lengthy discussion it was agreed that the CoG would write to Justin Donovan and copy in County Councillors and the local MP to raise their concerns about the lack of progress and response as this dowry forms a part of the proposal to become a Sponsored Academy.</p> <p><u>Resources and Personnel (Howard Crompton, Committee Chair)</u></p> <p>In the absence of Howard Crompton, the Head gave an overview of items discussed at the previous meeting.</p>	<p><b>RSS</b></p>
<p>5.0</p>	<p><b>To approve the Budget</b></p> <p>The Head went through the budget figures for 2013-2014 which had a small carry forward. Governors questioned the figures for training and development, given the need to improve quality of teaching and learning, and the intake of 6 NQTs in September. The Head outlined plans for training and development for new staff and the opportunities there would be for all staff when the school became a Sponsored Academy. Governors expressed approval of these plans.</p> <p>Governors sought clarification of several other points within the budget, and noted that it balanced despite the Year 7 intake being large than funding.</p> <p><b>Governors approved unanimously the 2013-14 budget.</b></p>	
<p>6.0.</p>	<p><b>Headteacher's Report</b></p> <p>The Head noted that much of his report had already been covered by the committee reports and other agenda items.</p> <p>He reported that Andy Clark's advice is that the current SEF is too long for Ofsted purposes and should be no more than 4 sides of paper, not the 15 pages it currently was and he was looking at ways of condensing the content of the SEF. Governors asked that the fuller version be retained for in-school use, as it was an extremely useful overview, linking the work of the committees together and capturing the impact of the Head's leadership, the Governing Body's strategic direction, and the work of SLT and staff to change the school's culture and improve the students' outcomes.</p>	
<p>7.0</p>	<p><b>Kirkland Rowell Survey</b></p> <p>The Deputy Head outlined some of the highlights of the document and explained some of the changes in responses this year compared to last year.</p> <p>A discussion ensued on some of the concerns that were raised on the responses from the student questionnaire and how the school would address these concerns. Governors were pleased to note that some of the issues raised had already been tabled for the agenda of the next Student Parliament meeting. Governors noted the similarities in responses on the parent questionnaire compared to student responses. It was felt that many parents discuss the questionnaire with their child before completing it.</p> <p>Overall the survey this year showed improvement in almost every category on</p>	

	last year's survey, and where there were problems identified, there were no surprises for either the Head or Governors.	
<b>8.0</b>	<b>Academy update</b>  This item was taken under item 4.3	
<b>9.0</b>	<b>Any other business</b>  Governors congratulated Robin Cherney on starting his 40 <sup>th</sup> year as a school governor, including a period as Chair.  Governors thanked Mrs Hunt for her commitment and hard work as Clerk, noting her resignation as Clerk on 31 <sup>st</sup> May.  There being no other business, the meeting concluded at 8.20 p.m.	
<b>9.0</b>	<b>Items for next GB meeting – Wednesday 17<sup>th</sup> July 2013</b>  Discussion item:    End of year review of Annual School Plan 2012-13 Head's Report Policy Reviews School Census Data Plans for September	

<b>Date</b>	<b>Name</b>	<b>Title</b>	<b>Signed Off</b>

**New Actions**

Deadlines for meetings show the meeting dates, but deadlines for papers or agenda items are 7 days in advance of the actual meeting date.

Reference	Who	Action	By when	Outcome	Comments 02.06.13
A 4.3 23.5.13	Keith Turner	Arrange for a copy of NHC Strategic Plan to be sent to the school	P&I Committee 3 <sup>rd</sup> June		
B 4.3 23.5.13	Richard Stephens	Write to Justin Donovan, MP and County Councillors regarding lack of response on the Maltings and School House dowry.	Friday 24 <sup>th</sup> May	Done	Correspondence circulated to Governors by email.

**Previous actions**

Reference	Who	What	By When	Outcome	Comment
A – 3.0 25.03.13	Eirwen Palmer	G&S Committee to review new pastoral/tutoring arrangements	G&S Cttee - 26 <sup>th</sup> June		
B - 6.1 25.03.13	Jonathan Ellam	Consider activities for summer GISD to allow Governors to assess accuracy of SEF	P&I Cttee – 22 <sup>nd</sup> April	Done	T&L to confirm detail 20th June
C - 7.2.2 25.03.13	Mark Lewis	School to add additional family/background info to Case Studies following GISD recommendations	For next GISD		T&L to confirm detail 20th June
D - 4.1 13.2.13	Mark Lewis	Head to check Yr 7 acceptances for 2013 to identify potential main feeder schools.	G&S Cttee - 26 <sup>th</sup> June		
E – 4.2 18/12/12	Mark Lewis	To consider publishing Student Parliament Minutes on school website	G&S Cttee - 26 <sup>th</sup> June		Student Parliament considering idea
F – 4.2 18/12/12	Eirwen Palmer	Review future plans for Student Parliament , including involvement with wider opportunities eg town Youth Parliament.	G&S Cttee - 26th June		Possible options via NHC/Studio Schools/Academy
G – 5.2 18/12/12	Mark Lewis	Next HT report to Governors to include updates on observations of TAs and <i>on questioning in lessons</i>	T&L Cttee – 20 <sup>th</sup> June	Use of questions may be a theme for GISD?	TAs have been discussed but not use of questions?

All new actions at the top. Greyed-out actions are those to be closed this meeting. Items closed from previous meetings will be removed.