



**Minutes of the Governing Body Meeting**  
**Monday 25<sup>th</sup> March 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)
Paul Cheadle (Parent Governor)	Graham Tooze (Parent Governor)
Julia Cooke (Staff Governor)	
Howard Crompton (Community Governor)	<b>Others</b>
Jonathan Ellam (Parent Governor)	Julia Flanagan (Deputy Head)
John Finnerty (Parent Governor)	Lynn Hunt - Clerk to the Governing body
Carol Hayman (Staff Governor)	
Darren Lead (Parent Governor)	Alice Loukaides, Snr Student (Yr 13)
Roger Luxton (LA Governor)	Liam Devenish, Head Boy (Yr 12)
Eirwen Palmer (Parent Governor)	<i>(Both left the meeting after item 3.0)</i>

	<u>Item</u>	<u>Action</u>
1.	<b>Welcome, introductions, apologies and absences</b>	
1.1	The Chair welcomed all to the meeting, in particular the new Governors, Lynsey Steadman and Keith Turner.	
1.2	The Governing Body (GB) consented to the absence of Murad Chowdhury (Community Governor) – family commitments. Robin Cherney was absent.	
1.3	The CoG advised that as a result of family and work commitments Murad Chowdhury had resigned wef 26 <sup>th</sup> March. CoG will thank him for all his support.	<b>RSS</b>
2.0	<b>Declarations of pecuniary interests or conflicts of interests</b> There were no declarations or conflicts of interest.	
3.0	<b>To receive the views of the School Parliament on the Academy Proposal</b>  Governors had been sent a copy of the feedback report from the Student Parliament meeting held on 15 <sup>th</sup> March, which the CoG had attended. Alice Loukaides and Liam Devenish gave an overview of the paper and commented on how positive the students had been about the school becoming an academy.  They pointed out that some students had raised concerns about the vertical tutoring changing as they liked the mixed form tutor groups, but this change was not linked directly to the Academy process. The CoG advised that the change in form groups would mean less contact between KS groupings and suggested that this would be a topic to discuss at Guidance and Support Committee.  The Head advised that he had led assemblies for each year group prior to the Student Parliament Meeting and encouraged all year groups to speak to their	<b>EPR</b>

<p>3.1</p>	<p>Student Parliament representative to pass on their thoughts and comments.</p> <p>The Head said that Senior Students have now started to run the Student Parliament interviews for prospective staff at the school and he was very impressed with the first set of interviews they had run this week.</p> <p>Governors thanked the senior students for attending and noted the very positive feedback from the Student Parliament on the Academy Proposal.</p> <p><u>Feedback from Staff and Parents on the Academy Proposal</u></p> <p>Governors had received a copy of the comments from staff and parents following their respective consultation events, showing that the general feeling amongst all was very positive. 24 staff attended their consultation event, and 59 parents attended theirs, including over a dozen prospective parents, who were all very positive about the future for their children in September. The Head advised that at present 167 parents had accepted their places for September, confirming very high levels of support for the school's new direction.</p>	
<p>4.0</p>	<p><b>To approve a Resolution on Academy status</b></p> <p>The CoG reminded Governors that they had approved an outline proposal in autumn and a formal proposal in January. The decision now being taken was whether or not to implement the proposal as a resolution, which is the wording preferred by the DfE as shown on the (revised) meeting agenda.</p> <p>Governors noted that their previous votes had been unanimously in favour of becoming an Academy sponsored by NHC, that staff, students and parents all supported the proposal, and that no objections or fundamental disagreements had been received from any individual or group.</p> <p>Governors agreed to Minute the caveat that implementation is dependent on the local authority agreeing with the Sponsor the level of funding to be delivered for the work needed to restore both The Maltings and the School House, with the latter being transferred to the school site. .</p> <p>The Head advised that he will be meeting with NHC and County to discuss these issues after Easter.</p> <p><b>Governors voted unanimously to pass the Resolution:</b></p> <p><i>“Following consultation with the school community, including students, parents and other interested parties, the Governing Body of the Thomas Alleyne School resolves that the school will become a Sponsored Academy on 1st September 2013, with North Herts College Foundation as the Sponsor.</i></p> <p><i>To implement this resolution, the Governing Body of the Thomas Alleyne School will seek the agreement of the Department of Education and an Academy Order for the sponsored conversion to take effect on 1st September 2013.”</i></p>	

4.1	<p>The Head advised that the College and Studio Schools Trust meetings were taking place and both groups will be passing resolutions this week. These will be sent to the DfE by the end of the spring term. The DfE will then decide whether to grant an academy order to enable the school to convert under a “fast track” sponsorship project to be ready for opening in September.</p>	
5.0.	<p><b>Minutes of the last meeting – 13<sup>th</sup> February 2013 and matters arising</b></p> <p>The minutes were approved as a true and accurate record. Governors noted the updates in the actions table.</p>	
6.0	<p><b>To Approve updated SEF and School Development Plan</b></p> <p>These documents had been circulated to governors prior to the meeting.</p> <p><b>6.1</b></p> <p><u>SEF</u> The Head said that this was a working document and was being reviewed by SLT this week.</p> <p>A discussion ensued about objectives 1 and 2, how Governors could test the school’s evidence and challenge its views, and the role of Governors in visiting classrooms.</p> <p>The Head advised that SLT are doing learning walks and observing lessons and this system is working well. Tracking data is suggesting that lessons are improving. The majority of observations are occurring in areas that require improvement.</p> <p>Governors noted that although County’s strong advice is that Governors should visit classrooms to observe the process of learning, previous visits by Governors at TAS had not revealed any strategic issues that were not already known. The process of learning is examined on Governors In School Days (GISD) by other methods, including confidential interviews with students, and the T&amp;L committee is examining closely data on outcomes of learning.</p> <p>Governors agreed that the next GISD should not feature classroom visits in the old style (ie lesson observations or student shadowing), but might instead feature Learning Walks, to get a better feel for whole-school activity.</p> <p><b>6.2</b></p> <p><u>School Development Plan</u></p> <p>Governors asked about the type of intervention strategies that are being used for teaching staff requiring improvement. The Head explained the techniques that are being used prior to starting pre-capability, in accordance with the Governing Body’s Performance Management Policy .</p> <p>Governors noted that the SDP contains a range of initiatives, and that the proposed changes to summer’s GISD would allow Governors to assess the consistency of whole-school improvement rather than impact in one or two classrooms, which at this stage of the school’s transition to becoming Outstanding would be preferable.</p> <p>Governors also noted that there were opportunities in both documents for the</p>	<p><b>P&amp;I Cttee</b></p>

6.3	<p>school to set more clearly-defined targets or milestones, with more specific deadlines, as the Head and SLT have established meetings schedules, and the new Performance Management Policy is being implemented.</p> <p><b>Governors approved the SEF and the School Development Plan</b></p> <p>Governors complemented the school on TAS Newz and the information that it contains, and the information on the new website. The Head advised that work will continue on the website. The CoG noted that an encouraging feature of TAS Newz is the increase in comments and articles from the students themselves.</p>	
7.0	<p><b>To receive termly reports from the committee chairs</b></p> <p><u>Resources and Personnel Committee</u> The circulated Minutes were from the meeting held on Monday 11<sup>th</sup> February.</p> <p><b>7.1.1 Policies</b> The Chair advised that HCC had made minor amendments to three model policies; Code of Conduct, Staff Grievance Policy and Whistle Blowing Policy. New versions for TAS had been approved by the R&amp;P committee. <b>Governors agreed to adopt the new policies; Code of Conduct, Staff Grievance Policy and Whistle Blowing Policy.</b></p> <p><b>7.1.2 Roofing Works</b> The Head advised that this project is on schedule with disruption kept to a minimum. The work to replace windows has started. .</p> <p><b>7.1.3 Restructure and recruitment</b> Governors asked for feedback on the restructure. The Head advised that there were only two members of staff being made redundant and that the restructure process overall was going well. The Head thanked Alan Browne for his help during the restructure interviews and subsequent interviews for teaching staff.</p> <p>The Head advised that the school had successfully recruited teachers of English, Geography and Head of English for September.</p> <p><b>7.2.2 Guidance and Support Committee</b> The Chair advised that she has volunteered to undertake the role of Child Protection Governor (formerly Mr Choudhury). The Chair advised that from the recent Preparation for Ofsted cluster course at Barclay it was noted that Ofsted now place a lot of emphasis on pupil premium and said that all governors should be aware of the content on the school website. <a href="http://www.tas.herts.sch.uk/Portals/0/Documents/SchoolInformation/PupilPremiumallocationfeb2013.pdf">http://www.tas.herts.sch.uk/Portals/0/Documents/SchoolInformation/PupilPremiumallocationfeb2013.pdf</a></p> <p>The CoG reported that at the last Governors In School Day they saw 4 year 11 students who are receiving intervention funded by pupil premium and they could see that it was working for them. The Head said that this intervention is funded by pupil premium but is available to non-pupil-premium students too. Case studies have been prepared for a number of students who qualify for pupil premium and have received intervention.</p> <p>The Chair confirmed that the case studies seen on GISD were thorough and</p>	Clerk/ EPR

<p><b>7.3</b></p> <p><b>7.3.1</b></p> <p><b>7.4</b></p>	<p>informative, although Governors had recommended that the school add a little more information about home life (eg siblings). .</p> <p><u>Teaching and Learning Committee</u> Minutes of the last T&amp;L meeting were circulated prior to the GB meeting. The Chair raised concern with Maths in year 11 and 10 and meeting the targets. The Head advised that this was discussed at the Action Group meeting on 22<sup>nd</sup> March, which the CoG attended, and that some unanswered questions are being pursued. He also advised that he would be line managing the DoL for Maths after Easter and clearer and more detailed targets were going to be set.</p> <p><u>Changes to Committee Membership</u> Governors noted that the T&amp;L committee has four vacancies. The CoG nominated Lynsey Steadman, Julia Cooke and Keith Turner to fill three of the vacancies. Governors agreed.</p> <p><u>Planning and Implementation Committee</u> The Chair advised that he was absent from the last P&amp;I meeting and thanked the CoG for chairing this meeting.</p> <p>Governors noted that plans need to be put in place for the new Governing Body and agreed that P&amp;I committee should manage this process. Following discussion it was suggested that governors individually confirm if they wish to be considered for the new Governing Body of Thomas Alleyne Academy, and the CoG will send out a route map after Easter to start off the process.</p>	<p><b>MLS</b></p> <p><b>RSS</b></p>
<p><b>8.0</b></p>	<p><b>Any other business (one item, notified in advance)</b></p> <p>Carol Hayman reminded governors about the Film Premier evening on 27<sup>th</sup> March, and advised that she had tickets with her if governors would like one.</p> <p>There being no other business, the meeting concluded at 8.00 p.m.</p>	
<p><b>9.0</b></p>	<p><b>Items for next GB meeting – Thursday 23<sup>rd</sup> May 2013</b></p> <p>Discussion item:     Budget 2013 – 2014                                   Head's Report                                   Kirkland-Rowell Survey results and trends</p>	

<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
A- 1.3 25.03.13	Richard Stephens	Write to Murad Chowdhury thanking him for his support as a Governor.	Within 10 school days – by 22 <sup>nd</sup> April		
B – 3.0 25.03.13	Eirwen Palmer	G&S Committee to review new pastoral/tutoring arrangements	G&S Cttee - 1 <sup>st</sup> May		May be better on 26 <sup>th</sup> June ?
C - 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		
D – 7.2.2 25.03.13	Lynn Hunt	Book Eirwen Palmer on CP Governor Training	Within 10 school days – by 22 <sup>nd</sup> April		
E - 7.2.2 25.03.13	Mark Lewis	School to add additional family/background info to case Studies following GISD recommendations	asap		
F - 7.4 25.03.13	Richard Stephens	Send out a route map for new Governing Body to all governors.	P&I meeting; 22 <sup>nd</sup> April		

**Previous actions**

Reference	Who	What	By When	Outcome	Comment
A - 4.1 13.2.13	Mark Lewis	Head to check Yr 7 acceptances for 2013 to identify potential main feeder schools.	Next G&S Cttee Meeting, 1 <sup>st</sup> May		Awaiting final figures and details as at 25.3.13
B - 4.3 13.2.13	Mark Lewis	To press County regarding the Dowry for the School House and Maltings building repairs, and transitional funding for Yr 7 increase.	P&I Cttee – 22 <sup>nd</sup> April.		
C – 4.2 18/12/12	Mark Lewis	To consider publishing Student Parliament Minutes on school website	Summer term	G&S Cttee rather than GB.	EPR to place on suitable agenda
D – 4.2 18/12/12	Eirwen Palmer	Review Student Parliament involvement with wider opportunities eg town Youth Parliament – possible project for new Snr Students and/or Academy?	Summer term	To be monitored by G&S Cttee rather than GB.	EPR to place on suitable cttee meeting agenda
E – 5.2 18/12/12	Mark Lewis	Next HT report to Governors to include updates on observations of TAs and on questioning in lessons	Summer Term	T&L Cttee rather than GB.	RLN to place on suitable agenda

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