

THOMAS ALLEYNE ACADEMY

Minutes of the 4th meeting of the Local Governing Body of the Academy
held on Thursday 13th March 2014
at the Thomas Alleyn Academy, High Street, Stevenage
commencing at 6:00 pm.

Governors Present	Alan Euinton	AE	Interim Chair
	Jonathan Ellam	JE	Vice-Chair
	Mark Lewis	ML	Academy Principal
	Eirwen Palmer	EP	Parent Governor
	Roger Luxton	RL	Local Governor
	Keith Turner	KT	Local Governor
	Carol Hayman	CH	Staff Governor (Support)
	Julia Cooke	JC	Staff Governor (Teaching)
	Dr Rod Pullen	RP	Sponsor Governor appointed by Trinity College, Cambridge
Apologies	Sarah Carter	SC	Parent Governor
	Alan Browne	AB	Local Governor
	Howard Crompton	HC	Local Governor
	Lynsey Steadman	LS	Staff Governor (Teaching)
	Geoff Turner	GT	Local Governor
	Richard Thwaites	RT	NHC Finance Director
	Allan Tyrer	AT	NHSST Director
In Attendance	Julia Flanagan	JF	Staff – Vice Principal
	Caroline Tyrwhitt	CT	Staff – Assistant Principal
	Kaylee Bonja	KB	Clerk to NHSST

Summary of Decisions & Action Points

Item	Decision/Action	Responsible for follow-up	Timing
1	Resignation of GT accepted. AE to contact GT to pass on the good wishes of the governors	AE/KB	Immediate
	Absence from meetings and reasons for absence to be looked at by AE and KB	AE/KB	Immediate
3	Pupil Premium Funding – continued monitoring of impact of initiatives and development of use of Pupil Premium	SLT	Ongoing

5	AE to request changes to the presentation of management accounts	AE/RT	Immediate
6	Staffing recommendations – governors agreed to support the principal’s recommendations	ML	Immediate
	Property- ML to explore possible options for funding the next stage of works to the Maltings building	ML	Ongoing
	The plan of action for the next NUT strike day, 26 th March, was approved	ML	Immediate
7	A governor conference will be held on 9 th July 2014, 2-7pm	KB	Ongoing
	Minutes of the January trust meeting to be circulated after the March trust meeting	KB	March
8	School Admissions - Governors invited to e-mail queries to KB	All	Next meeting
9	2014/2015 budget proposal will be presented at the May meeting	AE/ML	Next meeting
	Governor Representative- Governors invited to contact KB if they are interested in taking the role of finance link governor	All	Next meeting
	RT is leaving the employ of NHC in April. AE to thank RT and pass on good wishes for the future from the governors	AE	Immediate
10	The next learning walk will take place on 4 th June	ML	June
11	RP to make enquiries at Trinity College for provision of a WW1 historian at the commemorative event to be held in November at the school	RP	Next meeting

Detailed Minutes

Part 1:

1. Apologies for Absence

AE informed the meeting that he had received a letter of resignation from Geoff Turner. GT had also sent letters to ML and KB. Geoff was very sad to resign but he has recently been diagnosed with a serious medical condition and feels that he will be unable to give the time necessary to meet the demands of the position. Everybody present expressed sadness at this news and asked AE to pass on their good wishes.

Apologies had been received from AB, SC, HC, LS, GT, RT, AT. A query was raised about absence from meetings. JE referred to section 9.2.3 of the LGB Terms of Reference adopted September 2013.

A governor shall resign, or be asked to resign, if he/she -

Is absent without good reason for two successive meetings of the Local Governing Body and their general attendance and participation is, in the view of the Local Governing Body, unacceptable.

AE said he would look at the reasons for absence and discuss this further with KB after the meeting.

2. Declarations of Interest

AE asked if there were any declarations of interest not already recorded. There were none.

3. Pupil Premium Funding

CT, the staff member responsible for Pupil Premium, gave a presentation. This included an exercise for governors and covered the key Ofsted questions that a governor should be able to answer satisfactorily. It was agreed that Governors needed further information about the impact of the initiatives. SLT will continue to develop this.

CT was thanked for the presentation and she left the meeting. JF left the meeting.

Part 2:

4. Minutes of the Meeting held on 23rd January 2014

The minutes were agreed as a true record and signed by the Chair.

5. Matters Arising

7. Review of Hire Charges

Following a review of hire charges it appears that the academy hire charges are in line with others. Discretion is applied to the rate applied to some voluntary groups but no distinction is made between rates for business and voluntary groups. It was agreed that a full review of hire charges is not necessary at present.

8. Links from the Stevenage Governors Forum

KB had circulated the links from the forum to governors.

10. Presentation of financial data

The changes requested had not taken place. A request will be made to RT for changes to be in place for the next meeting.

10. Financial Regulations

AE had met with RT and his team to go through the wording in detail. A final draft had been circulated for discussion in advance of the meeting.

6. Principal's Report

A report had been circulated in advance of the meeting. Current Year 11 tracking data had been circulated as an appendix to the Principal's report.

ML gave the following updates:

Numbers on Roll:

There had been a number of late applicants so the final allocation for Year 7 in September 2014 has increased to 171. ML is very pleased with this level of applicants as it will be very close to the PAN (95%).

Curriculum:

ML added that a meeting of the SLT from Barnwell School and the SLT from Thomas Alleyne Academy had taken place to discuss the development of assessment at Key Stage 3 when national curriculum levels are removed.

Enrichment:

An educational trip to Downing Street had taken place. The school rugby team had made it to the county semi-finals but unfortunately lost the match. 120 students are taking part in a theatre trip to the Lion King this evening.

Student Voice:

7 students had been appointed to the senior student team. Dan Spencer, a recently appointed teacher, has been made responsible for the leadership of student voice. Two Head Students have been appointed. One girl has attended Thomas Alleyne since Year 7 and the other girl entered the school as a Year 12 and is a member of Youth Parliament for Mid-Beds.

Staffing Recommendations:

It was clarified that the design and technology post is for resistant materials. It was agreed to defer placement of an advert for the 0.5 music teacher post whilst alternative options are being explored. After discussion the governors agreed to support ML's recommendations.

Personnel:

Sam Pike has been appointed as science technician and will take up the post at the beginning of April.

Property:

A meeting took place today with English Heritage structural engineers in respect of the Maltings building. The status of the building has changed from a listed building to a listed monument. It will take between 4 and 6 weeks for approval of the scope of works. After this stage of works the school will be left with a structurally sound shell. A Lottery Bid may be the best option to obtain funding for the next stage of works to the building. ML will explore possible options.

ML informed governors that the NUT has planned strike action on Wednesday 26th March. 18 members of staff belong to the NUT. ML shared his plans to keep the school open with governors. Governors were satisfied that there would be enough staff to supervise the students and that there would not be any additional risk to the health & safety of the students. The plan of action was approved by governors.

7. Report back from Trust Meeting

AE gave a verbal report. Key points from the Trust meetings held in January: Sarah and Geoff joining the local governing body of the Thomas Alleyne Academy Accounts – Signe Sutherland has commissioned AE to take the lead on finance for all 3 schools.

There were reports from the Da Vinci Schools.

Property- an update on the Maltings building and Da Vinci Schools' building programme was given.

Governor conference – it had been agreed to hold a summer conference for NHSST directors, local governors and SLT members. The date was recently set as Wednesday July 9th, 2-7pm.

Progress has been made with the Risk Register. AE is working on a second draft which will be taken to the next trust meeting for discussion.

Roles of governors and the structure of the trust – workshops were taking place between January and March.

The minutes from the Trust meeting held 28th January will be distributed after the next meeting of the trust (18th March).

8. School Admissions 2014/2015

The letter from HCC and the explanatory notes and definitions were circulated to governors in advance of the meeting for information purposes only. ML said that the school is still subscribed to the County admissions Policy. Governors were invited to e-mail any queries to KB.

9. Finance Report

i. Management Accounts

Management accounts to 31st January 2014 were circulated in advance of the meeting. AE informed governors that RT would be leaving the employ of NHC on April 17th and that he had asked Alan to apologise on his behalf for his absence this evening as he is on annual leave. A finance manager for NHSST who will cover all three schools will be appointed.

In the absence of RT and AT, AE highlighted various items within the accounts. Some assumptions have been made for invoices that have not arrived, for example, catering costs. Gas costs have also been estimated. The accounts show an operating surplus of £130,568; £32,073 more than budgeted. There will be further adjustments for student numbers, additional staffing costs (use of NHC staff), and depreciation.

Other points noted by AE: A column to show the full year forecast has not been added so it was not possible to view the surplus forecast at the year end. The school is now 6 weeks on from this position. The increase in Year 7 numbers this year will generate an increase of £170,000 income next year. Protected salaries will run for a further 2-3 years.

ML acknowledged and thanked AE for his work with RT and Michelle Harris to gain clarity on the accounts.

ii. Financial Regulations

A revised document had been circulated in advance of the meeting. AE had worked with RT and Dee Ogglesby to produce the resulting document.

JE asked when the budget for next year will be set now that the school has converted to academy status. ML said that the 2014/2015 budget has to be submitted to the EFA by 31/07/14. AE replied that the accounting period is September to August and the 2014/2015 budget proposal will come to the May meeting.

Governors present agreed that the Financial Regulations were much improved. They are more appropriate to a school environment, readable and understandable.

iii. Governor Representative

AE invited governors to contact KB if interested in taking the role of finance link governor. The finance link governor would have the ability to log into the accounts package, Xero, and view the management accounts.

Insurance cover is an item that is currently under review. The costs are significantly higher than previously. The EFA have launched a pool insurance scheme so this is being looked at. Zurich Insurance is also providing quotations for next year's insurance.

AE agreed to pass on the thanks and good wishes for the future from the governors to RT.

10. Feedback from Governor Events

i. Year 7 Consultation

This took place before half term and was attended by AE and EP. EP reported that the students were very positive and although it was a large group they had settled in

very well. AE added that one female student said that she looks forward to coming to school every day and she regards the school as her second family. The only negatives mentioned were the price of pizza and the condition of the toilets. AE said it was a very enjoyable afternoon.

ii. **Herts County Council Forum 13/02/14**

AE was the only Thomas Alleyne governor to attend this event. The first part of the meeting covered Hertfordshire statistics and the second part looked at the new guidance on pupil exclusion. AE added that this is not dissimilar from the previous guidance.

iii. **Learning Walks**

AE, JE, EP, SC and Richard Stephens (representing the Trust) attended the learning walk. JE thanked the SLT for their co-operation and assistance. He said it was a very open meeting and well managed. It was also very helpful to have a member of the SLT present during the walk. The Gold Assessment Scheme paints a much improved picture from a year ago. The data packs which also show how the classroom is laid out are a great improvement.

EP echoed JE and said it was very good to see the data pack. She also thanked the staff for participating and ML for organising the event.

The next Learning Walk will take place on 4th June.

11. Any Other Business

i. **Film Premiere**

A film premiere is being held on 2nd April at 7.20pm. This will be a formal dress event and admission is by ticket only. Please e-mail CH by 26th March if you would like to attend.

ii. **Guest Lecturer**

Governors are invited to attend a lecture tomorrow afternoon by Dr Joan Lasenby, Trinity College, Cambridge. The subject is the use of multiple cameras in technology.

iii. **World War 1 Commemorative Event**

ML asked RP if it would be possible for Trinity College to provide a WW1 historian for the commemorative event to be held in November. RL asked if a battlefield trip was being organised. ML said that this is being organised.

The date of the next meeting was confirmed as 8th May.

The meeting closed at 8.00pm

Signed as an accurate record of the meeting

Chair's signature:

Date: