

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Tuesday 4th October 2016.

Present:

Mr A Knight, Mr A Morris, Mr J C O’Dor, Mrs K Shepherd, Dr J Wainwright (Chair), Mrs T Wheldon, Mrs L Wood,

In Attendance

Mrs P Hales (Minute Clerk)
Mr S Perren (Observer)
Mrs A Andrew (Observer)

Agenda Item	Discussion and Decisions	Action – who / by
1.	<p><u>Election of Chair</u></p> <p>The minute clerk took the chair for this agenda item.</p> <p>RESOLVED: That</p> <ul style="list-style-type: none"> i) Nominations would not be accepted from governors not present at the meeting. ii) The Term of Office would be until the AGM 2017 iii) A tie would be resolved by ‘Rock, Paper, Scissors. <p>Dr Jonathan Wainwright was Proposed by Mr O’Dor, Seconded by Mrs Shepherd, and was duly elected (unanimous).</p>	
2.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies for absence were received from Mrs Robinson and Mrs Baxter, both with consent. There were no declarations of interest.</p> <p>RESOLVED: That</p> <ul style="list-style-type: none"> i) The Governing body would decide on whether to grant consent for absence on an individual basis depending on the circumstances. ii) The Governors’ Code of Conduct was approved and the register was signed. iii) The Governing Body was not in a position to provide the Governor information for the school website. Mr Perren showed a pdf which could be completed, and the Local Governing Body would need to have a formal meeting to agree the committee structure. iv) Steve and Greg to deal with the requirements for 	Steve and

	Edubase.	Greg
3.	<p><u>Notification of items to be brought up under any other business</u></p> <p>No items of any other business were notified.</p>	
4.	<p><u>Election of Vice-Chair</u></p> <p>RESOLVED: That</p> <ul style="list-style-type: none"> i) Nominations would not be accepted from governors not present at the meeting. ii) The Term of Office would be until the AGM 2017. <p>Mrs Shepherd was Proposed by Mrs Wheldon, Seconded by Dr Wainwright and was duly elected (unanimous).</p>	
5.	<p><u>Governance Structure Following Academy Conversion</u></p> <p>Mr O’Dor thanked the governors for their input and talked them through the new structure. He noted that the Directors had been registered with Companies House, and were appointed based on their skills and experience at managing buildings, finance, and protocols etc. The structure included High Park and a possible four other schools and the Directors would have a significant responsibility to the Secretary of State. The Board of Directors would meet twice monthly and would be overseen by the Trust Members Board which would hold a separate meeting annually. Mrs Robinson would move to the position of CEO overseeing the Heads of Schools. The Local Governing Body Chairs would be subject to Ofsted status. If a school was in Special Measures it would not be included but would be offered observer status. The intention was that the LGB Chairs would be invited to the MAT board.</p> <p>Q. Are those LGB Chairs observers or members? A. They will be members representing their school’s interests with full voting rights.</p> <p>The LGB Chairs’ Reference Group would include the CEO and Director Chair to discuss issues at policy levels. The Head Teachers’ Reference Group would share issues and matters of business. The committee structure was still to be finalised but it was expected to take Finance, Policy, Premises, and HR concerns away from the LGBs so that they could focus on teaching and learning.</p> <p>Q. Are we saying that LGBs will not have a Finance Committee? A. That would be for the Chair to determine. Each school has a Business Manager and would not need to have a Finance Committee, and there would be a representative from the LGB on the Board to provide feedback.</p> <p>The governors had a discussion on the alternate view that schools would need to have finance committees.</p>	

	<p>The Scheme of Delegation was a work in progress. Mrs Robinson and the LGB Chairs would need to provide their input. It would be helpful that they could drive the document, and the hope was to reduce bureaucracy.</p> <p>Q. Who is John Gledhill? A. He is a Mason and was responsible for the large donation for the Sensory Pod. We looked for an experienced non-executive director to hold the directors to account.</p> <p>The Chair thanked Mr O’Dor for his presentation.</p>	
6.	<p><u>Review of Committees</u></p> <p>RESOLVED: That this agenda item be deferred to the November meeting as the MAT board was still dealing with the Scheme of Delegation.</p>	
7.	<p><u>To appoint Members with Specific Responsibilities</u></p> <p>RESOLVED: That this agenda item be deferred to the November meeting.</p>	
8.	<p><u>Chairman’s Delegated Powers</u></p> <p>RESOLVED: That the Chairman would have delegated powers concerning the following:</p> <ul style="list-style-type: none"> i) To change the date of a scheduled meeting, for good reason. ii) To grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governor’s meeting. iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School. 	
9.	<p><u>Delegation of Financial Powers to the Head Teacher</u></p> <p>RESOLVED: That the Governing Body delegate to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> i) Planning and conducting the affairs of the school to remain solvent. ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority’s financial regulations and standing orders, and maintaining a sound system of internal controls. 	

	<p>iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</p> <p>iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.</p> <p>The governors discussed the financial limits of this delegated authority.</p> <p>RESOLVED: That the spending limit and budget virement be maintained at the current limit of £20,000.</p> <p>Q. Who is the Head Teacher? A. At the moment it is the Head of School but the MAT will need a legal Head Teacher. At the moment that is Gill Robinson until she resigns.</p> <p>RESOLVED: That the above would need to be reviewed as an agenda item in November.</p>	Governors' Clerk Service
10.	<p><u>Reports and Accounts</u></p> <p>There were no reports to discuss.</p>	
11.	<p><u>Minutes of the Meeting Held on 17 May 2016</u></p> <p>RESOLVED: That the minutes of the meeting held on 17 May 2016 be accepted as a true record and signed by the Chair, subject to the following amendment.</p> <p><u>Apologies (Minute 965 refers)</u></p> <p>Mrs Wheldon had sent her apologies for absence and these were consented but not recorded.</p>	
12.	<p><u>Matters Arising</u></p> <p>i) <u>Benchmarking (Minute 970 refers)</u></p> <p>Mr O'Dor explained that he wanted to do benchmarking as he believed that Ofsted did not understand this for Special schools.</p> <p>Q. How do we make that happen? A. We start working with Heads of Schools looking at what measures and what tools we already have? We are moving forward on the procedures for assessment with the P-level moderation. We hope to share this nationally.</p>	

	<p>Q. Is software available? A. At the moment it is just on a spreadsheet.</p> <p>Mr O'Dor thought that it was an opportune moment to set this up. A cross MAT working group would be required to get different schools involved.</p> <p>ii) <u>Review of Pupil Premium (Minute 970 refers)</u></p> <p>Q. Is the review of PPrem on hold? A. It is ongoing and is nearly completed.</p> <p>Q. Are we having a review by a national leader? A. That is something Mrs Robinson will be sorting out.</p> <p>iii) <u>Reports from Committees (Minute 971 refers)</u></p> <p>Q. Has there been any reaction to the conversion? A. Initially there were fears and worries but people have been on long journey through the conversion and this has tempered anxiety. It would be useful to run through the new structures so that all staff are aware of how things are different from the past. Nothing has changed on a day to day basis.</p> <p>Dr Wainwright had attended Safer Recruitment but had not done the skills audit. Prevent training would be an issue to consider in November.</p> <p>The report form for school visits had not yet been emailed.</p>	
13.	<p><u>Reports from Committees</u></p> <p>There were no reports from committees.</p>	
14.	<p><u>Head of School's Report and Governors' Questions</u></p> <p>Mr Perren spoke to his report, and apologised for its rushed nature.</p> <p>He gave an update on student numbers for the academic year and noted that numbers continued to grow. He had been turning down requests for school places in specific departments.</p> <p>Q. Are we allowed to be full? A. We are never full but we cannot deny the capacity issues.</p> <p>Q. Who are we turning away? On what grounds? A. 6th form students on capacity and safety issues. We are still taking on AFA students.</p> <p>Q. The 6th formers you turn away, where do they go? A. Sadly, they are not in education.</p> <p>Q. Do we have a moral obligation?</p>	

A. No. The LA has the moral obligation. We do think about the moral standpoint and negotiate effectively if we can but we must consider the quality of education and capacity.

Q. Is there a need to expand the school? I would have expected more of an issue in Early Years.

A. That is an issue. We are swapping classes around and thinking logistically. It will be for the MAT to identify areas for growth.

Q. Do you have this problem in High Park? (addressed to Mrs Andrew).

A. Yes. It is across the board.

RESOLVED: That the Local Governing Body would recommend that the MAT Board should consider student numbers and school capacity.

Mr Perren discussed the Staffing Update and noted that new staff were settling in well and had been assigned mentors.

Q. Why are they all women?

A. There were no male applicants.

Q. Can we get more men in – as role models for the boys?

A. We are mindful of this. At the moment more males are employed in support roles. High Park is lucky to have a male/female split of 50/50.

Interviews were to be held for 5 new support staff with a wide field of 16 applicants.

Q. We have been overstaffed in the past. Are we mindful of the length of contracts?

A. Yes. There will be 1 Full Time Permanent and Half Part Time Permanent.

Q. Do you have governors on interview panels?

A. No. It is difficult to get governors for all of the interviews and we need to be equitable and fair. It is not a legal necessity although it would be good practice.

Q. Is the AFA process finished now.

A. Yes. It is the end of our journey. We were not getting value for money for the stamp of approval.

Q. Are you still using AFA process.

A. No we changed it to meet our needs. All we were doing was buying in guidance and advice. The practice is now embedded.

Q. What are Q groups?

A. That was a typo. It should say communication groups.

The LA was looking at the bands for funding. Other special schools

	<p>think it could be made fairer. Castle Hill and Fairfields would submit a joint view on banding. The LA was looking for more flexibility with the banding. A large proportion of funding goes into mainstream school pupils with additional needs.</p> <p>Action: To look at this further.</p> <p>Any changes in funding would have huge implications for the school.</p> <p>This would be an agenda item at the next meeting.</p> <p>The launch date for the Sensory Pod had been set for Friday 11th November 2016.</p> <p>The Chair asked that Governors get invitations with plenty of notice, and the same for parents.</p> <p>It was noted that the life cycle cost is an annual cost for the next 15 years. This needed to be considered whenever school did extra work.</p> <p>The Chair thanked Mr Perren for his report.</p>	<p>Governors</p> <p>Governors' Clerk Service</p>
15.	<p><u>Governor Training and Governor Visits</u></p> <p>Mrs Wheldon reported that she had been making visits to raise her profile as a governor.</p> <p>Q. When you have visited have you done a report. What do we do?</p> <p>A. A report is put in the office. Action points can be followed up. It is mainly for Ofsted to see the relationship governors have with the school. We should have a clear focus for our visits.</p> <p>The governors discussed the form used for visits. The last one was formulated by Mrs Robinson.</p> <p>Action: Chair to look at it.</p>	<p>Chair</p>
16.	<p><u>Any Other Business</u></p> <p>It was noted that Kirklees Children and Families Department were being Ofsted inspected and this was due to last four weeks</p> <p>RESOLVED: That a vote of thanks be extended to Mrs Wood who had been fabulous in interviews and worked above and beyond the requirements of a Governor. She had been dedicated to the school.</p>	
17.	<p>Date of future meetings and possible agenda items.</p> <p>RESOLVED: That the next meeting of the Governing Body would be held on at 6.30pm at the school on Tuesday 29 November 2016.</p>	

	Delegation of Financial Powers to the Head Teacher Funding for Schools	
18.	Agenda, Minutes and Related Papers – School Copy RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	