WALSALL CHILDREN'S SERVICES

MINUTES OF THE MEETING OF GOVERNORS OF ALDRIDGE SCHOOL – A SCIENCE COLLEGE HELD AT THE SCHOOL AT 6.00 PM ON TUESDAY 18 MAY 2010

PRESENT:
Mr S Davies
Mr J De-Hayes
Mr P Elwell
Mrs J Halifax
Mrs C Heaven
Mr K Holland - Chair
Mr A Lamb
Mr R Mason
Mr D Mountney – Headteacher
Mr J Murray
Mrs T Pearson
Mrs P Randall
Dr H Slominski
Mrs C Welch

IN ATTENDANCE:
Mrs F Boyle – Assistant Headteacher
Mr R James – School Administrator
Mrs G Morris – Deputy Headteacher
Mrs J Morton – Deputy Headteacher
Mrs E Thackwray - Clerk

CONSENT TO ABSENCE:
Mr W Hodson
Mr J Messenger
Mr P New
Mr N Wharton

299 **WELCOME**

Mr J De-Hayes newly appointed Community Governor was welcomed to the meeting and the Governing Body.

300 **CONFIDENTIALITY/DECLARATION OF INTEREST**

There were no declarations of interest.

301 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting:

- Publication of approved Minutes
- Music Event

MINUTES OF THE PREVIOUS MEETING

302 **RESOLVED:** That the minutes of the previous meeting, held on Tuesday 26 January 2010 be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

303(a) Self Evaluation Form Update (Minute No. 275)

The Headteacher advised that the self evaluation exercise had been repeated and gradings had been amended.

303(b) Safeguarding (Minute No. 276)

Mr De-Hayes advised that he was awaiting CRB clearance and would supply a copy of his disclosure to the School upon receipt.

Mrs Welch advised that there were a number of Governors who had not completed CRB forms and she would contact them following the meeting.

304 **NOTES OF THE PROPERTY AND SERVICES COMMITTEE**

Governors received a copy of the notes of the inquorate Property and Services Committee meeting (Appendix 1) held on Tuesday 19 January 2010.

MINUTES OF THE PERSONNEL COMMITTEE

305 **RESOLVED:** That the minutes of the meeting of the Personnel Committee meeting held on Tuesday 2 March 2010 (Appendix 2) be adopted.

MINUTES OF THE PROPERTY AND SERVICES COMMITTEE

The Headteacher advised that to date no funding had been received from the Football Association.

Governors questioned the use of changing rooms and the Headteacher advised that due to Summer examinations being held in the Sports Hall, the PE Department would be unable to use the changing rooms. There was an issue regarding the loss of their facilities and the Headteacher advised that he was hoping that the Pavilion could have been used as an alternate site. The Headteacher stressed that there were no issues with the condition of the changing rooms.

306 **RESOLVED**: That the minutes of the Property and Services Committee meeting held on Tuesday 2 March 2010 (Appendix 3) be adopted.

MINUTES OF THE FINANCE COMMITTEE

307 **RESOLVED**: That the minutes of the Finance Committee meeting held on Tuesday 9 March 2010 (Appendix 4) be adopted.

308 **MEMBERSHIP OF THE GOVERNING BODY**

The Clerk reported that the terms of office of the following Governors were due to expire before the proposed date of the next meeting of the Governing Body.

Mrs C Heaven	(Parent Governor)
Mr J Murray	(Local Authority Governor)
Ms T Pearson	(Parent Governor)
Dr H Slominski	(Parent Governor)
Mrs C Welch	(Staff Governor)
Mr N Wharton	(Parent Governor)

ELECTION OF CHAIR/VICE-CHAIR 2010/2011

Governors considered the election process for Chair and Vice Chair of the Governing Body for the academic year 2010/2011.

309 **RESOLVED:** That nominations be received and considered at the first meeting of the Governing Body to be held in the academic year 2010/2011.

REPORT OF THE HEADTEACHER

The Headteacher presented his report and drew Governors' attention to the following items:

- The recent Youth Parliaments had been considered successful and that Pupils had found it enjoyable to work with other Schools.
- The School had received an award for the School Council and the Headteacher wished his thanks be placed on record to Mr Sedgwick for all his hard work.
- The two year KS3 curriculum was moving forward following the appointment of an Advanced Skills Teacher who would work primarily on Primary to Secondary transition so progress could be accelerated in Y7/8. A model was in place and schemes of work had been re-written. A meeting would be held on Wednesday 23 June 2010 between Y5/6 teachers from feeder Schools and Heads of Departments.
- A questionnaire had been completed by the SMT on quality and assessment. In September 2009 the School had been graded as satisfactory in all thirteen categories which matched the judgement made following the Ofsted inspection. However following the analysis of the recent questionnaires, the School was graded as satisfactory in eight elements and Good in five. The judgements had also been

confirmed by a visit from the SIP (School Improvement Partner) in early March and the Headteacher advised that depending on the results in the summer examinations, the grades may be raised.

- It had been agreed that teachers who held management responsibilities would have responsibility for assessment and if Governors wished to see a copy of the Quality Assessment Model then they could request this from Mrs Welch.
- A new data manager had been appointed.
- A number of teaching Staff appointments had been made and there were currently two predicted vacancies within the Science Department. An advertisement agency would publish an advertisement on seven websites for a member of teaching Staff. This had been considerably cheaper than an advertisement in the TES.
- There were a number of Science Teachers on Maternity Leave.
- During a recent visit from the SIP the Safeguarding process had been reviewed and was considered “good”. The Headteacher wished his thanks be placed on record to Mrs Welch for her hard work regarding Safeguarding.
- The transatlantic programme was going well and three science kits had been sent to the School from America for Pupils to undertake experiments. Conversations were held using Skype on Fridays at 1.45 pm – 2.15 pm and Governors were invited to attend.
- One to One tuition was continuing to grow. The first round of thirty had been completed and additional funding had been secured for September 2010 which would be used for KS3. The School had been subject to an audit from the DCSF which had been positive.
- The next edition of the Aldridge Buzz had been published and Governors were invited to take a copy at the end of the meeting.
- Y7/Y12 admissions for September 2010 had been completed although there were a number of appeals to be heard.
- The Headteacher thanked Mrs Morris for her work completed with Post 16.
- Exclusions were male dominated and the Headteacher thanked Governors for their attendance at recent Pupil discipline meetings.
- A further meeting on APCC would take place after half term and the Headteacher hoped that a survey would take place soon for results.
- The Gaining Ground programme was working well and the Headteacher considered that the partner School, Earls High School, was very supportive. The additional funding received from the project was being used to support English and Mathematics in Y11. Pupils who had not achieved their target grades would be worked with. Earls were supporting the TEEP programme and three Staff were currently enrolled on the Immersion Teacher programme which embedded positive observations and support for teaching and learning. There would also be further opportunities to work with Earls to put three foundation subjects through immersion. Earls were also willing to be a partner School for the forthcoming twelve months.
- The School was graded within the Black Country Challenge as Family 2. The Headteacher considered that this was a comparable group. The Headteacher advised that the School currently had a large

number of good or satisfactory teachers but very few outstanding teachers. Aldridge Staff could enrol in the Earls High School Outstanding Teacher Programme which was validated by the National College.

- An anger management programme was available for parents and pupils.
- The Black Country Challenge and Maths Futures would continue to support Schools that they were all ready working with. The Headteacher considered that the funding, which expired on April 2011, would not be rolled out again.
- Mrs Nicholls, Mr Coleman and Miss Millward had completed the Leading from the Middle programme. SWIS training had also been undertaken.
- HLTA status had been awarded to Mrs P Easthope. This meant that she would be able to teach classes unsupervised, one day per week. Mrs Morris advised that Mrs F Morris and Mrs Smith were waiting to hear the results of their HLTA assessment.
- NQT training was ongoing.
- Fire Safety training had been completed.
- Staff had been spoken to regarding the TLR structure and this would begin to rolled out in small pieces.
- Mr Mason and Staff from the Music Department had produced a fabulous concert for Kefalonia.
- The School was hoping to develop links with the Forest Arts Centre.

Mrs Boyle advised that the School were seeking to make good practise consistent and for Staff to be accountable for their actions. The process had been shared with Staff on an inset day on Thursday 6 May 2010 and Staff had been happy and open to the idea. A more rigorous schedule of analysis would be implemented.

A discussion was regarding observations and capability procedures.

The Chair considered that the new system was a very positive move and that the implementation of a quality process on a regular basis was very encouraging and questioned the opinion of the SLT on the new process.

Mrs Morris advised that it was considered that the new process would have the desired impact and that it would be enlightening to see how different departments assessed themselves.

Mrs Morton considered that there was a level of monitoring in place within subjects where sub-leaders have progressed but unless a more rigorous monitoring process took place then they may become static.

The Headteacher advised that when a judgement was made on Leadership and Management it was at all levels and it was important that good practise was shared.

The Chair requested clarity on how the School planned to move forward. Mrs Boyle advised that departmental SEFs would be implemented to show progress.

The Headteacher advised that Line Manager meetings would be scheduled two weekly within the SEF and that he hoped to be able to anticipate outcomes. He considered that the School would be in the top 25% Schools in the Country using present indicators.

Governors requested that the Head Boy and Head Girl be invited to the next meeting of the Full Governing Body; the Headteacher advised that he would liaise with the Clerk regarding this as the current post holders may have left for university at that point.

310 **RESOLVED:** That the report of the Headteacher (Appendix 5) be adopted.

SCHOOL BUDGET PLAN 2010/2011

Governors discussed the School Budget Plan for 2010/2011 which had been approved by the Finance Committee. The Headteacher advised that the School Budget Plan had stood still and Governors questioned this due to an in year deficit of £104,414.

Governors requested that Mr James explain the reasons for the difference in the Balance Carried Forward for 2009/10 and the Balance Brought Forward 2010/11. Mr James advised that finer details had been discussed at the Finance Committee.

Dates and details would be added to cross reference the School Budget Plan with the School Development Plan.

The Headteacher advised that alternate streams of funding would be investigated for music lessons.

Catering suppliers would be approached to request assistance with a move to cashless catering.

Governors questioned why Staff related costs had risen by 27.6% and Mr James advised that previously Staffing costs had been funded from the Standards Fund as well as the Budget Share but funding would now be Budget Share only.

Governors questioned the 10% decrease on Property Maintenance considered that the building was ageing and would require more maintenance. Mr James advised that energy costs had decreased.

The Headteacher advised that the 5.3% increase in Staff Costs did not just included pay rises, but also included the increase in pension contributions.

The amount of Teaching Assistants had increased but the Headteacher considered that they would be instrumental in moving the School forward.

The Chair considered that the School Budget Plan would continue to get tighter and where savings could be made then they should.

Governors requested that Mr James present a definitive outturn statement at the next meeting of the Full Governing Body.

311 **RESOLVED:** That the School's Budget Plan for 2010/2011 as detailed in Appendix 6 be received.

GOVERNOR EXPENSES POLICY

Governors had previously received a copy of the Governor Expenses Policy and following discussion it was

312 **RESOLVED**: That the Governor Expenses Policy as detailed in Appendix 7 be approved.

AUDITED SCHOOL FUND ACCOUNTS

Governors received a copy of Audited School Fund Accounts to 31 August 2009 (Appendix 8).

Governors questioned clarification on locker refund provision and Mr James advised that upon Pupils' entry to Y7, if a locker was required, a deposit was taken from each Pupil and was then refunded upon return of the key.

Following discussion it was

313 **RESOLVED**: That the Audited School Fund Accounts be received.

FUTURE MEETING DATES

Governors had previously received a copy of Future Meeting Dates (Appendix 9).

Following discussion it was

314 **RESOLVED**: That the future meeting dates be approved.

HEADTEACHER EXPENDITURE LIMIT

Mr James advised that during the FMSiS inspection, the auditor had recommended that the Headteacher's expenditure be increased to £30,000.

Governors expressed concern regarding the large increase and questioned if the Headteacher had experienced difficulties with his current expenditure limit.

The Headteacher advised that whilst he had not experienced difficulties he could understand the reasons for the recommendations.

A lengthy discussion took place and it was

315 **RESOLVED**: i) That the Headteacher's expenditure limit be increased to £20,000

and

ii) That the Headteacher report all purchases between £5,000 and £20,000 to the Chair of Governors.

FINANCIAL PROCEDURE MANUAL

Mr James advised that the School currently followed the guidelines of the Walsall Council Financial Procedure Manual which had last been reviewed in 2006.

Mr James advised that the Finance Committee had recommended that mileage allowance for Staff be increased from 30p per mile to 35p per mile.

Following discussion it was

316 **RESOLVED**: i) That the Financial Procedure Manual be approved

and

ii) That the mileage allowance for Staff be increased to 35 pence per mile.

GOVERNOR INDUCTION PACK

The Headteacher advised that the Governor Induction Pack had been updated and now included the following:

- School Prospectus
- Ofsted Summary Sheet
- School Improvement Plan
- List of Governing Body members
- Expenses Policy for Governing Body (draft)
- Whistle Blowing Policy
- Best Value Statement
- Staff list
- Article of Governance
- School Calendar (including Governor meeting dates)

Following discussion it was

317 **RESOLVED**: That the Governors induction pack be approved.

WHISTLEBLOWING POLICY

Governors had previously received a copy of the Whistleblowing Policy (Appendix 10).

318 **RESOLVED**: That the Whistleblowing Policy be approved.

FINANCIAL CONTRACT RULES

Mr James advised that the Financial Contract Rules had not been updated since 2006.

Governors questioned the timing of a further audit and Mr James advised that the School needed to demonstrate Best Value Funding

Following discussion it was

319 **RESOLVED**: That the Financial Contract Rules be approved.

ADMINISTRATIVE OFFICER COUNTER-SIGNATORY LIMIT

Mr James advised that during the FMSiS inspection, the auditor had recommended that his expenditure be increased to £30,000.

Governors considered that Mr James' counter-signatory limit should not exceed the Headteacher's expenditure limit and it was

320 **RESOLVED**: That the Administrative Officer's Counter Signatory Limit be increased to £20,000.

RACE EQUALITY POLICY

Governors had previously received a copy of the Race Equality Policy (Appendix 11).

321 **RESOLVED**: That the Race Equality Policy be approved.

TIMETABLE POLICY REVIEW

The Headteacher advised that the timetable for policy review would be discussed at the next meeting of the SLT.

322 **RESOLVED**: That Timetable Policy Review be listed as an agenda item at the next meeting of the Full Governing Body.

CHARGES FOR SCHOOL MEALS

Governors were informed that there would be an increase to the cost of School Meals with effect from 1 September 2010. The amount of the increase was still being considered by Cabinet and Governors would be informed as soon as this had been determined.

The Headteacher circulated a copy of a letter regarding lunchtimes and School Day (Appendix 12). He advised that the new lunchtimes had been piloted in March and this would ensure that all Pupils would receive thirty minutes for lunchtime. If Pupils wished to participate in lunchtime clubs then there would be a forty minute slot to enable their participation and ensure that they had an opportunity for lunch.

The Headteacher advised that there were a few Pupils who wished the lunchtime arrangements remain as they were due to the increased social time.

Each Pupil would be given a badge to be displayed on their blazer so that the house to which they belonged was clearly visible.

The new lunchtime arrangements would be based on a half termly rota so that all houses were able to socialise.

The Headteacher advised that research had shown that School's that were similar in size to Aldridge used a similar division such as houses.

Governors were requested to attend a parent briefing session on 8 June 2010 and if they were able to attend the Headteacher requested that they notify Mrs Welch.

323 **RESOLVED**: i) That the price increase, once determined by Cabinet, be considered by the Finance and General Purposes Committee.

and

ii) That the letter be circulated to parents.

324 **THE SCHOOL PROFILE**

Governors considered the report of the Director for Children and Young People reminding Governors of the requirement to complete a School Profile (Appendix 13).

325 **LINK GOVERNOR REPORTS**

Governors had previously received a copy of the RST Link Governor's Report (Appendix 14).

Governors requested clarification on the room issue. Mrs Morris advised that the room issue was due to people having to share a room. She acknowledged the issue but advised that there was no solution available at present.

Mrs Morris advised that she always allocated a permanent room to NQTs but would look at the situation again.

GOVERNOR TRAINING PROGRAMME 2010/2011

Governors considered four menus relating to the Authority's Governor Training Programme for 2010/2011 (Appendix 15).

326 **RESOLVED**: That Menu " D " be purchased at a cost of £195.

327 **GOVERNOR TRAINING STEERING GROUP 2008/2009 REPORT**

Governors received the Report of the Governor Training Steering Group, which provided information relating to training undertaken by Governing Bodies during the academic year 2008/2009 (Appendix 16).

328 **GOVERNOR NEWSLETTER**

Governors received a copy of the "The Wolverhampton Governor" Newsletter for the Summer Term (Appendix 17).

329 **CORRESPONDENCE**

The Chair outlined to Governors the content of correspondence he had received since the previous meeting and, in particular, drew their attention to the following:

Parental Complaint

330 **CHILDREN'S TRUST BOARD ARRANGEMENTS**

Governors received the report detailing the proposed statutory guidance and its implications for schools working within the Walsall's Children's Trust arrangements (Appendix 18).

331 **GYPSY ROMA TRAVELLER PROVISION**

Governors received the report which highlighted the service provided by the Traveller Education Support Service Team and the recommendation that Governors examine the issues and areas of concern which related to their School (Appendix 19).

PUBLICATION OF GOVERNING BODY MINUTES

Mr James requested approval for approved Governing Body minutes to be published for Staff to view on the intranet.

Following discussion it was

332 **RESOLVED**: That approved Governing Body Minutes be published to on the intranet.

333 **MUSIC EVENTS**

Mr Mason invited Governors to attend a National Saxophone Orchestra Concert at the School on Sunday 20 June at 7.30 pm. Governors were requested to inform Mrs Welch if they wished to accept the invitation.

DATE OF NEXT MEETING

334 **RESOLVED**: That the next meeting of the Governing Body be held at the School at 6.00 pm on Tuesday 21 September 2010.

Signed: .....…….
(Chair of Governing Body)

Date: …….