

WALSALL CHILDREN'S SERVICES

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF
ALDRIDGE SCHOOL – A SCIENCE COLLEGE
HELD AT THE SCHOOL AT 6.00 PM ON TUESDAY 17 MAY 2011**

PRESENT: Mr P Elwell
Mr W Hodson
Mr D Jones
Mr A Lamb - Chair
Mr R Mason
Mr J Messenger
Mr D Mountney – Headteacher
Miss M Moylan
Mrs P Randall
Dr H Slominski

IN ATTENDANCE: Mrs F Boyle – Assistant Headteacher
Mr R James – School Administrator
Mrs G Morris - Associate
Mrs J Morton - Associate
Mrs J Pownall – Clerk
Mrs C Welch - Associate

CONSENT TO ABSENCE: [Mrs V Devi](#)
Mrs K Dutton
Mrs J Halifax
Mr K Holland
Mrs P Mattu
Mr J Murray
Mr N Wharton

IN THE ABSENCE OF THE CHAIR AND THE VICE CHAIR MR A LAMB ASSUMED THE CHAIR

423 DECLARATION OF INTEREST/CONFIDENTIALITY

Governors were reminded of the regulations regarding declarations of interest and the need for matters discussed to remain confidential was stressed - until minutes were approved and became public documents.

There were no declarations of interest.

The Headteacher advised that there were two items of confidentiality; Appendices A and B to the Personnel Committee minutes to be adopted under agenda item 7.

424 **NOTIFICATION OF ANY OTHER BUSINESS**

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

Music
Cleaning
In Year Admission to Y9

MINUTES OF THE PREVIOUS MEETING

- 425 **RESOLVED:** That the minutes of the previous meeting held on Tuesday 1 March 2011 be approved as a correct record, subject to the agreed amendments.

MATTERS ARISING FROM THE MINUTES

- 426(a) Key Area for Improvement One (Minute No. 406(d))

Governors were advised that all managers were now trained in the ALPS, Post 16 assessment, system.

- 426(b) Key Area for Improvement Three (Minute No. 406(f))

The Headteacher reported that there had been no further progress re a member of the SLT being trained as an Ofsted Inspector.

- 426(c) Site (Minute No. 406(i))

Governors were advised that the LA had agreed to fund £130,000 to replace wiring and the fire alarm in A Block, the School would contribute £20,000. A request would be made to upgrade the fire alarm in B Block at the same time, but this would depend upon funding

- 426(d) Productions (Minute No. 406(k))

Mrs Welch advised that if Governors wished to purchase tickets for Les Miserables these were now available.

MINUTES OF THE PERSONNEL COMMITTEE

The Headteacher confirmed that faculty leaders had been appointed to all but

the social sciences faculty. Internal and external candidates had been interviewed but no appointment was made, Governors would receive information re interim arrangements in due course.

Governors were advised of the outcomes for the two members of staff undergoing competency procedures in Confidential Appendix A; one was leaving on 31 August 2011 and the other, from the science faculty, would move to the next stage of the procedure, following a report received by the Headteacher that day.

The Headteacher explained the issue relating to a retired teacher's pension relating to Confidential Appendix B, the School had made a one off payment of £1,500. He confirmed that in future salaries would not go above the permitted 10%. The Chair considered that this payment wasn't the responsibility of the School.

- 427 **RESOLVED:** That the minutes of the meeting of the Personnel Committee, held on Tuesday 8 March 2011 (Appendix 1) be adopted.

MINUTES OF THE CURRICULUM COMMITTEE

- 428 **RESOLVED:** That the minutes of the meeting of the Curriculum Committee, held on Tuesday 15 March 2011 (Appendix 2) be adopted.

MINUTES OF THE PROPERTY AND SERVICES COMMITTEE

Governors were advised that as there were no male toilets in B Block it was proposed to split the female toilets to provide this facility.

Governors noted that there was an issue with the flooring in A Block toilets. Mr Mason requested the committee to consider toilet closures.

- 429 **RESOLVED:** i) That the minutes of the meeting of the Property and Services Committee held on Tuesday 29 March 2011 (Appendix 3) be adopted.

MINUTES OF THE FINANCE COMMITTEE

The Chair of the Committee reported that cashless catering was to be introduced, this would be discussed at the next APCC meeting.

Governors noted that although there had not been a reduction in the budget, there had not been an increase. They further noted the following;

- All funding now appeared under budget share
- Standards fund had been clearly defined

- Faculties had received similar funding to the previous year
- Each member of the SLT had received funding for their area of responsibility, this was linked to their objectives which were linked to the School Improvement Plan, this would allow Governors to track progress against the Plan.

Governors agreed this was a big step forward and approved the new budget format with slight amendments.

Mr Mason asked if there were plans to replace the mini bus, was this included in 408. Mr James advised that 408 was transport costs to take students to sports events, Mr Mason's comments would be referred to the Finance Committee.

- 430 **RESOLVED:** (i) That the 2011/12 Budget Plan (Appendix 4a) be approved;
and
(ii) That the minutes of the meeting of the Finance Committee, held on Tuesday 15 February 2011 (Appendix 4) be adopted.

431 **NOTES OF THE APCC MEETINGS**

Governors received the notes of the APCC meetings held on Thursday 30 September 2010 and Thursday 25 November 2011 (Appendices 5 and 6).

Governors noted that these meetings had been very useful and objective, going though Ofsted issues.

432 **MEMBERSHIP OF THE GOVERNING BODY**

The Clerk advised that there was a vacancy for a Community Governor.

ELECTIONS OF CHAIR AND VICE-CHAIR 2011/2012

Governors considered the election process for Chair and Vice-Chair of the Governing Body for the academic year 2011/2012.

- 433 **RESOLVED:** That nominations be received and considered at the first meeting of the Governing Body to be held in the academic year 2011/2012.

434 **URGENT ACTION TAKEN BY THE CHAIR**

There had been no urgent action taken by the Chair to be reported

REPORT OF THE HEADTEACHER

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

435(a) In the News

There had been a wealth of musical performances, which helped to raise the profile of the School in the news.

435(b) Predictions and Intervention

It was anticipated that there would be an increased number of students achieving A's and A*'s in 2011.

Provision for Gifted and Talented students was being increased.

More rapid intervention was taking place in response to identified need, particular reference was made to Y9.

Regrouping had taken place in some subjects in Y11 and teachers reallocated to those predicted D's and C's particularly in maths, this was being closely monitored to evaluate the maximum impact.

It was anticipated that results in Y12 and Y13 should improve, if the data that had been entered into the ALPs tracking system was accurate. The importance of accuracy and validation had been stressed to staff.

The data showed improvement, actual results would be known in September.

There was better quality of teaching and learning. Faculty leaders were pairing up to carry out lesson observations, as some were not confident in observing outside their own area of expertise. Their skills were being improved by Mrs Moreton and Mrs Morris.

It would be necessary to produce evidence, including external validation, that all intervention had had an impact.

Governors requested that figures for the current term be retained in the next Headteacher's report to allow them to make a comparison.

435(c) Staffing

Interviews would be held on Thursday 19 May for two mainscale teachers in science and one teacher of MFL.

Two members of staff in the maths department would be leaving to take up promotions.

The Catering Manager was working closely with local primary feeder schools to promote school meals on offer at Aldridge.

435(d) Exclusions

The number of exclusions had reduced, partly due to the Exclusion Centre now on site.

435(e) Extended Schools

Surplus in the budget from external funding had been designated for initiatives to continue.

435(f) **RESOLVED:** That the report of the Headteacher (Appendix 7) be adopted.

436 **SCHOOL IMPROVEMENT PARTNER-ANNUAL REPORT**

Governors were advised that although the SIP had left the Authority the Headteacher would chase up the latest report to be presented to Governors at the summer term meeting of the Governing Body.

437 **SELF EVALUATION FORM – UPDATE**

Governors noted that staff were working on the latest edition of the SEF, this would be reviewed when the new Ofsted framework was known in September.

438 **LINK GOVERNOR REPORTS**

The Safeguarding Link Governor presented his report (Appendix 8).

MEDICATION POLICY

Governors considered the Medication Policy circulated with the agenda (Appendix 9), they noted the following;

- House Offices now stored medication in a lockable cupboard
- Students would carry emergency equipment i.e. inhalers
- 20 members of staff were trained in First Aid/resuscitation

Governors felt it would be prudent to retain emergency equipment i.e. epi pens and inhalers on Reception in case key holders were unavailable in House offices at any time.

439 **RESOLVED:** That the Medication Policy be approved with the agreed

amendment as detailed above.

HOLIDAY REQUEST FORM AND LETTER

Governors were advised that attendance currently stood at 93.8%, if this could be raised by just 0.2% attendance would be outstanding. This 0.2% could be attributed to holidays taken during term time. It was proposed to cease authorising holidays during term time for Years 9, 10 and 11 and fines would be imposed for those who do. Holiday during term time would be authorised in Years 7 and 8 if attendance was above 95%.

- 440 **RESOLVED:** That the Holiday Request Form and Letter to Parents (Appendix 10) be approved.

PROPOSED DATES FOR GOVERNORS MEETINGS 2011/2012

Governors discussed the schedule of meeting dates for the 2011/12 academic year (Appendix 11). It was agreed that the Finance meeting be held earlier in the summer term to enable the budget to be submitted to the LA within the timescale allowed. Therefore the Curriculum and Personnel Meetings would now be held on Tuesday 22 May and the Property and Services and Finance Committees be held on Tuesday 8 May.

- 441 **RESOLVED:** That the Proposed Dates for Governors Meetings 2011/2012 be approved with the agreed amendment

GOVERNOR TRAINING

Governors were reminded that the Governor Development Training Programme was included in "The Walsall Governor" which could be accessed via www.walsallcs.com (WCS-Serco website).

SHAPING OUR FUTURE

Governors received the Shaping our Future and The Effective Governing Body Self Audit Tool (Appendices 12 and 13), they were requested to complete the audit tool and take to their Committee. It was recognised that there was a good cross section of expertise on the Governing Body.

AUDITED SCHOOL FUND ACCOUNTS

Governors received and discussed the Statements of Audited School Fund Accounts for the period ended 31 March 2011.

- 444 **RESOLVED:** That the Statement of Audited Accounts be deferred to the Finance Committee for approval.

445 **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.

A letter of complaint about staff from the parent of a child in Y7 with a medical condition.

446 **WOLVERHAMPTON GOVERNOR NEWSLETTER**

Governors received a copy of the “The Wolverhampton Governor” Newsletter for the Summer Term (Appendix 14).

447 **EDUCATION CONTRACT**

Governors received the report regarding a review of the Education Contract between Walsall Council and Walsall Children’s Services – Serco (Appendix 15) and noted the proposed changes. They were requested to submit any comments to the Managing Director, Walsall Children’s Services – Serco.

Governors were advised that, in future, all services would have to be purchased from Serco, a meeting had been arranged to discuss School Improvement and Education Welfare requirements. Health and Safety was being purchased from a former employee of Serco at a considerably reduced rate.

It was noted that Academies were already offering services to other schools.

448 **OFSTED INSPECTIONS FROM JANUARY 2012**

Governors received the report from the Governor Support Manager regarding proposals for a revised inspection framework from January 2012 (Appendix 16). They were advised that if they wished to respond to the OFSTED consultation document, they must do so before the deadline of Friday 20 May 2011.

ANY OTHER BUSINESS

449 **Music**

Mr Mason informed Governors that a Music Supporters Association had been established. Members of the public were offering financial support. An old bank account had been reopened for people to covenant funding. Literature would be forwarded to Governors to promote to anyone they felt may be interested.

Governors asked if the Association had charitable status, this was confirmed, all donations were gift aided.

Cleaning

Governors were advised that cleaning started at 3.05 pm, this had the adverse effect of interrupting meetings and after school activities. Governors were asked to undertake a review of the cleaning contract and request that cleaning did not start until after 3.30 pm.

450 **RESOLVED:** That this matter be deferred to the Property and Services Committee.

In Year Admission to Year 9

The Headteacher reported that a request had been made for a place in Y9, the child had been allocated a place in another Walsall School but his sibling would be starting in Y7 in September 2011. As an appeal held in September would be upheld due to the sibling rule it was felt that it would be beneficial to the child to admit him now rather than have the upset of attending another school for one term plus the expense of uniform etc.

451 **RESOLVED:** That the in year admission for a Y9 pupil be approved.

452 **DATE OF NEXT MEETING**

Governors were reminded that the next meeting of the Governing Body would be held at the School at 6.00 pm on Tuesday 27 September 2011.

Signed:
(Chair of Governing Body)

Date: