

**MINUTES OF THE GOVERNORS' MEETING**  
**Held on Thursday 24<sup>th</sup> June 2010 at 6.30 – 9.30 P.M.**

**Present:** Mr Philip Eyton-Jones – Chairman  
Mrs Catherine Simpson– Head Teacher  
Mr Stuart Ayres  
Ms Judith Corbett  
Mr Alan Evans  
Mrs Doreen Eyton-Jones  
Mr Markus Hesseling  
Mrs Barbara Hughes  
Miss Jane Kennedy  
Dr Liz Oliver

**In Attendance:** Miss Anne Spiller - Clerk to the Governors  
Mr Julian Molloy

**Apologies:** Mrs Maria Hammersley, Mr Tony Hannigan, Mr David Jones, Miss Tara Moorcroft, Mr Philip McGreevy, Fr Antony McDowell, Mrs Karen Morris & Mrs Sally Tansley

|   | <b>Action</b>         |                    |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
|---|-----------------------|--------------------|--------------------|--|--------------------------|----|----|--|--------------------------|----|------|--|--------------------------|----|----|--|-----------------------|----|----|--|------------------------|----|----|--|--|
| <p><b>1. MINUTES OF MEETINGS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: left;"><b>Proposed by</b></th> <th style="width: 35%; text-align: left;"><b>Seconded by</b></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>24<sup>th</sup> March -</td> <td>CS</td> <td>LO</td> <td></td> </tr> <tr> <td>15<sup>th</sup> April -</td> <td>JC</td> <td>DE-J</td> <td></td> </tr> <tr> <td>29<sup>th</sup> April -</td> <td>JK</td> <td>BH</td> <td></td> </tr> <tr> <td>4<sup>th</sup> May -</td> <td>LO</td> <td>JK</td> <td></td> </tr> <tr> <td>21<sup>st</sup> May -</td> <td>JK</td> <td>JC</td> <td></td> </tr> </tbody> </table>   |                       | <b>Proposed by</b> | <b>Seconded by</b> |  | 24 <sup>th</sup> March - | CS | LO |  | 15 <sup>th</sup> April - | JC | DE-J |  | 29 <sup>th</sup> April - | JK | BH |  | 4 <sup>th</sup> May - | LO | JK |  | 21 <sup>st</sup> May - | JK | JC |  |  |
|   | <b>Proposed by</b>    | <b>Seconded by</b> |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| 24 <sup>th</sup> March -  | CS                    | LO                 |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| 15 <sup>th</sup> April -  | JC                    | DE-J               |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| 29 <sup>th</sup> April -  | JK                    | BH                 |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| 4 <sup>th</sup> May -   | LO                    | JK                 |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| 21 <sup>st</sup> May -  | JK                    | JC                 |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| <p><b>2. ACTIONS FROM PREVIOUS MEETING</b></p> <p>15<sup>th</sup> April - Item 2. Staff Restructuring:<br/> In the absence of the H/T a rota to be drawn up Termly or on an Annual basis with a designated member of the new Leadership team to be Acting Head (Prof Dev).</p> <p>4<sup>th</sup> May – Item 2 Reverse the Headings for the predicted KQ Grades.</p>   | <p>CS</p> <p>AS</p>   |                    |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| <p><b>3. CHAIRMANS' REPORT</b></p> <p><b>Inspection:</b> Following the Post Inspection Meeting with the lead Inspector &amp; the Governors. It was agreed that a comprehensive complaint should be sent to Estyn prior to publication of the draft report.</p> <p>The Draft report received took no account of the complaint. It had been sent to school so that any factual inaccuracies could be corrected, i.e. number of pupils.<br/> Estyn stated the complaint would not delay publication of the final report which was due in the last week of term.</p> <p><b>Faith School:</b> DCC bid for a feasibility study for a new 11-16 Faith school in the North of the County. He had called a meeting to find out their view with the R.C.Bishop, representatives of both R.C. &amp; C in W Education leaders &amp; the Governors of B.E.J. next Mon 28<sup>th</sup> June at 6 p.m. He asked for support from all who were available to be there.</p> | <p>CS</p> <p>PE-J</p> |                    |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |
| <p><b>4. HEADTEACHERS' REPORT</b></p> <p><b>Staffing Structures:</b> The Teaching Staff structure had been accepted without challenge. She had outlined the changes in the recent newsletter to parents. The Authority had agreed to pay for both severance agreements. She had sought Mr Roberts' opinion about the publication but regretted not speaking to Mr Dean (who was off sick). She would speak to the Staffing Governors at the end of this meeting.</p> <p><b>Inspection:</b> KS3/KS2 had a significant no of Level 3. KS1 were exceptional with Level 2a plus. KS2</p>  |                       |                    |                    |  |                          |    |    |  |                          |    |      |  |                          |    |    |  |                       |    |    |  |                        |    |    |  |  |

|  |   |
|--|---|
| <p>were 0.5% down on previous year, but were better than predicted. There was a need to look deeper at English, Maths &amp; Science. The new tracking system should improve next year's results. Julian Molloy would look at girls in other schools to see how we compare.</p> <p><b>Foundation Phase:</b> Promised improvements for provision had failed to materialise. She was in touch with Gwen Brockley.</p>   | <p>JM</p> <p>CS</p>   |
| <p><b>5. BURSARS' REPORT</b></p> <p>The new de-mountable providing additional toilets &amp; showers for senior girls &amp; secondary boys was officially opened on last day of the inspection. The HSE decided to do a spot check on the schools Gas Installations on delivery day!</p> <p>DCC installed and fenced off a new oil tank in the rear yard. They had extended tarmac pathways to the rear of the CCF/Sixth Form/ICT Mobiles. Additional security lights had been installed.</p> <p>Parents &amp; some staff had been superb turning out over a number of weekends pre inspection to support Ground Force. The improvements were outstanding and re-furbishing costs met by the School Asso.</p> <p>The Science block was re-floored during Half Term removing the old Marley tiles &amp; replacing with a washable surface.</p> <p>The Finance Committee agreed to recommend that we kept boarding fees at the current years rate of £2875 per Term &amp; £3325 for EFL as we had falling roles and had to remain within the market place. Also we need to agree an increase for peripatetic music by £10 &amp; group extra curricular classes by £5 pending a full review in the autumn term. It was agreed that a letter be sent out with next terms invoices.</p> <p>Funding being severely restricted meant planned upgrades for the Summer holiday i.e.refurbish Matron's Shower and toilet, provide en-suite for Gap Student and replace the main stairs carpet had been put on hold.</p>   | <p>AS</p>   |
| <p><b>6. SUB-COMMITTEES</b></p> <p><b>a) Admissions:</b> Apart from siblings all bar 2 places in Primary had accepted. 6 Appeals for Yr 7 Entry, 1 of which had withdrawn. There were no objections from N.A.W. or D.C.C. A very good turnout for the June Open Evening – Mrs Lloyd-Davies idea. When Estyn report was published we need to add our attendance &amp; Exam results to a pre-prepared Press Release. There had been no fixed term exclusions since September.</p> <p><b>b) Boarding:</b> 7 boarders would leave in July and currently there were 6 new entries for Sept. There had been a lot of sickness issues with Matron who was currently on a phased return to work. Sarah Thompson had been replaced since February ½ Term by Wendy Wilcock &amp; Venetia Archdale on a temporary job share. The advert for an Assistant House parent would close on Friday, there were two applicants. There had been no progress from Germany or France. Europe was the area to Market. Post CSSIW Inspection Action Plan – CS had spoken to The lead inspector Alison Burley who she had made aware of the current staffing issues. CS had met with Sue Dicks with a view to taking more 'Looked after boarders' It was important to try &amp; offer the I.B. if we wanted to attract additional VIth Form boarders.</p> <p><b>c) Curriculum:</b> In the absence of ST, CS reported that they had met and were establishing the terms of reference and role of the Governors in the new Faculty Structure. She hoped it maybe a good model for other Sub-Committees? She was meeting on 5<sup>th</sup> July prior to feedback to staff having consulted with the Unions.</p> <p><b>d) Finance &amp; Pay:</b> The committee had met to approve the Budget for 2010/11. CS &amp; Sonia Weaver were working together. CS had tightened the Time-Table so it was rigid and all staff would be at full capacity in September. With no donation from the Limited Company we had a £50k predicted negative budget before the post 16 income. The Committee had challenged CS to produce a recovery plan. Mr Molloy explained each 16-19 course had a different value, so it was difficult to guess at this stage. A meeting of the 16-19 group had suggested 20%-80% split of funds. CS stated we were predicting 60 of our own plus 10 Performing Arts Students PE-J congratulated CS on turning round the budgeted overspend of £...k for 2009/10 with a donation from the Limited Company had returned a £15k surplus.</p> | <p>PE-J &amp; CS</p> <p>MH &amp; Maria H</p> <p>CS &amp; SW</p> |

|  |                                      |
|--|--------------------------------------|
| <p>CS was looking to reduce photocopying via the purchase of Text books with hoped for support from the school Association.<br/> ICT had created anxiety, the procurement plan for the next 3 years together with making The Library into a Learning centre at a cost of £25k per year were now in jeopardy.<br/> CS had offered to accommodate the D &amp; T mobile (which Mr Molloy stated would include the contents) currently sited in Middle Lane. It would be a great opportunity and could create income from other schools using the facility.<br/> Post 16 Funding – This year will be £12,000 which will be paid in the current year.</p> <p><b>e) Property:</b> DCC had issued a revised Asbestos Survey. New Staff induction to include information about red dots.<br/> DDA was ongoing.</p> <p><b>f) Staffing:</b> JK reported the very long Pay review which was held on 9<sup>th</sup> June. It had since gone to appeal planned for 5<sup>th</sup> July.<br/> The Committee met on 17<sup>th</sup> June when they had discussed matters which would be dealt with during the next year. Anything new immersing from the Inspection.<br/> New Contracts to be issued.<br/> Policies which needed allocating to appropriate committees for review.<br/> Number of Posts were to be appointed. F/T Maths Teacher, 2 Teaching Assistants, 20 hrs Science Technician, an Internal advert for SENCO pending a full appointment in January similarly the Yr 3 Teacher, cannot do anything until a compromise had been signed, then a temporary appointment re-deploying Mrs Garnsey until the post advertised for January 2011.</p>   | <p>AS</p> <p>AS</p>                  |
| <p><b>7. Any other Business:</b></p> <p><b>a) Estyn Draft Report: Must not be shared with anyone.</b><br/> Any comments on the draft report to be submitted by Sunday. CS to reply by 29<sup>th</sup> June. It was agreed the contractors were right in their judgements but wrong in the conduct of the Inspection.</p> <p><b>b) Future of this board:</b> Markus H submitted a paper prior to the meeting. It was his opinion that: Sub-Committees did not meet regularly. Either no need or they were not functioning properly. Dates &amp; length for future meetings should be planned for the year. No meeting to be scheduled for no more than 90 – 120 mins.<br/> Paperwork should be submitted a week in advance.<br/> Minutes of all Sub-Committees to be circulated as draft to all Governors<br/> PE-J responded: There should be 3 Full Governors Meetings 1 per term with the provision for a 4<sup>th</sup> meeting during the Summer Term (if required): The proposed dates of which were agreed.<br/> There would be a Finance Committee twice termly. It was not necessary to have practical nor necessary to have them monthly. They would not happen at short notice on a Friday afternoon.<br/> There would be a curriculum meeting once a term. May have to be additional dates arranged at peak periods (Options).<br/> There would be a boarding meeting planned termly.<br/> Staff Discipline/Pupil Dismissal would meet ad hoc on an as &amp; when needed.<br/> Pupil Discipline/ Staff Appeal would meet ad hoc on an as &amp; when needed.<br/> MHes – Stated it was a systematic failure of what he felt to be basic.<br/> AE - If papers were not available 5 days prior to meetings, the Chairman would not allow them.</p> <p><b>c) School Improvement Plan:</b> To be standing item on future Governors' Agenda</p> | <p>CS &amp; AS<br/> AS</p> <p>AS</p> |
| <p><b>Future Governing Body Meetings:</b></p> <p><b>Thursday 14<sup>th</sup> October 2010, 10<sup>th</sup> March, 19<sup>th</sup> May &amp; 23<sup>rd</sup> June 2011 from 6.30 – 8.30 p.m.</b></p>  |                                      |
| <p><b>Sub-Committee Chairman to submit dates or preferred day of the week and time of meeting to the Clerk who will build a calendar with CS to try &amp; avoid clashes with parents evenings to be published on the schools google calendar.</b></p>  | <p>CS &amp; AS</p>                   |