

**Minutes of the Meeting of the Strategy Committee of St. Giles School Governing Body
held on Thursday 19th April 2018 at 6.00 p.m. at the school**

Present:

Callton Young - Chair and Chair of Governors	Ken Morcombe - A&S
Neal Fraser	Virginia Marshall – Head Teacher
Caroline Horgan – Deputy Head Teacher	

Also:

Colin Milsom (Clerk)

Absent:

Michael Swadling – Resources

1. Apologies

Apologies were received and accepted from Michael Swadling.

2. Declaration of Pecuniary Interest

There were no declarations regarding changes to current interests and the agenda items for this meeting.

3. Minutes of the meeting held on the 19th September 2017 and matters arising

The minutes were agreed as a correct record of the meeting subject to the deletion of the word hand from handwriting in section 8, and were signed as a correct record by the chair. There were no matter arising that were not covered by the agenda.

4. Urgent Matters

Bomb Threats and Evacuation Procedures – The school had been the subject of three hoax calls via the internet at the end of the last term and during the school holidays. As a result and in conjunction with LGFL and the Police, an agreed procedure had been put in place to manage any potential incidents. The committee noted this.

5. Current Priorities and Committee issues for the summer term

a) Succession Planning – School Group size and appropriate salary range (determination and agreement)

The current group size was being reviewed by the HR provider in readiness for the appointment process.

Appointment process – The committee discussed an appropriate time line for the appointment for September 2019 and agreed that in order to allow for the possibility that the post might not be filled following the first advertisement, that the post be advertised prior to Christmas 2018 and interviews be conducted prior to the February half term. This would allow for a second advertisement and appointment prior to Easter. The school had a contract with ETeach and this covered headship post advertisements.

Panel formation (Membership) – The committee discussed the membership of an appointments panel and it was agreed that possible members would be the chair and vice chair, Ken Morcombe and Kathleen Shields. The panel would be advised by the Link Adviser and this was likely to be Judith Lunnon, and supported by an HR

representative from Strictly Education.

It was agreed that the head teacher would support the panel but would not be a member.

Preparation of appropriate documentation – The committee discussed the arrangements which had been used for the last appointments and areas where matters could be improved. They also discussed the act that the process could be conducted over 2 days with a range of interviews and activities, which included meeting parents and pupils, key issues facing the school, which included finance and the new assessment procedures, and critical qualities that successful candidates would need in order to continue to develop the school and take it forward. Given the very high staffing levels in the school one key area was class management and distributed leadership.

The head teacher had some sample documents which included a candidate pack of key data about the school, and a person specification and job description which could be used as a starting point for the post. There was also some initial discussion on interview arrangements and activities that might be undertaken by candidates which could include meeting a group of parents as well as pupil interaction.

The proposed arrangements would be put to the full board for their approval at the meeting in July.

b) Board Membership – vacancies

Co-opted Governor – The chair had been in touch with SGOSS and had been provided with a potential candidate which was being followed up.

Parent Governor – The school would be advertising the position.

c) Q4 Reports for approval – The chair had signed off the revised Q4 report and the final budget for 2018/19. The latter needed to be submitted to the LA by the 1st May 2018.

d) School Progress Review document – format The committee was shown the latest version prepared by the school as well as some from other schools. There were some similarities but in some instances documents appear to contain an excessive amount of information while other lacked appropriate contextual information. The suggested version for the school presented a good balance of both data, and context. It was agreed that the school was outstanding but that in order to continue to be outstanding there would always be areas which could be developed and many of these were the external links and dissemination of skills to other schools and their staff as well as research and innovation which was already a key area for the school. The updated form had been expanded to include a section of “next steps”.

Governors agreed that the more detailed sections of the documents were of use for new governors or external bodies, whereas the executive summary of the current position and next steps met the schools internal requirements.

e) Items delegated to Committees for consideration

Resources Committee 19th July

- Q4 Report and year end summaries
- Q1

Assessment & Standards Committee 9th May

Rochford Report (progress on assessment systems)

Assessment Policy

All policies relating to GDPR

Full board agenda items 11th July

Updated staffing structure for the next academic year

6. School Development Plan - 2017/2018 and 18/19

The plans had been discussed at the full board meeting and the agreed changes had been included. Committees would deal with the relevant sections and the full board would review the final position for 2017/18

7. Monitoring Programme 2017/18

The head teacher will be contacting Paul Thirkettle about attending a staff meeting when the subject would be writing. This would be a follow up to his earlier monitoring visits.

Ken Morcombe hoped to be able to attend an EHCP review meeting, with the agreement of a parent. He had already reviewed the rest of the process and this would be the final stage. The head teacher would raise this with a member of the parent body. The meeting usually took place on a Tuesday morning.

Mental Health – The deputy head was forming a working part to review provision for staff mental health and a wellbeing survey and would like some governor input. Two meetings were planned. It was suggested that Knoshin Kanis might be an appropriate governor representative.

8. Any Other Business

Alternative sources of funding and fundraising – In addition to the general fundraising activities, the school would have its annual Fun Day on the 9th June and it was suggested that this be advertised on Jackie F.M.

Revised budget 2018/19 (adjusted for out turn) and funding adjustments – The changes had been made to the 2018/19 agreed budget following the closing of the 2017/18 accounts. When reviewing the funding information from the LA it had been noted that there appeared to have been a slight increase in funding of approximately £600 per pupil. If this was the case then the school might be eligible for an overall funding increase of between £14k and £54k depending on the final number of funded places at the school. The head teacher had advised the LA of this change in their calculations and the figures were being checked. If this was in fact correct then the budget would be adjusted and the board would have set a balanced budget for the year rather than a deficit which was being covered by the small carry forward balance arising for 2017/18.

With the funding of the regraded posts and based on the current agreed funding levels there would still be a projected in year deficit in 2018/19 of £23724 but this would be covered by the carry forward. The carry forward balance would also secure a budget for 2019/20 but if there was no additional funding provided then there would be funding issues in 2020/21.

TA Posts – Over time some level 2 TA posts which became vacant had not been filled at level 2. These post holders took on additional responsibilities in the class and also worked a longer school day. In some instances staff were already undertaking some of these duties without any additional formal responsibility or remuneration. The

proposal was that some of these posts be reinstated with the aim of having at least one TA2 post in each class room, and where appropriate more.

Q. What is the expectation from these roles?

A. This is covered in detail in the job specification.

The committee was given sight of the advertisement which specified the requirements for the role. The committee agreed to this proposal to reinstate some of the TA2 posts. The posts would be filled through internal advertising as it would not impact on the overall staffing levels.

Q. Are all of these projected staffing costs built into the final agreed budget?

A. Yes they are.

Increases in charges for out borough pupils (proposed adjustment of 2%) – Given the fact that general inflationary costs were between 2% and 3% and that projected pay awards and additional related staffing would be in excess of 2%, it was agreed by the committee that the charges should be increased by 3%. It was noted that the school did not add on any administrative costs. It was agreed that the new charges would apply from the 1st September 2018.

Silver Health Award – The school had been awarded the Silver Health Award.

Safeguarding Governor – The chair would contact Sue Appleton to arrange for a handover of documentation and information to Ken Morcombe who would be covering the position during the summer term. Kathleen Shields had expressed an interest in taking on this position from the autumn and this would be confirmed.

Health & Safety Review – Chubb survey This had been carried out and it had been noted that not all classrooms had emergency lighting fitted. The LA had commissioned a review of fire safety requirements in all of the schools, arising from the Grenfell fire incident, and this would be carried out during the summer term. The matter of emergency lighting would be raised at that time as this might be a requirement which could be funded by the LA.

11. Publication of Minutes

As there were no matters of a confidential nature contained in the minutes it was agreed that the minutes could be published after they had been agreed by the chair.

12. Dates of future meetings

All meetings would commence at 6.00 p.m.

Summer

A & S - 9th May

Full Board - 11th July

Resources – 19th July

There being no other business the meeting closed at 7.30 p.m.

Agreed and approved by the governors and signed by the chair of the meeting.

Date

Chairman