



GREAT TORRINGTON SCHOOL
Academy Trust

Company Number 769819. A Company Limited by Guarantee, Registered in England

<u>GOVERNORS' BOARD MEETING</u>				
Date	Monday, 1 st October 2012		Time / Location	5:00 pm * L7
Potential Attendees	Initials	Position	Comments	
Michael Bamborough	MB	Member Governor (Chairman)	Present	
Sarah Almey	SA	Parent Governor (Vice Chair)	Present	
Tracey Amos	TA	Member Governor (Head Teacher)	Present	
David Cobbledick	DC	Member Governor	Apologies	
Marten Gallagher	MG	Parent Governor	Present	
Pat Grimwood-Taylor	PGT	Co-opted Governor	Apologies	
Amanda Hornsby	AH	Staff Governor (Non Teaching)	Present	
Lorraine Kenneally	LK	Parent Governor	Present	
Vacancy		Co-opted Governor	Present	
Mark Pluckrose	MP	Staff Governor (Teaching)	Present	
Richard Rumbold	RR	Member Appointed Governor	Apologies	
Jo Simpson	JSi	Co-opted Governor	Present	
Solomon Singh	SSi	Member Appointed Governor	Present	
Jo-Anne Stevens	JSt	Parent Governor	Apologies	
Sam Stocker	SSt	Member Appointed Governor	Present	
Tim Watson	TW	Member Appointed Governor	Present	
Jacqui Whiteman	JSW	Non Governor - Visitor (Deputy Headteacher)	Present	
Rose Elliott	RE	Clerk to Governing Board	Present	

MINUTES

D marks a Decision, I Information shared, R denotes a Recommendation, T is for Thanks and Initials are for Action by that person.

*4.30 pm	Presentation	Exam Results Analysis - Polly Matthews Governors listened to the presentation recently given to parents/prospective parents at open evening and were invited to ask questions, which they did. A copy of the presentation is attached.	I
2012-13/ GOV/01	Apologies	Apologies were received from DC, PGT, and RR away and from JSt these were all sanctioned.	D
2012-13/ GOV/02	Election of Chair and Vice Chair	RE requested nominations for Chair of Governors. MB was nominated by SA, MB confirmed he was willing to stand. MG seconded and MB was elected unanimously as Chairman for the next year. RE requested nominations for Vice Chair. SA was nominated by MB; she confirmed she was willing to stand. SSi seconded and SA was elected unanimously as Vice Chair for the next year.	D D
2012-13/ GOV/03	Conflicts of Interest	No conflicts of interests were declared regarding this agenda. Governors then signed declarations.	I
2012-13/ GOV/04	Minutes of the Last Meeting and Matters	Minutes of the meeting held on 16 th July 2012 were reviewed, approved as a true record and signed by MB. Arising. 2011-12/GOV/66 MB reports that he has answered two	D I

	Arising not on the Agenda	<p>letters confirming the actions of the School and correcting misapprehensions of the correspondent(s).</p> <p>2011-12/GOV/68. Staffroom alterations have been made, MB says it is worth a visit to view; it is something of which we can be proud. Flooring will be laid elsewhere in the school and chairs are being used in dining hall by Yr11.</p>	I
2012-13/ GOV/05	Minutes of Committee Meetings	<p>Committee meeting minutes had been sent out in advance. MG reported from Curriculum that it was unfortunate there were insufficient non staff members present and asked if the makeup of the committee should be revisited. There are four and this would normally be sufficient. Terms of Reference had been recommended by the Committee; these were agreed.</p> <p>JSi reported from Personnel. TRA had attended the session on Performance Management and recommended that the Policy proposed at Committee should be adopted. We will then consult during the year on a new scheme. This was agreed. Admissions Policies, Behaviour & Rewards Policy and CRB Disclosure Policy as recommended were all agreed. TRA will seek to amend the PAN for future years. Terms of Reference were agreed as recommended.</p> <p>MB reported from Premises. Winders for the new windows from our successful bid are still being fitted so we have moved classrooms for this meeting. We shall submit a bid for £146,000 to re-clad our flat roofs. Terms of Reference were agreed as recommended.</p> <p>MB reported from Finance. Terms of Reference were agreed as recommended. We need to set up an Audit Committee with membership separate from Finance Governors for objectivity. MG volunteered, TW agreed to join him and PGT will be asked to complete the Committee; MG to lead.</p>	<p>I</p> <p>D</p> <p>D</p> <p>D,D,D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
2012-13/ GOV/06	School Improvement Plans	<p>TRA gave a quick but thorough resume of the 2010-2012 SIP, copies will be sent out to all. Some items will be brought forward into the new plan. Governors agreed to be sign off on this plan.</p> <p>TRA reminded Governors that their agreed priorities for the SIP 2012-2015 were shown to and favourably commented on by Ofsted Inspectors. TRA advised Governors that following recent discussions within SLT it was now proposed to take time to bed down the new SLT, which includes 5 new members, and to ensure that each and every member knows and understands where we are now, where we are aiming and how we propose to get there to ensure sustainability. We aim to take the School from good to outstanding. Therefore to allow full involvement the final plan for 2012-15 will now come to the January meeting. The previously agreed research posts will be filled this week.</p>	<p>D</p> <p>I</p>
2012-13/ GOV/07	Report of the Headteacher	<p>TRA went through the report which had previously been sent out answering questions as they arose. It was not possible to say that the Hardy Centre (pupil support) had been the sole reason for the significantly reduced exclusions but it has certainly helped some vulnerable pupils stay at school. TRA mentioned concerns that pupils who need significant support have been joining the school outside the managed move process; these have skewed our statistics. There has been a particular improvement in behaviour in Yr9, against the trend. This has been put down to a very positive response of the group to their new Head of Year.</p> <p>Our attendance levels were seen as a strength by Ofsted.</p> <p>Keeping pupil numbers up into the future remains a high priority. ABL is working hard to increase registration, some have joined recently there will be a Route 39 effect. It was proposed and agreed for the meeting to move into Part 2.</p>	<p>I</p> <p>D</p>

2012-13/ GOV/08	Policy Documents	<p>Admissions Policy - on this occasion a recommendation for approval from Personnel Committee - Sponsor ABL. Agreed see item 5 above.</p> <p>Attendance Policy - Sponsor ABL. MG proposed acceptance, SA seconds, unanimously agreed.</p> <p>Governors Annual Cycle as sent out in advance. MG proposed acceptance, SA seconds, unanimously agreed.</p> <p>Terms of Reference PCRB, First Committee, Appeals Committee. MG proposed acceptance, SA seconds, unanimously agreed.</p>	I D D D,D,D
2012-13/ GOV/09	Route 39 – Free School	This item was addressed in Part 2.	I
2012-13/ GOV/10	Funding Review	MB reported that there will be more news on this at a later date but with the effect of small secondary schools being losers and projected lower intakes we must continue to focus on increasing our roll to avoid contraction.	I
2012-13/ GOV/11	Governors Handbook	Note this contains our agreed Code Of Conduct for Governors and Expenses Policy. The Handbook will be updated with new ToRs and Annual Cycle agreed at this meeting and then sent out to all by e-mail by the Clerk.	I
2012-13/ GOV/12	Headed Notepaper	The latest version of our headed notepaper is presented for approval. Agreed unanimously.	D
2012-13/ GOV/13	Items Brought Forward Through the Chairman	<p>MB requested a volunteer to be the GTS Governor link at the Parent Forum. SSt volunteered to take this on which was approved. Miriam McCurdy is their new Chair; MB will let her know.</p> <p>SSt adds that she is now working at the Junior School and confirms that it is not closing but is amalgamating with the Church Infants School which will be effective in September 2013.</p> <p>MB reported that the Open Evening last Thursday had catered for a large group of people. He felt it was very professionally run and the promotional video was stunning; it will be put on the website. There has been good feedback which we hope translates into registrations.</p>	D I I
2012-13/ GOV/14	Dates & Times of Next Meetings	<p>Curriculum, Meeting Room 1, Monday 05th November 2012 at 5.00 pm</p> <p>Personnel, HT's Office, Tuesday 06th November 2012 at 5.00 pm</p> <p>Premises/Finance, Meeting Room 1, Monday 12th November 2012 at 5.00pm</p> <p>Full Governors' Meeting, L5, Monday 19th November 2012 at 5.00pm, preceded by a presentation at 4.30pm?</p>	I