



**GREAT TORRINGTON SCHOOL
Academy Trust**

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

<u>GOVERNORS' BOARD MEETING</u>				
Date	Monday, 15 th July 2013	Time / Location	* 4.30 for Presentation *5:00 pm L5	
Potential Attendees	Initials	Position	Comments	
Michael Bamborough	MB	Member Appointed Governor (Chairman)	Present	
Sarah Almey	SA	Parent Governor (Vice Chair)	Present	
Tracey Amos	TA	Member Governor (Head Teacher)	Present	
David Cobbledick	DC	Member Appointed Governor	Present	
Marten Gallagher	MG	Parent Governor	Present	
Pat Grimwood-Taylor	PGT	Co-opted Governor	Apologies	
Amanda Hornsby	AH	Staff Governor (Non Teaching)	Present	
Mark Pluckrose	MP	Staff Governor (Teaching)	Present	
Jo Simpson	JSi	Co-opted Governor	Apologies	
Peter Villiers	PV	Co-Opted Governor	Apologies	
Tim Watson	TW	Member Appointed Governor	Apologies	
Jacqui Whiteman	JSW	Non Governor - Visitor (Deputy Headteacher)	Not Present	
Vacancy x 2		Member Appointed Governor	-	
Sue Bates	SB	Visitor Potential Parent Governor	Present	
Laraine Bridger	LB	Potential Parent Governor	-	
Lorraine Kenneally	LK	Visitor Potential Parent Governor	Present	
Angela Dalziel	AD		Present	
Rose Elliott	RE	Clerk to Governing Board	Present	

MINUTES

2012-13/ GOV/66	Presentation *4.30pm – 5.30pm	Andy Bloodworth [SLT Member] attended and presented his summary Safeguarding Report to governors [copy attached]. The report extended into the meeting and was accepted by the Governors who thanked ABL for his full and informative information. It was noted that we have the necessary tight systems but that we are also constantly reviewing and improving as new things arise and are not becoming complacent.	I D T
2012-13/ GOV/67	Apologies	Apologies had been received from JS, PGT, PV and TW. These were sanctioned.	I D
2012-13/ GOV/68	Governor Matters	MB had sent a paper to all Governors showing the current and proposed membership of the Governing Body [copy attached]. It had not been necessary to hold a ballot for the Parent Governor vacancies as one nominee had withdrawn. The appointments of the three Parent Governors [SB, LB and LK] were confirmed along with the reassignments of SA and PGT. MB noted that we were still a Parent Governor short and had written to a parent who was already involved in school activities to see if he would like to fill the vacancy. If he agreed to then we would be only one Co-	D I

		opted Governor short from filling all sixteen Governor seats. The search for that last volunteer continues.	
2012-13/ GOV/69	Conflicts of Interest	None declared.	I
2012-13/ GOV/70	Minutes of the Last Meeting	The Minutes of the meetings held on 20 th May 2013 were agreed and signed as a true record.	D
2012-13/ GOV/71	Matters Arising not on the Agenda	2012-13/GOV/62 – MB mentioned that he would be calling for comments in a later meeting concerning whether or not we should introduce a form of entrance assessment.	I
2012-13/ GOV/72a	Minutes of Committee Meetings - Personnel	<p>AD presented the GTS PDPM [Professional Development and Performance Management] Policy. It is based on the Model Appraisal Policy for Academies that DCC has produced alongside a similar version for their LA controlled schools. AD had prepared GTS specific appendices and added a consultation record sheet. As the DCC model has been the subject of consultation with associations we could adopt it without further action. On advice we sent copies of our proposed appendices to staff and local representatives of the associations. Following this action, however, concerns were expressed by some members of staff concerning lack of consultation. During a meeting between TA and the Devon NASUWT representative, called to resolve the concerns and any possibility of industrial action, it became clear that the staff had been referring to the model issued for LA controlled schools, which differs from that for Academies. Following that revelation there was an immediate retraction of the point made regarding non-consultation. TA reported that her meeting lasted three hours and was extremely positive; there was a lot of common ground, recognition that consultation had taken place and it ended in an very amicable manner.</p> <p>In order to help with the introduction of the revised reporting system we have arranged training for our Team Leaders to prepare them for their role in this process. In answer to a question relating to the use of the iRIS system TA stated that it could be used in the process if the member of staff being assessed so wished. Also, in response to the question whether our policy meets all the Teacher Unions demands, TA said that it did not, nor could it. Our policy falls midway between those proposed by both DfE and NASUWT and is a compromise position negotiated by DCC on our (Academies) behalf.</p> <p>TRA considered that governors had sufficient information in order to decide whether or not to adopt the proposed PDPM Policy.</p> <p>It was proposed [MG], seconded [SA] and agreed to adopt the Appraisal [PDPM] Policy and appendices as presented.</p> <p>AD was thanked for her contribution and she then left the meeting.</p> <p>To clarify a staff matter, TA stated that the Teaching Assistant mentioned in the Personnel minutes had resigned but there was insufficient time to advertise and appoint a replacement before next term.</p> <p>Policies brought forward from Committees for adoption at this meeting The Whistleblowing Policy recommended by Personnel was adopted by Governors. MP arrives 5.27 pm.</p>	I R I I I I
2012-13/ GOV/72b	Minutes of Committee	MG had chaired this meeting. MB proposed to increase the numbers of Governors on this committee to seek to resolve the problems encountered	I

	Meetings - Curriculum	<p>which had been expressed in the minutes. PGT and SB agreed to join this committee. It was also agreed to rename the committee the Teaching and Learning Committee. MG, SA and TRA agreed to meet in advance of the next meeting to review the Terms of Reference. SA to arrange as Chair.</p> <p>MG added that he was aware he had been a poor attendee of these meetings but now that his responsibilities at the Junior school are coming to an end this should not be an issue in the future. TA added that John Stanier [SLT] will join the Committee next year. SA added that committee members had other responsibilities; also another member had been long term sick.</p>	<p>D D TRA MG SA</p> <p>I I I</p>
2012-13/ GOV/72c	Minutes of Committee Meetings - Premises	<p>Since we have signed a three year lease for the printing changes the government have relaxed their restrictions on five year leases; however as upgrades in ICT come along so fast this may turn out to be to our advantage.</p> <p>The land issues mentioned briefly in the minutes are still under confidential discussion.</p>	<p>I</p> <p>I</p>
2012-13/ GOV/72d	Minutes of Committee Meetings - Finance	<p>The budget monitor sheet can now be sent electronically so will be available to all in the future.</p> <p>The carry forward figure is expected to be higher than the £158,000 previously mentioned.</p> <p>It is forecast that next year there may be significant financial obstacles to overcome in order to balance the budget. TA reports that she was hopeful of some gain from proposed changes to the formula funding in the sparsity factor and or the lump sum but the information available so far does not seem to be in our favour. There may be funding from the DfE in recognition that good or outstanding schools that are affected by a short term dip in pupil admissions need special support. However, even if funds are available they may not be sufficient to offset our projected £200,000 deficit or cover the full extent of our financial shortfall. Based on the latest projected pupil numbers we would need at least 40 extra pupils to get close to setting a balanced budget.</p> <p>SB apologises and leaves 6.05 pm</p> <p>Cashless Catering was discussed. MG stated that the biometric identification system that is used is not the same as a fingerprint. Only just enough detail is stored for recognition and there is also a facility to use a PIN. In other establishments where this has been introduced the take-up of meals has gone up.</p> <p>After consultation and careful consideration the HROne contract will be renewed, without contracting for a regular presence in school on a weekly basis. We believe this to be the best solution for the next twelve months, after which the service provided will be re-assessed with a view to seeking possible alternatives.</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
2012-13/ GOV/73	Budget 2013/2014	<p>The Budget for 2013/14, as sent in advance and recommended by the Finance Committee, was proposed for adoption by MG, seconded SA and agreed by the Governors.</p> <p>DC adds thanks to CW and his team who achieved two goods and three high standards in the recent audit.</p>	<p>R D T</p>
2012-13/ GOV/74	Improvement Plan Review	<p>TRA reports the Plan stands as it was; there will be a full breakdown in September. The whole team have worked very hard to deliver a</p>	<p>I</p>

