



Darell School Governing Body



Minutes: Tuesday 18th May 2010 at 7.00 pm.

*****Future Meetings*****	
Premises Committee	TBA
Achievement /Curriculum C	Monday 14th June at 7.30 pm at the school.
Resources Committee	Tuesday 15th June 8.00 am at the school.
Governing Body	Thursday 24th June 2010 at 7.30 pm at the school. (SDP)
Welcome Committee	Tuesday 29th June 7.30 pm at the school.
Governing Body	Tuesday 19th October 2010 at 7.00 pm at the school.

Constitution, Membership and Attendance

LA – 4	PARENTS – 6	COMMUNITY – 5	STAFF – 4	ASSOCIATE - 1
Celia Hodges (C)	Poppy Altmann	Anna Gilbert	Angela Catlin - S	Sara Tricker
John Page	Elizabeth Chaudhary	Colleen McIntyre	Kathryn Hayward - T	
Kate Samuel	Caroline Clark	Lindsey Scotney	Laura Khalil – HT	
	Ray Ferris	Nigel Taylor*	Sue Richardson – T*	
	Sue Frisby	Dick Yardley		
Vacancy	Mark Williams (VC)*			

* + bold = absent

Apologies: Brian Glover, Sur Richardson and Mark Williams

Also attended: Philip West – Clerk
 Deborah Lane – Deputy Headteacher
 Vicky Butcher – Observer
 Kate Harbour – Darell Finance Officer) Item 6 only
 Mary Ironmonger – LA Finance)

Committee Structure and Membership

Curriculum	Finance	Personnel/Pay	Premises	Welcome
Caroline Clark (C) Ray Ferris Colleen McIntyre John Page Lindsey Scotney Sara Tricker A Teacher Governor	Angela Catlin Anna Gilbert (C) Sue Richardson Lindsey Scotney Nigel Taylor	Caroline Clark Anna Gilbert Colleen McIntyre John Page (C) Lindsey Scotney	Poppy Altmann Sue Frisby Sara Tricker Dick Yardley Mark Williams (C) Noel O'Neill (as need arises)	Angela Catlin Sue Frisby Sue Richardson Kate Samuel Lindsey Scotney Sara Tricker (C)
The Chair and Headteacher are members of all the above committees.				
The Chair is empowered to form committees for exclusions, complaints, appeals etc as and when required.				

Governors' Special Responsibilities

Gifted and Talented Children	Special Educational Needs	Exclusions	Child Protection	Looked-after Children
Vacancy	Caroline Clark	John Page	Colleen McIntyre	Chair
Equalities Issues	Health and Safety	Training Link	Early Years	
Chair /Colleen McIntyre	Mark Williams	Anna Gilbert	Colleen McIntyre	

1. Welcome, Introductions and Apologies

ACTION

Vicky Butcher, Kate Harbour and Mary Ironmonger were welcomed to the meeting.

Apologies were noted as listed above and it was

Agreed they be accepted.

2. Declaration of Interests

The governors noted the need to declare any interest in items considered.

3. Membership of the Governing Body

Governors noted changes to the membership of the Governing Body as listed:

Forthcoming Completion of Term: Nigel Taylor, community governor, from 22nd May 2010.

Current Vacancies: one LA governor.

The Clerk advised governors that the filling of a community governor vacancy was a matter entirely for the governors to decide, unlike the LA vacancy which was for the LA to determine. In previous discussions, reference had been made to conducting a skills audit of the existing governors and of appointing an existing parent.

Governors discussed the best approach and it was

Agreed That Kate Samuel should conduct a skills audit.
The Headteacher to advertise the post within the school community.
To reconsider the matter with this further information.

**KS
HT
All**

4. Minutes and Matters Arising

4.1 Minutes. The minutes of the meetings of **4th February** and **15th March 2010** were, subject to governors having the opportunity to query the 4th February minutes,

All

Agreed.

4.2 Matters Arising. The Clerk referred to amendments made to the originally circulated March minutes. Under 7, there were now references to

- the one-shot mailing of the agenda and papers.
- publishing the Governing Body agenda and minutes on the website.
- use of the national governors' organisation checklist for governor induction.

**HT
Wel
Com**

5. Report of the Headteacher

The Headteacher had circulated her report. She drew governors' attention to a number of matters noted below.

5.1 School Building Development. Jacobs had been selected as the consultants for the overall development proposals and they had visited the school and held initial discussions with the Headteacher. The consultants favoured a two phase approach, dealing with the Unit first and the expansion second. The Headteacher was requesting that changes to the admin offices be included in the first phase. She explained the location options for the Unit and expressed her concern at the possible complexity and length of the overall process. The school community would be consulted in due course.

5.2 SATs Boycott 2010. Governors noted that the SATs had been boycotted in the school. All five quadrat schools participated in this but it was not certain what the wider LA or national picture was. Governors did not feel that was any further action they needed to take on this matter.

The results of the teacher-assessed papers that the pupils had taken were

noted. Level 4 and above for maths was 79% and for English 86%. These were draft results but indicated a matching or exceeding of targets.

5.3 Unit Referrals. There had been three referrals to the Unit since its re-designation, one utterly inappropriate and two who would be starting in September.

5.6 Governor's Annual Report. Governors were asked to ensure that any contributions for the report were forwarded to the Headteacher by Friday 25th June.

AII/HT

Governors received the report.

6. School Budget

Anna Gilbert introduced Kate Harbour and Mary Ironmonger who were attending to give a presentation on finance and the budget. This was to give all governors a better understanding of how the LA funded schools, the sources of the school's funding and how it was deployed and how it supported the SDP.

Two briefing papers had been circulated showing the draft budgets for the next three years. The important issue was that the school was heading for an increasing deficit and that action needed to be taken to address this. However the scope for any major changes were limited to increasing income through additional pupils, each worth £2300 annually) or making savings on staffing, around 80% of the budget. Action was being taken to increase the number of pupils through professional marketing of the school and a review of staffing was being undertaken. Governors noted that the school had been reducing staffing costs recently where opportunities had arisen. The Headteacher would include pupil numbers in her report for governors for monitoring purposes.

Governors noted that the final budget had to be submitted at the end of June. If a deficit was shown then the school needed to demonstrate how this would be eliminated over the three years. Mary Ironmonger was aware that half of the ten schools she serviced would have deficits in this or next year.

The presentation notes would be circulated with the minutes (attached).

Kate Harbour and Mary Ironmonger were thanked for their presentation and left the meeting.

7. Self Evaluation Form (SEF) and School Development Plan (SDP)

7.1 SEF. The Headteacher reported that the SIP had recommended streamlining the SEF and that she was continuing to work on this. Currently she was concentrating on the leadership section which included the Governing Body. The Headteacher remained uncertain on what was the best approach for the Governing Body to review and approve the SEF.

7.2 SDP. The SIP had also recommended that the plan be streamlined and the current draft of the 2009/10 plan had been circulated. The Headteacher reported that the school was continuing to work on this and that Ray Ferris and Brian Glover were working on an improved format for the presentation of the information.

Governors were happy to approve the priorities identified and suggested that these could be reduced to three main headings: improve attainment, increase the roll through marketing and replace and upgrade the IT infrastructure. The Headteacher suggested that Committees might find it helpful to compile their own action plans to ensure that with a streamlined SDP other important matters were not overlooked.

After discussion the governors

Agreed The priorities under the three headings suggested.
To discuss the plan at the June meeting.
To ask the Committees to consider how they could contribute to the plan
and to consider the value of compiling their own action plans.

**HT
Clerk
Com
Chairs**

8. Committees and Working Parties

8.1 Reports of Meetings.

Finance – 23rd March and 27th April 2010, minutes circulated.

Premises – no recent meeting.

Curriculum – 4th May 2010, minutes circulated.

Welcome – 11th May 2010, minutes circulated.

Personnel – no recent meeting.

Pay – no recent meeting.

The reports were received.

8.2 Committee Structure. The Committee Chairs had met on 29th March to consider the committee structure and terms of reference. This had been prompted by the training event given by Pat Petch earlier in the year. The meeting had recommended reconstituting the Committees as follows:

Achievement and Curriculum
Premises
Resources (including the Personnel and Pay responsibilities)
Welcome

The meeting had also drafted terms of reference which had been circulated.

These recommendations were

Agreed.

9. Policies

Committees had reviewed the policies listed and recommended approval by the Governing Body and this was

Agreed.

Achievement and Curriculum
Gifted and Talented

10. School Council

Minutes of the recent meeting were included in the Headteacher's report.

11. PTA Report

Ray Ferris reported that the stall at the Richmond Fair had been successful despite the weather, raising £700 against last year's £1500. He reminded governors of two other

