

## Debenham High School

A Church of England High Performing Specialist Academy

### Governing Body

Minutes of the meeting of the Governing Body held at the school on Thursday 14 February 2013 at 5.00pm.

Present: Mr R Boulter Chairman Mrs Hotston Moore  
Mr D Carruthers Vice Chairman Mrs S Janson  
Rev P Cotton Dr H Marlow  
Mr P Debenham Mr B Poole  
Dr D Egan Mr R Stevenson  
Mr C Gilgan Miss J Upton  
Ms S Goodrich Mr D Yaroslaw

In attendance: Mrs J Brown Mrs J Mitchell (Clerk)  
Mrs T Darby  
Mr S Martin  
Miss S McBurney  
Mrs L Ramsay

#### 1 ABSENCE

- 1.1 Apologies for absence had been received from, Mr D McMillan and Mrs L Wilson.
- 1.2 Governors consented to their absence.

#### 2 PECUNIARY AND OTHER INTERESTS

- 2.1 There were no declarations of pecuniary or any other interest in any agenda item.
- 2.2 There were no changes to the Register of Pecuniary Interests.

#### 3 GOVERNING BODY MEMBERSHIP

- 3.1 Chairman welcomed Mr Brian Poole, a new Parent Governor to the meeting.
- 3.2 Mr Chris Grover expected to be confirmed as a Foundation Governor after Easter 2013.
- 3.3 **Policy Document No G01 Draft 2** (The Role of Governors and Members of the Academy Trust; Terms of Reference of the Governing Body's Committees and Working Parties) had been circulated with the agenda (copy in minute book)  
APPROVED
- 3.4 **Policy Document No G02 Draft 3B** (Membership of The Academy Trust and Governing Body committees & Working Parties) had been circulated with the agenda (copy in minute book).  
APPROVED with the following amendment:-
  - 3.1 Clerk to read 'Simon Martin (Deputy Head)'

#### 4 MINUTES

- 4.1 Minutes of the meeting held on 4 December 2012 (copy in Minute Book) had been circulated with the agenda, were confirmed as a true record and were signed by the Chairman.
- 4.2 There were no matters arising from the minutes.

#### 5 CHAIRMAN'S ACTION

No urgent action taken by the Chairman.

#### 6 HEADTEACHER'S REPORT

The report (copy in minute book) had been circulated with the agenda.  
Miss Upton welcomed to the meeting the Head Boy, Head Girl and the Deputy Head Boy. They read

reports (copies in minute book) on Year Leader, Debenham's Got Talent, Year 11 and the school charity week. The Chairman thanked the pupils for their attendance.

**Staff Changes:** new teachers and trainee teachers had all settled in well. 2 people had been interviewed on 13<sup>th</sup> February for the full-time Physics teacher position, but neither had been appointed.

Claire Lemondine-Martin (Support staff) has left and her position as a part time teaching assistant and would not be replaced.

**Support staff restructure:** this was continuing and was unsettling for staff concerned.

**Performance tables:** Miss Upton had received a letter from Mr D Laws MP (copy to be emailed) congratulating the school on being in the top 100 in the National Performance table.

**Statutory Inspection of Anglican Schools:** This inspection took place on 11 December 2012 and the school was judged to be 'Outstanding'. Miss Upton thanked David Yaroslaw for the work on the Pray Space and his considerable role in our spiritual ethos.

**Preparation for OFSTED:** The last OFSTED inspection was in 2008, therefore the next inspection is imminent. On Thurs 28<sup>th</sup> March there is an Information Advice and Guidance Meeting scheduled to take place.

**Capital development:** a further bid has been made to the EFA for capital development at the school to improve facilities for performing arts and create a drama studio.

Mr Boulter explained about the modification to a Section 106 planning obligation by Lawrence Homes where they had requested to donate an area of land originally planned for community use to the school. Designation of the land was changed to a playing field. The school cannot build on this land and must fill the ditch and erect fence around perimeter, incorporating this land with the present playing field.

**Faculty/Departmental Capital Bids:** Miss Upton passed on the thanks from Heads of Departments for the Governing Body Funding.

The report was RECEIVED

## **7 MINUTES OF COMMITTEES**

7.1 **Finance and General Purposes Committee:** minutes of the meeting held on 10 December 2012 (copy in minute book) had been circulated with the agenda.  
RECEIVED.

7.2 No other committees had met since the last full meeting of the Governing Body.

Mr Carruthers advised that there had been a further meeting of the Finance and General Purposes Committee and it was proposed that a small group from this committee would be reviewing the Risk Management Plan.

## **8 BUDGET AND RELATED ITEMS**

8.1 **Budget Position Statement 2012-13:** the statement (copy in minute book) had been circulated with the agenda. Mrs Darby reported that all was going to plan, however there was a need to preserve reserves given the likely drop in funding as a result of the new funding formula.  
RECEIVED

8.2 **Summary of 2013/14 Funding Arrangements:** the summary (copy in minute book) had been circulated with the agenda). Mrs Darby reported on the new funding arrangements and what we may receive. The estimates were based upon the present pupil numbers and the worst case scenario for 2013-14 showed a possible loss of up to £131,500. Mrs Darby re-iterated that future funding levels are uncertain so healthy reserves and prudent financial planning would be essential.

- 8.3 **School Funding Reforms:** the report of the Director for Children and Young People Services (copy in minute book Spring 13/3 – green) had been circulated with the agenda.

RECEIVED

In response to a question about free school meals, Miss Upton advised that letters had been sent to parents to whom this would apply.

## 9 **BUILDINGS**

A verbal report was given by Miss Upton and Mrs Darby. More external doors were to be fitted and soffits /fascias around the hall were also to be replaced. This was one of the last elements to be funded by the EFA capital grant for health & Safety and condition issues. Mr Boulter had previously (item 6) updated the meeting on the land at the bottom of the school playing field.

## 10 **GOVERNORS' WORKING PARTIES**

- 10.1 **Notes of Curriculum Working Party:** the notes of the meeting held on 23 January 2013 (copy in minute book) had been circulated with the agenda and were

RECEIVED

- 10.2 No other working parties had met since the last full meeting of the Governing Body.

## 11 **REPORTS FROM GOVERNORS**

Mr Ralph had attended the Geography and the History Faculty Review. Mr Ralph was not in attendance at this meeting so no report was available.

Mrs Janson had attended on 17 December 2012 and had seen a very effective small group of SEN pupils working and also a mixed ability History class, which had good interaction from pupils.

Revd. Cotton, Mrs Janson and Dr Marlow had attended an exclusion meeting for a student with Asperger's. Mr Martin added that the parents had responded stating the meeting had been positive.

Mrs Janson suggested that a set report be produced for Governors to complete after a school visit.

## 12 **SCHOOL DEVELOPMENT PLAN 2012-15**

The School Development Plan 2012-13 (copy in minute book) had been circulated with the agenda and Miss Upton an update

- that the 2 milestone assessments each half term in each subject were helping students,
- that TA's were working well with students learning from them; not just a 'body' in the classroom,
- that the 3 Year 11 FSM students were doing poorly and gave an estimated achievement of 79% 5 A\*-C grades for the Summer exams,
- Tutor time literacy and numeracy catch-up working well, as was the provision of sixth sets in both Mathematics and English
- that the TLC link with Ormiston Endeavour Academy was working well.

One trainee teacher from Copleston will remain with us, as his Mentor feels he is learning more here.

Miss Upton advised that a sixth form is beyond the 3 year plan as documentation showed we would not achieve funding.

RECEIVED

## 13 **POLICIES**

- 13.1 **Attendance Policy and Guidance (Draft 3C):** the draft policy (copy in minute book) had been circulated with the agenda. Mrs Ramsay advised that the minor adjustment was the use of tick boxed in Appendix 4.

APPROVED

- 13.2 **Sexual Health Policy.** The Sexual Health Pre Meeting Discussion paper (copy in minute book) had been circulated with the agenda. Miss Upton advised that further to the discussion at the last Governors' meeting it has now been established that the C-Card service is unavailable without the C-Card itself. After an extended discussion the Chairman called for a vote and as a result it was

AGREED

- that the school would NOT allow the C-Card / and would not issue condoms.
- 13.3 **Data Protection Policy (Draft B):** the draft policy (copy in minute book) had been circulated with the agenda and was APPROVED

#### 14 EDUCATIONAL VISITS

- A report listing proposed visits for the Spring term 2013 (copy in minute book) had been circulated with the agenda. The residential and overseas visit - ski trip for 2014 was APPROVED  
NOTED

#### 15 LOCAL AUTHORITY ITEMS

- 15.1 **Information sheet:** for Spring Term 2013 (copy in minute book) had been circulated with the agenda. Miss Upton and Mrs Darby would be meeting to review the business continuity plan. RECEIVED
- 15.2 **Raising the bar:** the Spring 2013/1 Yellow update report (copy in minute book) had been circulated with the agenda. Miss Upton informed that despite the overall Suffolk result being poor, our school had done well and a letter from Mr Laws MP had been received congratulating the school in being in the national 'top 100' schools. RECEIVED
- 15.3 **Pupil Premium Funding:** the Spring 2013/2 Blue update report (copy in minute book) had been circulated with the agenda. It was agreed that the use of Pupil Premium was to be put on the website. Clerk to feedback to Governor Services. RECEIVED

#### 16 GOVERNANCE AND TRAINING

- 16.1 **Governor Training Programme Spring Term 2013 Courses:** the schedule of courses and seminars (copy in minute book) had been circulated with the agenda. Mrs Janson and Dr Marlow had both attended the CP3 course (How Do I Start?) and had found it very worthwhile. They are also booked to attend the CP8 course (Health & Safety) on 6<sup>th</sup> March 2013.
- 16.2 **Governors Newsletter Spring 2013:** the Local Authority's newsletter (copy in minute book) had been circulated with the agenda.

#### 17 ANY OTHER BUSINESS

- 17.1 **Election of Academy Representative to the Schools Forum:** the Chairman circulated a letter from the Local Authority's Governor Services (copy in minute book) asking Governors to decide which two of the three nominations to support. After discussion and a vote it was AGREED  
to support the nominations of Steve Lovett, Thomas Mills High School and Andrew Bloom, Stradbroke High School. The Clerk would forward this result to Governor Services.
- 17.2 - Following recent news of horse-meat replacing beef in meals Miss Upton advised that all meat used at school was locally sourced.  
- Dr Marlow advised that in the news, a 13 year-old girl had been injured in a road accident and the insurance company were challenging the amount ordered by the court to pay as she was not wearing any hi-vis clothing. Mr Martin advised that the Young Enterprise group were selling hi-vis items at school.

#### 18 DATES OF FUTURE MEETINGS

- 16.1 Whole Governing Body meetings would be held at 5pm on:  
**Tuesday 30th April 2013**  
Tuesday 20th June 2013 at 5pm.

The meeting closed at 7.20 pm

Signed..... Date.....