



# HIGHFIELD SCHOOL

## Minutes of the Governing Body Meeting

**Tuesday 22<sup>nd</sup> March 2016 at 7.00pm**

### **Governors present**

Esther Harris (EH Chair), Simon Bainbridge (SB Headteacher), Val Manning (VM), Phil Woolner (PW), Ian Bayes (IB) Sarah Bradshaw-Hughes (SBH) and Anne Dyer (AD)  
Rachel Ash

### **Others present**

Pippa Edwards (PE Business Manager) and Kerrie Jones (KJ Clerk)

### **1. Acceptance of Apologies for Absence**

There were no apologies

Michael Bernacki (MB) was absent

### **2. Declaration of Interests**

The Clerk reminded Governors of the need to declare any interest including pecuniary

### **3. Energy Scheme**

A number of documents had been circulated; IB prepared summary graphs depicting various possible scenarios.

Evogreen & Bouygues have both given costings

There are 2 funding options for Bouygues:

- Salix funding which is interest free and would have to meet energy criteria to get this (believe 60% chance of getting this funding).
- CCC scheme with interest

*Governors asked how long is the Salix application process? 1 month maybe*

*If the Salix application is unsuccessful can we then use the CCC route? Probably, extensions have not been a problem in negotiations so far.*

The biomass option will require planning permission which will take at least 10 weeks, any hold up could prevent the work being done in the summer holidays

Gas option – utility connection from main road

Governors sought the opinion of IB and PE who have spent a lot of time researching and negotiating. Both agreed:

- Bouygues scheme offers more security
- Gas connection would be good to have for future
- Bouygues scheme is guaranteed
- Figures presented more trustworthy

Seeking an alternative option has helped to make a reduction to the overall quote.

All governors agreed to proceed with the gas option with Bouygues

PE will follow up with Bouygues tomorrow to confirm. Will discuss Salix funding with them

Thanked IB for all his work

[7.30 IB left]

#### **4. Minutes of the Last Meeting/Matters Arising**

These were agreed as a true record.

- GB membership – Jan Munt is unable to commit. Have decided not to appoint Dom Fullman at this time as GB rather ‘teacher heavy’. Have advertised a vacancy through SGOSS & requested finance skills. Meeting a prospective governor with law training
- PDA training – too expensive. On hold for now
- Business Venture – item for next agenda, invite Maz Baker

#### **5. Head Teacher’s Report**

Report was circulated

116 currently on roll with increase to 118 after Easter. 121 funded places from 1 April 2016  
Have 7 Looked after children which is high

Budget projection is poor with no increase in funding but an increase to pension contributions to cover.

Looking to make savings; may not break even. Not replacing staff that leave.

#### **6. Committee Reports**

##### SDC

- Following data training session now looking at a case study each meeting.
- The issue of staff being hurt by pupils was discussed and concerns raised.
- Maths subject plans for several years were compared to see how data feeds into planning.
- Parents’ survey to go out in June. Put training plan in place at the subsequent meeting

##### F&P

- Café Highfield is very successful; have raised £200. Pupils are enjoying it and sessions are well attended
- Children entering the site and climbing on the roof is an on-going problem. Damage has been done; will use anti climb paint
- New car park arrangements going well though some issues recently with children straying onto the driveway

#### **7. ALT/Academy**

SB gave an overview from the meeting with ALT. The minutes of this meeting had been circulated.

All schools are to become academies by 2022, plans need to be in place by 2020.

SB expressed his view that now is a good time for Highfield to convert to academy status and this is a good opportunity.

Governors discussed the merits of a single academy versus a MAT and the preferred option is

to join an existing MAT.  
 SB has visited Neal-Wade Academy and met with the Executive HT

Highfield has talented staff & this will provide them with opportunities.  
 Staffing structure will be similar to now with perhaps some changes to SLT

Discussed timescale: 1 Sept 2016 seems optimal to coincide with Academy financial year

VM proposed we agree an intention to convert to Academy status as part of the Active Learning Trust, subject to including Phase 2 of building work being part of the agreement. AD seconded this proposal and Governors agreed unanimously

Governors agreed to consult with parents and staff next term.

**8. Ratify**

• **Appraisal Policy**

Query over classroom observation & drop in policy as this is referenced but not something we have. SB will clarify if there is an EPM policy

Policy states there is a HT annual report on monitoring & evaluation – include in Sept HT report

**9. AOB**

Suggested a governor link with responsibility for the website – next agenda

Staff requests recorded as a confidential minute

**10. Date of Next Meeting**

4 May 7pm

ACTION	ASSIGNED TO	BY WHEN
Governor link for website		Next FGB
Business venture update	KJ invite Maz	Next FGB
Clarification over observation & drop-in policy	SB liaise with EPM	
Annual monitoring report for Appraisal	SB	Autumn HT report

Meeting ended 8.20pm